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## Person Specification – Legal Administrator

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| Qualities | **Essential** | **Desirable** |
| Qualifications | GCSE English and Maths A-C | CILEx  Legal Secretary  Paralegal  Secretarial  Administration |
| Knowledge and experience | Experience of working within a legal or conveyancing department AND/OR experience of working for a housing association  Dealing with queries from customers or their representatives (face to face, telephone, e-mail or letter) |  |

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| Competencies | Excellent organisational and interpersonal skills, with a customer focus  Highly literate and numerate, with the ability to produce quality documents  Calm under pressure, self motivated, able to effectively plan and manage own workload to achieve deadlines  Flexible and able to work individually and as part of a team  Able to use a variety of software packages including Word, Excel and Outlook  An effective problem solver with precise attention to detail  Drive and commitment | Able to analyse and scrutinise information |
| Personal integrity | Able to deal in a professional manner with colleagues and people outside the organisation  Commitment to continuous training and development |  |