

PERSON SPECIFICATION

Guidelines for applicants:

Each point of this person specification will be assessed throughout the recruitment process. It has been indicated beside each point whether the criteria will be assessed through the application form or at interview.

POST OF: Commercial Administrator	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATIONAL ATTAINMENTS	Educated to SCQF Level 6 (NC/Higher) in a relevant field.	Qualification in Administration and IT or similar	Application Certificates
WORK EXPERIENCE	Demonstrable experience of delivering high quality work on time and to tight timescales within a busy environment Experience of providing high-quality administrative support Experience delivering excellent customer service to both internal and external stakeholders	Experience supporting commercial, business development, or employer-engagement activities.	Application and Interview
GENERAL ABILITIES	Strong IT and data-management skills Strong attention to detail and commitment to accuracy		Application and Interview

	Confident in creating a range of documentation, databases, spreadsheets, presentations Ability to work independently and as part of a team		
SPECIFIC APTITUDES	Highly organised Able to work using own initiative Ability to prioritise Excellent problem solving skills Strong customer service and interpersonal skills. Able to harness effective collaboration with other teams and colleagues across the college	Event organisation experience	Application and Interview
MOTIVATIONAL & PERSONAL TRAITS	Highly self-motivated Excellent interpersonal skills Excellent communication skills Ability to work under pressure and to deadlines.		Interview

CIRCUMSTANCES	Occasional need to be flexible with regarding hours of work. Occasional weekend work required, for example graduation.		Interview
SPECIAL CONDITIONS	None		