



Person Specification:	Administration Assistant – Allsaved Ltd.
Role Profile:	Administration Assistant
Location:	Allsaved Head Office, West Chiltington, West Sussex
Salary:	£17 000 - £20 000 per annum (depending on experience). Opportunity to increase with progression.
Position:	Permanent, full-time (40 hours per week)
Accountable to:	Sales and Operations Supervisor
Accountable for:	None

This section outlines the key criteria that must be addressed (within 2 pages) when submitting an application for employment as shortlisting for interview will be based on information supplied here.

Level of Knowledge

- Organisational knowledge of systems, procedures and policies in an appropriate specialism. **Essential**
- Sound and accurate IT knowledge, confidence in using different types of management systems and devices including handheld computer devices to enable accurate data entry. **Essential**
- Knowledge of the Fire Safety Industry and its responsibilities - **Desirable**

Qualifications

- GCSE or equivalent in Maths and English - **Desirable**
- Full UK driving licence (due to rural location) - **Desirable**

Experience

- Experience of working within a related discipline
- Experience of working in partnership with external bodies
- Experience of working in a client orientated environment

Skills

- Ability to organise / priorities work, co-ordinate a variety of tasks in a clear and logical way and meet agreed deadlines.
- Sound communication and interpersonal skills in order to interact effectively with a range of clients and create effective working relationships.
- Sound and accurate IT skills. Good working knowledge of Microsoft computer packages for the internal use of word processing, data processing and maintaining computer databases to a high level.

- Ability to present information clearly, concisely and accurately in ways that promote understanding, either verbally or written / electronic format.
- Excellent literacy and numeracy skills

Key Competencies for Role

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|----------------------------------|-----------|------------------------|-----------|
| • Delivering Excellence | - Level 1 | Developing our People | - Level 1 |
| • Influencing | - Level 1 | Collaboration/Teamwork | - Level 1 |
| • Inspiring | - Level 1 | Gathering Information | - Level 1 |
| • Communicating | - Level 1 | Understanding Issues | - Level 1 |
| • Building Understanding & Trust | - Level 1 | Finding Solutions | - Level 1 |

Our Values & Expectations

Allsaved Ltd has a clear set of expectations for all employees which describe those essential working practices that must be met. Employee performance and development needs will be assessed by line managers during regular appraisal meetings. Successful candidates will be guided in our values and employee expectations as part of the induction process and learn how to apply both in their role.

Authorised by line manager:

Name: Harry Woodage



Signature:

Date: 15.02.2019

Co- signed by HR Business Partner

Name: Ruth Simmonds



Signature:

Date: 15.02.2019

