

Person Specification for Administrative Assistant

Criteria	Essential	Desirable
Experience	At least 2 years in a previous administrative position Previous customer focussed position	Previous experience in General Practice or another medical environment
Knowledge & Skills	Sound working knowledge of Microsoft applications IT proficient	Vision and Docman clinical systems or other clinical systems Medical Terminology
Qualifications	Nat 5 English and Maths (Grade A-C) 2 further Nat 5 or equivalent (Grade AD)	
Personal Qualities	Excellent Team Player as well as being able to use their own initiative Excellent communication skills Good time management Understands the need for discretion and patient confidentiality Self-motivated and enthusiastic in their approach to the role Conscientious with a good eye for detail Can adapt well to change when required	
Other	Able to work well under pressure and to tight deadlines Smart in appearance	Some flexibility to change working hours as per the requirements of the administrative team