

## **SERVICE DELIVERY ADMIN ASSISTANT PERSONAL SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	<p>Educated to GCSE level or equivalent including English and Mathematics</p> <p>Evidence of a commitment to continuing professional development</p>	<p>A recognised qualification in local council administration</p> <p>Apprenticeship in Business and Administration</p>
<b>2. Work Experience</b>	<p>Experience of using and a working knowledge of:</p> <ul style="list-style-type: none"> <li>• Outlook</li> <li>• Word</li> <li>• Excel</li> <li>• PowerPoint</li> <li>• Teams</li> <li>• Zoom</li> </ul> <p>Experience working within a compact and demanding office environment</p> <p>Proven customer liaison experience</p> <p>Experience in purchase ordering from the initialisation of the process to completion</p> <p>Ability to problem solve</p>	<p>Knowledge and experience of cemetery administration</p> <p>Knowledge and experience of working with local government</p>
<b>3. Skills</b>	<p>Excellent presentation skills</p> <p>Effective communication skills</p> <p>Effective organisation skills</p> <p>Ability to act with complete impartiality</p> <p>Self-motivated and drive</p> <p>High standard of attention to detail</p>	<p>Experience of minute taking</p>

<b>4. Other</b>	Flexible approach to duties  Demonstrate flexibility within the role as required	Driving Licence and vehicle
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