# **Job title:** Business Support Administrator

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| **Knowledge and experience** | Essential | Desirable |
| At least three years’ experience of working in an administrative role | x |  |
| Experience of using MS Office and IT systems | x |  |
| Experience of working as part of a team |  | x |
| Excellent IT skills: Office 365 particularly Word and Adobe | x |  |

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| **Personal attributes/behaviours** | Essential | Desirable |
| Ability to build collaborative relationships with a diverse range of people at all levels of an organisation | x |  |
| Skilled in planning time & workload and managing changing priorities |  | x |
| Organised with ability to prioritise daily tasks | x |  |
| Resilient, highly motivated, with the ability to stay calm under pressure | x |  |
| High levels of professional pride and attention to detail | x |  |
| Enjoys the routine of a process driven environment; comfortable making a significant contribution in a small team | x |  |

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| **Qualifications and skills** | Essential | Desirable |
| Qualification in business administration or related field |  | x |