

ADMINISTRATIVE SUPPORT - HUMAN RESOURCES

Person Specification

Attributes	Essential	Desirable
Qualifications	Good standard of literacy and numeracy	HNC or equivalent level of qualification Membership of CIPD or working towards
Experience	Experience of working in an administration environment Attention to detail and working to deadlines Dealing positively with people at different levels	Experience of working in a Training/Human Resources environment Experience of databases
Skills/Knowledge	Strong written/spoken communication skills Demonstrable organisational skills High standard of IT Skills, including with both Microsoft Word and Excel	Knowledge of one or more of the following: <ul style="list-style-type: none"> • Employment Law • Equality • Payroll • Training
Other	Confident and motivated Flexible approach to work Ability to work on own initiative or as part of a team Enthusiasm for delivering an excellent level of service	