

# Job description and person specification essay sample

[Business](#), [Organization](#)



Person Specification: The applicant will need to be well-presented, remaining professional at all times and take punctuality seriously. They will have excellent communication skills with consideration to peoples' individual needs at all levels. They will need a good understanding of both verbal and written English. The applicant will also need to be a confident and approachable individual with excellent communication skills, with the ability to liaise with all persons, both internal and external and within the organisation.

The applicant will have excellent organisational skills, be able to multi-task, and have the necessary skills to manage and co-ordinate business events. Organisational skills will be key for diary keeping, and keeping to tight time scales and so will need to be good at prioritising their workloads. They will often be put on the spot to handle last minute travel arrangements and producing documents so will need to be able to use their own initiative.

The applicant will need to be flexible and adaptable as they may be required to work longer hours in order to get jobs done. They will need to be proficient in taking down notes as they will be attending meetings with the General Manager. They will have to deal with all correspondence, incoming and outgoing mail, through which some will incorporate managing budgets and so will need financial skills with a good understanding of mathematics.

Due to handling all mail and e-mail the applicant will need to be fully aware and take into account the guidelines of confidentiality. This position can become a fast pace working environment and so the applicant will need to be quick on their feet, and remain calm under pressure and be able to handle tough situations.

They will need to be good in problem solving and be confident in voicing ideas and making decisions. They will need to be confident in doing research and presenting their findings. The applicant will need to be computer literate and proficient in programmes such as Word, Excel, Database, PowerPoint and Access.

They should also be confident in using email, fax and have an excellent telephone manner and be confident in screening calls. The chosen candidate will also be a support system for the administration team and so will need to be on hand to take on tasks as and when required.

They should have the prerogative to go the extra mile and attend administration team meetings, so they are up to date with all that the companies got going on at current times.

Job Description:

Key responsibilities:

1. Supporting the General Manager, taking on the following responsibilities for Best and Blossom Foods Ltd.

Devising and maintaining office systems, including data management and filing. Arranging travel, visas and accommodation and, occasionally travelling with the manager to take notes, dictation at meetings or provide general assistance during presentations. Screening phone calls, enquiries, and requests, and dealing with them when appropriate. Meeting and greeting visitors

Organising and maintaining diaries and making appointments

Dealing with incoming mail, faxes and posts, at times corresponding on behalf of the manager Taking dictation and minutes

Carrying out background search and presenting findings

Producing documents, briefing papers, reports and presentations Organising and attending meetings

Preparing the manager for meetings

Liaising with all levels off staff, clients and suppliers

2. Additional workloads and responsibilities.

Carrying out specific projects and research

Responsibility for accounts and budgets

Adopting some of the manager's responsibilities and working with management Deputising for the manager, making decisions and delegating work to others in the Taking part in the decision making-process