



PERSON SPECIFICATION

Post Title: Executive Assistant to the Chief Executive

| Qualifications and Experience | | | |
|-------------------------------------|--|---|-------------------------|
| Criteria | Essential | Desirable | Method of Assessment |
| Qualifications and Education | <p>Minimum RSA Level 3 Word Processing and/or typewriting or demonstrable level of experience working in a related role</p> <p>5 GCSEs A-C Grade (must include English)</p> | <p>Appropriate Customer Care related qualification</p> <p>Shorthand and/or audio typewriting</p> | Application |
| Knowledge & Experience | <p>Experience of supporting senior management in a comparable personal assistant role</p> <p>Experience of working in an office environment</p> <p>First line management skills</p> <p>Developed influencing skills.</p> | <p>Experience of working in a similar environment dealing with public and private sector organisations</p> <p>Experience of financial and administration systems</p> <p>Experience of providing customer care</p> <p>Experience of reception duties</p> | Application & Interview |
| Skills | <p>Excellent communication skills</p> <p>Excellent IT skills (Microsoft suite of products – word, excel etc)</p> <p>Ability to work with confidential and sensitive information</p> <p>Ability to use own initiative and manage own workload</p> | <p>Ability to demonstrate customer care, sensitivity and awareness and work with a wide range of partners</p> | Application & Interview |
| Personal Attributes | <p>Confident communication skills, friendly and approachable</p> <p>Keen attention to detail, organised and efficient</p> <p>Pro-active and flexible</p> | | Application & Interview |