**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.**

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| **REQUIREMENTS**The postholder must be able to demonstrate: | **ESSENTIAL (E)** **OR** **DESIRABLE (D) REQUIREMENTS**(please indicate)  | **MEASURED BY:**a) application formb) Test/Exercisec) Interviewd) 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) |