Person Specification

Job Title: Support Services Assistant

Essential skills and experience:

- Excellent IT skills
- First class customer facing skills with specific reference to detail and timeliness
- Physically fit, as you will be required to move and relocate furniture
- Smart appearance and the ability to prioritise workload
- Good organisational skills with appropriate attention to detail
- Good communication skills
- A good team worker with a flexible attitude and the ability to work under pressure, but able to work on own initiative
- Full driving licence

Desirable skills and experience

- Educated to at least A level standard or equivalent
- Experience in the Cambridge University and/or college environment
- Proficient in the setting up and use of audio visual and IT equipment
- Experience with a conference organisation