



IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>QUALIFICATIONS:</p> <p>No formal qualification requirement</p>	
<p>EXPERIENCE:</p> <p>Proven experience in reception duties or similar role with communication & customer service skills</p> <p>An ability to work as part of a team as well as individually under your own initiative</p> <p>High standard of computer literacy.</p>	<p>CV and Interview</p> <p>CV and Interview</p> <p>CV and Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Excellent organisational and administrative skills</p> <p>Ability to communicate clearly and effectively, orally and in writing, with a broad range of partners and organisations</p> <p>Ability to prioritise, multi-task and work to tight deadlines</p> <p>Track record of working independently whilst using initiative.</p> <p>Demonstrate creativity, initiative, diplomacy, resourcefulness and resilience, in a demanding and fast-paced environment.</p>	<p>CV and Interview</p> <p>CV and Interview</p> <p>CV and Interview</p> <p>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Able to work flexibly with some requirement to work evenings and/or weekends</p>	<p>Interview</p>