Business Support Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Knowledge and competent use of Microsoft Office applications with the ability to create, manipulate and update spreadsheets and databases.
2. Good verbal and written communications skills.
3. Good organisation and time management skills.
4. Ability to work as part of a team and on own initiative.
5. Excellent Customer Service Skills, with the ability to resolve complex enquiries.
6. Experience of dealing with sensitive and confidential information.
7. Understand the need to identify and embed new business processes.

Desirable

1. Understanding of the councils Equality policy, applying this in the workplace and the effect on delivery of services to customers.

Our Values

Do you share our values of **proud, fair,** and **ambitious**?