

Corporate Services Assistant – September 2025

Person Specification



Skills and experience

Essential Criteria
Experience of delivering outstanding customer service in a front-line role
Excellent communication skills
Excellent numeracy skills
Ability to be proactive in organising own workload and working with minimum supervision
Ability to interact effectively with the Committee, contractors/consultants, customers and all members of the staff team
Ability to cope under pressure in a public environment
Commitment to being a team player
Experience of working to targets and achieving deadlines
Highly developed ICT skills and knowledge of MS Office
Ability to attend evening and/or weekend meetings as required
Desirable Criteria
HNC in Administration or equivalent
Experience of performing administrative tasks in an office setting
Experience of the social housing sector
Experience of managing social media pages and/or website administration
Experience of carrying out duties in relation to health and safety
Strong personal values associated with the social housing sector