



Marketing and administration assistant

Person specification

	Essential	Desirable
Knowledge, Skills and Abilities		
Confident making and taking phone calls	X	
Good organisational skills	X	
Good knowledge of MSOffice	X	
Maintaining a website		X
Using social media		X
Excellent written and oral communication skills	X	
Flexible	X	
Willing to learn	X	
Be creative	X	
Understand the need for confidentiality	X	
Experience		
Arranging events		X
Creating a marketing plan		X
Developing marketing materials		X
Giving presentations		x

