**Person Specification – Cosy Kingdom Admin Assistant**

**Essential**

* Previous experience in the day-to-day running of an office
* Good communication skills using a variety of methods (such as written, spoken, email)
* Good computer skills and the proven ability to use a range of packages including Microsoft Access
* Experience of balancing and prioritising a varied workload
* Flexibility and the ability to adapt according to the needs of the project
* Initiative and self-motivation to complete tasks
* Excellent attention to detail
* Commitment to quality and high standards of customer care
* A positive and enthusiastic attitude
* A commitment to being environmentally friendly

**Desirable**

* A relevant qualification
* Experience of working in a voluntary organisation
* Willingness to participate in training provided by Greener Kirkcaldy