



Rewarding Learning

Person Specification

Post: Clerical Officer, Distribution

Factors	Essential
Minimum Requirements	A minimum of four GCSEs Grade A-C or equivalent and 6 months' experience of working in an administrative/process/operations environment or 1 year's experience of working in an administrative/process/operations environment
Experience	Experience of: <ul style="list-style-type: none">• Providing high quality administrative support to meet deadlines;• Dealing with a range of customers;• Working as a member of a team;• Using Microsoft Office including Word and Excel in a working environment.
Desirable	<ul style="list-style-type: none">• Experience of picking, packing and dispatching of customer orders• Experience of working in a confidential environment• A current (i.e. issued or refreshed within the last three years) counterbalance forklift truck operator licence

Please note that successful applicants invited for interview will also be assessed on the following skills at interview:

Factors	Essential
Skills	<ul style="list-style-type: none">• Enthusiastic and self-motivated individual• Good communication skills• Ability to work under pressure

This post involves working with confidential materials. As such the post holder will be required to maintain confidentiality at all times.

CCEA reserves the right to enhance these criteria for the purposes of shortlisting. Any enhancements to the criteria will be applied equally to all candidates.