Job Title: **Administrative Officer**  Date: January 2025

|  | Essential | Desirable |
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| Relevant Knowledge and Experience | Previous experience within an administrative role.  Good IT skills with a knowledge of a range of different computer packages e.g. Word, Excel and PowerPoint etc. | Previous experience within a local authority or similar organisation.  Experience of raising purchase orders and processing invoices. |
| Qualifications | GCSE Grade ‘C’ or above in Maths and English (or equivalent). | Business Administration NVQ Level 2 or equivalent |
| Skills and Abilities | Well organised with the ability to work to tight timescales and demonstrate attention to detail  An understanding of the need to deal with customers sensitively and to keep information confidential.  Ability to arrange meetings and manage the process to bring information together for these from a range of sources  Excellent communication skills.  Numerate.  Effective team worker  Flexibility in terms of hours and duties  Ability to remain calm whilst under pressure  Treat all individuals with dignity and respect  Able to deal with customers in a calm and efficient way.  Ability to demonstrate initiative. |  |
| Other Requirements | Able to demonstrate a proactive approach when working towards achieving individual and team targets  Flexible and receptive to new ideas and ways of working.  To demonstrate and promote the Council’s visions and values. |  |