

Person Specification

Job Title	SAP Admin Support
Job Holder	N/ A New Temp Post
Reports To	SAP System Manager
Date	June 18

	Essential	Desirable	Method of Assessment
Educational Attainment 5 GCSEs or equivalent at Grade C or above		X	Application form / Certificate
Work Experience At least 3 years' experience of office administrative tasks.	X		Application form / Interview
Working knowledge of SAP or ERP system as user or IT support		X	Application form / Interview
Proficient with Microsoft office suite.	X		Application form / Interview
Experience in documenting guides / instructions and basic form design.		X	Application form / Interview
Ability to follow procedures and ensure all changes and user requests are logged, assessed for business impact and tracked to satisfactory completion.	X		Application form / Interview
Knowledge/Skills/Aptitude Analytical Thinking	X		Application form / Interview
Ability to learn and Flexibility	X		Application form / Interview
Thoroughness and attention to details	X		Application form / Interview
Concern for Standards and and good communication skills	X		Application form / Interview
Proven tasks management and efficiency skills	X		Application form / Interview
Circumstances None			