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| **Selection Criteria** |
| **Essential:**1. Demonstrated experience in customer service
2. Demonstrated ability to organize, prioritise and undertake a range of administrative tasks and clerical duties including word processing
3. Ability to work in a team environment
4. Demonstrated written and oral communication skills
5. Understanding of and commitment to social justice issues for women, particularly those experiencing economic and social disadvantage and lack of access to legal services
6. Demonstrated basic database experience

Being a woman is a Genuine Occupational Qualification for the purposes of WLS service provision (Section 31 Anti Discrimination Act 1977). |