|  |  |
| --- | --- |
| Glasgow West Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel may consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate. | |
| PLEASE REFER TO THE ROLE PROFILE - EXPLAIN HOW YOU MEET THE FOLLOWING CRITERIA: | |
| Demonstrating:  Good literacy, numeracy and communication skills.  Proficient IT Skills  (e.g Microsoft Excel, Word & Powerpoint). |  |
| Experience in:  Administrative support, Excellent customer service skills, Positive attitude to team working. Developing effective relationships. |  |
| Awareness of:  Health & Safety compliance, Major works, and Cyclical Maintenance and Investment projects. |  |
| Demonstrating:  Effective personal and operational time management. |  |