

TORPOINT TOWN COUNCIL

PERSON SPECIFICATION

ADMINISTRATION ASSISTANT Sp. pt. 17-21		
	Essential	Preferred
1. Educational qualifications	Good general education with five GCSE passes (A-C) or equivalent including English and Maths	Passes at "A" level standard
2. Work Experience	Recent office knowledge, based in an ICT and customer service role Ability to manage the Council stocks of durables and consumables Experience of maintaining records electronic and manual	Experience in a customer based and focussed environment Experience of working in an office based financial setting
3. Skills and aptitude	Full commitment to training and CPD Good analytical skills Good organisational skills Good ICT skills including proficiency in Word and Excel. First class keyboard skills. Good Interpersonal skills Good team player.	Able to produce reports on various subjects including inventory controls Willingness to undertake mandatory training Website and social media experience
4. Motivation	Able to establish and maintain good relationships with Councillors, staff, contractors and the public. Self-reliant, resilient and self-motivated.	
5. Other	Able to attend some evening meetings.	