

**PERSON SPECIFICATION:**

**Digital Analyst Apprentice**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  |  | Four GCSEs including Maths and English at grade C or above. |
| **Experience**  | Knowledge of good customer service. |  |
| **Knowledge, Competencies, Skills & Abilities** | Good knowledge of Microsoft Word, Excel and Outlook.Self motivatedFlexibleTeam playerGood listenerWorks well under pressureGood communicatorGood time managementEnthusiasticCommitment to Equal OpportunitiesTo provide the best possible service to customers and tenants of the company. A keen interest and desire to progress within IT & Digital.Willingness to work flexibly outside normal working hours if required. | Ability to familiarise with different software packages easily.Able to work independently.Desire to build on and enhance skills. |