

Person Specification

Post	Full Time Receptionist
Location	Manchester City Centre

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> No formal qualifications required. 	<ul style="list-style-type: none"> 9 GCSEs (A-C). Further college education.
Experience	<ul style="list-style-type: none"> Experience using computers. Experience using Microsoft Office products (Word and Excel). Experience sending emails. 	<ul style="list-style-type: none"> Experience dealing with customers (in person / via email / on the phone). Experience using diary systems and booking in appointments.
Skills, abilities and knowledge	<ul style="list-style-type: none"> Be familiar with Microsoft Office products (Word and Excel). Ability to work independently and as part of a team. Ability to work on multiple projects simultaneously. Able to correctly prioritise tasks. Knowledge of the internet. 	<ul style="list-style-type: none"> Experience within the administration field.
Qualities and attributes	<ul style="list-style-type: none"> Good interpersonal skills. Good communication skills, writing skills and people skills. Take pride in your work. Good IT skills. Have a confident and positive attitude. Good organisational and time management skills. 	<ul style="list-style-type: none"> Ability to work under pressure. Willingness to learn new skills and rise to new challenges. The persistence to work hard to achieve the best possible outcome. Experience of breaking down large projects into smaller tasks and prioritise them accordingly.
Other requirements	<ul style="list-style-type: none"> Willing to travel occasionally. Must be keen to progress, learn and adapt to new environments and challenging situations. Not afraid to get involved in a project outside of a traditional skill set. 	