

## EMPLOYEE SPECIFICATION

**JOB TITLE:** TRADING AND EPOS ADMINISTRATOR

**RESPONSIBLE TO:** HEAD OF TRADING SERVICES

	Essential Requirement	Desirable Requirement
<b>Experience</b>	<p>Experience using MS Office Suite</p> <p>Experience using an EPoS System (front or back-of-house)</p>	<p>Experience of Stocktaking procedures</p> <p>Experience reconciling incomes</p> <p>Experience liaising with Senior Management</p> <p>Experience of recruitment procedures</p> <p>Experience working in a student environment</p> <p>Experience dealing with stock suppliers</p>
<b>Skills</b>	<p>Good ICT skills (setup and usage of spreadsheets including basic formula)</p> <p>Communication skills – oral, written &amp; electronic</p> <p>Administration and organisational skills</p>	<p>Customer service skills</p>
<b>Knowledge</b>	<p>Good level of numeracy and literacy</p> <p>Understanding of stocktaking procedures</p> <p>Understanding of cash reconciliation procedures</p>	<p>Formal qualification in ICT (i.e. NVQ)</p> <p>NVQ qualification in administration</p> <p>Knowledge of the NUSSL supply process and opt-in schemes</p>

***DON'T FORGET:*** *If you have the essential and or desirable qualities we are looking for, please provide specific examples in your application form of how you meet our specification.*