

## Doncaster Chamber of Commerce and Enterprise

### Person specification for the post of Experienced Administrator & Claims Officer

<b>General skills/experience</b>	<b>Desirable</b>	<b>Essential</b>	<b>Evidenced</b>
Excellent organisation skills		Y	Interview
Extensive administration experience including knowledge of all Microsoft packages		Y	CV/Interview
Experience of working to tight deadlines		Y	CV/Interview
Knowledge of basic auditing procedures	Y	Y	CV/Interview
Experience of relationship management, networking and partnership working	Y		CV/Interview
Excellent communication skills (written and oral)		Y	CV/Interview
<b>Specialist Skills/Knowledge</b>			
Experience/knowledge of the education sector	Y		CV/Interview
Experience/knowledge of the local labour market		Y	Interview
<b>Academic qualifications</b>			
Good all round education: at least 4 Grade C and above GCSE's		Y	CV
IOSH qualified in order to undertake risk assessments for work placement/business visits	Y		CV
<b>Other desirable qualities</b>			
Self motivated and able to work effectively to achieve objectives and deadlines		Y	Reference
Influential skills		Y	Interview
Full driving licence and own vehicle		Y	CV/Driving Licence
Excellent interpersonal skills		Y	Interview