



Person Specification

ROLE: Office Administrator

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications Required	<ul style="list-style-type: none"> • none 	
Skills/ Competencies	<ul style="list-style-type: none"> • Excellent organisational skills, including the ability to manage own workload • Able to communicate effectively, face to face, over the telephone and by email • Good IT skills with the ability to solve problems and support others • Ability to maintain a confidential attitude with regard to all aspects of the post • Able to work effectively as part of a team 	
Previous Experience	<ul style="list-style-type: none"> • Experience of using IT in an administrative context, in particular Microsoft Access, Word, Power Point, Excel and Outlook • Experience of providing general administrative support to staff 	<ul style="list-style-type: none"> • Experience of using cloud storage • Experience of using wordpress •
Personal Qualities	<ul style="list-style-type: none"> • Good attention to detail • Proactive and efficient • Flexible and committed • Discrete • Excellent time management • Ability to maintain accuracy under pressure • Ability to deal with several tasks simultaneously • Good interpersonal skills 	<ul style="list-style-type: none"> • Interest in the voluntary sector • Interest in Sleep Related Information • Interest or experience in producing communication materials e.g. leaflets, posters, updating websites
Requires to be mobile/Driving Licence Required:	No	
Disclosure Required:		



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	<ul style="list-style-type: none"><li data-bbox="555 324 863 353">• YES – Basic Disclosure	