Office Administrator Person Specification

Steve Manion Effective Training Limited

Essential requirements

 1. Ability to take responsibility for all the office systems of a small, professional organisation;

2. Ability to run the Quickbooks software to provide financial reporting for Tax purposes and run payroll function;

3. Ability to run database systems for managing membership, publication orders and other transactions;

 4. A high level of IT competence, particularly in Microsoft Word and Excel, with sufficient understanding to manage SMET’s data;

 5. Proof-reading, editing and production skills with an ability to use desktop publishing software or a willingness to be trained;

 6. Ability to maintain SMET’s website using an online software;

 7. Good written and oral communication skills;

8. Excellent organisational skills with the ability to prioritise;

 9. An eye for detail and an ability to ensure that work is undertaken with scrupulous accuracy;

 10. Ability to work both independently and as part of a team and to stay calm under pressure in a busy office environment;

 11. Honesty and a respectfulness of confidentiality;

12. A sympathy and commitment to SMET’s aims and values;