RCNi

PERSON SPECIFICATION FORM

**POST:** Events and Sales Assistant

**DEPARTMENT:** Events

Key: A/F = Application Form, A/I = assessment and/or interview

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| EDUCATIONAL REQUIREMENTS | **A/F** | **A/I** |
| DesirableGCSE English and Maths or equivalent | ✓ |  |
| EXPERIENCE | **A/F** | **A/I** |
| EssentialAble to work to tight deadlines and manage time efficiently |  ✓ |  ✓ |
| DesirableExperience of working within a commercial environment | ✓ | ✓ |
| SKILLS & KNOWLEDGE | **A/F** | **A/I** |
| EssentialAccurate keyboard skills using Microsoft WordAble to use Microsoft Excel and PowerpointAble to use electronic diary and emailAbility to demonstrate experience of data entryAble to use the internet for example, for researchAbility to demonstrate good written and verbal communication skills Able to work in a teamAbility to work on own initiativeAble to demonstrate good organisation skillsDesirableExperience in using platforms such as Madgex and Adestra | ✓✓✓✓✓✓✓✓✓ ✓✓ | ✓✓✓✓✓✓✓✓✓ ✓✓ |
| OTHER REQUIREMENTS | **A/F** | **A/I** |
| EssentialKnowledge and understanding of equal opportunities and diversity | ✓ | ✓ |

Person Specification Reviewed by: Katherina Breen

Reviewed: April 2021