# Voice_Logo_RGB_VW

**SUPPORTING STATEMENT**

**JOB TITLE: Administrator (Marac)**

**Closing Date: 4 January 2022**

**Person Specification**

**Essential Criteria:**

**Your supporting statement will be assessed for your suitability for interview.**

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|  | Please provide a supporting statement setting out how you meet the following criteria, providing specific examples for the following | **Score** |
| **1** | ***Ability to take accurate notes and minutes of meetings. (SS)*** |  |
| **2.** | ***Ability to establish and maintain databases and spreadsheets. (SS)*** |  |
| **3.** | ***Possess good communication skills, both written and oral. (SS)*** |  |
| **4.** | ***Maintain confidentiality at all times. (SS)*** |  |
| **5.** | ***Work flexibly and responsibly on their own initiative to manage work demands and pressures. (SS)*** |  |
|  | ***Proven administrative experience. (SS)*** |  |

Please note all applicants must have been resident in the U.K for 3 years prior to applying.