

LINCOLNSHIRE WILDLIFE TRUST

APPOINTMENT OF RECEPTIONIST & OFFICE ADMINISTRATOR

PERSON SPECIFICATION

CHARACTERISTICS	ESSENTIAL/ MINIMUM	DESIRABLE
QUALIFICATIONS	Good general education	Typing/secretarial/office qualifications
SKILLS AND EXPERIENCE	Previous reception and administrative experience	
	General experience of office routines, including post, telephone answering, cash sheets and invoices	Experience of banking, petty cash accounting and use of till
	Proficient IT knowledge including Microsoft Office, with experience in the use of MS Word	Experience in the use of MS Excel
	Ability to use own initiative	
	Accuracy in carrying out routine tasks with good attention to detail	
	Flexibility to work with variety of staff and volunteers	
	Well organised and able to cope with pressure at busy times	
	Ability to work on own and as part of a small team	
	Ability to compose informed letters and responses to enquiries	
	Knowledge of office equipment and systems, eg telephone, email, photocopier, franking machine	Awareness of social media
PERSONAL ATTRIBUTES	Friendly personality with a pleasant telephone manner	
	Effective, confident and polite communicator via phone, email and letter	
		An interest in nature conservation