

CARERS TOGETHER

Executive Assistant

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualification	1.Educated to at least GSCE standard	1. Relevant qualification in administration and/or IT	Application form/certificate
Experience/ Knowledge	1.Experience of dealing with confidential information. 2.Experience of a range of IT software including Microsoft Word, Excel, and databases. 3.Experience of minute taking. 4.Experience of filing and office management systems 5.Experience of collection, recording and collation of information for monitoring purposes 6.Experience of providing day to day HR support	2.Experience of working in the voluntary sector 3.Awareness of health & social care issues 4.Experience of undertaking policy and procedure reviews 5.Experience of contributing to formal audit processes	Application form Interview References

Skills/abilities	<p>1. Good verbal and written communication skills.</p> <p>2. Ability to work to tight deadlines</p> <p>3. Excellent Organisational skills.</p> <p>4. Ability to communicate effectively at all levels, within the organisation, with clients and with outside agencies.</p> <p>5. Ability to work as part of a team</p> <p>6. Ability to work on own initiative</p>		<p>Application form</p> <p>Interview</p> <p>References</p>
Attitudes/interests	<p>1. Willingness to undertake appropriate training</p> <p>2. Sensitivity to carers' issues</p> <p>3. Commitment to equal opportunity and confidentiality</p> <p>4. Willingness to work flexible hours including occasional evenings</p> <p>5. Commitment to team working</p>		<p>Application form</p> <p>Interview</p>