**PERSON SPECIFICATION**

**Post Title: CLIENT SERVICES ASSISTANT**

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| Experience | * Experience of working in a professional environment. |
| Qualifications | * GCSE or equivalent in English and Maths * Evidence of commitment to update skills and development. |
| Skills & Abilities | * Excellent interpersonal skills. * Dedication to detail * Experience using Microsoft Word and Excel * Some experience of using a database would be desirable. * Customer service skills * Ability to work as part of a team |