



ARCHAEOLOGICAL
RESEARCH SERVICES LTD

Person Specification

Assistant Business Administrator

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	<p>Educated to A level standard</p> <p>Professional training/qualification in relation to HR</p>	<p>Degree or equivalent qualification</p>
EXPERIENCE	<p>Experience of working in a professional office environment</p> <p>Experience of co-ordinating and delivering HR processes, recording and all related communications</p> <p>Making sound judgement on HR issues and achieving clear and fair outcomes.</p> <p>Track record in successful promotion of Vision, Mission, Culture within an organisation and team building/bonding</p> <p>Dealing with a wide range of people and upholding Company interests, policy and values</p>	<p>Experience of organisation administration systems</p> <p>Supporting the wider Business Administration team</p>
SPECIAL SKILLS	<p>Excellent telephone manner</p> <p>Experience at inputting and recording accounts/payroll/similar data</p> <p>Computer literate incl. Excel and Word</p> <p>Excellent inter-personal skills</p>	<p>Experienced at using IRIS and/or SAGE accounting software, Excel and Word</p> <p>Full driving license</p>
DISPOSITION	<p>Trustworthy and have integrity.</p> <p>Exceptionally organised.</p> <p>Humble but confident.</p> <p>Willing to function and</p>	<p>Cheerful and tolerant and able to willingly follow instructions</p>

	<p>contribute as part of a motivated and thriving team and willing to take instructions.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>A real team player.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Desire to be the best you can be.</p> <p>Good sense of humour.</p>	
INTERESTS	Interest in archaeology	Enjoy working with numbers and maintaining accurate records
SPECIAL REQUIREMENTS	<p>Willing to work a range of hours in order to attend meetings, take advantage of training courses, and ensure company documentation is completed before deadlines.</p> <p>Able and willing to travel occasionally throughout the UK meetings, training <i>etc.</i> including outside of work hours</p> <p>Ambitious to assist in growing the company, assisting with staff development and taking it forward.</p> <p>Keen to align oneself with, and promote, the vision, mission and values of the company.</p>	