

Arts Richmond Administrative Officer Person Specification October 2017

Essential skills and qualities:

Computer literate including Word, Excel, Databases and the Internet

Excellent interpersonal skills and telephone manner, incorporating good customer service

Efficient office management skills

Efficient committee support including minute taking

Ability to work on own initiative as appropriate

Positive, problem-solving approach

Desirable skills and qualities:

Experience of a busy office environment

Knowledge of and interest in the local arts scene

Understanding of how a small charity works

Experience of working alongside volunteers