



**Person Specification
Team Administrator & Events Coordinator**

PERSON SPECIFICATION	
REQUIREMENT	ESSENTIAL/DESIRABLE
• At least two years' administration experience	E
• Excellent English verbal and written communication skills including the ability to relate to people at all levels	E
• Intermediate knowledge of Microsoft Office particularly Word, Excel and Outlook	E
• Experience of updating content for websites and/or social media profiles in a business setting	D
• Experience of coordinating external events in a business setting	D
• Experience of working with databases	D
• Able to produce minutes of meetings and prepare reports which are accurate and well presented	E
• Ability to effectively prioritise, excellent organisational and administrative ability	E
• Ability to use initiative and to work well under pressure/to deadlines	E
• Experience of developing and maintaining administrative systems	D
• Experience of working with confidential material	D
• A commitment to PAC-UK's mission statement and values	E
• A commitment to working within PAC-UK's anti-discriminatory/Equal Opportunities framework	E
• Ability to occasionally work flexible hours (i.e. out of usual office hours)	D