

# Procurement Systems Officer

## Person Specification

We will use these criteria to assess your suitability for the job.

### Essential

1. Application of good customer service skills.
2. Appropriate IT and keyboard skills.
3. Strong analytical skills
4. Good oral and written communication skills.
5. Ability to work as part of a team and on your own initiative.
6. Prioritising work to meet deadlines.
7. Communicate effectively, orally and in writing, with a diverse range of people.
8. An understanding of the Council's Equalities policy

### Desirable

1. Procurement experience
2. Experience of working within an electronic procurement environment aimed at delivering best value
3. Ability to challenge improper spend

## Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?