

Useful phrases

Leadership skills

Maintenance of databases and spreadsheets

Methodical

Motivated to succeed

Networks to build contacts

Observant

Open to new ideas

Organised

Oversee a small team

Patient

Persistent

Positive attitude

Practical ability

Presentation skills

Proactive

Problem solver

Quick learner

Reacts quickly to

Reliable

Respectful

Responsible

Resilient

Self-motivated

Sensitive

Smart appearance

Successful

Supervisory skills

Supportive

Team player

Technical knowledge/skills

Understanding of

Understanding of technical data

Understands the importance of confidentiality

Undertake challenges

Used to working outdoors in any weather

Uses own initiative

Versatile

Well presented

Well organised

Willing

Willing to be flexible

Works as part of a team

Works well on initiative

Works well under pressure

Works well with a minimum of supervision

Able to achieve

Able to communicate at all levels

Able to prioritise

Accurate and attention to detail

Active in the community

Adaptable

Amenable to further training

Approachable and friendly

Awareness of

Calm in a crisis

Car owner/driver

Caring

Committed to

Committed to personal development

Competent

Computer literate

Confident telephone manner

Conscientious

Conversant with IT systems

Courteous

Creative

Effective

Efficient

Empathetic

Energetic

Enjoys working with others/in a team

Enthusiastic

Excellent/good telephone manner

Excellent/good customer care skills

Experience of a range of office procedures

Experienced in

Flexible approach to work

Friendly personality

Good interpersonal skills

Good listening skills

Good/excellent numeracy and literacy skills

Good/excellent organisational skills

Good/excellent timekeeper

Good written and oral communication skills

Hands on team leader

Hardworking

Helpful

Honest/trustworthy

Identify client's needs

Imaginative

Innovative