

PERSON SPECIFICATION – Service Administrator

<i>Essential Criteria</i>	<i>Desirable Criteria</i>	<i>Means of Assessment</i>
Qualifications		
The post holder should hold a relevant qualification at SCQF level 7 or above (or equivalent knowledge by other means)		Application
Experience		
The post holder will have experience of working in a busy office environment		Application/Interview
Knowledge		
Demonstrate Intermediate level office software, word-processing, spreadsheets and personal information management tools	Microsoft Office Word Excel Outlook	Application/Interview
Demonstrate a general knowledge of financial recording		Application/Interview
Skills		
Demonstrate an ability to organise and co-ordinate events and meetings effectively		Application/Interview
Demonstrate good written and verbal communication and interpersonal skills		Interview
Demonstrate accurate data entry		Interview/Test
Demonstrate ability to organise own work and prioritise often conflicting requirements		Application/Interview
Demonstrate ability to process and obtain a variety of information and data using standard ICT applications		Application/Interview
Demonstrate ability to proof, format and present document		Interview/Test
Demonstrate effective time management skills		Interview
Demonstrate effective negotiating skills		Interview