

Admin Assistant - Website & social media

Person specification

Company name: Herefordshire CPRE

Criteria	Essential	Desirable
Qualifications		Secretarial / Admin / It qualification
Skills/competencies	Working knowledge of Microsoft Office, including Excel, & emails. Good telephone skills	Basic knowledge of Content Management System (CMS), website editing software - training can be given.
Knowledge	Knowledge or at least an interest in countryside matters.	An understanding of the importance of Data Protection
Previous experience	social media platforms	Previous experience with Content Management Systems Campaigning experience Social Media campaigns Secretarial / admin
Personal qualities (for example, self-motivation)	Organised, self-motivated, flexible, good communication skills. Adaptable. Able to work without direct supervision. Team working skills Access to internet, own PC & printer (printer can be provided if necessary). Access to transport.	