

Employee Specification

Post Title: Assistant Operational Support Officer

NEIFCA Grade: 1

Essential Criteria

- Appropriate work experience, administrative and clerical in a similar business/commercial office based environment
- Minimum 4 GCSE or equivalent including English and Maths
- Working knowledge of office IT packages including word processing, spreadsheets and databases
- Good communication and interpersonal skills
- Good customer care skills
- Good numeration skills
- Organised, accurate, flexible and able to prioritise tasks
- Punctual
- Pleasant, enthusiastic and professional
- Approachable
- Team player
- Ability to maintain a high degree of confidentiality

Desirable Criteria

- NVQ level 2 in business administration
- ECDL/RSA IT qualification
- Customer care qualification
- Interest in fisheries and marine related work
- Accountancy experience
- Experience in organising meetings, drafting agenda's and taking minutes.

