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** |
| Desirable GCSE English and Maths or equivalent | ✓ |  |
| EXPERIENCE | **A/F** | **A/I** |
| Essential Able to work to tight deadlines and manage time efficiently | ✓ | ✓ |
| Desirable  Experience of working within a commercial environment | ✓ | ✓ |
| SKILLS & KNOWLEDGE | **A/F** | **A/I** |
| Essential Accurate keyboard skills using Microsoft Word  Able to use Microsoft Excel and Powerpoint  Able to use electronic diary and email  Ability to demonstrate experience of data entry  Able to use the internet for example, for research  Ability to demonstrate good written and verbal communication skills  Able to work in a team  Ability to work on own initiative  Able to demonstrate good organisation skills  Desirable  Experience in using platforms such as Madgex and Adestra | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |
| OTHER REQUIREMENTS | **A/F** | **A/I** |
| Essential Knowledge and understanding of equal opportunities and diversity | ✓ | ✓ |

Person Specification Reviewed by: Katherina Breen

Reviewed: April 2021