



PERSON SPECIFICATION

Job Title: Cambridge Property Auction Administrator

Essential	Desirable
<p>Qualifications A good overall level of education but must have GCSE English & Maths grade C (or equivalent) Confident IT skills and excellent working knowledge of Microsoft Office, including Excel, Word</p>	<p>Qualifications Experience of using InDesign and Jupix</p>
<p>Experience Proven track record in an administrative role Experience of customer service</p>	<p>Experience Property Industry experience desirable</p>
<p>Skills and Abilities (Competencies) Strong organisational skills Excellent time management skills Good numeracy skills Ability to apply set procedures Strong communication skills / written and verbal. Ability to meet multiple demands and deadlines. Accurate and thorough approach Comfortable working to agreed objectives Ability to make decisions within defined procedures / legislation and use initiative. Experience of and a desire to maintain a high standard of customer care when dealing with clients face to face and over the telephone. Flexible and motivated team member Show an awareness of others' roles, responsibilities and requirements in carrying out your work</p>	
<p>Additional Comments</p>	