

## Property Services Assistant

**Essential Criteria: 1**

Applicants must have two years experience in a busy office environment AND GCSE English at Grade C or above or equivalent AND a Business Administration qualification or equivalent OR 4 years experience in a busy office environment. Please provide specific details of how you meet this criteria.

**Essential Criteria: 2**

Applicants must have RSA Stage 2 Word-processing or equivalent. Please provide specific details of how your experience meets this criteria.

**Essential Criteria: 3**

Applicants must be able to demonstrate a working knowledge of Microsoft Office. Please demonstrate, by way of examples of how you meet this criteria.

**Essential Criteria: 4**

Applicants must have the ability to interact with a range of professionals.  
Please demonstrate, by way of examples of how you meet this criteria

**Desirable Criteria: 1**

Applicants must have experience of working in the property / construction /  
procurement sector.  
Please demonstrate how you meet this criteria.

**Desirable Criteria: 2**

Applicants must have at least one years experience of PA role to a senior manager.  
Please demonstrate how you meet this criteria.

