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|  | Essential | Desirable |
| Qualifications | 5 GCSE’s including English & Maths A – C.Working towards HRM/Business related third level qualification | A-levels. |
| Experience |  | Experience working within a HR department.Proven administration experience. |
| Knowledge, Skills and Competencies | Proficient in the use of MS Office.Excellent administration skills.Trustworthy.High attention to detail.Adaptable to changing priorities.Strong multi-tasking and organisational skills.Very well organised person.Self-motivated.Ability to work as part of a team and independently.Great communication skills.Good interpersonal Skills.Ambitious and keen to succeed and progress.Team player.Positive outlook.Outgoing Personality. | Experience using a computerised HR system. |
| Physical Circumstances |  | Full and clean driving licence.  |