

**RFCA FOR YORKSHIRE AND THE HUMBER**

**PERSON SPECIFICATION**

**JOB TITLE: EMPLOYER ENGAGEMENT ADMINISTRATIVE OFFICER**

<b>CRITERIA</b>	<b>STANDARD</b>	<b>E/D*</b>	<b>MEASURED BY</b>
<b>Work Experience</b>	Organisation and Administration	E	Application
	Managing workload and prioritising commitments	E	Application/Interview
	Previous experience as an administrator	D	Application/Interview
<b>Knowledge</b>	Knowledge of Salesforce database and operating systems	D	Application/Interview
	Knowledge of Symphony	D	Application/Interview
<b>Skills</b>	Ability to use Microsoft Word, Outlook, Access and Excel	E	Application/Interview
	Ability to communicate clearly in writing and orally	E	Application/Interview
	Ability to produce accurate work to tight deadlines under pressure	E	Application/Interview
	Ability to learn new IT management systems	E	Application/Interview
<b>Qualifications</b>	Driving licence	D	Application
	Positive individual, with an innovative approach to work	E	Interview
<b>Attitude</b>	Empathetic individual having the flexibility to deal with a wide variety of situations	E	Interview
	Team player	E	Interview

\*E = Essential D = Desirable