



Archaeological Research  
Services Ltd

# Person Specification

## Business Administrator

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS</b>	Educated to A level standard	
<b>EXPERIENCE</b>	<p>Experience of working in a professional office environment</p> <p>Experience of successfully managing diverse workload</p> <p>Experience of invoicing and accounts</p> <p>Experience of dealing with/supporting HR requirements including maintaining accurate records and preparing requisite documentation.</p> <p>Experience of documenting business work – e.g. minutes, dealing with insurances, office landlords.</p>	
<b>SPECIAL SKILLS</b>	<p>Excellent telephone manner</p> <p>Computer literate. And fully conversant with Excel and Word</p> <p>Knowledge of HR requirements, processes, documentation and recording.</p> <p>Excellent inter-personal skills</p>	<p>Full driving license</p> <p>Experienced at using IRIS and/or SAGE accounting</p>
<b>DISPOSITION</b>	<p>Trustworthy and have integrity.</p> <p>Exceptionally organized and able to maintain smooth-running systems under pressure.</p> <p>Humble but confident.</p> <p>Willing to function and contribute as part of a</p>	<p>Cheerful and tolerant and able to willingly follow instructions</p>

	<p>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>	
<b>INTERESTS</b>	<p>Interest in archaeology</p> <p>Enjoy working with numbers and maintaining accurate records</p>	
<b>SPECIAL REQUIREMENTS</b>	<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>	