

## **Person Specification – Cosy Kingdom Admin Assistant**



### **Essential**

- Previous experience in the day-to-day running of an office
- Good communication skills using a variety of methods (such as written, spoken, email)
- Good computer skills and the proven ability to use a range of packages including databases
- Experience of balancing and prioritising a varied workload
- Flexibility and the ability to adapt according to the needs of the project
- Initiative and self-motivation to complete tasks
- Excellent attention to detail
- Commitment to quality and high standards of customer care
- A positive and enthusiastic attitude
- A commitment to being environmentally friendly

### **Desirable**

- A relevant qualification
- Experience of working in a voluntary organisation
- Willingness to participate in training provided by Greener Kirkcaldy