

Receptionist

ATTRIBUTES	ESSENTIAL	DESIRABLE
VALUES	<ul style="list-style-type: none"> • Commitment to student led work • Supportive and helpful to all • Commitment to environmentally sustainable working • Champion of inclusivity and diversity 	
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Educated to HNC level or equivalent work experience 	<ul style="list-style-type: none"> • HND in relevant subject
EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing information to a designated standard of service • Experience of maintaining effective administrative systems and procedures • Experience of a customer facing role 	<ul style="list-style-type: none"> • Working with students and young people • Experience of working in a membership-led or democratic environment
SKILLS, KNOWLEDGE & APTITUDE	<ul style="list-style-type: none"> • Excellent IT skills, particularly in MS Office applications • Ability to establish strong working relationships with a wide range of people and organisations, internally and externally • Positive verbal, written and online communication skills with diverse audiences • Ability to demonstrate tact, confidentiality and discretion • Good attention to detail; accurate, meticulous and conscientious • Ability to be proactive and work under own initiative • Excellent organisational and time management skills 	<ul style="list-style-type: none"> • Understanding of the HE sector • Understanding of Student Union Sector • Understanding of the University of Aberdeen