

Doncaster Chamber of Commerce and Enterprise Ltd

Person specification for the post of Administrator (Membership & Business Services)

37 hours/week (Mon – Fri)

General skills/qualities	Desirable	Essential	Evidenced
Administration experience	Y		CV/Interview
4 x GCSE's A – C		Y	CV
IT Literate and familiar with Microsoft packages		Y	CV/Interview
Good attention to detail		Y	Interview/Test
Experience of database management	Y		CV/Interview
Good telephone manner		Y	Interview
Experience of working in a team		Y	Interview/References
Good written and verbal communication skills		Y	CV/Interview/Test
Willing to study NVQ Level 2 in Business Administration		Y	Interview
Driving Licence and use of car	Y		CV