

**APEX HOUSING LIMITED**

**EMPLOYEE SPECIFICATION**

**POSITION:** Administrative Assistant

**DATE COMPLETED:** December 2023

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS &amp; RELEVANT EXPERIENCE</b>	4 GCSEs (A-C) or equivalent including GCSE Maths and English & 1 years experience in an administrative role providing clerical/administrative support. <i>or</i> Minimum of 3 years experience in an administrative role providing clerical/administrative support.	Previous experience working within a care/support environment  RSA / OCR Stage 2 Word-processing / Typing or equivalent
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	Previous experience of word-processing, spreadsheet and database packages	Knowledge of care/support, environments
<b>PERSONAL SKILLS</b>	Good communication skills  Organisational skills  Keyboard skills  Numeracy Skills	
<b>DISPOSITION</b>	Ability to work as part of a team  Ability to work under pressure.  Ability to prioritise workload	
<b>CIRCUMSTANCES</b>	Flexible re - hours required to work	