

NORTH KENT MIND

Receptionist

PERSON SPECIFICATION

Experience, Skills, Knowledge	Essential	Desirable
Experience of providing administrative and Reception support in an office environment		✓
Warm and professional manner	✓	
An openness to working with people experiencing mental health problems	✓	
Ability to prioritise tasks and manage time efficiently	✓	
Good listening skills	✓	
Good knowledge of Microsoft office	✓	
Ability to develop positive and professional working relationships with staff, volunteers, clients and external Organisations	✓	
An understanding of the importance of confidentiality and an ability to respect this at all times	✓	
Clear professional boundaries	✓	
Good written English and communication skills	✓	
Excellent organisation and administrative skills	✓	
Pro active and flexible approach to problem solving	✓	
Excellent communication skills	✓	
Ability to work within a team	✓	
An understanding of equal opportunities	✓	
Able to work on own initiative	✓	
A good knowledge of the services provided by North Kent Mind		✓
Flexibility around working hours		✓