

**THE COLLECTIVE COMMUNITY TRUST**

**ADMINISTRATOR PERSON SPECIFICATION**

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| **Knowledge, Experience and Personal Attributes** | **Essential** | **Desirable** |
| IT competent and confident using MS Office including Outlook, Word, Excel and PowerPoint  | √ |  |
| Experience in office administration | √ |  |
| Confident using MS Teams   | √ |  |
| Excellent interpersonal skills and ability to promote effective working relationships  | √ |  |
| Clear communication skills, written and oral  | √ |  |
| Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively  | √ |  |
| Enthusiastic, motivated and committed  | √ |  |
| A flexible approach  | √ |  |
| Ability to work in a timely and efficient manner to agreed deadlines  | √ |  |
| Experience of proof-reading documents  | √ |  |
| Experience of minute taking  | √ |  |
| Experience of uploading documents to a website  |  | √ |
| Experience of facilitating training events  |  | √ |
| Previous experience in an administration role  | √ |  |