

## Lesley Blair – Corporate Support Officer

### What is important to me?

- Working to support clients in a way that meets their needs.
- Doing my job to the best of my abilities.
- Having good working relationships with my colleagues.
- Working in a nice environment with nice people.
- Ensuring the office systems are effective.

### How best to support me?

- Effective communication
- Clear deadlines
- Clarity of priorities – what is needed and by when.
- A pleasant working environment.
- Working with colleagues who share my values.
- Access to efficient IT systems and hardware

### What do people like and admire about me?

- I work professionally taking pride in my work.
- I am able to communicate effectively with people at all levels and am a good listener.
- I am able to work to tight deadlines and ensure the work is of a high quality.
- I am experienced in all aspects of office work, with over 28 years' experience.

