

PERSON/JOB SPECIFICATION

**Administrator/Receptionist – Shrewsbury Office
Saturday Office Cover**

Job Title	Administrator/Receptionist	
Department	Sales & Lettings	
Location	Shrewsbury	
No. of Positions	1	
Term	Permanent with an initial six month probationary period	
Salary Band	£15,000 - £17,000 per annum pro rata (depending on experience)	
Responsibilities	Saturday Office Cover. To provide effective and efficient secretarial and administration services and provide support for the reception/front desk cover for both the Sales and Lettings Departments.	
Terms and Conditions	Hours of employment: Saturday 9.00am to 4.00pm (7 hours) Holidays: 6 days (this includes and public Bank Holiday)	
Experience & Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • Having worked in an office environment. Admin experience. 	<ul style="list-style-type: none"> • Previous experience in similar role.
Skills	<ul style="list-style-type: none"> • Good administrative skills • Good organisation skills • Excellent communication skills • Excellent interpersonal skills • Excellent time management skill • Working effectively within a team 	
Knowledge	<ul style="list-style-type: none"> • IT literate 	
Characterises	<ul style="list-style-type: none"> • Self motivated – self starter • Methodical • Dynamic • Assertive • Flexible approach 	

Characterises (cont.)	<ul style="list-style-type: none"> • Reliable • Concern for excellence • Enthusiastic • Good sense of humour 	
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Application Process/ How to apply	<p>Curriculum vitae to:</p> <p>Patricia Baila Monks Estate & Letting Agents 12 Shoplatch Shrewsbury Shropshire SY1 1HL</p> <p>Or email patricia@monks.co.uk</p>
Job Posted	15 th December 2017
Closing Date	<p>23rd January 2018</p> <p>Only candidates selected for an interview will be contacted.</p>