



BURGESS HILL TOWN COUNCIL

PERSON SPECIFICATION FULL TIME ADMINISTRATIVE CO-ORDINATOR OPERATIONS TEAM

Essential

1. Excellent administrative, secretarial and organisational skills, including attention to detail.
2. A personal commitment to providing a quality public service.
3. An enthusiastic commitment to customer care and be prepared to go that extra mile.
4. To have a strong team ethic.
5. Experience in setting up and servicing meetings, and taking clear and concise notes of the meeting.
6. The ability to work in a positive and effective manner even when under pressure.
7. Good knowledge and experience of Microsoft software packages such as Word, Excel and good keyboard skills.
8. Ability to work on own initiative but, at the same time, be an integral part of the team.
9. Ability to prioritise workload in order to meet deadlines.
10. Excellent interpersonal and communication skills.
11. To be flexible in becoming involved in other areas of the Council's service. This could include involvement in receptions and community initiatives.
12. To be of smart appearance.
13. A sense of humour!