

Fusion Housing - Employee Specification

Administration Assistant (Business Support Team)

The ideal candidate will be able to demonstrate the following criteria:

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Experience / Skills	<ol style="list-style-type: none"> 1. Methodical approach to routine office administration. 2. Communication with a wide range of people using various methods, such as verbal skills, email and letter. 3. Literate and numerate to a good standard. 4. Knowledge and ability to use online ordering services. 5. Understanding how to work to deadlines and prioritising work. 6. Minute taking of group meetings. 7. Use of Microsoft Word, Excel spreadsheets. 8. Excellent organisational skills. 9. Ability to deal with confidential and sensitive information. 10. Attention to detail. 	E E E E E E E E	All criteria in this section will be assessed via application and at Interview
Attitude	<ol style="list-style-type: none"> 11. A willingness to learn and undertake training. 12. An understanding and commitment to the implementation and development of equal opportunities practices. 13. A flexible approach to work; be able to work on own initiative also as part of a team. 14. A non-judgemental approach to working with people. 15. An enthusiasm for evaluation of work practice. 	E E E E E	All criteria in this section will be assessed via application and at Interview