

**PERSON SPECIFICATION: Asset Management Administrator**

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| Qualities | **Essential** | Desirable |
| **Competencies** | Good interpersonal and communication skills with people at all levels.  Flexible and able to work individually and as part of a customer focused team.  Able to deal in a professional manner with colleagues and external business contacts.  Able to demonstrate a high level of customer care.  Able to plan and manage own workload to meet deadlines. |  |
| **Experience** | Computer literate with basic MS Office systems | Experience of letting/ managing properties.  Experience of social housing. |
| **Commitment** | To provide the best possible service to customers and colleagues |  |
| **Qualifications** | Good standard of general education. |  |
| **Special Conditions** | NA |  |
| **Other Attributes** | Responsive, adaptable and self-motivated.  Ability to work within a busy pressured environment.  An understanding, caring and helpful nature. |  |