

## PERSON SPECIFICATION

Post Title: Procurement / Export Co-ordinator

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Negotiating skills</li> <li>• Attention to detail and quality</li> <li>• Strong numeracy skills</li> <li>• Good communication skills</li> <li>• Ability to work with other team members as well as on own initiative</li> </ul>	Report writing skills	Application Form/Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Supply Chain Management</li> <li>• Project Management</li> </ul>	Application Form/Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of Word and Excel</li> <li>• Aptitude for technical understanding</li> <li>• Ability to multi-task projects</li> </ul>	<ul style="list-style-type: none"> <li>• Print background</li> </ul>	Application Form/Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement / Estimating experience</li> <li>• Import / Export experience</li> </ul>	Application Form/Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work unsocial hours when required</li> <li>• Good Communication (verbal and written) and interpersonal skills</li> <li>• Ability to work under pressure to tight</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence</li> </ul>	Application Form/Interview

	deadlines		
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July 2010