

PERSON SPECIFICATION – Receptionist

Criteria	Essential	Desirable	How Assessed
Qualifications	No specific academic qualifications Numeracy and Literacy required	Five grade C/4 or above G.C.S.E.'s including Maths and English	C.V.
Experience	Experience of working in a similar environment.	Previous knowledge of office systems. Ability to handle postal systems. Use of photocopiers Appropriate experience of dealing with a busy reception, including dealing with people both in person & by telephone. Able to operate a multi-line digital system. Experience of working in a law firm.	C.V. Interview
Skills/Abilities	Effective team worker Ability to follow instructions. Ability to communicate clearly orally and in writing. Ability to work to deadlines. Attention to detail. Organisational skills. Customer service.	Ability to work on own initiative Ability to identify problems and their attained solutions Audio typing.	C.V. Interview
Aptitude	Reliable		

	Flexible approach to working conditions and working environment Honesty, tolerance, common sense, energy and sense of humour		C.V. Interview
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