**Postal Vote Opener role**

**Job purpose**

To open postal voting packs as directed by the Postal Vote Opening supervisor and Deputy Returning Officer

**Duties and responsibilities**

You will:

* arrive at the session on time, ready to be briefed
* keep to all instructions from the supervisor
* follow the instructions for opening postal votes as per the instructions given to you by the team
* help with any close down administrative procedures as directed
* make sure the ballot is kept secret at all times including keeping ballot papers face down and not making comments on social media
* carry out other postal vote opening duties as required

As well as the duties listed, you may be asked to take on other administrative tasks appropriate with your pay level.

**Person specification**

Essential skills

You must:

* have good communication skills and the ability to follow instructions
* have good administration skills and attention to detail
* have good numerical skills
* be a team player and have a flexible attitude
* be punctual and reliable

Desirable skills

Previous experience as a Postal Vote Opener is desirable.