

Person Specification for Administrative Assistant

Criteria	Essential	Desirable
Experience	At least 2 years in a previous administrative position	Previous experience in General Practice or another medical environment
Knowledge & Skills	Sound working knowledge of Microsoft applications IT proficient	InPS or other clinical system experience Medical Terminology
Qualifications		HNC or similar qualification gained in secretarial/administration studies
Personal Qualities	Excellent Team Player as well as able to use own initiative Excellent communication skills Good time management Understands the need for discretion and patient confidentiality Self motivated and enthusiastic in their approach to the role Conscientious with a good eye for detail Can adapt well to change when required	Willing to respond to a range of challenges
Other	Some flexibility to change working hours as per the requirements of the administrative team Able to work well under pressure and to tight deadlines Smart in appearance	Driving Licence