

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Dispensary Counter Assistant</b>
<b>RECRUITING MANAGER:</b>	Operations Manager & Managing Partner
<b>DATE:</b>	May 2024

QUALIFICATIONS	Essential	Desirable	MET
• Good standard of education to GCSE standard or equivalent	✓		
• RSA II Word Processing/Information Technology or equivalent		✓	
• European Computer Driving Licence (ECDL)		✓	

EXPERIENCE	Essential	Desirable	MET
• Practical experience of working with others	✓		
• Practical experience of working in a Reception environment		✓	
• Experience of using own initiative	✓		
• Experience of customer service		✓	
• Dispensary Experience		✓	
• Practical experience of SystmOne computerised system		✓	

SKILLS	Essential	Desirable	MET
• Excellent communication skills (Written and Oral)	✓		
• IT & Keyboard skills	✓		
• The ability to follow procedures and work to deadlines	✓		
• Problem solving skills	✓		
• Interpersonal skills	✓		

• Willingness to develop and learn new skills	✓		
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QUALITIES/ATTRIBUTES	Essential	Desirable	MET
• Initiative	✓		
• Planning and organising	✓		
• Performing under pressure	✓		
• Adaptability	✓		
• Team working	✓		
• Self-motivated	✓		
• Flexibility	✓		
• Confidentiality	✓		
• Reliable and good time-keeper	✓		

SUMMARY: