

**Walthamstow Trades Hall and Institute Limited**

**Person Specification - Administrator**

	<b>Essential or Desirable</b>
<b>QUALIFICATIONS AND TRAINING</b>	
Proficient in MS Office (in particular word and excel)	Essential
Basic administrative or financial qualification	Desirable
<b>EXPERIENCE AND JOB RELATED KNOWLEDGE</b>	
Significant experience of office administration and in setting up and maintaining records and filing systems	Essential
Commitment to equality of opportunity	Essential
Experience of working in a standalone role	Desirable
Personal or professional experience of using social media	Essential
Knowledge of data management and health and safety good practice and legislation	Essential
Previous experience of undertaking financial duties	Desirable
Previous experience of venue management	Desirable
<b>PERSONAL QUALITIES/SKILLS</b>	
Ability to work independently and as part of a team	Essential
High degree of numeracy, accuracy and attention to detail	Essential
Excellent level of written and oral skills	Essential
Proactive and resourceful	Essential
Excellent organisational and time management skills	Essential
Excellent timekeeping	Essential