

Office Administrator Specification

	Essential	Desirable
Skills and qualifications	Very competent in Microsoft 365, MSOffice, including Word, PowerPoint and Excel.	Touch typing
	Independence and efficiency with other basic IT functions	Running queries on an Access database
	Strong admin and record keeping skills	
	Ability to write clear reports, letters and e-mails	
	Ability to work as part of a team and to communicate with different parts of a busy office	
	Fluency with navigating and maximising the use of databases	
	Good verbal communication skills, including phone manner	Experience in dealing with the public in person and on the phone
Work experience	Administration in a modern organisation, using the latest information technology, working independently and as part of a team	Administering events
		Experience of working for a charity
Personal qualities	Proactive, confident and outgoing.	
	Cheerful, optimistic, generous personality	
	Ability to work on own initiative	
	Ability to work as team member	
	Commitment to mission of The PPT including a respect for spiritual dimension and faith-based motivations of donors	
	Sensitivity and personal tolerance to working in an environment where we support some of the most troubled in society.	
Working needs	Efficient, flexible, tolerant, discreet working style	Interest in personal development and value of meditation and yoga