



PERSON SPECIFICATION

Admin Officer

	Essential	Desirable
EDUCATION AND PROFESSIONAL QUALIFICATIONS	A good standard of Education is required	
EXPERIENCE	<p>Experience of data input</p> <p>Experience of administrative duties</p> <p>Experience of dealing customers both on the phone</p>	Experience of working within a busy domestic gas-working environment with gas material suppliers and utilities providers.
PERSONAL COMPETENCIES	<p>Ability to work as part of a team</p> <p>Able to work under pressure and make decisions</p> <p>Ability to organise own workload</p> <p>Good oral and written communication skills</p> <p>IT Skills</p> <p>Excellent customer care skills</p>	
OTHER REQUIREMENTS		