

PERSON SPECIFICATION

Job Title: Event Admin Support

Location: Cheltenham office

Education/qualifications

To have completed a general education with Grade C Maths and English GCSE or equivalent

Experience

- Must have experience using all MS packages specifically word and Excel
- Must be able to demonstrate good telephone skills.
- Must have the ability and confidence to communicate with prospective and
- existing clients face to face.
- Must have a clear understanding of the importance of customer care.
- Must understand the relevance and importance of team
- Must display a clear and concise standard of written presentation and spelling.

Work-related attributes

- Must be able to convincingly demonstrate an ability to be self-reliant
- Must be team orientated and demonstrate examples of collaboration,
- knowledge sharing and team ethic in the work place.
- Must understand the importance of self motivation and be able to
- convincingly show it as one of their strengths.
- Must be able to demonstrate good organisational skills.
- Must be able to work using own initiative.
- Must be able to make decisions and prioritise under pressure.