



Northern Management

Real Estate Services

NMI – Administrative Skills & Ability
Office & On-Site

NAME _____

THE NMI GOAL: *Our goal is to provide prompt and efficient service to our residents. We are to provide a cost savings to the owner and at the same time provide high quality job performance. Anything less than what is stated in these two lines does not fulfill our commitment to excellence.*

Skills, Knowledge and Personal Characteristics:

Property Management is an extremely challenging and demanding business. Individuals involved in the process must be capable of producing results within an unstructured environment and have the flexibility to identify and respond to changes in priorities. They must be multi-task oriented and be able to handle a moderate amount of stress within the position. The position moves at a fairly fast pace and a strong attention to detail is mandatory to efficiently accomplish all goals and deadlines.

P E R S O N A L A T T R I B U T E S	Strongest Administrative Skills: _____

	Administrative skills that are in need of improvement: _____

Why should you be considered for this position? _____	

OFFICE EQUIPMENT	Please rate the following activities from your past experience. Take into account your working knowledge, abilities, and proficiency in each area. List any comments that you have below each area.										
	Fax Machine	1	2	3	4	5	6	7	8	9	10
	Copier	1	2	3	4	5	6	7	8	9	10
	10-Key	1	2	3	4	5	6	7	8	9	10
	Typewriter WPM _____	1	2	3	4	5	6	7	8	9	10
	Computer Printer	1	2	3	4	5	6	7	8	9	10
	Phone Experience/Switchboard	1	2	3	4	5	6	7	8	9	10
	Transcribe Dictation	1	2	3	4	5	6	7	8	9	10

SOFTWARE USAGE	Please rate the following activities from your past experience. Take into account your working knowledge, abilities, and proficiency in each area. List any comments that you have below each area.										
		<u>Minimal Experience</u>					<u>Very Proficient</u>				
	Ability to efficiently use Word	1	2	3	4	5	6	7	8	9	10
	Ability to efficiently use Excel	1	2	3	4	5	6	7	8	9	10
	Ability to efficiently use Word Perfect	1	2	3	4	5	6	7	8	9	10
	Ability to efficiently use Access	1	2	3	4	5	6	7	8	9	10
	Ability to efficiently use Power Pt.	1	2	3	4	5	6	7	8	9	10
	to diagnosis Computer Problems	1	2	3	4	5	6	7	8	9	10
Ability to Use E-mail Efficiently	1	2	3	4	5	6	7	8	9	10	
Ability to Use Windows, Ver # __	1	2	3	4	5	6	7	8	9	10	

P H Y S I C A L A N D M E N T A L A B I L I T I E S U S E D	Please rate the following activities from your past experience. Take into account your working knowledge, abilities, and proficiency in each area. List any comments that you have below each area.										
		<u>Minimal Experience</u>					<u>Very Proficient</u>				
	Ability to systemize and increase performance on repetitive tasks	1	2	3	4	5	6	7	8	9	10
	Ability to communicate effectively with others (personal contact, telephone, letters)	1	2	3	4	5	6	7	8	9	10
	Ability to create and compose effective written correspondence in a timely manner	1	2	3	4	5	6	7	8	9	10
	Ability to advise, counsel and guide others (e.g. staff, residents)	1	2	3	4	5	6	7	8	9	10
	Ability to supervise employees	1	2	3	4	5	6	7	8	9	10
	Ability to analyze and evaluate people, date and things (e.g. work related materials and equipment) to determine courses of action.	1	2	3	4	5	6	7	8	9	10
	Ability to influence the opinions or decisions of others (e.g. staff, residents)	1	2	3	4	5	6	7	8	9	10
	Ability to effectively and tactfully deal with people	1	2	3	4	5	6	7	8	9	10
	Ability to shift back and forth Between multiple tasks without losing composure and compromising productivity	1	2	3	4	5	6	7	8	9	10
	Ability to understand and accurately apply basic math skills (addition, subtraction, multiplication, division, etc.)	1	2	3	4	5	6	7	8	9	10
Ability and desire in self-develop.	1	2	3	4	5	6	7	8	9	10	
Ability to apply Common Sense to situations	1	2	3	4	5	6	7	8	9	10	
Ability to deal with stress	1	2	3	4	5	6	7	8	9	10	
Ability & Desire to Organize	1	2	3	4	5	6	7	8	9	10	

P H Y S I C A L A N D M E N T A L A B I L I T I E S	Please rate the following activities from your past experience. Take into account your working knowledge, abilities, and proficiency in each area. List any comments that you have below each area.										
		<u>Minimal Experience</u>					<u>Very Proficient</u>				
	Ability to Deal with Conflict	1	2	3	4	5	6	7	8	9	10
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	Ability to Work with Numbers	1	2	3	4	5	6	7	8	9	10
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	Ability to Track Projects	1	2	3	4	5	6	7	8	9	10
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	Ability to	1	2	3	4	5	6	7	8	9	10
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Ability to	1	2	3	4	5	6	7	8	9	10	
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S I G N A T U R E	<p>I attest that the information that is provided in this Application for employment is true, correct and complete. I understand that acceptance of any offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that any false, misleading or incomplete information may be grounds for the rejection of my application. If I am employed, any misstatement or omission of facts on the application may result in dismissal, without recourse. I hereby give Northern Management permission to conduct a complete pre and post employment investigation.</p> <p>Signature: _____ Date: _____</p>
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