

## **Learning & Development Administrator Person Spec**

### **Essential**

Able to work to deadlines in a fast paced, busy environment and deal with competing demands

Customer centred approach, flexible, confident and assertive manner

Excellent interpersonal, verbal and written communication skills

Ability to work as part of a small team and be a good team worker

Be self-motivated with the ability to work using own initiative and able to plan & prioritise workload

Positive/helpful/can do approach

Experienced in working with Microsoft Office

Able to collect, interpret data and produce reports

Ability to travel / stay away overnight occasionally

Some out of hours work required on occasion

### **Desirable**

Training and events administration

Project management skills

Ability to take minutes

Financial awareness

Sales and marketing skills including social media

Proof reading

Flyer design and print production

Driving licence

Access to a car