Administration Service Provider skill requirements

Likely background:

- 3+ years experience in a PA or senior secretarial/administrator role working with minimal supervision;
- Experience of interfacing with a wide range of stakeholders including management, clients, and suppliers.

Technical skills/experience requirements:

- Advanced Microsoft skills including SharePoint, Outlook, Word, Excel, PowerPoint;
- Document drafting and proof reading.

Skill requirements:

- Strong work planning and organisational skills with the ability to:
  - handle a varied work load with minimal support
  - plan ahead and also flex according to changing circumstances
  - ensure tasks are followed through and completed

- Excellent attention to detail and accuracy at all times;
- Outgoing and friendly: building warm, positive relationships with others, inside and outside the organisation;
- Remains calm and unflappable in pressured situations;
- Manages expectations with confidence, keeping stakeholders appraised of timelines, progress, bandwidth and roadblocks;
- Good spoken and written communication skills;
- Handling confidential information with discretion and diligence.

Personal attributes:

- A continuous improvement mind-set – constantly looks for ways to deliver the best possible service;
- An active interest in the charity's aims and activities;
- Ability to work additional hours at peak times from time to time.