

Person Specification

Department Administrator

	Essential	Desirable
Knowledge & Qualifications	<ul style="list-style-type: none"> • Knowledge of and competency in Microsoft Word and Excel • Certification in business administration or communication 	<ul style="list-style-type: none"> • Advanced knowledge in Microsoft Word and Excel • Degree or certification in English
Experience	<ul style="list-style-type: none"> • At least 3 years experience as an Executive Assistant, Personal Assistant or similar role 	<ul style="list-style-type: none"> • Familiarity with the operation of Christian organisations or charities
Skills and Abilities	<ul style="list-style-type: none"> • Strong administrative skills, with attention to detail • Excellent verbal and written communications skills • Outstanding organization and time management skills 	<ul style="list-style-type: none"> • Ability to adapt quickly to new processes, and adept at learning new software • Ability to build relationships at all levels across the organisation and with external contacts
Personal Attributes	<ul style="list-style-type: none"> • Team-oriented • In agreement with Langham Partnership's Statement of Faith and supportive of the vision, mission, conviction and values of Langham Partnership • Flexible to the demands of the job 	<ul style="list-style-type: none"> • A keen interest in the global church • Driven by serving others