

PERSON SPECIFICATION

JOB TITLE Document Preparation Assistant		
DEPARTMENT Administration		DATE July 2010
	ESSENTIAL	DESIRABLE
Experience/ Demonstrates		
Skills/ Knowledge/ Abilities	<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to cope with a heavy workload • Ability to cope with repetitive work • Ability to handle pressure and to work to deadlines • Ability to lift post bags, parcels and boxes • Ability to work within agreed timescales 	<ul style="list-style-type: none"> • Ability to use initiative • Basic level understanding of the Windows folder structure. • Knowledge of cut, copy and paste features.
Personal Attributes	<ul style="list-style-type: none"> • Excellent attention to detail • 'Can do' attitude • Excellent communications skills • Approachable and helpful • Self-motivated and committed • Good team player, supportive of colleagues • Calm and focused under pressure • Flexible and adaptable to work demands 	