Genesis Aquatic Centre - Receptionist

SELECTION CRITERIA

2. Qualifications & Job-Specific Skills: Demonstrated skills and appropriate qualifications relevant to fulfil the role of a Receptionist.
3. Interpersonal Skills: Demonstrated personal and interpersonal skills that enhance positive relationships with all members of the community.
4. Service Focus: Evidence of a clear service focus; ability to meet deadlines, prioritise competing work demands and provide high quality level of customer service to the people of the college and the wider community.
5. Initiative & Flexibility: demonstrated levels of initiative, efficiency, perseverance and flexibility necessary to contribute to a learning community which values teamwork and high achievement of excellent outcomes at all levels of the organisation.
6. Organisational Awareness: Demonstrated commitment to the central mission of the organisation.
7. Teamwork: the ability to work as part of a team and to make positive contribution to the team environment.