

Care for the Carers

PERSON SPECIFICATION

PA to CEO

Qualifications	<ul style="list-style-type: none"> • A secretarial qualification 	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing PA support at a senior level 	Desirable
	<ul style="list-style-type: none"> • Experience of coordinating and servicing meetings, including minute taking 	Desirable
	<ul style="list-style-type: none"> • Experience of ensuring the smooth running of an office 	Essential
	<ul style="list-style-type: none"> • Experience of setting up and maintaining both computerised and manual filing systems 	Essential
	<ul style="list-style-type: none"> • Experience of using Word to produce well presented documents and reports 	Essential
	<ul style="list-style-type: none"> • Experience of liaising with senior professionals and officers 	Essential
Skills and Knowledge	<ul style="list-style-type: none"> • Able to produce own correspondence 	Essential
	<ul style="list-style-type: none"> • Knowledge of a range of office systems and able to apply this knowledge. 	Essential
	<ul style="list-style-type: none"> • Excellent IT skills, including use of Outlook, Word, Excel and Powerpoint 	Essential
	<ul style="list-style-type: none"> • Clear understanding of confidentiality 	Essential
	<ul style="list-style-type: none"> • Able to set up and maintain databases 	Essential
	<ul style="list-style-type: none"> • Able to set up and use administrative systems 	Essential
	<ul style="list-style-type: none"> • Able to multi-task and to prioritise workload accordingly 	Essential
	<ul style="list-style-type: none"> • Able to handle a range of queries on the telephone , answering and referring on as appropriate 	Essential
	<ul style="list-style-type: none"> • The ability to work accurately, with attention to detail 	Essential
Personal Qualities	<ul style="list-style-type: none"> • Possessing sensitivity and understanding and able to apply this when dealing with carers 	Essential
	<ul style="list-style-type: none"> • Possessing good judgment, total confidentiality and discretion at all times. 	Essential
	<ul style="list-style-type: none"> • Able to represent the organisation with key stakeholders 	Essential
	<ul style="list-style-type: none"> • Approachable and professional 	Essential
	<ul style="list-style-type: none"> • Reliable time keeper 	Essential
	<ul style="list-style-type: none"> • Able to communicate well with colleagues, exercising tact and diplomacy 	Essential