**Person Specification**

**Job Title: Administrator**

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| Criteria | Essential | Desirable |
| Qualifications/attainments | GCSE English & Maths grade C or above | Further educational qualification in office admin e.g. Diploma/City & Guilds |
| Relevant experience | Previous experience in an admin role or office-based role  Understanding of the data protection rules (GDPR)  Competent in the use of email | Understanding of debt issues  Previous experience of using a data base or client package  Previous experience of using Microsoft Office Suite |
| Skills & competencies  e.g.  Communication skills  Problem solving skills  I.T. experience  Ability to work on own initiative etc. | Be well organised  Excellent time management  Basic IT knowledge  Ability to multi-task and plan ahead  Ability to work on own initiative |  |

   
  
   
   
 