## INDEPENDENT OPTIONS (North West) PERSON SPECIFICATION for Receptionist

team  a.f./i  previous work within a small office environment  previous work within the voluntary sector  a.f./i  numeracy and literacy keyboard skills  essential a.f./t.a  previous work within the voluntary sector  knowledge of essential	skills  able to motivate self  pleasant and polite telephone manner  able to solve problems and think laterally	essential or desirable essential a.f/r.  essential i./r.	ability to relate well to others  personal flexibility  commitment to own training and	essential or desirable essential i./r  essential a.f/i./r.  essential a.f./i
working within a team  team  previous work within a small office environment  previous work within the voluntary sector    desirable a.f./i   good standard of numeracy and literacy   a.f./w.a   a.f./w.a     keyboard skills   essential a.f./t.a   p.     Computer literacy   essential a.f./t.a   p.     knowledge of Microsoft Office   a.f/t.a   p.	pleasant and polite telephone manner  able to solve problems and	essential a.f/r. essential i./r.	ability to relate well to others  personal flexibility  commitment to own training and	essential i./r  essential a.f/i./r.  essential
previous work within a small office environment  previous work within the voluntary sector    Microsoft Office   A.f./i.a   Interact   A.f./w.a   Interact	pleasant and polite telephone manner  able to solve problems and	essential i./r.	personal flexibility  commitment to own training and	essential a.f/i./r.
previous work within a small office environment  previous work within the voluntary sector    knowledge of Microsoft Office   M	pleasant and polite telephone manner able to solve problems and	essential i./r.	personal flexibility  commitment to own training and	essential a.f/i./r. essential
within a small office environment  previous work within the voluntary sector    Computer literacy essential a.f./t.a   previous work within the voluntary sector   knowledge of Microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   a.f/i   a.f/i   a.f/i   a.f/t.a   previous work within the voluntary sector   knowledge of microsoft Office   a.f/t.a   previous work within the voluntary sector   a.f/i   a.f/i   a.f/t.a   previous work within the voluntary sector   a.f/i   a.f/t.a   previous work within the voluntary sector   a.f/i   a.f/t.a   previous work within the voluntary sector   a.f/i   a.f/t.a   a.f/t	able to solve problems and	i./r. essential	flexibility  commitment to own training and	a.f/i./r. essential
within a small office environment  previous work within the voluntary sector    Computer literacy essential a.f./t.a   previous work within the voluntary sector   knowledge of Microsoft Office   a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary sector   knowledge of a.f/t.a   previous work within the voluntary wit	able to solve problems and	i./r. essential	flexibility  commitment to own training and	a.f/i./r. essential
previous work within the voluntary sector    Computer literacy   essential   a.f./t.a     Knowledge of   essential   Microsoft Office   a.f/t.a   p.f./t.a	able to solve problems and	essential	commitment to own training and	essential
within the voluntary sector    A.f./t.a	problems and		own training and	
within the voluntary sector    A.f./t.a     A.f./t.a	problems and		own training and	
Microsoft Office a.f/t.a p	tillik laterally		development	
Microsoft Office a.f/t.a p				
	work well under pressure, whilst retaining attention to detail	essential a.f./r/i.	positive attitude to people with disabilities	essential a.f./i./r.
knowledge of desirable Microsoft Office a.f/i Access	ability to relay	essential w.a./r.	Ability to satisfy an enhanced disclosure with	essential r.

IT IS AN ESSENTIAL REQUIREMENT THAT GENERAL HEALTH SHOULD BE COMMENSURATE WITH THE DUTIES AND RESPONSIBILITIES OF THE POST.
INDEPENDENT OPTIONS OPERATES A SMOKING POLICY.

a.f. = application form, w.a. = written assignment, t.a. = typed assignment, i. = interview, r. = reference