

PERSON SPECIFICATION

Office and Team:	National Litigation Unit – Branch Support
Job Title and Grade:	Executive Support Assistant – Grade 2
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Good IT skills.</p> <p>Ability to produce stock letters and documents for clients, defendants, third parties, extracting the information required from the case file.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Excellent organisational and time management skills.</p> <p>Good Interpersonal /Communication skills.</p> <p>Good client care skills.</p> <p>Ability to work flexibly and cooperatively with others.</p> <p>Competent in use of Microsoft office.</p>	<p>Experience of electronic case management systems.</p>

Specification	Essential	Desirable
Experience	Secretarial experience gained in a legal environment.	Personal Injury Secretarial experience.
Relevant education/ training	Proven ability in literacy and numeracy.	Typing Qualification. Formal secretarial training.
Other requirements	Enthusiastic attitude and approach to work. Reliable and dependable. Client focussed approach. Adaptable to change.	Empathy with the TU and Labour movement.