

Person Specification - Administrator

Essential Criteria

Skills & Abilities

- Excellent people and communication skills and a friendly demeanour ideally with experience in a reception or relevant transferrable skills.
- Strong commitment to delivering excellent customer service
- Experience of contributing to an orderly office environment
- Strong organisational and time-management skills
- Ability to work effectively within a team including working with volunteers
- Strong IT skills including proficiency using shared drives such as Google Drive, Microsoft Office, using different programs (eg Google sheets, Google docs)
- Accurate data entry experience

Other Requirements

- Commitment to Cardiff Foodbank's values, mission, and vision of ensuring no one in Cardiff goes hungry.

Desirable Criteria

- Welsh speaker or learner.
- Experience of cash handling within a work or voluntary environment