# POSITION: Administrative & Accounts Assistant (P/T)

**SELECTION CRITERIA**

**Personnel Specification - ESSENTIAL**

All applicants must, by the closing date for applications, be able to demonstrate the following:

1. 5 GCSE’s/O levels at Grades A, B or C (or equivalent qualifications) including English Language **AND** at least 12 months’ relevant office experience providing evidence of experience in the following areas:
* Providing a wide range of administrative support
* Providing advice and information ensuring effective customer service.

(Candidates with non–standard qualifications are asked to check the following websites and provide supplementary documentary evidence as to how their qualifications meet the required criterion).

[www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

[www.ccea.org.uk](http://www.ccea.org.uk)

**OR**

2 years’ relevant office experience providing evidence of experience in the following areas:

* Providing a range of administrative support
* Providing advice and information ensuring effective customer service
* Maintaining databases
1. Experience in the use of Microsoft Office Suite including word processing, presentations, spreadsheets and e-mail.
2. Excellent team working skills coupled with strong organisational abilities.

**Personnel Specification – DESIRABLE**

**Depending on the number of applications, it may be necessary to shortlist candidates who meet the essential and desirable criteria:**

* Preference may be given to applicants who have experience of using Sage 50 **and/or** who have an accounting experience or qualification
* Experience of working in the construction industry and in a front of office role will be an advantage.

**Points to note**

Applications are considered solely on merit.

**It is vital that candidates highlight their specific role and contribution by using actual examples to illustrate their experience against the criteria.**

A written/practical test will form part of the selection process.

**We would expect interviews/written tests to be held w/c 13th May 2024.**

GBS Roofing is committed to the continuous training and development of its staff.