

**Person Specification**  
**Asset Management Assistant**

<b>Essential Criteria</b>	
E 1	Relevant experience in Administration
E 2	SVQ III (or equivalent) in Administration/Customer Services
E 3	Proficient in the use of Microsoft Office Packages and customised databases.
E 4	Customer focused with experience of dealing effectively with customers.
E 5	Ability to communicate effectively in writing and orally.
E 6	Ability to organise workload, prioritise work and meet deadlines.
E 7	Ability to be decisive, accountable and take responsibility when required.
E 8	Positive and effective team contributor.
E 9	Understanding of GDPR and confidentiality

  

<b>Desirable Criteria</b>	
D1	Current full UK driving licence