

EXECUTIVE ASSISTANT TO GROUP FINANCE & RESOURCES DIRECTOR– PERSON SPECIFICATION

What are we looking for?		How will we check if you have it?
Experience	<ul style="list-style-type: none"> • of secretarial and administrative work in a confidential or commercially sensitive environment • of providing services across different disciplines • of diary management, meeting organisation, and accurate minute-taking 	Application Interview
Knowledge and Skills	<ul style="list-style-type: none"> • Competent user of Microsoft Outlook, Word, Excel, PowerPoint and a willingness to learn other packages as appropriate • Taking minutes of meetings (and availability for occasional evening work) • An understanding, demonstrated in practice, of how diversity is important for an employer like Newlon 	Application Interview
Core Competencies	Liaising and Networking: <ul style="list-style-type: none"> • Develops a network of co-operative working relationships with contractors, consultants, residents and colleagues 	Application Interview
	Planning and organising: <ul style="list-style-type: none"> • Works in a systematic way, effectively managing several tasks at once by planning and prioritising 	Application Interview
	Achieving results and quality focus: <ul style="list-style-type: none"> • Consistently works to achieve high standards of quality and actively works to solve problems with an understanding of what each Department and the Executive Support Team is trying to achieve for Newlon 	Application

Core competencies	Communication: <ul style="list-style-type: none"> • Responds to messages and requests promptly and communicates in a clear way, checking for understanding. 	Application
	Customer Focus: <ul style="list-style-type: none"> • Finds out what internal and external customers want, responds to their needs appropriately and provides a good level of customer service 	Application Interview
	Financial and Numeric Awareness: <ul style="list-style-type: none"> • Accurately compiles or enters numerical data and carries out calculations 	Application
	Judgement and decision-making: <ul style="list-style-type: none"> • Can stay calm and perform effectively under pressure, drawing on experience and resources to make sound decisions within the bounds of own authority 	Application Interview
	Working with others: <ul style="list-style-type: none"> • Works in a co-operative, supportive and flexible way with colleagues and takes an active role in making the work of the Executive Support Team a success. 	Application Interview