**Canopy Housing**

**Data Administrator (part time, maternity cover)**

**Person Specification**

**Essential**

* Strong analytical skills with the ability to collect, organise and analyse information accurately
* Confident user of MS Office and other relevant software, including Word, Excel, email and databases
* Ability to present statistical information clearly to non-technical people
* Ability to produce clear, concise reports
* Strong administration skills
* Ability to prioritise workload and work to deadlines
* Strong attention to detail
* Ability to work without close supervision
* Excellent verbal and written communication skills
* Good customer service skills
* Understanding of and commitment to Equal Opportunities
* Ability to deal with confidential information
* Ability to multitask
* Ability to work as part of a number of different teams

**Desirable**

* Experience of working with people from disadvantaged backgrounds
* Sound understanding of GDPR

SWh March 2020