

short-list forms

margaret smith:

Criteria	✓ x ?	Evidence
Word processing (E)		
Microsoft PowerPoint (E)		
E-mail (E)		
Proficient shorthand (E)		
Able to communicate effectively (E): <ul style="list-style-type: none"> • In writing. • Face-to-face. • Over the phone. 		
Able to prioritise and organise own work (E)		
Secretarial experience at director level(E)		
Reception duties in a busy environment (E)		
Experience of telephone switchboard duties (E)		
Experience of working as part of a small team (E)		
Understanding of office telephone systems (E)		
Understanding of office filing systems and standard office machinery (E)		
Able to use own initiative and be adaptable towards work (E)		
High standard of personal presentation (E)		
Motivated to learn and develop – individually as part of a team (E)		
Spreadsheets (D) Microsoft Publisher (D)		

nisha mistry:

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catherine strong

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