



# OFFICE MANAGER

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## PERSON SPECIFICATION

Creating Better Life Experiences.  
One Home at a Time.

**BLOOR HOMES**<sup>®</sup>

<b>Job title</b>	<b>Office Manager</b>
<b>Responsible to</b>	Regional Managing Director

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working as a secretary or similar position.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a property, development or construction related field.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good level of education including English &amp; Maths GCSE or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• A business related degree.</li> <li>• A Business Administration or Secretarial qualification.</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills on the telephone and face to face.</li> <li>• Excellent IT skills in Microsoft Office Applications.</li> <li>• Ability to manage a diverse workload with the ability to constantly re-prioritise.</li> <li>• Anticipates and ensures all internal customers' needs are met.</li> <li>• Works on own initiative to resolve queries.</li> <li>• Excellent written communication skills.</li> <li>• Highly organised with the ability to manage own time effectively, meeting deadlines set.</li> <li>• Ability to multi-task and work well under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use shorthand.</li> <li>• Ability to audio type.</li> </ul>
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Confident.</li> <li>• Enthusiastic.</li> <li>• Good attention to detail.</li> <li>• Self-motivated.</li> <li>• Bright and positive attitude.</li> <li>• Has a strong emphasis on the 'Team Ethic'.</li> <li>• Maintains confidence, discretion and intuitiveness.</li> </ul>	