

Notice Processing Officer EE799

Person Specification

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

Essential

1. Ability to process high volumes of information with a high level of accuracy and maintain confidentiality
2. Good ICT skills using Microsoft 365 packages including Excel and Word
3. Ability to prioritise own workload through competing demands to meet strict deadlines
4. Effective verbal and written communication skills with ability to communicate clearly with members of the public in spoken English
5. Able to handle difficult and challenging enquiries from customers and circumstances in a professional manner.
6. Able to work independently or as a team member
7. Experience of working accurately with figures
8. Committed to high standards of customer service

Desirable

1. Knowledge of parking regulations and legislation would be an advantage
2. Knowledge of Local Government financial systems

Additional Requirements

Flexible approach to working hours to meet service needs

Our Values

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