

PERSON SPECIFICATION

JOB TITLE: Admin Assistant
 BUSINESS GROUP: Commercial (CoCo)
 LOCATION: Southampton

Criteria	Essential	Desirable
Presentation	<ul style="list-style-type: none"> • Presentable appearance • Good telephone manner 	
Experience	<ul style="list-style-type: none"> • Working with computer systems 	Some admin experience
Attributes	<ul style="list-style-type: none"> • Self-motivated and positive attitude • Good concentration • Good telephone manner • Good typing skills and accurate • Absolute attention to detail with figures • Attention to detail of protocol • Methodical and thorough • Needs to be extremely well organised and tidy • Able to run a tight diary schedule • Able to work within a team environment • Able to work under pressure • Needs to be flexible 	<p>Experience with case management</p> <p>Excellent Word skills – formatting, document production etc</p>
Other	<p>A “Warner Goodman person” is one who shows at all times:-</p> <ol style="list-style-type: none"> 1. The utmost honesty and integrity 2. A “can do” positive attitude 3. A willingness to help others and to go the extra mile 4. An enthusiasm for the firm, its people 	

	<p>and its clients</p> <ol style="list-style-type: none">5. A sense of pride and loyalty towards the firm and its people6. A flexible attitude towards their job description7. A passion for delighting our clients8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner9. An ability to deliver fees and focus on individual profitability10. A desire to seek continual innovation and improvement	
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