Administrative Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. High level of computer literacy with a strong working knowledge of MS office
2. Experience of collecting, recording and presenting data.
3. Keen attention to detail.
4. Good oral and written communication skills.
5. Good organisational skills.
6. Able to work on own initiative and as part of a team.
7. Demonstrable experience of working in a busy office environment
8. Confident, assertive and capable of dealing with people at all levels in the organisation
9. Discretion and able to maintain confidentiality.
10. Willingness to learn new skills and self-awareness of personal development areas.
11. Committed to Equal Opportunities and anti-discriminatory practice.

Desirable

1. Knowledge of local authority financial procedures

2. Knowledge of local authority working practices.
3. Cash handling experience.
4. Knowledge of and experience of working to support GDPR.

Additional Requirements

1. The job role will require the post holder to work on occasional evenings / weekends.
2. The job holder will be required to support with some lifting, carrying and moving of equipment and resources.
3. The post holder will be required to travel in the North East region to work at a number of sites/locations.
4. Enhanced DBS check with Regulated Activity