

**PERSON SPECIFICATION**

**Receptionist - Administrator**

REQUIREMENT	CRITERIA
ESSENTIAL	<p>To be highly customer focussed with a willingness to assist with all types of enquiries</p> <p>Good communication skills, both verbal and written</p> <p>Highly numerate</p> <p>Self-motivated and enthusiastic</p> <p>Organised and adaptable to satisfy the demands of a multi-skilled operation</p> <p>A competent level of computer literacy</p> <p>Presentable appearance as this is a front of house, customer facing role</p> <p>Previous experience of working in a customer facing role</p> <p>Previous experience of operating a computerised point of sale</p> <p>Previous cash handling experience</p> <p>Experience in working in an office environment</p>
DESIRABLE	<p>Previous experience of working with a busy telephone switchboard</p> <p>Experience of working with Microsoft Office software including Word &amp; Excel</p> <p>Direct Debit administration</p>

Candidates should read this specification carefully before completing their application form. These criteria are used in reviewing submitted application forms as a core part of the selection process.