



**Hammersmith &  
Fulham  
Law Centre**

**Person Specification: Office and Reception Assistant**

**Essential (E) or Desirable (D)**

	<b>Knowledge, Skills and Competencies</b>	
1.	Experience of administration and office operations	E
2.	Proficient with the use of Microsoft Office software.	E
4.	Excellent time management skills.	E
5.	Excellent written and verbal communication skills.	E
6..	Excellent IT skills	E
8..	Experience in data or information administration and/or a relevant qualification.	D
9.	Experience of reception duties	D

	<b>Personal Qualities</b>	
1.	Excellent interpersonal skills and ability to work with the public	E
2.	Discretion to organise and handle confidential information appropriately.	E
3.	Attitude conducive to working in a small, charitable organisation including the willingness to take on a wide range of tasks.	E
4.	Commitment to equal opportunities.	E
5.	Right to work in the UK.	E