

PERSON SPECIFICATION

Post: Administrator	JD Reference: FAF 14173
Grade: 4	Department: Contracts and Performance

	Desirable	Essential	Method of Assessment
Educational attainment	Education to NVQ Level 2 or equivalent (or a willingness to work towards)	GCSE Mathematics and English Language or Equivalent	Application Form
Knowledge required	Knowledge of e-tendering systems and Public Procurement Regulations		Application form / interview
Experience required		Experience of working in an office environment and as part of a team	Application Form
General intelligence		Ability to record factual information accurately.	Application Form/Interview
Skills and aptitudes required	Experience and understanding of Transport Management Information Systems	Good level of ICT skills including use of MS software.	Application Form / Interview
Personal qualities required		Excellent communication skills requiring tact and diplomacy together with the ability to deal with sensitive issues.	Application form / interview

The Company is committed to supporting people with disabilities and will make reasonable adjustments to the above requirements to enable a disabled person to do the job effectively.