**Person Specification**

**Office Assistant**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * Good General Education |  |
| **Knowledge/experience** | * Experience of living/working in a rural environment * Knowledge of Microsoft Office * Cash handling | * Previous experience in an office environment |
| **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 |
| **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 |  |