



GLASGOW BUILDING PRESERVATION TRUST

PERSON SPECIFICATION: ADMINISTRATION ASSISTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ EDUCATION	Competent spelling, grammar and punctuation	Standard Grade (or equivalent) English
SPECIALIST SKILLS & EXPERIENCE	<p>Experience of working with a computer, particularly keyboard skills</p> <p>Experience of Microsoft Word and Excel</p> <p>Ability to write messages, letters and simple reports which are clear and structured</p> <p>Ability to take notes from verbal conversations</p>	<p>Qualification that demonstrates knowledge of computer skills i.e. ECDL or equivalent</p> <p>Knowledge of Microsoft Office 2007</p> <p>General administration experience</p> <p>Knowledge of Microsoft Publisher</p> <p>Numeracy skills</p>
PERSONAL QUALITIES	<p>Ability to work effectively as part of a small team</p> <p>Organisational skills</p> <p>Ability to communicate effectively</p> <p>Interpersonal skills</p> <p>Attention to detail</p> <p>Ability to work to deadlines</p> <p>Flexible attitude</p>	An interest in heritage and the built environment