



Person Specification Order Processor

Work Experience	Experience of any manual processing task	Essential	Application
	Outdoor retail assistant	Desirable	Application / Interview
Knowledge	Basic knowledge of outdoor gear used for camping, trekking, backpacking	Essential	Interview
	Microsoft Excel	Essential	Application / Interview
	Participation in an outdoor activity	Desirable	Interview
Skills	Word processing/Data entry skills to moderate level	Essential	Application / Interview
	Manual dexterity for packing	Essential	Interview
	Personable – able to deal with customers by e-mail, telephone and face to face	Desirable	Interview
Attitude	Ability to work with minimal supervision	Essential	Interview
	Interest in the outdoors – and gear	Essential	Interview
	Flexible – able to work for more hours when required	Essential	Interview