

## PERSONNEL SPECIFICATION

### RECEPTIONIST/ADMINISTRATOR

Criteria	Essential	Desirable
Qualifications/Attainments	<ul style="list-style-type: none"> <li>• Good Standard of Education</li> <li>• G.C.E. English &amp; Mathematics</li> <li>• Clean Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• N.V.Q. Level 1 – Administration Skills</li> <li>• Access to own vehicle</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Proven experience working in Reception or similar role</li> <li>• Proven Switchboard experience.</li> <li>• Proven Administrative experience.</li> <li>• Proficient in using Microsoft package (Outlook /Word/ Excel etc.)</li> <li>• Excellent Telephone manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in batching/coding, invoice processing, statement reconciliation, query resolution</li> <li>• Experience of using a computerised Purchase Ledger system.</li> </ul>
Aptitudes and Abilities	<ul style="list-style-type: none"> <li>• Ability to be resourceful and proactive</li> <li>• Ability to organise, multitask, prioritise and work well under pressure</li> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative with limited supervision.</li> </ul>	
Personal Qualities and Disposition	<ul style="list-style-type: none"> <li>• Professional appearance</li> <li>• Excellent communication (verbal and written) and interpersonal skills</li> </ul>	