TAVISTOCK TOWN COUNCIL

PERSON SPECIFICATION

Job Title: Administrative Support Officer (General Manager)
Salary: £25, 614 to £26, 427 (Spinal Point Band 3 - 5)

EXPERIENCE/ACHIEVEMENTS	ESSENTIAL	DESIRABLE
Clerical/administration experience with a sound understanding and experience in general office systems and procedures	√	
Experience of working in a busy office environment	√	
Experience of working and dealing effectively with a wide range of colleagues/customers	√	
EDUCATION AND TRAINING		
5 GCSE/ O Levels at Grades A-C including Maths and English	√	
KNOWLEDGE		
Knowledge of local authority arrangements and the needs of elected members		√
Knowledge of property and grounds maintenance		√
SKILLS AND EFFECTIVENESS		
Reliable, hardworking, able to prioritise and work flexibly as part of a team	√	

Excellent interpersonal and communication skills, both written and verbal, and a commitment to the delivery of excellent customer service	√	
Good IT skills including proven competency in Microsoft office and other office software programmes	√	
Track record of and commitment to personal workplace development and training	√	
Ability to work on own initiative and under pressure to achieve deadlines, with a positive 'can do' attitude	√	
A flexible attitude to working (including the ability to work outside normal working hours when required Council supported events, activities and projects).	√	