

Administrator - Person Specification

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Education	Educated to at least a GCSE Grade 5 (B/C in the old system approx.) in English and Maths or equivalent.	To have undertaken some further education that included elements of English and Maths would be advantageous but not essential.
Work Experience	Previous experience working in a fast paced office based environment for a sustained period of time.	Previous experience as an Administrator, Receptionist or Secretary specifically.
Skills and Job Related Knowledge	<ul style="list-style-type: none"> • Ability to take on board and process information accurately and efficiently and action accordingly • Ability to take minutes at meetings and produce an accurate record • Ability to record and input data accurately • Ability to maintain confidentiality at all times and adhere to data protection guidelines • Ability to write professional emails, letters and other correspondence and use Microsoft Outlook and Gmail • Ability to use Microsoft Word and PowerPoint • Confidence to communicate verbally in person and over the phone 	<ul style="list-style-type: none"> • Ability to use graphic design packages such as InDesign and Photoshop • Ability to use Microsoft Excel and Publisher • Experience of working with databases • An understanding of websites and social media
Character	<ul style="list-style-type: none"> • A willingness to join BEC and become a member of the church • Enthusiastic and self-motivated • Understanding and caring nature • Flexible • Calm and diplomatic • Well organised • Ability to prioritise workload 	

	<ul style="list-style-type: none">• Ability to show initiative• Willingness to receive training input	
--	--	--