

LLANELLI RURAL COUNCIL

PERSON SPECIFICATION

POST: ADMINISTRATIVE ASSISTANT

LOCATION: VAUXHALL BUILDINGS, LLANELLI

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Skills/Knowledge/ General Attributes			
Good communication skills (both oral and written)	✓		Application Form/ Interview
Ability to cope under pressure with minimum supervision	✓		Application Form/ Interview
Customer care skills and their application in the workplace.	✓		Application Form/ Interview
Organisational skills	✓		Application Form/ Interview
General knowledge of Health and Safety.	✓		Application Form/ Interview
Ability to prioritise, schedule workload	✓		Application Form/ Interview
Ability to work on own initiative	✓		Application Form/ Interview

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Skills/Knowledge/ General Attributes			
Problem solving skills	✓		Application Form/ Interview
Ability to speak Welsh		✓	Application Form
Experience/Qualifications/ Training etc.			
Experience within a busy administrative environment	✓		Application Form/ Interview
IT skills	✓		Application Form/ Interview
Experience relevant to accurate data entry	✓		Application Form/ Interview
Other requirements			
Valid UK driving license		✓	Application Form
Flexible with working arrangements	✓		Application Form/ Interview