

# Admin Support Assistant

## Person Specification:

Criteria	Essential	Desirable
Qualifications	NVQ Level 2 in Business Administration or equivalent PC Skills / Typing GCSE/O Level English	
Skills / Competencies	Good Communicator Good writing skills	Working under pressure
Knowledge	Good knowledge / confidence across social media platforms	Knowledge of Parish / Town Councils Working within the local government sector
Previous Experience	At least 1 years experience of working in a busy office environment	Previous experience working in social media
Special attributes	Good time management	Ability to organise and prioritise tasks
Personal attributes	Focused, self-motivated and highly organised Positive can do attitude	