

TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent

Person Specification

Administration Officer

Essential Criteria:

- **Exceptional Organisational Skills:** Ability to manage multiple tasks efficiently while maintaining high standards of accuracy and organisation.
- **Effective Communication Skills:** Proficient in communicating clearly and effectively with various internal and external stakeholders to support administrative processes.
- **Proven Administrative Expertise:** Demonstrated experience in handling day-to-day administrative tasks, including scheduling, record keeping, and event coordination.
- **Technical Proficiency:** Skilled in using office software such as Microsoft Office Suite, QuickBooks, and CRM systems to manage data and ensure efficient operations.
- **Problem-Solving Abilities:** Capable of identifying and resolving issues promptly, ensuring that administrative processes support team effectiveness.
- **Detail-Oriented:** Meticulous attention to detail, ensuring that all documentation is accurate and properly filed.
- **Initiative and Autonomy:** Ability to work independently, take initiative, and manage tasks without direct supervision.
- **Commitment to Organisational Goals:** Passion for supporting the mission of Together Active, understanding the role effective administration plays in promoting physical activity and wellbeing.
- **Diversity and Inclusion:** Demonstrates respect and an inclusive approach when interacting with a diverse range of individuals.
- **Team Collaboration:** Works effectively within a team setting, providing support and contributing to a positive work environment.
- **Adaptability:** Flexible in adapting to changing priorities and able to manage various administrative tasks effectively.

Desirable Criteria:

Qualifications in Business Administration or Related Field: Formal training or qualifications that enhance administrative skills.