

Charles Taylor Woodwork

Person Specification



Job Title: Office Manager
Reporting to: Charles Taylor

Qualifications and Attainments	<ul style="list-style-type: none">• Minimum of an HND in a relevant discipline• Emphasis will be placed on a positive and 'can do' attitude.
Experience	<ul style="list-style-type: none">• Experience as an Office Manager is essential• Proven Track record as a successful administrator• Ideally have experience of working in a similar industry and working environment.
Personal Attributes	<ul style="list-style-type: none">• Excellent telephone and face to face skills• High level of literacy and numeracy is essential• Commercially aware• Able to prioritise where necessary• Outgoing, friendly but professional approach• Customer friendly
Skills required ~ essential	<ul style="list-style-type: none">• Computer literate with regular use of , Outlook, Excel and Word• Internet ability• Experienced of SAGE input, or other similar accounting package• Good keyboarding skills