

PERSON SPECIFICATION
Apprentice Administrative Assistant

Education and training	<ul style="list-style-type: none"> GCSE grade C or above in Maths & English (or equivalent qualification)
Relevant experience	<ul style="list-style-type: none"> Experience of using Microsoft Word, Outlook, Powerpoint & Excel (desirable)
Relevant skills/aptitudes	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> Good interpersonal skills Ability to handle multiple tasks within set timeframes Self-motivation Ability to plan and take ownership of workload Accuracy and attention to detail Excellent communication skills, both written and oral
Special Requirements	<ul style="list-style-type: none"> There will be some occasional planned out of hours work which will be beneficial to the post holder to attend

YOR Local Medical Committee Limited (YORLMC Ltd)

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