

Person Specification: Administrator/Receptionist

Attribute	Essential	Desirable
Dealing with people	Excellent customer service focus	
Experience	Experience and competence of working in an administrative environment Experience of dealing with members of public	Clerical/customer service qualifications Experience of working in the public, charity or local government sector Event organising
Knowledge and Skills	Strong IT literacy including knowledge and experience of Microsoft Office suite i.e. Word & Excel Able to administer website content and social media platforms i.e. Facebook and Instagram	Local knowledge of the Kingsbridge area
Personal qualities	Confident communicator with excellent verbal communication skills Good telephone manner Self-motivated, flexible and committed A team player Ability to deal with interruptions and stay focussed Maintain confidentiality at all times Able to prioritise a varied workload and work to deadlines Willingness to work flexible hours including attendance at evening meetings if called upon	
Qualifications	A high standard of education including English and Maths Good standard of written grammar, punctuation and spelling Good with figures/numerate Hold a current driving licence	Book keeping/basic accounting skills Experience of organising and minuting meetings Vehicle for use during working hours