



## **PERSON SPECIFICATION**

Job Title: Advertisement Support  
Location: Norwich

### **ESSENTIAL CRITERIA**

#### Experience

- Worked in a deadline driven business
- Dealing with internal and external customers
- Organising workloads to achieve deadlines
- In problem solving and decision making
- Working under pressure

#### Knowledge and Skills

- Must be proficient in Microsoft packages
- Educated to an O level standard
- Knowledge of Quark or In Design an advantage
- Good verbal and written communication skills

#### Work related attributes, qualities and competencies

- Planning and organising
- Verbal and written communication skills
- Decisiveness and judgement
- Attention to detail
- Conscientious about work standards
- Self motivation
- Customer focus
- Team working
- Problem solving skills
- Flexible approach to ensure that tasks are completed by deadline