

EMPLOYEE SPECIFICATION

Closing Date:

Dept: CUSTOMER SERVICES		Section: REVENUES & BENEFITS (SHARED SERVICES)	
Post No: CURV03013	Designation: Revenues Apprentice (Business Rates)		Grade: Living wage - £9.50 p/h
<p>Qualification:</p> <p>(E) 4 GCSE O' Level passes including Maths and English Language, or equivalent qualification / experience.</p>			
<p>Knowledge/Skills/Abilities:</p> <p>(E) PC and Keyboard skills. (E) Numerical skills. (E) Communication skills and aware of Customer Care. (E) Ability to work as part of a team to achieve targets and objectives. (E) Ability to be flexible, and work under pressure to strict timescales with minimum supervision. (D) Use of computerised systems including Microsoft Office products and document management systems</p>			
<p>Experience:</p> <p>(HD) Using ICT communication software e.g. Microsoft office (D) Dealings with members of the public.</p>			
<p>Other Requirements:</p> <p>(E) To contribute to team's objectives and support service improvements. (E) Must be smart and presentable at all times. (E) Flexibility, in order to provide the required level of service for the public during office hours, variations to the general flexi-time system may be applied as the situation dictates.</p>			
<p>NB E Essential HD Highly Desirable D Desirable A Advantageous</p>			
Date Produced: July 2021			