

SCOTLAND EXCEL

PERSON SPECIFICATION

POST: Corporate Services Assistant

LOCATION: Renfrewshire House, Paisley

POST ID: TBA

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	Educated to SVQ 2 or equivalent qualification(s)	HNC/HND in a business-related subject	CV / Application Letter / Interview
RELEVANT EXPERIENCE	Previous experience of working in an administration role Previous experience of working in a team environment	Experience of working in a regulated environment in the public or private sectors	CV / Application Letter / Interview
SPECIAL KNOWLEDGE & SKILLS	Proficient in Microsoft Office applications and/or similar business packages Good level of numeracy and literacy	General understanding of the role of central business services (e.g. HR, finance and facilities management) Effective analytical skills	CV / Application Letter / Interview
PERSONAL FEATURES/ QUALITIES	Good communicator with effective all-round skills Ability to organise and plan workload and deliver to deadlines Ability to work effectively on own and as part of a team Ability to maintain effective internal and external working relationships Close attention to detail and commitment to accuracy	Commitment to personal development and improvement	CV / Application Letter / Interview
CUSTOMER FOCUS	Commitment to Scotland Excel's customer care objectives	Previous customer service experience and/or training	CV / Application Letter / Interview