

PERSON SPECIFICATION

Office and Team:	Manchester – Admin (6 months Fixed Term Contract to cover maternity)
Job Title and Grade:	Admin Assistant - Grade I
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>An ability to work under own initiative and as a member of a team.</p> <p>Data entry skills.</p> <p>An ability to work pro-actively.</p> <p>Good communication skills.</p> <p>Good organisational and administrative skills.</p> <p>Accuracy and attention to detail.</p> <p>Computer literate/keyboard skills.</p>	<p>Knowledge of filing systems and postal procedures.</p> <p>Ability to mail merge.</p> <p>Ability to draft relevant correspondence including e-mail.</p> <p>Telephony skills.</p>
Experience	<p>Team Working.</p> <p>Experience of Microsoft word.</p>	<p>Previous work experience in an office environment.</p> <p>Experience of Microsoft Excel and Outlook.</p> <p>Experience of electronic case management Systems.</p>
Relevant education/ training	<p>Proven ability in numeracy and verbal and written communication skills.</p>	

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<p>Other requirements</p>	<p>Enthusiastic attitude and approach to work.</p> <p>Reliable and dependable.</p> <p>Client focussed approach.</p> <p>Adaptable to change.</p> <p>Flexible</p>	<p>An understanding of and empathy with the Trade Union movement.</p>