

# Barlborough Links Golf & Leisure Ltd

## PERSON SPECIFICATION

Golf Receptionist

Criteria	Essential	Desirable
<b>Qualifications</b>  Educated to GCSE level with Grade C or above in Maths & English	E	
<b>Skills/competencies</b>  Numeracy Skills Customer Service Skills Reception Skills Computer Literacy Sales Skills Telephone Skills Communication Skills Organisation Skills	E E E E E E E	D
<b>Knowledge</b>  A knowledge of the Golf Industry		D
<b>Previous Experience</b>  Customer facing roles Reception operations	E	D
<b>Experience Required</b>  Cash Handling Working with the public Working with IT / booking systems	E	D D
<b>Special Attributes</b>		
<b>Personal Qualities</b>  Self-motivation Good timekeeping Approachable Friendly Willing to learn/fast learner Good Listener	E E E E E E	

Please read this specification carefully - these criteria are used in reviewing the application forms as a core part of the selection process.