

The Great North Air Ambulance Service Person Specification



HR Administration Assistant Maternity Cover

	Essential	Desirable
Qualifications / Education / Training	A good standard of general education	Driving license
Personal Characteristics / Communication	Strong phone, email and in-person communication skills	
Skills / Knowledge	Excellent organisational skills, with an ability to prioritise important projects Computer literacy with knowledge of MS Office applications	Basic understanding of employment law issues
Experience	Proven work experience as an HR Administrator or relevant role	