**PERSON SPECIFICATION – Business Services Admin Officer**

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|  | **Essential** | **Desirable** |
| **Experience**  |  |  |
| Experience working in an administrative role  | ✓ |  |
| Managing workload and prioritising commitments | **🗸** |  |
| Working with financial admin such as invoice processing  | **🗸** |  |
| Working in a reactive environment with changing priorities |  | **🗸** |
| Taking notes and producing minutes  | **🗸** |  |
|  |  |  |
| **Qualifications** |  |  |
| IT Skills e.g. ECDL  |  | **🗸** |
| Office Administration – e.g. NVQ in Business and Administration |  | **🗸** |
|  |  |  |
| **Skills and Abilities** |  |  |
| Confident in building strong working relationships  | **🗸** |  |
| Detail focused and able to work accurately despite interruptions | **🗸** |  |
| Able to communicate clearly both verbally and in writing | **🗸** |  |
| Competent in all Microsoft Office applications  | **🗸** |  |
| Problem solving approach to day to day issues | **🗸** |  |
|  |  |  |
| **Knowledge**  |  |  |
| Diary Management & Meeting Planning | **🗸** |  |
| Inventory management |  | **🗸** |
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| **Any Additional Factors**  |  |  |
| Willing to work flexibly  | **🗸** |  |
| Full driving license (Group B) | **🗸** |  |