

## Person Specification

### Administrative Assistant



#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### Essential

- Experience and proficient in the use of MS office software packages, especially Sharepoint, Teams, Excel, Word and Outlook.
- Experience of administering financial procedures
- Experience of working in a busy office environment.
- Keen attention to detail.
- Good oral and written communication skills.
- Good organisational skills.
- Able to work on own initiative and as part of a team.
- Ability to complete tasks with minimum supervision.
- Confident, assertive and capable of dealing with people at all levels in the organisation
- Discretion and able to maintain confidentiality.
- Willingness to learn new skills and self-awareness of personal development areas.
- Committed to Equal Opportunities and anti-discriminatory practice.

##### Desirable

- Knowledge of local authority working practices.
- Cash handling experience.
- Training in customer care.

#### Part B

The following criteria will be further explored at the interview stage:

- Good oral and written communication skills.
- Experience of working in a busy office environment.
- Good organisational skills.
- Able to work on own initiative and as part of a team.
- Confident, assertive and capable of dealing with people at all levels in the organisation.
- Discretion and able to maintain confidentiality.
- Committed to Equal Opportunities and anti-discriminatory practice.

#### Additional Requirements

- The role may require some limited to travel to other TWAM sites in Tyneside and occasional working outside of normal hours