



Full List of Competencies Available

Generic

- Organising Own Work
- Information Technology
- Teamwork
- Customer Focus
- Motivation
- Commercial Awareness
- General Communication
- Personal Development
- Health and Safety
- Environmental Awareness.

Job-Specific

1. Administration

- ♦ Administrator
- ♦ Personal Assistant
- ♦ Receptionist
- ♦ Secretary

2. Consultants

- ♦ Consultant and Senior Consultant
- ♦ Lead Consultant
- ♦ Project Manager

3. Engineering

- ♦ Craftsman
- ♦ Engineering
- ♦ Technical Engineer
- ♦ Works Engineer

4. Finance

- ♦ Accounts Assistant
- ♦ Assistant Accountant
- ♦ Company Accountant
- ♦ Credit Controller
- ♦ Finance Assistant
- ♦ Finance Director
- ♦ Finance Manager
- ♦ Management Accountant
- ♦ Payroll Officer
- ♦ Purchase Ledger
- ♦ Purchasing Executive

5. Human Resources

- ♦ Facilities Manager
- ♦ Health and Safety Officer
- ♦ HR Assistant
- ♦ HR Manager
- ♦ HR Officer

6. Information Technology

- ♦ IT Manager
- ♦ IT Support

7. Management

- ♦ Chief Executive
- ♦ Director
- ♦ Management
- ♦ Managing Director
- ♦ Team Leader

8. Production

- ♦ Production Controller
- ♦ Production Manager
- ♦ Production Planner
- ♦ Production Team Leader

9. Quality

- ♦ Process Improvement Team
- ♦ Quality Manager

10. Sales and Marketing

- ♦ Business Development Manager
- ♦ Commercial Roles
- ♦ Customer Services Representative
- ♦ Key Account Manager
- ♦ Marketing Manager
- ♦ Sales Representative

11. Technical

- ♦ Laboratory

12. Warehouse

- ♦ Warehouse Manager
- ♦ Warehouse Operative
- ♦ Warehouse Team Leader.

