

PERSON SPECIFICATION - Executive Assistant

	Essential	Desirable
Qualifications	Educated to at least A level or equivalent, with GCSEs in English and Maths at grade 6 or above	Professional qualifications relevant to an EA role Degree or equivalent.
Experience	Proven administrative skills in a hybrid working environment with an ability to prioritise, manage and complete a variety of tasks .	Experience of working for a charity.
Skills	<p>Excellent organisational skills, including the ability to manage time, prioritise conflicting demands, multi-task and work to tight and structured deadlines.</p> <p>Discreet and able to handle sensitive information in confidence.</p> <p>Strong Microsoft Office skills (including Word and Excel).</p> <p>Ability to learn new systems and processes quickly, with the desire to pick up new skills.</p> <p>Effective and accurate minute taking</p> <p>Ability to compose clear and concise letters and e-mails.</p>	

	<p>A high level of accuracy and attention to detail.</p> <p>Outstanding communication skills (verbal and written).</p> <p>Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts.</p>	
<p>Abilities</p>	<p>Proactive, self-motivated and able to work on own initiative as well as with a team.</p> <p>Ability to research information efficiently.</p> <p>Ability to assess information and situations to effectively and appropriately resolve issues</p>	

Essential personal qualities	<p>Accuracy and attention to detail.</p> <p>Uses own initiative. Able to work under pressure.</p> <p>Good interpersonal skills.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>Flexible attitude.</p> <p>Self-motivated.</p> <p>Willing to get involved in a wide range of duties.</p> <p>A commitment to safeguarding and promoting the welfare of children and adults at risk.</p>	
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(March 2022)