

# ENFIELD BOROUGH OVER 50s FORUM

## ADMINISTRATIVE ASSISTANT - PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	Good all-round education	GCSE in English and Mathematics Having had IT training
Experience	Minimum of two years working in an office.	Used to working with a diverse community and older people. Experience in minute taking. Experience in dealing with volunteers and the voluntary sector
Special Knowledge/Skills	Good verbal and written skills Good communication skills and telephone manner Good IT skills	Experience of MS Office – word, excel, access and email Ability to manage simple spreadsheets
Personal circumstances	Able to work mornings and assist the forum coordinator in managing the Forum office	Able to support committee members and the Forum coordinator occasionally at meetings
Attitude and disposition	Polite and friendly manner Commitment to equality	

8.1.2012