



CONSTRUCTION SECRETARY

PERSON SPECIFICATION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Construction Secretary
Responsible to	Construction Director

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working in a secretarial role. 	<ul style="list-style-type: none"> • Previous experience of working in a property/development related field.
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to GCSE Standard (or equivalent) including English and Maths. 	<ul style="list-style-type: none"> • A Business Administration or Secretarial qualification.
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Highly organised with the ability to manage own time effectively, meeting deadlines set. • Computer literate, especially in Excel, Word and database packages. • Typing. • Ability to multi-task and work well under pressure. 	
ATTRIBUTES	<ul style="list-style-type: none"> • Good attention to detail. • Self-motivated. • Bright and positive attitude. • Thrives in a busy environment. • Has a strong emphasis on the 'Team Ethic'. 	