

JOB TITLE: OPERATIONS ADMINISTRATOR

CRITERIA	ESSENTIAL	DESIRABLE
Excellent communication skills, verbal and written	✓	
Excellent interpersonal skills	✓	
Ability to work accurately under pressure and to complete satisfactorily to deadlines	✓	
Professional, enthusiastic and helpful manner, together with a reliable and conscientious approach	✓	
IT literate with experience of using Microsoft Office (e.g. Outlook Word, Excel)	✓	
Ability to prioritise work	✓	
Good written English and basic numeracy, together with good general education GCSE passes, or equivalent, in English and Maths	✓	
Well presented and of smart appearance	✓	
Ambition to build on administrative skills and to improve knowledge and experience through the learning and development opportunities made available	✓	
Team player, able to work well with others and supportive of company objectives	✓	
Previous office experience	✓	
Good timekeeping / attendance	✓	
Flexible attitude and adaptable disposition	✓	
Business Admin, NVQ Level 3 or equivalent		✓
Previous experience of minuting meetings		✓