**PERSONAL SPECIFICATION**

**Administrator Assistant**

1. **Skills and Knowledge**
2. Able to communicate in Gujarati and or Urdu and in English.
3. Able to work unofficial hours if required i.e. evenings and Weekends
4. Able to understand Asian cultural rational and religious aspects.
5. Able to work in team environment and on own initiate.
6. Able to understand and work with people from different Asian communities.
7. Good Knowledge of Word, Excel and Power point.
8. Ability to produce accurate work
9. Ability to undertake a range of administrative procedures
10. Ability to organise and prioritise work
11. Ability to communicate in a polite, friendly and helpful manner in person and on the telephone.
12. Experience of organising and taking minutes for meetings with staff and Board of Trustees that may be highly confidential.
13. Some knowledge of producing marketing materials
14. Knowledge of updating the website and other social media
15. Ability to record and bookkeeping.
16. Ability to collate and produce monitoring information.
17. Able to provide cover for the other staff if required.
18. **Experience and Qualifications**

Education:

 A- Level or equal.

Training in Social Care sector is desirable.

Computer packages such as words, excel, power point

Experience:

 Previous work experience in an administrative role in a busy office.

Some experience of supporting and providing personal assistance to Centre Manager.