



Personal Specification



Job Role: Administration Supervisor

CRITERIA	ESSENTIAL / DESIRABLE
Qualifications / Education: <ul style="list-style-type: none"> HND or equivalent in Business related subject 	<ul style="list-style-type: none"> Desirable
Experience: <ul style="list-style-type: none"> Previous supervisory experience Previous Administrative experience in a busy office environment 	<ul style="list-style-type: none"> Essential Essential
Knowledge: <ul style="list-style-type: none"> Good knowledge of English, spelling and grammar and numeracy Knowledge of Microsoft Office programmes 	<ul style="list-style-type: none"> Essential Essential
Skills / Competencies: <ul style="list-style-type: none"> Proficient with use of all MS Office programmes Effective leader with ability to provide guidance to the rest of the team Ability to analyse data Ability to resolve problems and queries 	<ul style="list-style-type: none"> Essential Essential Essential Essential
Personal Attributes: <ul style="list-style-type: none"> Ability to communicate confidently and clearly — at all levels Self—motivated Team player Ability to multi-task and adopt a flexible approach Attention to detail Good organisational skills with the ability to prioritise workload 	<ul style="list-style-type: none"> Essential Essential Essential Essential Essential Essential