



BEDFORDSHIRE OPEN DOOR - RECEPTION ADMINISTRATOR

Person Specification

Experience/skill required	Criteria
Experience of using email, internet and word processing packages. Experience of using Office 365, Microsoft Word, Outlook and other Microsoft Office packages is desirable	Required
Ability to communicate effectively with people from a wide range of backgrounds	Required
Ability to multi-task, be organised, to manage and input data	Required
Proven organisational and time management skills	Required
Experience of providing administrative / reception support	Required
A commitment to Bedfordshire Open Door's vision of supporting and enhancing the lives of young people through counselling services	Required
Good people skills-- a calm and friendly manner with ability to manage a range of presenting situations	Required
An awareness of and ability to maintain the standards of confidentiality required by a counselling service	Required
Clear and professional telephone manner	Required
Experience of using social media	Desirable
Literacy and numeracy skills sufficient to prepare reports and to collect, collate and analyse data	Desirable
Able to work occasional evenings and weekends when required	Required
A commitment to equality and diversity	Required
Understanding of issues around confidentiality and data protection	Required

