

**Beannchor**

**Personnel Specification**

**Essential**

* Sound knowledge of ICT
* Excellent organisational skills
* Excellent communication skills both verbal and written
* Working positively in a team and using own initiative
* Punctual, eager with a ‘can-do’ attitude

**Desirable**

* 1 years paid experience within a customer service environment
* Experience of using switchboard and undertaking administration duties
* Relevant qualification