

**RICHMONDSHIRE DISTRICT COUNCIL  
LANDLORD SERVICES – REPAIRS AND MAINTENANCE  
PERSON SPECIFICATION**

**PURCHASING/ STORES ASSISTANT**

**Criteria will be assessed via the submitted application form (A), and  
Interview (I)**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	1. Educated to GCSE standard (A)	a. Member of the Chartered Institute of Purchasing and Supply (A)
<b>Experience</b>	2. Minimum of one year experience as a purchaser of goods (A) 3. Experience of working in stores environment, involving manual handling of building materials and other items (A) 4. Working to customer deadlines (A) 5. General stores administration (I) 6. Using computerised stores/purchasing programmes(A,I)	b. Familiarity with a schedule of rates
<b>Knowledge</b>	7. Microsoft applications (A)	c. Health and Safety legislation applicable to employees working in service area (A) d. Procurement legislation relating to public sector purchasing (I)
<b>Personal Aptitudes and skills</b>	8. Practical approach to problem solving (I) 9. Able to keep concise and accurate records relating to the stores function (I) 10. Negotiation skills (I) 11. Able to work as part of a team (A)	
<b>Disposition</b>	12. Ability to work with a diverse workforce (I) 13. Ability to undertake a heavy workload at times and keep to required performance requirements as stipulated by contract (I) 14. Ability to work co-operatively with other Officers within the Council (I)	
<b>Other requirements</b>	15. Undertake standby duties in accordance with the agreed rota (I) 16. Full driving licence (A) 17. Ability to undertake work in a manual environment including lifting and carrying (I) 18. Comply with the Council's Equalities and Diversity Policy (I)	

Updated December 2019