

PERSON SPECIFICATION

POST TITLE: Clerical Assistant (Construction)

DIVISION/UNIT: HR Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Experience of working in a Clerical position. 2. Experience in data input. 3. Experience in using Microsoft Excel.	1. Previous experience working in the Construction Industry. 2. Knowledge of Integra Financial Costing System. 3. Knowledge of Local Authority National/Local Agreements.	Application Form References Interview
Skills/Abilities	1. Ability to meet tight deadlines. 2. Ability to work under pressure. 3. Strong verbal and written communication skills. 4. Good numerical skills. 5. Ability to produce accurate work with attention to detail. 6. Ability to work effectively as part of a team. 7. Ability to deal with employees/managers and members of the public in a courteous manner.		Application Form References Interview
Education & Qualifications	1. 3 qualifications at National 5 level or equivalent, including maths.		Application Form Interview
Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis. 2. Ability to maintain confidentiality. 3. Drive and determination to complete tasks.		Interview References

Additional Job Related Requirements		1. Flexibility. 2. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations*.	Application Form Post Interview Check
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*For all new appointments with effect from 23 August 2024.