|  |  |  |
| --- | --- | --- |
|  | 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. |