

Property Management Officer - Personal Specification

PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

Relevant Experience

- Experience of working in a supportive administrative role
- Experience of working in a Property Management environment
- Experience of working with the public

Skills and Attributes

Be able to:

- Work as part of a team
- Work on own initiative
- Be open to developing new ways of working

Have Good:

- Good IT Skills
- Interpersonal skills
- Numeracy Skills
- Attention to detail