

Nansen Highland

Person Specification

Service:	Specialised Training to adults
Job Title:	Administrative Assistant
Hours:	Part-time 30 hours per week
Rate of pay:	£4.77 per hour
Location:	Redcastle Station, Killearnan, By Muir of Ord, IV6 7RX
Date:	June 2009

Essential Competencies

Knowledge in general administration duties i.e. maintaining filing systems, typing, processing financial records, updating records

Effective communication skills

Good organisational skills

Computer literate especially in Microsoft word and excel

Ability to work on own initiative

Ability to work as a member of a team

Good telephone manner