

Residential Conveyancing Administrative Assistant

Person Specification

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application	Reference	Interview
Education and Professional Qualifications	Essential	A	A1. GCSE or equivalent qualification in Mathematics and English at Grade C or above	x		
Experience/ Training	Essential	B	B1. Admin Experience (1 years + preferred)	x		x
			B2. Experience in dealing with clients/customers and third parties via phone, in person, email and letter.	x		x
	Desirable	C	B3. Experience/knowledge of residential property transactions	x		x
			B4. Experience of case management systems	x		x
Specific aptitude and abilities	Essential	D	D1. High level of accuracy particularly when working under pressure.	x		x
			D2. Completer/finisher – sees tasks through to the end.	x		x
			D2. Ability to multi-task in a busy environment and respond effectively to changing demands.	x		x
			D3. Good IT skills.	x		x
	Desirable	E	E1. Professional and confident manner.	x		x
			E2. Ability to use case management systems	x		x
Interpersonal skills	Essential	F	F1. Good people skills and team player	x		x
			F2. Well organised	x		x

Special factors	Essential	G	G1. Enthusiastic	x		x
			G2. A flexible approach to work	x		x
	Desirable	G	G3. Own transport			x