

**RECEPTIONIST ADMINISTRATOR POST AT EDGEHILL HOUSE, 9 LENNOXVALE,  
BELAST**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	5 x GCSEs (or equivalent) at Grade C or above (including Maths and English)	OCR/RSA Stage 2 Typing or Word Processing or equivalent
<b>Experience</b>	At least one year's experience of working in a reception role.  Experience in office administration, including working with data required to be processed accurately.	Experience in the use of a CRM Database
<b>Skills</b>	Excellent IT skills. Particularly in the use of Microsoft Office (Word, Excel and Outlook)  Ability to work on own initiative  Excellent organisational skills  Excellent communication skills (Written and oral)  Ability to work independently and also as part of a team  Ability to use initiative	
<b>Personal / character</b>	Responsible and reliable  A task completer  Self motivated  Friendly manner  Willingness to work with respect to the aims and ethos of the Methodist Church in Ireland	

No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria.