

PERSON SPECIFICATION

POST TITLE: Clerical Assistant (HR Admin)

DIVISION/UNIT: HR Unit/Business Support Section

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Previous experience of clerical work. 2. Previous experience of data input.	1. Previous experience of a Computerised HR Records System.	Application Form References Interview
Skills/Abilities	1. Ability to work to deadlines. 2. Good verbal and written communication skills. 3. Knowledge of MS Office Word & Excel. 4. Good numeric skills. 5. Ability to produce accurate work with attention to detail. 6. Ability to work effectively as part of a team. 7. Ability to deal with employees/managers and the public in a courteous and helpful manner.		Application Form References Interview
Education & Qualifications	1. Standard Grade English or equivalent.		Application Form Interview
Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis. 2. Ability to maintain confidentiality. 3. Drive and determination to complete tasks. 4. Willingness to learn and develop within the job. 5. Willingness and ability to carry out routine work.		Interview References
Additional Job Related Requirements			Application Form Post Interview Check