

MUCH WENLOCK TOWN COUNCIL

JOB TITLE: ADMINISTRATIVE ASSISTANT

Person Specification

Area	Essential	Desirable
Educational Qualifications	Good level of general education including GCSE English and Maths at Grade C / Level 4 or above	Education to A level or equivalent Introduction to Local Council Administration (ILCA) qualification or willingness to study for
Administration	Experience of varied office administration Willingness to undertake routine tasks as well as more involved activities	Some knowledge of Local Government Experience of obtaining quotations and liaising with suppliers Experience of event organisation
Communication	Ability to communicate well at all levels with colleagues, Councillors and members of the public, both verbally and in writing Ability to work effectively as part of a small team Tact and diplomacy	
Finance	Numeracy skills and understanding of spreadsheets	Experience of handling cash in the workplace
IT Skills	Knowledge and proficiency in Microsoft Word and Excel	Experience of social media and website management
Personal Qualities	Approachable and friendly manner Ability to work independently and use initiative Good time management Adaptable and flexible approach to work	
General	Interest in the town and local community Willingness to occasionally help organise and participate in functions outside of office hours Willingness to work alone if required	