

PERSON SPECIFICATION

POST: Receptionist

GRADE: 2

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.

ESSENTIAL REQUIREMENTS		Assessment Criteria
Qualifications:		
•	MIS Trained	AF/I
Skills		
•	Able to demonstrate the ability to communicate and handle enquiries from the customers correctly.	AF/I
•	Basic literacy and numeric skills.	AF/I
•	Attention to detail.	AF/I
•	Ability to meet deadlines.	AF/I
•	Ability to work without close supervision.	AF/I
•	Able to work as an efficient member of a team.	AF/I
Experience & Knowledge		
•	Knowledge of customer care techniques and their implications.	AF/I
•	Dealing with telephone and face to face enquiries.	AF/I
•	Cash handling.	AF/I
•	Experience of cash till operation.	AF/I
Behaviours		
•	Professional	AF/I
•	Respectful	AF/I
•	Knowledgeable	AF/I
•	Passionate	AF/I
•	Solutions Driven	AF/I

DESIRABLE REQUIREMENTS		Assessment Criteria
Qualifications:		
•		C/AF
Skills		
• Able to do accurate, simple mental calculating.		AF/I
• Able to work without close supervision.		AF/I
Experience & Knowledge		
• Use of switchboard.		AF/I
• Use of computerised systems.		AF/I
• Completion of banking reconciliation sheets.		AF/I
• Experience of stock control procedures / finances.		AF/I
• Six months experience of reception work.		AF/I
Other		
• Smart, clean appearance		AF/I
• Polite manner		AF/I

NOTE TO APPLICANTS:

Please demonstrate in your application how you feel you meet the above requirements

KEY: I = Interview, C = Certificate, AF = Application Form, T = Test