

Person Specification

1. JOB TITLE: PATHOLOGY ADMINISTRATION ASSISTANT L&D

Criteria	Essential	Desirable
Qualifications	<p>Educated to good GCSE level in English & Mathematics.</p> <p>Computer/typing skills</p>	<p>Keyboard and IT skills, preferably ECDL</p> <p>NVQ L2 in Business Administration</p> <p>NVQ L2 in Customer Service</p>
Experience	<p>Proven keyboard skills.</p> <p>Experience of word processing packages, databases and spreadsheets.</p>	<p>Experience of carrying out administrative tasks, e.g., data input, receiving and making telephone calls.</p>

Communication Skills	Excellent communication skills, both written and verbal, at all levels.	Able to communicate with multidisciplinary teams
Knowledge	Working knowledge of MS Office/Data Entry skills	
Skills	<p>Able to input data accurately and efficiently.</p> <p>Able to work to deadlines and prioritise workload.</p> <p>Ability to adapt to change within working situation</p> <p>Requirement to maintain in a sitting position at a VDU for several hours/day</p>	

Personal Skills	<p>High level of confidentiality</p> <p>Able to act on own initiative to resolve basic queries</p> <p>Reliable and punctual with a flexible attitude towards working hours to meet the service needs</p> <p>Good time keeping and attendance record</p>	<p>Commitment to service development</p>
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