

### Person Specification – Group Sales Support

<b>Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
Experience of working in a Sales Support role.	Ideally has previous experience with promoting a business through exhibitions, social media etc.
<b>Work Skills</b>	
<b>Essential</b>	<b>Desirable</b>
Analytical and good with figures Ability to produce written and financial reports Ability to prioritise workloads Excellent customer service skills Excellent attention to detail	Willingness to take on new challenges
<b>General Skills / Attributes</b>	
<b>Essential</b>	<b>Desirable</b>
Highly motivated and enthusiastic Excellent communication skills both oral and written Excellent telephone manner Good keyboard skills and IT proficiency Ability to work under pressure and to tight deadlines Ability to be a team player when required or work under own initiative High levels of accuracy required Ability to communicate with clients at all levels	
<b>Qualifications –</b>	
<b>Essential</b>	<b>Desirable</b>
Educated to HND level in Sales/ Business or Marketing	Experience of the Legal Profession