



## **HR Admin Assistant Person Specification**

<b>Minimum Essential Requirements</b>		<b>Method of Assessment</b>
<b>Work Related Skills and Knowledge</b>	Demonstrably high levels of customer service	Application form/interview
	Excellent interpersonal skills	Interview
	Excellent communication skills	Interview
	The ability to work with tact, diplomacy and discretion. High levels of confidentiality are required.	Application form/interview
	Ability or experience of working effectively within a busy environment	Application form/interview
	Ability or experience of capability in dealing with multiple tasks	Application form/interview
	The ability to remain professional, calm and patient in difficult situations	Interview
<b>Experience/Education/ Training</b>	Good basic education	Application form/interview
	Good ICT skills including high standards of word processing	Application form/interview
	Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally	Application form/interview
<b>Other Requirements</b>	Attention to detail	Application form/interview
	Ability to work with or without direct supervision	Application form/interview
	Experience of interacting effectively with a broad range of people	Application form/interview
	A commitment to training and development	Application form/interview