

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out duties in an efficient and timely manner.

Personal attributes

- Reliable and punctual.
- Ability to take constructive criticism.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.

Other

- Ability to work outdoors including in inclement weather conditions and long hours.
- Willingness and ability to undertake out of hours' work, travel and overnight stays when required.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.