

## PERSON SPECIFICATION



### Sales Operations Administrator

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
Educated to A-level standard or equivalent	E		App + Int
<b>Experience</b>			
General administration experience	E		App + Int + A
Proficiency in Microsoft Office and Outlook	E		App + Int
Experience of customised in-house databases	E		App + Int
<b>Personal Skills and Abilities</b>			
Ability to deal confidently with people at all levels and in varied situations.	E		App + Int
Ability to deal confidently with electronic and verbal communication	E		App + Int + A
Ability to make decisions appropriate to level of responsibility	E		App + Int
Uses own initiative	E		App + Int
Comfortable working with limited supervision	E		App + Int
Attention to detail	E		App + Int + A
Good prioritisation and organisational skills	E		App + Int
A good telephone manner	E		App + Int
<b>Knowledge</b>			
Appreciates the need for confidentiality in a professional environment	E		App + Int
Interest in general scientific research		D	App + Int
<b>Disposition and Attributes</b>			
Conscientious	E		App + Int
Flexible approach to work	E		App + Int

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