



## PERSON SPECIFICATION

**Job title:** Telephone Sales Canvasser  
**Location:** North Quay, Great Yarmouth  
**Job ref no:** LB024

	<b>ESSENTIAL CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or education level attained</b>	Able to demonstrate competence in written English, English spelling, presentation of written work, maths and have good keyboard skills.	<b>Application Form</b>
<b>Experience</b>	Experience of selling to commercial customers over the telephone	<b>Application Form</b>
<b>Knowledge</b>	Must demonstrate an understanding of the importance of internal and external customer care	<b>Interview/Application Form</b>
	Must demonstrate an understanding of the importance of advertising to a business	<b>Interview</b>
	Must demonstrate telephone communication skills	<b>Interview</b>
	Must demonstrate an understanding of the importance of team working	<b>Interview/Application Form</b>
	Must demonstrate an understanding of the importance of self-motivation	<b>Interview</b>
<b>Work related attributes and competencies</b>	<p>The main competencies required are:</p> <ul style="list-style-type: none"> <li>• Communication and negotiating/influencing</li> <li>• Drive and energy</li> <li>• Planning &amp; organising</li> <li>• Team working</li> <li>• Customer focussed thinking</li> <li>• Being entrepreneurial &amp; developing the business</li> <li>• Integrity</li> <li>• Learning &amp; development</li> <li>• Solving problems and judgement</li> <li>• Decisiveness</li> <li>• Approach to change</li> </ul>	<b>Interview</b>