

## PERSONAL SPECIFICATION

<b>Post</b>	Enterprise Apprentice
<b>Location</b>	Manchester, City Centre

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>No formal qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>A graduate degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of administration</li> <li>Experience of diary management</li> <li>Experience of operating at a senior level within an organisation</li> <li>Experience of problem solving, customer service and staff management</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as an executive / personal assistant</li> <li>Experience of contributing to business and organisational plans and strategy development</li> <li>Experience of strategic planning and managing change</li> <li>Experience of operating in a business development and strategic role at a senior level</li> <li>Sales and Marketing experience</li> </ul>
<b>Skills, abilities and knowledge</b>	<ul style="list-style-type: none"> <li>Ability to communicate at all levels, written, verbal and non-verbal</li> <li>Excellent leadership skills</li> <li>Excellent delegation skills</li> <li>Ability to deal with sensitive information with discretion and to maintain confidentiality at all times</li> <li>Ability to engage and inspire others</li> <li>Ability to manage other staff getting the best out of each individual</li> <li>Ability to multitask and to work accurately and effectively under pressure</li> <li>Ability to organise and prioritise workload</li> <li>Ability to work on own initiative</li> <li>Be able to rapidly assess a situation / problem and to develop appropriate solutions in a proactive manner</li> <li>Excellent administrative skills</li> <li>Excellent attention to detail with the ability to maintain a high level of accuracy</li> <li>Excellent computer skills, including word-processing, email, internet, spreadsheets</li> <li>Excellent English language and grammar skills</li> </ul>	<ul style="list-style-type: none"> <li>Excellent IT skills including working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint</li> <li>Exceptional negotiation and influencing skills at a strategic level</li> <li>Experience building a team</li> <li>Experience in managing a team</li> <li>Good presentation skills, able to think on feet and respond to difficult questions</li> <li>Proven commercial awareness and broad understanding of business issues</li> </ul>

	<ul style="list-style-type: none"> <li>– written and verbal</li> <li>• Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues.</li> <li>• Excellent telephone manner</li> <li>• Excellent time management skills</li> <li>• Strong analytical skills, initiative, and ability</li> <li>• Ability to gain an accurate and deep understanding of people</li> </ul>	
<b>Qualities and attributes</b>	<ul style="list-style-type: none"> <li>• A flexible, pro-active approach to work</li> <li>• Able to deal effectively with change and have the intuition to spot opportunities in new situations</li> <li>• Able to inspire others with their enthusiasm and passion</li> <li>• Ambitious, competitive and driven</li> <li>• Be able work under sustained pressure and to tight deadlines</li> <li>• Confident in own abilities</li> <li>• Goal orientated and ability to focus on what is required to achieve them</li> <li>• High attention to detail</li> <li>• High levels of financial acumen</li> <li>• Highly creative and innovative</li> <li>• Integrity and strong ethics</li> <li>• Intelligence</li> <li>• Personable and good at striking a rapport with a variety of individuals</li> <li>• Reliable</li> <li>• Takes responsibility</li> <li>• Tenacious</li> <li>• To have the belief, persistence, and patience to achieve goals</li> <li>• Uses their initiative to make things happen</li> <li>• Altruistic personality</li> </ul>	<ul style="list-style-type: none"> <li>• Able to deal with sensitive and complex situations exercising tact, discretion, confidentiality and sensitivity</li> <li>• A lifelong learner</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Car driver / owner</li> <li>• Comfortable being away from home for long periods of time (even if this is away during the week and back at weekends)</li> <li>• Willingness to tackle all tasks in the interests of the business</li> </ul>	