

PERSON SPECIFICATION

Post Title: Assistant Procurement Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<p>Business Administration Level 2</p> <p>OR</p> <p>Ability to demonstrate equivalent level relevant knowledge gained through demonstrable works experience.</p>		Certificates
Experience and knowledge	<p>At least 12 months experience working within a Procurement/Purchasing office environment</p> <p>Experience of working within a team</p> <p>Demonstrable experience of working with Microsoft office packages such as Word, Excel and Outlook</p> <p>Be able to demonstrate an understanding of the requirement for financial approval processes</p>	<p>Experience of preparing informative presentations in Power Point</p> <p>Experience of giving advice and information over the telephone and by letter/email</p> <p>Experience of using e-Procurement systems.</p>	Application/ Interview
Skills	<p>Excellent written and oral presentational and communication skills.</p> <p>Ability to work to deadlines and change priorities according to the needs of the Organisation</p>		Application/ Interview

	<p>Excellent attention to detail</p> <p>Ability to work at a pace, while prioritising various projects and deadlines</p>		
Personal Attributes	<p>A proven self-starter with a demonstrable can-do attitude and an ideas-oriented approach.</p> <p>Strong self-motivation evidenced by a pro-active approach to work and problem solving.</p> <p>A willingness to learn and develop.</p>		Application/ Interview