

# PERSONNEL SPECIFICATION



## Position: Administrative Assistant

### **Educational and Professional Qualifications**

#### **Essential Criteria:**

1. Educated to GCSE level (Grade A–C) or equivalent, including English Language and Mathematics (or equivalent Level 2 qualification).

#### **Desirable Criteria:**

2. A recognised administrative qualification (e.g. Business Administration, Office Administration, ECDL or equivalent).

### **Previous Experience**

#### **Essential Criteria:**

3. A minimum of two years' full-time experience, or the equivalent in part-time or voluntary roles, working within an administrative or office support environment.

#### **Desirable Criteria:**

4. Experience of dealing professionally with telephone, email and face-to-face enquiries.

5. Experience of maintaining electronic and manual filing systems.

6. Experience of liaising with external suppliers, contractors and service providers.

### **Knowledge and Understanding**

#### **Desirable Criteria:**

7. Knowledge of Access NI processes.

8. Knowledge of the role and impact of Disability Sport NI.

### **Skills & Abilities – Please demonstrate on application form**

#### **Essential Criteria:**

9. Good working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and general IT systems.

10. Strong written and verbal communication skills.

11. Good organisational and time management skills with the ability to prioritise competing demands.

12. The ability to work independently and as part of a team.

13. The ability to maintain discretion and confidentiality at all times.

**Desirable Criteria:**

14. Good working Knowledge of cloud-based IT systems (e.g. SharePoint, OneDrive).

**Circumstances – Please demonstrate on application form**

**Essential Criteria:**

15. Access to a form of transport that will permit the post holder to fulfil the duties of the post.

16. Willingness to work on occasional evenings or weekends as required for events or meetings.

17. Available and willing to undertake training necessary to fulfil the duties of the post.

**Note to all applicants:** Desirable criteria may be used for short listing if required.