

HEALTH FOR ALL

TRANSPORT ADMINISTRATOR

PERSON SPECIFICATION

	Essential	Desirable	Shown by
Qualification		<ul style="list-style-type: none"> • Qualification in Administration 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Good organisational skills • Good communication, interpersonal and literacy skills • The ability to maintain office filing systems, record keeping and controls • Ability to work with a wide range of individuals • Ability to work well in a team • Ability to prioritise own workload • Ability to use Microsoft Office including Word, Publisher Access and Excel • Skills in recording information • Ability to work under pressure to deadlines 	Good Geographical knowledge of Leeds and surrounding areas	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview

Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in an office environment • Experience of establishing and maintaining effective office systems 		Application Form / Interview Application Form / Interview
Attitudes and Personal Attributes	<ul style="list-style-type: none"> • Non-judgemental approach • Commitment to working in ways which challenge discrimination 		Application Form / Interview Application Form / Interview