

**PERSON SPECIFICATION: Warehouse Packing Assistant**

DESIRABLE or ESSENTIAL	What we are looking for					
	<b>QUALIFICATIONS AND TRAINING</b>					
Desirable	a	Good general education up to GCSE level or equivalent				
	<b>WORK BACKGROUND AND EXPERIENCE</b>					
Desirable	b	Experience in working in a warehouse/stock control/packing environment				
Desirable	c	Familiarity with using a computer with Microsoft Windows / entering data				
	<b>PARTICULAR SKILLS AND ABILITIES</b>					
	<i>Specialist Skills</i>					
Essential	d	Ability to deal with and remain self-motivated carrying out <u>mundane and routine manual</u> work but able to follow instructions appropriately				
Essential	e	Able to work <b>quickly</b> , having nimble fingers				
Essential	f	Able to handle large, awkward shaped and heavy items/boxes				
	<i>Communication And Numeracy Skills</i>					
Essential	g	Ability to carry out simple numerical tasks				
	<i>Initiative</i>					
Essential	h	Proactive & able to work on own initiative i.e shows evidence of being a self-starter, needing little supervision in time				
	<i>Interpersonal And Social/Team</i>					
Essential	i	Friendly and outgoing				
Essential	j	Able to work by yourself				
Essential	k	Excellent listening skills				
	<i>Quality/Thoroughness</i>					
Essential	l	Shows an eye for detail				
	<i>Commitment And Motivation</i>					
Essential	m	Demonstrates a strong commitment to doing a good job and working professionally				
Essential	n	Able to respond appropriately to constructive criticism				
Essential	o	Shows commitment to put in extra effort and stick with task until it is completed				
Essential	p	Desire and willingness to learn.				
	<i>Organisation /Planning</i>					
Essential	q	Extremely well organised, excellent planning and prioritising ability.				
Essential	r	Ability to focus on priorities, targets and deadlines				
	<i>Flexibility</i>					
Essential	s	Flexible to the needs of the organisation				
	<i>Working Under Pressure</i>					
Essential	t	Ability to respond effectively to pressure in peaks of workload				