



PERSON SPECIFICATION

Office Assistant

E = Essential D = Desirable.

Qualifications

- Office Administration/IT/Business Administration **D**
- Driving licence and have access to a car for business purposes **D**
- Standard Grade English **D**

Skills

- Good organisational skills **E**
- Good written and verbal communication skills **E**
- Good interpersonal skills **E**
- Time management skills **E**
- Good admin and IT skills, with a working knowledge of Email, word and excel **E**
- Competent report writing skills **E**
- Good Team Work Skills **E**

FASS (Family Addiction Support Service)
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TEL: 0141 737 3699 Email: info@fassglasgow.org
Web: www.fassglasgow.org

A Registered Charity – Registered in Scotland No. SC016107



Experience of

- Office Administration in small / medium sized organisation E
- Experience of databases especially Microsoft Word, Excel & Outlook D
- Data processing / Entry D
- Working effectively within a team D
- Event Planning D
- Managing Social Media D
- Experience of reception / greeting clients & answering the telephone D

Knowledge of

- Awareness of drug/alcohol issues and their impact on families D
- Understanding the voluntary sector D
- Ability to Understand and comply with organisational policies and procedures D

Personal attributes

- An empathetic approach E
- Flexibility E
- Use own initiative E
- Positive attitude E
- Non-judgemental attitudes E
- Willingness to undertake training and development opportunities E
- Good team player E
- Proactive E
- Available to work flexible hours E