

APEX HOUSING LIMITED
EMPLOYEE SPECIFICATION

POSITION: Administrative Assistant

DATE COMPLETED: May 2025

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS & RELEVANT EXPERIENCE	4 GCSEs (A-C) or equivalent including GCSE Maths and English & 1 years experience in an administrative role providing clerical/administrative support. <i>or</i> Minimum of 3 years experience in an administrative role providing clerical/administrative support.	Previous experience working within a care/support environment RSA / OCR Stage 2 Word-processing / Typing or equivalent
SPECIALIST KNOWLEDGE/ TRAINING	Previous experience of word-processing, spreadsheet and database packages	Knowledge of care/support, environments
PERSONAL SKILLS	Good communication skills Organisational skills Keyboard skills Numeracy Skills	
DISPOSITION	Ability to work as part of a team Ability to work under pressure. Ability to prioritise workload	
CIRCUMSTANCES	Flexible re - hours required to work	