

PERSONAL SPECIFICATION

KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE REQUIRED

The Clerical Assistant will need to possess:

- good computer and administration skills - Microsoft Word/Excel/Outlook
- the ability to work on their own initiative
- the ability to work under pressure and multi task
- flexibility
- good communication and listening skills

The candidate will be expected to be friendly, approachable and able to communicate effectively with a wide variety of different people from different areas of the community.

Although not essential experience of working with local authorities would be advantageous.

Key experience essential for the role

- Previous office/administrative experience is essential
- A knowledge and understanding of Local Government would be advantageous but not essential
- A self-motivated and enthusiastic approach is a must