

Gardeen Housing Association

Property Services Assistant

Person Specification

Essential Skills/ Qualities/Experience

1. Educated to standard grade or equivalent and must include English
2. Experience of computer skills and ability to establish, update and maintain records accurately
3. To be able to contribute positively to a small team
4. Experience of dealing with the public with customer care skills
5. To be positive, enthusiastic and flexible in approach to work challenges. Have an approachable, friendly, polite and courteous manner
6. Ability to use own initiative, multitask and work with minimal supervision
7. As part of a small team, have the flexibility to deputise for others when the need arises
8. Ability to work under pressure, effectively and remain calm
9. To be interested in personal development
10. Demonstrate a commitment to equal opportunities

Desirable Skills/ Qualities/Experience

1. Experience in repairs and maintenance or construction
2. Possession of CIH Certificate in Housing Practice or similar
3. Experience of SDM software system