## PERSON SPECIFICATION

### Sales Operations Administrator

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to A-level standard or equivalent</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
</tbody>
</table>

### Experience

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>General administration experience</td>
<td>E</td>
<td></td>
<td>App + Int + A</td>
</tr>
<tr>
<td>Proficiency in Microsoft Office</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
</tbody>
</table>

### Personal Skills and Abilities

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to deal confidently with people at all levels and in varied situations.</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
<tr>
<td>Ability to deal confidently with electronic and verbal communication</td>
<td>E</td>
<td></td>
<td>App + Int + A</td>
</tr>
<tr>
<td>Ability to make decisions appropriate to level of responsibility</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
<tr>
<td>Uses own initiative</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
<tr>
<td>Comfortable working with limited supervision</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
<tr>
<td>Attention to detail</td>
<td>E</td>
<td></td>
<td>App + Int + A</td>
</tr>
<tr>
<td>Good prioritisation and organisational skills</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
</tbody>
</table>

### Knowledge

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appreciates the need for confidentiality in a professional environment</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
<tr>
<td>Interest in general scientific research</td>
<td>D</td>
<td></td>
<td>App + Int</td>
</tr>
</tbody>
</table>

### Disposition and Attributes

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conscientious</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
<tr>
<td>Flexible approach to work</td>
<td>E</td>
<td></td>
<td>App + Int</td>
</tr>
</tbody>
</table>

E – Essential, D – Desirable, Int – Interview, A – Assessment, App – Application Form