

**AGE CONCERN WALTHAM FOREST**

**PERSON SPECIFICATION: ADMINISTRATIVE ASSISTANT (Part-Time – Fridays)**

<b><u>ESSENTIAL</u></b>	<b><u>MET</u></b>	<b><u>NOT MET</u></b>
<ol style="list-style-type: none"><li>1. Experience of office administration.</li><li>2. Excellent IT skills including experience of accurate data input</li><li>3. Experience of maintaining computerised data-bases and manual filing systems</li><li>4. Good communication skills.</li><li>5. Good literacy and numeracy.</li><li>6. Understanding of and commitment to the principles of equal opportunities.</li><li>7. Ability to work to deadlines and to prioritise work.</li><li>8. Ability to work as part of a team and to work on one's own initiative when necessary.</li><li>9. A flexible and adaptable approach.</li></ol>		
<b><u>DESIRABLE</u></b> <ol style="list-style-type: none"><li>1. Knowledge of data collection, analysis or monitoring</li></ol>		