

ellenor

PERSON SPECIFICATION

HR and Training Administrator	Essential	Desirable
EDUCATION AND TRAINING		
Good level of oral and written communication, interpersonal and presentational skills.	√	
Must have excellent Microsoft Office skills and be proficient in using Word, Excel, Publisher	✓	
Able to use a variety of IT systems and databases/packages	✓	
EXPERIENCE		
Previous HR experience		√
Previously used an HR database		√
Previous office experience	√	
KNOWLEDGE AND SKILLS		
Able to time manage and prioritise own timetable and workload	✓	
Works accurately and quickly, paying attention to detail	✓	
PERSONALITY AND DISPOSITION		
Ability to work effectively with others, co-operate with colleagues and help the team to achieve its goals.	✓	
Ability to adopt a flexible approach in managing conflicting demands.	✓	
OTHER		
Must be able to attend office	✓	