SELECTION CRITERIA

POST: **Human Resources Assistant**
DEPARTMENT: **Human Resources**

	Essential Criteria	**Desirable Criteria**	**How & When**
Education / Qualification	GCSE grade D or above or equivalent in Maths and English	Qualification in administration or equivalent	Application Form Certificates
Skills / Abilities	High level of attention to detail Ability to manage/prioritise workload IT skills Excellent telephone manner Ability to work independently	Minute taking	Application Form Application process
Experience	Experience of working as an administrator Good knowledge and experience of Excel and Word	Recruitment, encompassing a range of roles	Application Form Application process
Knowledge	Email/ Internet	Understanding/knowledge of human resources procedures Familiar with the principles of database admin	Application Form Application process