

PERSON SPECIFICATION – Personal Assistant

Criteria	Essential	Desirable	How Assessed
Qualifications/Training	<ul style="list-style-type: none"> • Fast and accurate typist • Good levels of literacy and numeracy 	<ul style="list-style-type: none"> • Recognised typing or word processing qualification to level 2 • Level 2 literacy and numeracy qualification • Recognised Microsoft Office qualification 	C.V. Cover Letter
Experience	<ul style="list-style-type: none"> • High secretarial and administrative standards • Good telephone manner 	<ul style="list-style-type: none"> • Broad based experience of working in a secretarial/personal assistant post within a legal environment • Experience working in property/conveyancing law 	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> • Ability to use computer packages to a good standard • Ability to produce accurate work to tight deadlines under pressure and respond to crises • Personal work planning and organisational skills 	<ul style="list-style-type: none"> • Knowledge and understanding of our ethos • Active interest in what we do and how we do it 	C.V. Interview

	<ul style="list-style-type: none"> • Good command of written & oral English • Ability to communicate clearly orally and in writing • Good interpersonal skills • Ability to work on own initiative identifying problems and attain solutions • Ability to work in a team 		
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Ability to interface effectively with clients • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense and sense of humour • Enthusiasm for embracing change • Willing to undertake job related training 		C.V. Interview