

PERSON SPECIFICATION FOR THE POSITION OF BUSINESS DEVELOPMENT ASSISTANT

General Profile

The successful candidate will:-

1. Be highly intelligent – graduate calibre;
2. Be a ‘complete-finisher’ with rigorous attention to detail;
3. Have a high level of proficiency in both the English Language, IT and numeracy;
4. Enjoy working within a team;
5. Be able to work on his/her own initiative, manage time effectively and work accurately and quickly under pressure in a fast paced environment;
6. Have a flexible approach and be capable of responding to changes in project specifications and deadlines;
7. Prepared to work evenings and weekends when the occasion demands.

Essential Skills

8. Be able to write clearly and concisely in a way that is easily understood;
9. Be able to communicate confidently and effectively with people at all levels – internally and externally;
10. Have excellent IT skills including Word & Excel;
11. Have excellent time management skills to ensure work is completed to tight deadlines;
12. Experience of working in an office environment .

Experience Which Would Be Useful Though Not Essential

13. Experience of market research and / or the arts sector;
14. Experience with Apple Macs;
15. Experience of using software packages; Adobe InDesign and Illustrator;
16. Involvement in the preparation and submission of proposals.