

BOVEY TRACEY & CHUDLEIGH PRACTICE

PERSON SPECIFICATION
MEDICAL RECEPTIONIST MODERN APPRENTICE

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications, special training and general intelligence	Good level of general education Computer Literate Accurate word processing skills	Computing, Word Processing (Microsoft Office) or Audio qualifications.
Knowledge and Skills	Effective communication skills and telephone manner Ability to organise and prioritise	
Personal requirements e.g. communication, interpersonal	Reliability and confidentiality Smart appearance Ability to work under pressure Ability to work as part of a team and independently	Sense of humour. Ability to work flexible hours, with prior notice if required.
Other requirements	Willingness to undertake training	Current driving licence and own transport

