

Narrative Statement Supplemental Form
Real Estate Assistant, FSN-7(T)

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
College or University degree in Business, Architecture/Engineering, English/Communications, or Law is required.	
Experience:	
Minimum two years of progressively responsible experience in realty or contracting field related to leasing, making and interpreting architectural drawings.	
Language Proficiency:	
Levels IV (fluency) in written and spoken English and Russian is required. Level III (good working knowledge) in written and spoken Tajik is required.	
Skills and Abilities:	
The incumbent needs an ability to negotiate terms of leases, draft leases, recognize suitable design, interpret for American Offices on the meetings with landlords, and to tactfully resolve problems between the landlord and tenant, as well as deal diplomatically with the housing requests of American employees. Attention to detail and the ability to be producing independently. The job requires frequent moving and transporting of objects purchased, so ability to frequently lift heavy to light objects (normally up to 50 lbs) is required. Good working knowledge of MS Word, Excel and Access as well as ability to work on the internet is essential.	
Knowledge:	
Must also have a good knowledge of local market practices and supplies, as well as local pricing practices.	

