

SHEFFIELD INTERNATIONAL VENUES LTD

Person Specification

Job Title: Membership Assistant

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience with MRM software, memberships databases or of direct debits.	D	Application/Interview
	Communication – verbal and written.	E	Application/Interview
	Organisational eg filing.	E	Application/interview
	Time management eg multi tasking.	E	Application/interview
	Accuracy and attention to detail.	E	Application/interview
Knowledge	MRM, databases and direct debit schemes.	D	Application/Interview
	GCSE English (C or above).	E	Application/Interview
Skills	Communication – verbal and written.	E	Application/Interview
	Organisational.	E	Application/Interview
	Time Management.	E	Application/Interview