

**SERVICE DELIVERY DEPARTMENT - PART TIME ADMINISTRATION ASSISTANT  
PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	<p>Educated to GCSE level or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>A recognised qualification in local council administration.</p>
<b>2. Work Experience</b>	<p>Experience of using and a working knowledge of:</p> <ul style="list-style-type: none"> <li>• Outlook</li> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> <li>• Teams</li> <li>• Zoom</li> </ul> <p>Experience working within a compact and demanding office environment.</p> <p>Proven Customer Liaison experience</p> <p>Experience in Purchase Ordering from the initialisation of the process to completion</p> <p>Ability to problem solve and to work on projects.</p> <p>Ability to take payments from the public when required.</p>	<p>Knowledge and experience of cemetery administration.</p> <p>Knowledge and experience of working with local government.</p> <p>Demonstrate sourcing and ordering of materials.</p>
<b>3. Skills</b>	<p>Excellent presentation skills.</p> <p>Effective communication skills.</p> <p>Effective organisation skills.</p> <p>Ability to act with complete impartiality.</p> <p>Self-motivated and drive.</p> <p>High standard of attention to detail.</p>	<p>Experience of minute taking.</p>

<b>4. Other</b>	<p>Flexible approach to duties and the working day.</p> <p>Happy to work on a rota basis.</p> <p>To assist the Administration Department if necessary.</p> <p>Demonstrate flexibility within the role as required.</p>	<p>Driving Licence and vehicle.</p>