**PERSON SPECIFICATION**

**Post Title: CLIENT SERVICES ASSISTANT**

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| Experience | * Experience of working in a professional environment.
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| Qualifications | * GCSE or equivalent in English and Maths
* Evidence of commitment to update skills and development.
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| 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
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