

**ADMINISTRATOR  
PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method used to establish evidence</b>
<b>Knowledge, Skills &amp; Experience</b>	Relevant administrative experience in an office environment	Previous experience in a similar organisation, e.g. property development, estate agency	CV, interview & references
	Knowledge of administrative and clerical procedures		CV, interview & references
	Accurate keyboard skills		CV, interview & practical test
	Excellent computer skills including knowledge and experience of Microsoft Office	Experience of website and social media administration	CV & interview
	Excellent verbal and written communication skills		CV, interview & practical test
	Excellent telephone manner		CV & interview
	Ability to produce correspondence and documents to a high standard		CV, interview & practical test
<b>Qualification Requirements</b>	First Aid qualification or willingness to undertake appropriate training	Administration qualification	Certificates
<b>Personal Attributes</b>	Good inter-personal skills		CV, interview & references
	Able to plan and organise time and tasks effectively		
	Able to work under pressure and meet deadlines		CV, interview & references
	Able to work on own initiative		CV, interview & references
<b>Personal Presentation</b>	Well presented with a professional attitude		Interview
<b>Other Skills</b>	Current UK driving licence and own vehicle		Documentation