



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Person Specification

Business Administrator

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to A level standard.	Degree or equivalent professional qualifications.
EXPERIENCE	<p>Experience of working in a professional office environment.</p> <p>Experience of successfully managing diverse commercial administration workload.</p> <p>Experience of undertaking invoicing and payroll.</p> <p>Experience of 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>	<p>Payroll.</p> <p>ISO Audits.</p> <p>Playing an active part in a Management Team.</p> <p>Good at reading and understanding insurance policies and contracts and able to sum up key points.</p>
SPECIAL SKILLS	<p>Excellent telephone manner.</p> <p>Highly computer literate. And fully conversant with Excel, Word, Outlook and ideally SAGE and / or IRIS.</p> <p>Knowledge of HR requirements, processes, documentation and recording.</p> <p>Excellent inter-personal skills.</p> <p>Attention to detail and highly disciplined in following systems.</p> <p>Full driving license.</p>	<p>Experienced at using IRIS and/or SAGE accounting.</p>
DISPOSITION	Trustworthy and have integrity.	Cheerful and tolerant and able to willingly follow instructions.

	<p>Exceptionally organised 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 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	<p>Interest in archaeology.</p> <p>Enjoy working with numbers and maintaining accurate records.</p>	
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>	