



**PERSON SPECIFICATION**

**Receptionist**

REQUIREMENT	CRITERIA
ESSENTIAL	<p>To be highly numerate</p> <p>To be highly motivated and enthusiastic</p> <p>To be of smart and presentable appearance</p> <p>To be highly customer focussed and willing to assist with all types of enquiries</p> <p>To be highly organised and flexible to satisfy the demands of a multi-skilled operation</p> <p>Previous experience of working in a customer facing role</p> <p>To be able to work on a shift rota including evenings and weekends</p> <p>Good communication skills, both verbal and written</p> <p>Previous experience of operating a computerised point of sale</p> <p>Previous cash handling experience</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>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.</p>	