

BIZLINK SELECTION CRITERIA ADMINISTRATION ASSISTANT

In order to apply for the position you must write something about each of the selection criteria and how it applies to you. Include an example of any past experience if relevant.

ESSENTIAL:

- A strong commitment to BIZLINK's values
- Ability to work autonomously and as part of a team
- Excellent written and verbal communication skills
- Computer skills including experience with Word processing (e.g. Word), Spreadsheets (e.g. Excel) and Databases (e.g. Access)
- Effective planning and organization skills
- Reception skills including telephone system and accommodating visitors

DESIRABLE:

- Current driver's licence
- Experience working within a Quality Management framework (e.g. ISO 9001)