**PERSON SPECIFICATION – Cadet Administrative Assistant (CAA)**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** |  |  |
| Recently held role in a supervisory capacity within logistics , supply-chain, facilities or military RQMS/CQMS. | **🗸** |  |
| First line supervisor/team leader or military service at SNCO to Warrant Officer |  | **🗸** |
| Using Microsoft Office applications | **🗸** |  |
|  |  |  |
| **Qualifications** |  |  |
| Health & Safety qualified |  | **🗸** |
| Fleet Transport operator/manager qualified |  | **🗸** |
| Facilities, Fire Marshall or NCO trained |  | **🗸** |
| Hold a current Category D1 driving licence |  | **🗸** |
|  |  |  |
| **Skills and Abilities** |  |  |
| Able to work independently where necessary | **🗸** |  |
| Able to prioritise work in an efficient way maximising the use of time | **🗸** |  |
| Skilled in dealing with a wide range of people of varying ages | **🗸** |  |
| Excellent written and oral communication skills | **🗸** |  |
| Work as part of a team | **🗸** |  |
| A Self-motivated, positive and highly organised individual | **🗸** |  |
|  |  |  |
| **Knowledge** |  |  |
| Experience equivalent Knowledge of military transport procedures | **🗸** |  |
| Understand Security access and authorisation procedures |  | **🗸** |
|  |  |  |
| **Any Additional Factors** |  |  |
| Able to deal with a wide variety of situations an stakeholders | **🗸** |  |
| Full and Valid Driving Licence | **🗸** |  |
| Hold a current Category C (LGV) driving licence Qualifications |  | **🗸** |
| A flexible approach to work | **🗸** |  |