

ellenor

PERSON SPECIFICATION

Assistant Manager	Essential	Desirable
EDUCATION AND TRAINING		
NVQ in Retail or other professional retail qualification		x
Health and Safety Training		x
Driving Licence/Car owner		X
EXPERIENCE		
3 years retail/management experience		x
Customer services experience	X	
KNOWLEDGE AND SKILLS		
Time management skills	x	
Attention to detail	x	
Ability to prioritise	x	
Good telephone manner	x	
Good communicator	x	
Good organiser	x	
PERSONALITY AND DISPOSITION		
Team Worker	x	
Confident and outgoing	x	
Friendly	x	
Flexible	x	
Honest	x	
Reliable	x	
Ability to work under pressure	x	
SPECIAL CIRCUMSTANCES		
Demonstrate a willingness to participate in Hospice meetings	X	