

## South East Coast Ambulance Service NHS Foundation Trust

### Person Specification

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which as post holder requires to perform the job to a satisfactory level.

Job Title: Fleet Administrator

	<b><u>ESSENTIAL</u></b> The qualities without which a post holder could not be appointed	<b><u>DESIRABLE</u></b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
<b>QUALIFICATIONS</b>	Min.5 GCSE's at Grade A-C, including Mathematics and English	GCSE in ICT or equivalent experience
<b>EXPERIENCE</b>	Working knowledge of MS Office packages (Word, Excel, Outlook)	Working in a Fleet environment, in a Fleet / Vehicle administration role
<b>SKILLS</b>	Excellent verbal and written communication skills, and good time keeping	Ability to prioritise workload, and good interpersonal skills.
<b>KNOWLEDGE</b>	Working knowledge of Microsoft Word, Excel and Outlook	Experience in SBS Oracle Systems) Knowledge of car / vehicle maintenance requirements
<b>PERSONAL ATTRIBUTES</b> (Demonstrable)	Positive, helpful, organised, cooperative, good timekeeping and attendance records, team player	Enthusiastic and motivated, conversational, smart appearance, ability to work well under pressure
<b>OTHER</b> (Please Specify)	Customer orientated and focused on service improvement	Flexible and adaptable approach to the workload

Date Reviewed:

Reviewed By: