



# RECEPTIONIST/ ADMINISTRATOR

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## PERSON SPECIFICATION

Creating Better Life Experiences.  
One Home at a Time.

**BLOOR HOMES**<sup>®</sup>

<b>Job title</b>	<b>Receptionist/Administrator</b>
<b>Responsible to</b>	Office Manager

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in an office environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a receptionist and administration roles.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in English and Maths, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial or administration qualifications</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Computer literate, especially in Microsoft Office.</li> </ul>	
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Smart appearance.</li> <li>• Ability to work well under pressure.</li> <li>• Good attention to detail.</li> <li>• Polite and courteous.</li> <li>• Well organised.</li> <li>• Ability to prioritise workloads.</li> </ul>	