

The For All Healthy Living Company

Person Specification: Office/Sales Manager RM Signs		
Qualifications and training	Essential	Desirable
GCSE or equivalent in Maths and English	x	
Business Administration NVQ Level 3 or equivalent		x
Knowledge and Experience		
Experience of organising multiple tasks and managing own time effectively	X	
Experience of managing office systems	X	
Experience of working in a community project		X
Experience of selling, including telephone selling		x
Understanding of equal opportunities policies and practice		X
Knowledge of South Ward, Weston		x
Skills		
Ability to demonstrate a level of punctual and reliable attendance at work required to satisfactorily fulfil the job role	X	
Ability to communicate with a variety of people openly and clearly, face to face and on the phone	X	
Ability to create a welcoming atmosphere	X	
IT: confident use of email, and word processing and accounting packages	X	
Ability to work under pressure and juggle competing demands	X	
Ability to maintain good working relationships with customers	X	
Ability to work independently and reliably	X	
Ability to judge when to consult with managers and other staff	X	
Ability to work flexibly in a changing environment	X	
Ability to implement systems efficiently	x	
Ability to be well organised	x	
Personal qualities		
Commitment to the vision and values of the For All Healthy Living Centre and partners	X	
Willingness to “get on and do”	X	
Willingness to read, understand and observe FAHLC policies on equalities, health and safety, confidentiality etc	x	