

PERSON SPECIFICATION

VOICE ADMINISTRATION SUPPORT OFFICER

ESSENTIAL CRITERIA:

1. Proven administrative/clerical ability.
2. High level of accuracy and numeracy with attention to detail.
3. Proven problem solving ability.
4. Experience of using computerised systems and good keyboard skills.
5. Knowledge of spreadsheets and integrated office system.
6. Ability to manage workload and meet deadlines with a minimum amount of supervision.
7. Flexible attitude to work.
8. Ability to work as part of a team.
9. Ability to demonstrate self-motivation and initiative.
10. Good presentation and communication skills.
11. Good interpersonal skills and ability to relate to a broad spectrum of people.
12. Proven confidentiality skills.
13. Working Knowledge of Sage Accounting.
14. Candidates must be able to demonstrate a level of awareness of diversity and equality issues appropriate to this role.