# **Job title:** Stock & Procurement Administrator

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| **Knowledge and experience** | Essential | Desirable |
| Experience with databases and record keeping. |  | X |
| Experience in identifying issues with procured items and an understanding of how to resolve. |  | X |
| Developing new processes to mitigate future issues. |  | X |
| Experience with stock check audits. |  | X |
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| **Personal attributes/behaviours** | Essential | Desirable |
| Positive team working approach. | X |  |
| Ability to work to task with limited supervision. | X |  |
| Good organisational skills with exemplary attention to detail. | X |  |
| Keen to apply themselves and extend their knowledge base. | X |  |
| IT literate with good written and verbal communication. | X |  |

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| **Qualifications and skills** | Essential | Desirable |
| Good maths and or science based GCSEs / A levels. | X |  |
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