**PERSON SPECIFICATION**

**POST TITLE: Receptionist -**

**DEPARTMENT: University of Warwick Science Park Ltd**

**The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS**  The postholder must be able to demonstrate: | **ESSENTIAL (E)**  **OR**  **DESIRABLE (D) REQUIREMENTS**  (please indicate) | **MEASURED BY:**  a) application form  b) Test/Exercise  c) Interview  d) Presentation |
| Maths & English at NVQ4/GCSE Grade C or equivalent, accurate typing & data entry | E | a), b) |
| Relevant experience of working in a busy admin /front of house/customer service environment | E | a), c) |
| Good experience of Microsoft office packages | E | a), b), c) |
| Ability to work on own initiative and as part of a team | E | a), c) |
| Excellent verbal and written communication skills | E | a), b), c) |
| Ability to work to deadlines with particular attention to detail and accuracy | E | c) |
| Strong interpersonal skills | E | c) |
| Able to cover at other sites for holidays and absences | E | c) |