

## Doncaster Chamber of Commerce and Enterprise

### Person specification for the post of Membership & Events Executive

<b>General skills/experience</b>	<b>Desirable</b>	<b>Essential</b>	<b>Evidenced</b>
Events management experience (minimum of 2 years)		Y	CV/Interview
Business to business sales experience (minimum 2 years)		Y	CV/Interview
Experience of Account Management		Y	CV/Interview
Excellent communication skills (written and oral)		Y	CV/Interview
Business to business engagement experience (min 2 years)		Y	CV/Interview
Administration experience including knowledge of all Microsoft packages		Y	CV/Interview
<b>Academic qualifications</b>			
Good all round education: at least 4 Grade C and above GCSE's		Y	CV
Events Management related qualification	Y		CV
<b>Other desirable qualities</b>			
Self motivated and able to work effectively to achieve objectives and deadlines		Y	Reference
Influential skills		Y	Interview
Full driving licence and own vehicle		Y	CV/Driving Licence
Good telephone manner		Y	Interview

