7: Match your skills to a job

workwise

Activity 1: Complete a skills test for a real job

Find a real job advert, for example on a recruitment website, trying to choose something you would be interested in, or would apply for. Alternatively, use the sample advert provided on the next page.

Read the advert and identify what skills the employer is looking for and complete the table below.

If this information isn't clear from the advert, you could also:

- imagine you are the employer (what skills would you expect the ideal applicant to have?)

- have a look at a job profile on the Planit website (www.planitplus.net/JobProfiles) or another careers website such as My World of Work (www.myworldofwork.co.uk). Look for information on the actual work and the personal qualities you need for the job.

Job Title	Skills needed

Advertisement Details

Aberdeenshire Council are looking for someone to provide efficient and effective, customer focused support to Council Services, working on an individual basis or collaboratively as part of a team.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

CORE RESPONSIBILITIES / DUTIES

- Provide support, which may include reception duties, data input, word processing and producing a range of documents
- Organise meetings and events including booking venues, issuing invitations, distributing documentation and general minute taking as required
- First point of contact for enquiries, responding appropriately by telephone, in writing, by email or in person and redirecting as appropriate
- Update and maintain records, files and databases in line with corporate records management standards
- Order goods and services
- Process invoices and payments, which may include the use of financial management systems, e.g. Oracle
- Assist in the collation, preparation and provision of information; verifying and validating as necessary
- Undertake general office duties including photocopying and processing mail.

QUALIFICATIONS AND TRAINING

Essential:
- Academic achievement to Scottish National 4 or 5 level, Standard Grades or equivalent transferable experience and skills

Desirable
- ECDL or equivalent
- Recognised typing/word processing qualification or ability to demonstrate typing speed and accuracy of 32 words per minute
- Customer service qualification