



SALES SECRETARY

PERSON SPECIFICATION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Sales Secretary
Responsible to	Sales Director

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a similar role. • Experience in website content management systems. 	<ul style="list-style-type: none"> • Experience of working in house building/construction. • Customer Focus.
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to A Level standard or equivalent. 	
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Good time management and ability to manage own workload. • Computer literate, specifically in Microsoft Office packages and databases. • Excellent attention to detail. 	<ul style="list-style-type: none"> • Knowledge of the house building industry. • Knowledge of the Data Protection Act.
ATTRIBUTES	<ul style="list-style-type: none"> • Team player. • Self- motivated. • Ability to make decisions and use own initiative. • An interest in new homes. 	<ul style="list-style-type: none"> • Prepared to learn new skills.