

## Executive Assistant, DEMAT

### Person Specification

Qualifications	Essential	Desirable
Relevant degree and/or equivalent experience		✓
A minimum of an A level or equivalent education and/or equivalent experience	✓	
Evidence of continued learning and development		✓
Experience		
At least 5 years PA/EA experience	✓	
Experience of successfully planning and organising in a fast-paced environment.	✓	
Experience of supporting meetings at a Board and/or Committee level	✓	
Experience of working in the public sector.		✓
Skills, Attributes and Knowledge		
Commitment to company values	✓	
Proven administration experience	✓	
Ability to demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Effective Stakeholder and relationship management	✓	
Excellent organisational, project management and planning skills	✓	
Effective communication skills (both verbal and written)	✓	
Ability to write reports	✓	
Ability to work autonomously	✓	
Ability to effectively use a variety of IT	✓	
Personal Qualities		
Professional and an ambassador of the Trust	✓	
	✓	
Resilience to work under pressure	✓	
Excellent interpersonal skills	✓	
Integrity, trustworthy, honest and open.	✓	
Flexible and adaptable	✓	
Occasional flexibility to hours may be required to complete tasks		✓

Love  
Community  
Respect  
Trust  
Ambition

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#### DEMAT Office Address:

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