PERSON SPECIFICATION

Essential:

- Customer-focused, with a friendly, helpful and efficient ‘can-do’ manner.
- Ability to respond courteously, helpfully and efficiently to all face-to-face enquiries and on the telephone.
- Computer literate, with experience of using e-mail and MS Word.
- Discretion at all times when dealing with matters of a personal or confidential nature.
- Ability to follow procedures and attention to detail.
- Personable and enthusiastic.
- Flexibility to work overtime to cover for absence and annual leave.
- Ability to work without close supervision.
- Reliable and dependable.
- A smart and tidy appearance.

Desirable:

- An awareness of health and safety at work.
- Qualified first aider.
- Previous experience in a security or fire safety role.