

MARY FEILDING GUILD

JOB DESCRIPTION SECRETARY/ADMINISTRATIVE ASSISTANT MATERNITY COVER 1 YEAR

	ESSENTIAL	DESIRABLE
COMPETENCIES	<p>Good typing skills with a high level of accuracy.</p> <p>High level of competency in use of MS Word, Outlook and Internet Explorer.</p> <p>Excellent telephone manner conveying a caring and professional approach whilst communicating with a high level of accuracy.</p> <p>Proven ability to organise workload to ensure tasks are completed efficiently in a timely manner.</p> <p>Ability to work as a team member and contribute to team meetings proactively to improve operations and procedures.</p> <p>Ability to employ a level of initiative appropriate to the role to improve operational activity.</p> <p>Ability to respond to changes within the Guild and sector, engaging with the changes and making suggestions as to how it is dealt with.</p>	<p>Formal training in typing and the use of the MS Office Suite.</p> <p>Experience of Excel.</p> <p>Experience of Publisher.</p> <p>Mail Merge and/or Database experience.</p>
PERSONAL QUALITIES	<p>A high level of professional and personal integrity and an understanding of the importance of such to the running of a charity and service for the elderly.</p> <p>A professional and caring approach to our residents and their families.</p> <p>A genuine interest and commitment to supporting the elderly.</p> <p>A good understanding of the role of management and committee members and your role in supporting them.</p> <p>A discreet and confidential nature in relation to staff, residents and committee members.</p> <p>Well developed listening skills and an ability to follow instructions and requests.</p>	<p>Experience of working with the elderly or any other care group.</p> <p>An understanding of Charities, their role in the UK and the regulatory framework(s) they operate within.</p>