

PERSON SPECIFICATION

Assistant to the Database Group – Deposition Coordinator

	Essential	Desirable	Method of assessment
Qualifications			
GCSE's or equivalent with a minimum of 5 A*-C including Maths and English	E		CV + Int
A-Levels or equivalent		D	CV + Int
A-level in chemistry or a science subject		D	CV + Int
Experience			
Experience of Microsoft Office products, including Word, Excel and PowerPoint	E		CV + Int + A
Experience in common administration tasks		D	CV + Int
Experience managing workloads	E		CV + Int
Personal Skills and Abilities			
An enthusiastic and adaptable team member	E		CV + Int
Excellent communication and interpersonal skills		D	CV + Int
Effective at time management	E		CV + Int +A
Excellent attention to detail	E		CV + A
Good numerical skills	E		CV
Ability to work independently and with initiative	E		CV + Int
A dedicated and self-motivated individual who is keen to learn new skills	E		CV + Int
Knowledge			
Knowledge of chemistry and an interest in science		D	CV + Int
Disposition and Attributes			
Excellent oral and written communications skills		D	CV + Int
Flexible approach to work	E		CV + Int

E – Essential, D – Desirable, Int – Interview, A – Assessment