

Seaton Town Council

Person Specification

POST TITLE: Tourist Information Centre Assistant

| CRITERIA | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------|
| EXPERIENCE | Previous experience with handling money | Experience working in customer service industry | Application Interview |
| QUALIFICATIONS/ TRAINING | Basic computing skills. | Minimum GSCE or equivalent, Grade C, including Maths and English | Application Interview |
| KNOWLEDGE | | Electronic Diary Management Systems | Application Interview |
| PRACTICAL & INTELLECTUAL SKILLS | Good level of effective communication, both written and verbal Ability to use the internet to research enquiries | Proficient in the use of word processing, spreadsheets and email | Application Interview |
| DISPOSITION/ ATTITUDE | Flexible attitude to work Mature and confident manner Reliable and able to work unsupervised Ability to work as part of a team | Able to prioritise workload and work unsupervised | Application Interview |
| SPECIAL REQUIREMENTS | Willingness to bank holidays Knowledge of Seaton & East Devon | | Application Interview |