



THE PERSON

Logistics & Supply Administration Assistant

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating basic numeracy and literacy.	E	
Knowledge & Experience		
Knowledge of procurement function in organisations.	E	
Office work experience to include performing tasks such as producing letters, memos etc.	E	
Professional or trade experience in purchasing or stores environments.	D	
Purchasing/procurement experience.	D	
Experience of working independently and as part of a team.	E	
Experience of using information to solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		
Capable of keeping up to date with relevant knowledge to ensure validity of work.	E	
Able to comprehend, evaluate and present data.	E	
Able to rapidly absorb new information and apply it effectively.	E	
Good written and verbal communication skills.	E	
Confident in using ICT systems such as Word, Excel, Outlook.	E	
Able to work on own initiative without constant supervision.	E	
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	
Able to help others acquire skills and experience.	E	
Other		
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form

Person Specification

Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form
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