

SHEFFIELD INTERNATIONAL VENUES LTD

Person Specification

Job Title: Reception and Admin Manager Ponds Forge

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience working in an administrative, sales and finance role	E	CV & Interview
	Experience of working with customers and being able to manage and form relationships at all levels	E	Interview
	Continuous improvement processes e.g. Quest.	D	Application / interview
	Experience of managing a team	E	Application / interview
	Experience of working on your own initiative and as part of a team.	E	Application / interview
	Experience of working with confidential information and maintaining confidentiality/discretion	E	Interview
Knowledge			
	Knowledge of MRM	E	Interview
	Knowledge of Proactis	D	Interview
	Knowledge of cash handling and finance procedures	E	Interview
	Experience of managing a multifunctional diary	D	Interview & references
	Knowledge of working to targets / KPI's	E	Interview
	Knowledge of the sales process	E	Interview
Skills	Exceptional Organisational skills	E	Interview & References
	Excellent IT skills, including word, excel,	E	Interview
	Attention to detail and precision skills	E	Interview & References
	Excellent communication	E	Interview & references

	skills		
	Cash handling skills	E	Interview
Qualifications	Business and Administration qualification	D	Application
	First Aid Qualification	D	Application
	Safeguarding	D	Application
	L2 Leadership	D	Application