

PERSON SPECIFICATION

JOB TITLE:

Sales Manager

DATE: dd/mm/yy

		SPECIFY ESSENTIAL(E) DESIRABLE (D)
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Ability and initiative to understand and motivate people • Good interpersonal and presentational skills • Ability to interact effectively with staff at all levels • Self motivated • Must be able to communicate effectively in both oral and written forms 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Marketing strategy development • Experience or knowledge of relevant products • Marketing planning experience 	<p>E</p> <p>D</p> <p>D</p>
PROFESSIONAL QUALIFICATION/ TRAINING	<ul style="list-style-type: none"> • Appropriate first degree or equivalent qualification • Second degree in appropriate subject 	<p>E</p> <p>D</p>
APTITUDES	<ul style="list-style-type: none"> • Ability to manage a small team 	<p>E</p>

PERSON SPECIFICATION

JOB TITLE: Administration Assistant

DATE: dd/mm/yy

		SPECIFY ESSENTIAL(E) DESIRABLE (D)
APTITUDES/ SKILLS/ABILITIES	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment change. • Self-motivated and enthusiastic worker. • Willing to follow instructions • Ability to work on own initiative. • Effective team worker. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
QUALIFACTIONS/ KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • High School Certificate level or equivalent • Computer literate – Word and Excel in particular • Good communication skills: verbal/written. • Good problem solving skills. • Personal work planning and organisational skills • Experience of working within a busy office environment would be advantageous 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

PERSON SPECIFICATION

JOB TITLE:

Technician

DATE: dd/mm/yy

		ESSENTIAL(E) DESIRABLE (D)
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Using standard machining tools • Making simple manufacturing sketches • Reading machining and assembly drawings • Mechanical assembly • Electrical assembly/cabling • Using Autosketch or equivalent for simple drawings • Computer literate. 	<ul style="list-style-type: none"> • E • E • E • E • E • D • D
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Familiar with safe working practices • At least 5 years work experience • Familiar with the use of Quality Assurance Procedures 	<ul style="list-style-type: none"> • E • E • D
PROFESSIONAL QUALIFICATION/ TRAINING	<ul style="list-style-type: none"> • The Applicant should have served a recognised Apprenticeship in a Mechanical or Electrical Engineering discipline, and to have gained a minimum of ONC qualification. Applicants with relevant or equivalent on-the job experience will also be considered. 	<ul style="list-style-type: none"> • E
APTITUDES	<ul style="list-style-type: none"> • Effective team worker. • Flexible attitude in carrying out different types of work • Able to work casual shifts • Self-motivated. • Prepared to learn new skills 	<ul style="list-style-type: none"> • E • E • E • D • D