



## EXECUTIVE ASSISTANT TO PROPERTY SERVICES DIRECTOR – PERSON SPECIFICATION

What are we looking for?	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Secretarial and administrative work in a confidential or commercially sensitive environment.</li> <li>• Providing services across different disciplines.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>•Competent user of Microsoft Outlook, Word, Excel, Power point and Access and a willingness to learn other packages as appropriate.</li> <li>•Taking minutes of meetings (and availability for occasional evening work)</li> <li>•An understanding, demonstrated in practice, of how diversity is important for an employer like Newlon.</li> <li>•Knowledge or willingness to learn about the areas of general health and safety and the building and construction industry related to the Property Services Department.</li> </ul>
<b>Core Competencies</b>	<p><b>Liaising and Networking:</b></p> <ul style="list-style-type: none"> <li>•Develops a network of co-operative working relationships with contractors, consultants, residents and colleagues.</li> </ul> <p><b>Planning and organising:</b></p> <ul style="list-style-type: none"> <li>•Works in a systematic way, effectively managing several tasks at once by planning and prioritising.</li> </ul> <p><b>Achieving results and quality focus:</b></p> <ul style="list-style-type: none"> <li>•Consistently works to achieve high standards of quality and actively works to solve problems with an understanding of what each Department and the Executive Support Team is trying to achieve for Newlon</li> </ul>

<b>Core competencies continued</b>	<b>Communication:</b> <ul style="list-style-type: none"> <li>• Responds to messages and requests promptly and communicates in a clear way, checking for understanding.</li> </ul>
	<b>Customer Focus:</b> <ul style="list-style-type: none"> <li>• Finds out what internal and external customers want, responds to their needs appropriately and provides a Newlon Gold service</li> </ul>
	<b>Financial and Numeric Awareness:</b> <ul style="list-style-type: none"> <li>• Accurately compiles or enters numerical data and carries out calculations</li> </ul>
	<b>Judgement and decision-making:</b> <ul style="list-style-type: none"> <li>• Can stay calm and perform effectively under pressure, drawing on experience and resources to make sound decisions within the bounds of own authority</li> </ul>
	<b>Working with others:</b> <ul style="list-style-type: none"> <li>• Works in a co-operative, supportive and flexible way with colleagues and takes an active role in making the work of the Executive Support Team a success.</li> </ul>