

Assistant Administrator – Estates & Housing Person Specification

All criteria are essential unless otherwise stated:

Education & Qualifications

- GCSE in Maths and English Grade 5 (or C) and above/equivalent

Experience

- Experience of working in an Office, ideally within an administration team
- Experience of working with Excel

Desirable

- Experience of raising purchase orders

Technical Skills/Knowledge

- To have experience and use of Database information (inputting, querying and producing reports)
- Ability to support administration and management teams
- Working knowledge of MS Excel and competency on other Microsoft Office packages
- Excellent time management and ability to multi task and prioritise
- Strong ethics, with an ability to manage confidential data
- Able to actively support change and respond to problems with a “can do” approach
- Ability to support administration and management teams
- Skills to develop and maintain effective working relationships at all levels within the organisation
- To be able to working under pressure and adhere to tight deadlines but maintaining high levels of accuracy and attention to detail
- Excellent written and verbal communication

Circumstances

- Ability to work in a flexible way to meet the needs of the department