

**PERSON SPECIFICATION**

**POST TITLE:** Administrator – The venture Centre

**DEPARTMENT:** University of Warwick Science Park Ltd

The Person Specification focuses on the knowledge, skills, experience, and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS</b> (please indicate)	<b>MEASURED BY:</b> a) application form b) Test/Exercise c) Interview d) Presentation
Maths & English at NVQ4/GCSE Grade C or equivalent, accurate typing & data entry	E	a)
Previous experience of working in a busy office/front of house/customer service environment	E	a), c)
Good experience of Microsoft office, Excel, Outlook	E	a), c)
Ability to work on own initiative and be proactive	E	c)
Good communication skills both written and verbal	E	c)
Ensuring that the tenant services team is organised/managed effectively to ensure deadlines are met with high attention to detail being paid at all times	E	c)
Robust character in a demanding environment	E	c)
Ability to prioritise workload and delegating to reception staff when necessary	E	a), c)
First aid or Fire Marshall Certificate	D	a), c)
Knowledge of financial packages – SAP	D	c)
Background in property and facilities	D	a) c)