

## Person Specification

**Job Title:** Support Assistant - Procurement

Knowledge and Experience	Essential	Desirable
ICT literate, skilled at using Microsoft Excel and comfortable using other Microsoft applications (or Google equivalents)	✓	
Able to work accurately and efficiently under pressure.	✓	
Ability to maintain structured and comprehensive records and databases	✓	
Communicate clearly with a wide range of stakeholders	✓	
Assistance with the generation and analysis of data related to defined metrics.		✓
Qualifications		
5 GCSE A*-C in English and Maths, or equivalent qualifications	✓	
2 A Levels, including Maths at Grade C or above		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post.		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Setting priorities and managing workloads effectively	✓	
Excellent analytical skills, with great attention to detail	✓	



## Person Specification

**Job Title:** Support Assistant - Procurement

<b>Able to work as part of a team and independently</b>	✓	
<b>Problem solving skills</b>	✓	
<b>Other</b>		
<b>Hold a current driving license</b>	✓	
<b>Satisfactory DBS check</b>	✓	