

Person Specification – Administration Officer (Maternity Cover)		
Item	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Higher level/SQA National 5 or equivalent 	<ul style="list-style-type: none"> • Qualified or working towards a qualification in Administration and Information/Business Administration • HNC in Administration and Information Technology
Experience	<ul style="list-style-type: none"> • Extensive Experience using IT systems • Experience of working with the public/customers • Extensive experience of business administration 	<ul style="list-style-type: none"> • Experience of working in an ISO 9001 Quality accredited office
Knowledge	<ul style="list-style-type: none"> • Good knowledge of Microsoft Applications i.e. Word, Excel, PowerPoint, Outlook • Effective Internet Skills 	<ul style="list-style-type: none"> • Knowledge of Quality Systems • An awareness of Health and Safety Regulations • Knowledge of oil & gas, shipping, renewables and/or civil engineering sectors
Skills & Abilities	<ul style="list-style-type: none"> • Effective communication skills • Ability to communicate effectively with clients, contractors, colleagues and external agencies • Excellent personal and office organisation skills • Ability to prioritise work with competing dates • Effective team working skills • Excellent customer care skills • Accurate keyboard skills • Good literacy and numeracy skills 	
Other	<ul style="list-style-type: none"> • Work well in small busy team but also capable of using own initiative • Friendly and calm manner • Flexible and able to work to deadlines • Self-motivation and personal drive to complete tasks to required timescales • Quality standards with a keen eye for detail 	