

SHEFFIELD CITY TRUST

Person Specification

Job Title: Reception and Admin Supervisor – Ponds Forge

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience working in an administrative, sales and finance role	E	CV & Interview
	Experience of working with customers and being able to manage and form relationships at all levels	E	Interview
	Experience working with IT programs including excel, word and outlook	E	CV & Interview
	Experience of managing a team	D	Application / interview
	Experience of working on your own initiative and as part of a team.	E	Application / interview
	Experience of working with confidential information and maintaining confidentiality/discretion	E	Interview
Knowledge			
	Knowledge of MRM	E	Interview
	Knowledge of cash handling and finance procedures	E	Interview
	Experience of managing a multifunctional diary	D	Interview & references
	Knowledge of working to targets / KPI's	E	Interview
	Knowledge of the sales process	E	Interview
Skills	Exceptional Organisational skills	E	Interview & References
	Excellent IT skills, including word and excel	E	Interview & References
	Attention to detail and precision skills	E	Interview & References
	Excellent communication skills	E	Interview & references
	Cash handling skills	E	Interview

Qualifications	Business and Administration qualification	D	Application
	Maths and English GCSE	E	Application