



Carn Brea Parish Council

Person Specification

Administrative Assistant

Criteria	Essential	Desirable
Education, professional qualification and training	<ul style="list-style-type: none"> • Relevant business administrative experience. Prepared to undertake training as identified by the employer. 	<ul style="list-style-type: none"> • level 2 Business Administration qualification.
Abilities: Practical and Intellectual skills	<ul style="list-style-type: none"> • Good Level of IT Skills, including experience at Word, Excel, Outlook, PowerPoint, Publisher and Access. • Ability to communicate clearly and effectively orally and in writing. • Strong administrative experience, working in an office and dealing with the general public. • Ability to maintain a high level of confidentiality and discretion at all times. • Ability to effectively manage expectations and present facts in a realistic manner 	<ul style="list-style-type: none"> • Experience of working in an office support role in Local Government. • A good working knowledge / understanding of Local Government structure and practices.
Planning and organisation	<ul style="list-style-type: none"> • Punctuality. • Ability to manage a demanding workload and a variety of tasks, demonstrate a methodical, organised and flexible approach to meet the needs of the Parish Council • Ability to plan, organize and prioritise workload working efficiently under pressure to meet deadlines. • Ability to work independently using own initiative. 	
Interpersonal skills	<ul style="list-style-type: none"> • Work effectively in a team environment with a positive attitude. • Able to build and develop positive relationships and demonstrate good people skills. • A mature and professional manner. • Commitment to providing a high quality of service. • Self-Motivated. 	
Other	<ul style="list-style-type: none"> • Demonstrate flexibility as required. • Be adaptable and able to respond to changing demands/circumstances. 	