

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Admin Assistant

Department: IT Department

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Education to GCSE level or equivalent	X		Application Form
Working knowledge of MS Office Suite	X		Application Form and Interview
Working knowledge of MS Visio		X	Application Form and Interview
Knowledge of University policies and procedures		X	Application Form and Interview
Skills and Abilities			
Ability and commitment to work effectively within a team, including sharing of information and workload	X		Application Form and Interview
Good customer service skills and ability to display service culture	X		Application Form and Interview
Good verbal and written communication skills	X		Application Form and Interview
Ability to work to deadlines and prioritise tasks	X		Application Form and Interview
Self-motivated and capable of working with the minimum of supervision.	X		Application Form and Interview
Proven organisational and time management skills	X		Application Form and Interview
Experience			
Experience of RHUL systems (Agresso, IT Service Desk)		X	Application Form and Interview