



PERSON SPECIFICATIONS

Job Title:	Receptionist	Location:	Watford, England
Organisation:	British Union Conference of Seventh-day Adventists	Level	RQF Level 2
Department:	Secretariat	Time:	- Full-time (36.75hr p/w) - Will consider part-time
Responsible to:	Executive Secretary	Annual Salary:	£19,830-£26,028 (full-time) Regional Weighting included

Competency	Essential	Desirable	Method of Assessment
Qualifications:	<ul style="list-style-type: none"> • GSCE, equivalent, or willingness to train. • MS Office proficiency. 	<ul style="list-style-type: none"> • A-Levels, NVQ 3 or equivalent, or willingness to train. • Advanced IT Skills in MS Office. 	<ul style="list-style-type: none"> • Application Form • Certificates
Experience and Knowledge:	<ul style="list-style-type: none"> • Previous experience of working as Receptionist. • Experience in use of IT systems e.g., MS Word, Excel, and PowerPoint. • Good typing speed. • Handling multi-line phone systems • Appropriate level of GDPR and data protection security awareness and confidentiality. 	<ul style="list-style-type: none"> • Previous customer care experience • Editing, writing • Previous experience of working with faith-based organisations: for example, churches. 	<ul style="list-style-type: none"> • Application Form • Interview • References
Skills:	<ul style="list-style-type: none"> • Listening and Communication • Basic Computer Skills. • Excellent grasp and use of English. • Ability to work as part of a multidisciplinary team across countries and establish good working relationships at all levels. • Ability to work and act on own initiative. • Ability to complete tasks and projects on time and to a high standard, demonstrating a can-do attitude. 	<ul style="list-style-type: none"> • Experience in using multiple filing systems. 	<ul style="list-style-type: none"> • Application Form • Interview • References

<p>Personal Qualities:</p>	<ul style="list-style-type: none"> • Highly motivated to work. • Able to effectively manage tasks to schedules and tight deadlines under pressure. • Able to prioritise and manage own and other workloads. • Motivated to continue professional development. • A flexible, responsible, and responsive attitude. • Courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner and communicate effectively at all levels. • Regularly demonstrate a positive, cheerful and tactful attitude when engaging members and members of the public ensuring that their needs are managed appropriately. 	<ul style="list-style-type: none"> • Sympathetic to the ethics and doctrines of the Seventh-day Adventist Church. 	<ul style="list-style-type: none"> • Interview • References
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 		<ul style="list-style-type: none"> • Application • Interview • Reference