

PERSON SPECIFICATION

JOB TITLE	Administration Assistant
RESPONSIBLE TO	Depot Manager
RESPONSIBLE FOR	N/A

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previously worked in a customer service and/or office environment. • Experience of developing administrative systems and procedures. 	<ul style="list-style-type: none"> • Previous experience of working in the plant hire industry. • Internal sales/order taking.
Qualifications	<ul style="list-style-type: none"> • GCSE grade C or above in English and Maths, or equivalent. 	<ul style="list-style-type: none"> • Office administration qualification.
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Effective organisational skills. • Computer literate, including Microsoft Office. • Attention to detail and a high level of accuracy. 	<ul style="list-style-type: none"> • Knowledge of the plant hire industry.
Attributes	<ul style="list-style-type: none"> • Professional telephone manner. • Ability to work effectively as part of a team. • Pro-active approach to work. • Flexibility. • Demonstrates sound work ethics. 	