

Person Specification

Admin Assistant (Engineering)

	Essential	Desirable
Person	<ul style="list-style-type: none"> • Highly organised, motivated, accountable and willing approach. • Excellent communication skills. • Self-motivated and enthusiastic, willing to learn. • A genuine interest in water level management. • Commitment and loyalty to the organisation and its aims. • Capable of following procedures and systematic processes. 	
Qualifications	<ul style="list-style-type: none"> • GCSE's in English, Mathematics (Level 5 or above) or equivalent. 	
Knowledge and Experience	<ul style="list-style-type: none"> • Good level of literacy and numeracy. • Good organisational skills. • Previous experience of working in an administrative role. • Understanding of the work of internal drainage boards. • Experience in diary management and meeting planning. 	<ul style="list-style-type: none"> • Experience in providing administrative support in an engineering or local government environment. • Preparation of orders and an understanding of accounts systems. • Minute taking skills.
Computer Skills	<ul style="list-style-type: none"> • Proficient in the use of MS Word. • Fast and accurate typing skills. • Understanding of electronic filing systems. 	<ul style="list-style-type: none"> • Good understanding of databases and spreadsheets. • Competent in the use of MS Excel, Access, Outlook and Teams. • Knowledge of Office 365. • Awareness of GIS.
Business Skills	<ul style="list-style-type: none"> • Able to communicate effectively with others to build professional relationships. • Self-motivated. • Willing to learn • Able to prioritise workload and positively adapt to fast changing needs. • Excellent customer relations skills. • Good team player, proactively willing to support others. 	
Additional Requirements	<ul style="list-style-type: none"> • Right to work in the UK. 	