

PERSON SPECIFICATION (Support Staff)

JOB TITLE: ASSISTANT
 BUSINESS GROUP: COMMERCIAL PROPERTY
 LOCATION: PORTSMOUTH

Criteria	Essential	Desirable
Skills/Qualifications	<ul style="list-style-type: none"> • Efficient and well organised • Able to multi-task • Strong administrative skills • Able to work within a team environment as well as on own initiative • Able to work under pressure • Flexible • Strong literacy skills • Attention to detail • Willingness to learn 	
Knowledge	IT literate – Outlook, Word, Excel	Case Management systems
Experience	Office/administration experience	Conveyancing Commercial Property Law firm
Presentation	<ul style="list-style-type: none"> • Well presented, suitable for office environment and to meet clients. • Good telephone manner 	
Attributes	<p>A “Warner Goodman person” is one who shows at all times:-</p> <ol style="list-style-type: none"> 1. The utmost honesty and integrity 2. A “can do” positive attitude 3. A willingness to help others and to go the extra mile 4. An enthusiasm for the firm, its people and its clients 5. A sense of pride and 	

	loyalty towards the firm and its people 6. A flexible attitude towards their job description 7. A passion for delighting our clients 8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner 9. An ability to deliver fees and focus on individual profitability 10. A desire to seek continual innovation and improvement	
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