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| **Person Specification** |

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| **Post Details** |
| **Post Title** | Casual Administration Assistants |
| **Department** | Bury Aces  |
| **Division/Section** | Communities & Wellbeing |
| **Location** | Various locations throughout the borough |

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| **Essential** |

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| Please give details of your working knowledge of Microsoft Office programs. |
| Give examples of when you have worked in a busy office environment. |
| What is your experience of working in a Customer Service environment dealing with internal and external customers? |
| When have you undertaken significant experience of undertaking routine office procedures? |
| Describe your experience of working to deadlines and prioritising work? |

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| Tell us about your communication and organisational skills, including arranging meetings and diaries? |
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| **Desirable** |

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| NVQ Level 2 Business Administration |
| NVQ Level 3 Business Administration |

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| ECDL or equivalent |
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