

**RENT CO-ORDINATOR
EMPLOYMENT SPECIFICATION**

	Attributes	Criteria	Rank
1	Education and Training Attainments	Relevant degree or certificate	Essential
2	Relevant Experience	1-2 years' experience in a similar environment in housing/ residential property	Essential
		A proven record of reaching targets	Desirable
		The ability to build a rapport and relationships with customers and tenants	Desirable
		The ability to work in a fast paced, multi-tasking environment	Essential
3	Knowledge and Skills	Excellent written and verbal communication skills	Essential
		Strong verbal and written skills	Essential
		Creativity and an ability to generate engaging communication	Desirable
		Planning and analytical skills	Desirable
		A high level of organisational skills and the ability to prioritise workload and meet deadlines	Desirable
4	Special Aptitudes	Ability to be self-motivated and work on own initiative and also be part of a team	Desirable
		The ability to deal with problems/enquires in a diplomatic and sensitive manner	Desirable
		Possess commitment to deliver a high quality customer focused service	Desirable
		Can-do attitude and flexible approach	Desirable
		Fluent English	Essential
		An aptitude to self-manage and work independently	Desirable

5	Additional Factors	Willingness to work outside normal office hours on occasions Full, clean driving licence and daily use of car. Where prevented from this due to a disability the candidate must be able to demonstrate how they will meet the mobility requirements of the post	Essential Essential
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