



## **HOUSING ASSISTANT**

**£19,500 - £21,000 Contract 35 hours per week (Monday- Friday)**

We are currently recruiting a Housing Assistant who will be responsible for providing a comprehensive, proactive and efficient housing and administrative support to Waltham Estate RMO, ensuring all agreed timescales and service standards are achieved.

Applicant will be contributing to the overall smooth and efficient running of the team to ensure the delivery of a professional and customer-focused service in accordance with WERMO's policy, policy guidance and good practice from tenancy/leasehold commencement.

Based at our office in Stockwell, the post holder will report to the Estate Director and work closely with other Officers in the team.

The successful applicant will have some housing knowledge and experience. We are looking for candidates to have strong communication, administrative and reporting skills, with a good level of IT literacy.

### **Essential Criteria:**

- High standard of literacy, numeracy, written and verbal communication skills
- Able to work outside of normal working hours if required

Benefits include a base entitlement of 20 days paid annual leave this includes eight English Public Statutory Holidays.

**The closing date for this role is Friday 28<sup>th</sup> October 2016**

WERMO supports flexible working and welcomes job applications / proposals on that basis.

For more information, please contact Iddy Abiodun on 0207 9269083 or [labiodun2@lambeth.gov.uk](mailto:labiodun2@lambeth.gov.uk)