

**ADMINISTRATIVE OFFICER  
(BASILDON)  
PERSON SPECIFICATION**

1. Ability to draft general correspondence to letters and e-mails
2. Ability to carry out basic calculations and produce statistical information
3. Knowledge of all forms of race discrimination and how it manifests itself
4. Commitment to the aims and objectives of Essex Race Equality Council
5. Understand the importance of customer care and ensuring that the image of EREC is positively maintained.
6. Be able to use Microsoft word and be willing to be trained on associated software packages if necessary.
7. Ability to cope under pressure as a result of demanding and changing work priorities and deadlines.