

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

	<b>Essential</b>	<b>Desirable</b>
1. Educational Qualifications	<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 or experience in local council administration</p>
2. Work Experience	<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>• Teams</li> </ul> <p>Experience working within a compact and demanding office environment.</p> <p>Proven customer service experience.</p> <p>Experience in purchase ordering from the initialisation of the process to completion.</p>	<p>Experience of using and a working knowledge of</p> <ul style="list-style-type: none"> <li>• Nitro</li> <li>• Scribe Allotments</li> <li>• Net 2 Paxton System</li> <li>• Zahara PO</li> </ul> <p>Knowledge and experience of cemetery administration.</p> <p>Knowledge and experience of working with local government.</p> <p>Understanding of COSHH, first aid and Health and Safety.</p>
3. Skills	<p>Ability to adapt and problem solve at short notice.</p> <p>Excellent presentation skills.</p> <p>Effective communication skills.</p> <p>Effective organisation skills.</p>	<p>Experience of minute taking.</p>

	<p>Ability to act with complete impartiality.</p> <p>Self-motivated and drive.</p> <p>Be able to work unsupervised and occasional lone working.</p> <p>High standard of attention to detail.</p>	
4. Other	Flexible approach to duties across all departments.	<p>Driving licence and vehicle.</p> <p>Understanding council terminology and procedures.</p>