

Burngreave Messenger



PERSON SPECIFICATION

JOB TITLE: Office and Distribution Administrator

The knowledge, experience and skills we are looking for are listed below. Please refer to them when filling in the application form.

Although the successful applicant will fulfil most of these requirements, don't be put off if you cannot fulfil all of them.

Essential:

- Experience of administrative work in a comparable office environment.
- Ability to produce minutes, correspondence and reports to a high standard.
- Ability to maintain databases for storing and accessing information.
- Ability to develop and implement administrative systems
- Ability to use Microsoft Office software, including Excel and Word.
- Effective time management skills, including the ability to prioritise effectively in a busy environment and to meet deadlines.
- Excellent oral and written communication skills, including e-mail and telephone skills.
- Excellent planning and organisational skills.
- Excellent interpersonal skills with people at all levels.
- Ability to work with young people.
- Ability to work with volunteers.
- Ability to drive and full clean driving licence
- Ability to work on own initiative.
- Ability to work collaboratively as a member of a team.
- Willingness to work some flexible hours.
- A commitment to ensure the success of the Burngreave Messenger project.
- Understanding of working for a community organisation.
- Commitment to diversity and equal opportunities.

Desirable:

- A good working knowledge and understanding of the Burngreave area.
- Experience of working in a diverse community.