

DRAFT PERSON SPECIFICATION
Assessment for recruitment requirements and competencies

JOB TITLE: Administration Assistant

DATE: dd/mm/yy

DIVISION/DEPARTMENT: Installation & Facilities Management

LINE MANAGER: Installation and Facilities Manager

		SPECIFY ESSENTIAL(E) DESIRABLE (D)
APTITUDES/ SKILLS/ABILITIES	<ul style="list-style-type: none">• Flexible approach to working conditions and working environment change.• Self-motivated and enthusiastic worker.• Ability to work on own initiative.• Effective team worker.	E E D D
QUALIFACTIONS/ KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• 'O' level or equivalent• Computer literate – Word and Excel in particular• Good communication skills: verbal/written.• Good problem solving skills.• Personal work planning and organisational skills• Experience of working within a site construction team would be advantageous	E E E E D