**Person Specification Admin Assistant**

**Qualities of Competent Admin Assistant**

To effectively perform the duties of **Admin Assistant**, individuals must be able to demonstrate a number of competencies that are essential to the position, which include:

* Proven work experience as office administration
* Good understanding of office management
* Must be adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
* Some knowledge and understanding of Human Relations (HR)
* Must possess strong interpersonal skills
* Must be able to communicate clearly, both written and orally, as to communicate with employees, contractors, management, finance departments
* Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skilfully gather and analyse information
* Must be able to prioritize and plan work activities as to use time efficiently
* Must be organized, accurate, thorough, and able to monitor work for quality
* Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
* Be flexible and adaptable
* Ability to work with minimal supervision
* Experience of filing and organising record skills
* Creating and implementing new systems
* Solid understanding of MS Office
* Excellent Telephone manners
* Open to continuous development