PERSON SPECIFICATION – Estates Administrative Officer (Data Control)

	Essential	Desirable
Experience		
Working in an administrative role	✓	
Managing workload and prioritizing commitments	✓	
Organising information and maintaining databases	✓	
Working in data entry	✓	
Qualifications		
Recognised admin related qualification		✓
Skills and Abilities		
Proficient in the use of Microsoft applications especially Excel and Word	✓	
Detail focused and able to work accurately to deadlines	✓	
Ability to communicate clearly both in writing and orally	✓	
Able to learn new IT management systems	✓	
Problem solving approach to day to day issues	✓	
Knowledge		
Knowledge of the construction and estate management sector		✓
Accounting systems that deal with invoicing and work orders		✓
Any Additional Factors		
Flexibility to deal with a wide variety of situations	✓	
Full and Valid Driving Licence	✓	