RELIEF PORTER - PERSON SPECIFICATION

Essential:

- Customer-focused, with a friendly, welcoming helpful manner.
- A motivated team player.
- A courteous, efficient and diligent manner at all times when dealing with enquiries.
- Discrete, trustworthy and tactful at all times when dealing with matters of a personal or confidential nature.
- Ability to follow procedures and attention to detail.
- Personable and enthusiastic, with the flexibility to cover for absence and annual leave.
- Self motivated with the ability to work without close supervision.
- Reliable and dependable.
- Computer literate, with experience of using e-mail, internet and Windows Office packages.
- A professional, smart and tidy appearance.
- Physically fit.

Desirable:

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