**Person Specification** 

**Assistant Housing Officer**

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| **Education/Qualifications:** | Good general level of education |
| **Knowledge/skills:** | Ability to prioritise work and use own initiative |

Good time management and organisational skills

Basic numeracy skills

Computer literate in Microsoft Office.

Keen interest in working with people and ability to communicate effectively with others

Ability to present written information clearly and logically

Ability to act tactfully and diplomatically and have a sympathetic yet firm approach to dealing with clients.

Have a positive attitude

Ability to work as part of a team

Ability to work calmly under pressure

Ability to drive and have use of a motorcycle or car

Ability to learn quickly