

Person Specification

Executive Virtual Assistant (Self Employed)

Requirement	Essential or Desirable
<p>Skills, Knowledge and Experience</p> <ul style="list-style-type: none"> • Significant experience of providing support at Board level (minimum 5 years) • Commercially aware • Able to create written material with flair • Excellent verbal skills i.e. face to face, telephone and video conferencing • Numeracy skills • Able to organise, plan and prioritise tasks • Experience of booking travel and accommodation • Proficient in using Microsoft Office Outlook, Word, Excel and PowerPoint • Excellent typing and transcription skills • 5 GCSE's or equivalent • Degree • Basic bookkeeping knowledge 	<p style="text-align: center;">E E E E E E E E E E D D</p>
<p>Characteristics</p> <ul style="list-style-type: none"> • Passionate about customer service • Common sense approach and good judgement • High levels of integrity • Good interpersonal skills • Communicates clearly and competently • Able to listen actively • Dependable • Accountable • Able to work without supervision and capable of using own initiative • Flexible and motivated team member • Approachable and cooperative • Tenacious and resilient • Quick and enthusiastic learner • Drive to achieve results • Willingness to learn and develop new skills 	<p style="text-align: center;">E E E E E E E E E E E E E D D</p>
<p>General</p> <ul style="list-style-type: none"> • Desire for Kaleidoscope to be successful • Has own office facilities – printer & scanner, professional space, computer & software, business phone line, transcription tools • Flexible in approach to working time 	<p style="text-align: center;">E E E</p>