

## PERSON SPECIFICATION

### Receptionist

#### Qualifications, Experience, Skills, Knowledge and Competencies

##### Qualifications

###### **Essential**

- 5 GCSEs A\*- C or equivalent

##### Experience

###### **Essential**

- Cash handling, till use and basic reconciliation
- Receptionist or other public facing customer service

###### **Desirable**

- Telephone call handling

##### Skills & Knowledge

###### **Essential**

- Strong communication skills
- Customer service skills
- Problem solving, initiative.
- Good level of numeracy, literacy and IT skills

###### **Desirable**

- Good knowledge of Chichester Harbour