

Liskeard Town Council

Person specification for Admin Assistant – Support Services

Attribute	Essential	Desirable	How Identified
Relevant experience	Experience in a customer facing / service industry.	Experience in a similar local government role	Application Form
	Experience in an office based administration function A good working knowledge of Microsoft Office products	Knowledge of WordPress and Sage accounting software Experience of social media and publicity	Interview
Education & Training	Basic educational standard including Maths and English	Higher level education. Vocational qualifications	Application Form Certificates
	Relevant work experience and training		Interview
Special Knowledge & Skills	Customer care and interpersonal skills		Application Form Interview
	Confident telephone manner		
	Accuracy Listening skills – quickly identifying		Interview

	customer needs		
Additional attributes	<p>Self motivated, enthusiastic and positive 'can do' attitude</p> <p>Team player with ability to work on own initiative</p> <p>Highly observant and good attention to detail</p> <p>Good people skills – customer focused</p> <p>Ability to work under pressure and solve problems</p> <p>Good time management</p> <p>Discrete and trustworthy</p>		<p>Interview</p> <p>References</p>