



ADMINISTRATOR

PERSON SPECIFICATION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

| | |
|-----------------------|----------------------|
| Job title | Administrator |
| Responsible to | Office Manager |

| | ESSENTIAL | DESIRABLE |
|-------------------------------|---|---|
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of working in an administration role. | <ul style="list-style-type: none"> • Previous experience of working in a property, development or construction related field. • |
| QUALIFICATIONS | <ul style="list-style-type: none"> • GCSE Grade C / Grade 4 or above in English and Maths, or equivalent. | <ul style="list-style-type: none"> • Secretarial or administration qualification. |
| KNOWLEDGE & SKILLS | <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent interpersonal skills. • Computer literate, especially in Microsoft Office. • Highly organised with the ability to manage own time effectively, meeting deadlines set. • Demonstrates flexibility and adaptability in changing environments, quickly adjusting to new tasks and priorities. | |
| ATTRIBUTES | <ul style="list-style-type: none"> • Ability to work well under pressure. • Good attention to detail. • Polite and courteous. • Well organised. • Ability to prioritise workload. | |

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