

**PERSON SPECIFICATION**

**Maintenance Administrator**

**Essential**

* Possess at least 2 years demonstratable experience in administration
* Have practical and demonstrable Microsoft skills, e.g. Word, Excel, and Outlook, as well as database inputting and reporting
* Have excellent interpersonal skills with the ability to communicate with all levels - written and oral
* Highly organised and efficient
* Have the ability to organise own workload with minimal direction and manage time effectively
* Have good judgment about when to use initiative and when to consult
* Ability to juggle priorities and has effective coping strategies
* Outgoing and resilient and responds positively to change, ambiguity, adversity and pressure

**Desirable**

* Knowledge of construction compliance and legislation or an understanding of property maintenance issues
* Demonstrable knowledge of relevant health and safety documentation
e.g. COSHH assessments, method statements and risk assessments
* Understanding of the General Data Protection Regulations

November 2023