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## Person Specification – Legal Administrator

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| Qualities | **Essential** | **Desirable** |
| Qualifications | GCSE English and Maths A-C | CILExLegal SecretaryParalegalSecretarialAdministration |
| Knowledge and experience | Experience of working within a legal or conveyancing department AND/OR experience of working for a housing associationDealing 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 focusHighly literate and numerate, with the ability to produce quality documentsCalm under pressure, self motivated, able to effectively plan and manage own workload to achieve deadlinesFlexible and able to work individually and as part of a teamAble to use a variety of software packages including Word, Excel and OutlookAn effective problem solver with precise attention to detailDrive and commitment | Able to analyse and scrutinise information |
| Personal integrity | Able to deal in a professional manner with colleagues and people outside the organisationCommitment to continuous training and development |  |