

Personal Attributes required	Essential	Desirable
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Qualifications/Experience		
BTECH, NVQ level 3, Advance GNVQ or time served apprenticeship. Practical experience in mechanical engineering or within engineering sales. Experience within the valve or actuator industry. Experience within the Oil & Gas Industry. Experience of working in an administrative role.	✓	✓ ✓ ✓ ✓
Knowledge & Skills		
Well developed IT skills, including MS Office including Word & Excel. Effective customer service and interpersonal skills. Able to communicate effectively at all levels, oral and written. Excellent literacy and numeric skills. Understanding of technical specifications Able to liaise with sub suppliers for technical and commercial information to support our quotations/bids.	✓ ✓ ✓ ✓	✓ ✓
Personal Competencies		
Organised and able to work to tight deadlines. Self motivated Logical thinker, good attention to detail. Flexible attitude. The ability to review project specifications and interpret them accurately. A disciplined and pragmatic approach to their working challenges The ability to analyse large amounts of data and assess solutions Excellent self-organisational skills. The ability to handle multiple tasks. A constructive view point	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓

Note:

The person specification details the basic qualities we are ideally seeking in a potential candidate for the position offered. Other qualities not listed will also be taken into consideration, experience and attitude to work will be key attributes along with the ability to clearly demonstrate their potential for the position.