

ADMINISTRATIVE SUPERVISOR – PERSON SPECIFICATION

SUPPORT & FACILITIES

PERSONAL QUALITIES

- Ability to work both independently and as part of a team;
- Ability to communicate with and supervise staff;
- A professional approach to work, colleagues, clients and other professionals;
- Analytical and creative with problem-solving and interpretative skills;
- Systematic approach and attention to detail;
- Hardworking and committed to ensuring work under your supervision is undertaken correctly and to a high quality.
- Flexibility to stay away from home on some projects;
- Responsibility for the maintenance of your own continuous professional development.

QUALIFICATIONS

- Level 2 Vocational qualification in appropriate subject.

Desirable

- Level 3-6 vocational qualification or ECDL

KNOWLEDGE & EXPERIENCE

- Experience of working in a professional, commercial environment.
- Demonstrable knowledge and experience of the Microsoft Office suite.
- Experience of supervising office based staff.
- An understanding of professional standards in a commercial business environment.
- Ability to produce appropriate deliverables to the required standard
- Ability to make value judgements on the importance and significance of data.
- Knowledge and experience of safe working practices, legislation and regulations and their practical implementation.

DRIVING

Desirable

- Full, clean, UK (Category B) driving licence or equivalent.