**Person Specification**

**Office Assistant**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * Good General Education
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| **Knowledge/experience** | * Experience of living/working in a rural environment
* Knowledge of Microsoft Office
* Cash handling
 | * Previous experience in an office environment
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| **Skills** | * Good IT skills to include the use of email and Microsoft Office
* Ability to identify areas of work requiring support from colleagues
* Ability to organise own allocated workload
 | * Ability to utilise social media
* Knowledge of Microsoft Access
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| **Personal attributes** | * Maintaining confidentiality when required
* Trustworthy and honest
* Willingness to learn and support colleagues
* Good team player
* Organised and logical thinker
* Openness and sensitive in communication
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