

PERSON SPECIFICATION – Assistant Estates Manager

	Essential	Desirable
Experience		
Experience working with customers to identify and quantify needs	✓	
Experience in customer relationship management		✓
Managing and prioritising workload	✓	
Management or supervisory experience		✓
Qualifications		
Hold or be willing to work towards associate level membership of relevant professional body or have equivalent relevant experience.		✓
Management or supervisory qualification		✓
Skills and Abilities		
Detail focused and able to work accurately to tight deadlines	✓	
Skilled in both written and oral communication	✓	
Able to engage confidently with a wide range of interested parties/stakeholders	✓	
Competent in all Microsoft Office applications	✓	
Problem solving approach to day to day issues	✓	
Knowledge		
Knowledge of the Armed Forces, Reserves and Cadets		✓
Awareness of health and safety legislation as it applies to property and people		✓
Any Additional Factors		
A positive and flexible approach to work and used to dealing with a wide variety of situations	✓	
Full and Valid Driving Licence	✓	