

**Employer: Beyond Housing**

**Vacancy: Neighbourhoods Administration Support**

**Hours: Flexible up to 30 hours**

**Salary: £11.44 per hour (national living wage)**

**Working pattern: Flexible depending on hours but between Monday - Friday e.g. 30 hours = 9.30am - 4pm**

**Number of vacancies:1**

**Location: 14 Ennis Square, Dormanstown, Redcar TS10 5JR**

**Job Summary**

Here at Beyond Housing our mission is to provide services our customers value, homes they want and places they are proud of, all delivered by people who care. We are looking for someone with a great attitude to work, who is punctual and a team player and who can always deliver excellent customer service.

You will be responsible for contributing to our services which we deliver to our tenants, residents and customers. You will undertake general administration support to the neighbourhood team including data entry to our in-house system with a high level of accuracy. Check information and update our housing management system accordingly.

You can expect to be involved in wider corporate initiatives aimed at developing the company and the services to help our customers and communities to succeed and thrive.

The above is not an exhaustive list, you may be expected to undertake any other reasonable duties in line with this exciting New Start role.

**Essential skills, experience and qualifications**

What do we expect to see from you?



	<p>This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!</p> <ul style="list-style-type: none"><li>• A commitment to own learning and development and ready to complete the training on offer</li><li>• Ability to work well as part of a small team</li><li>• Ability to demonstrate customer care and to be polite and courteous</li><li>• Able to follow instructions and health and safety guidelines</li><li>• Good communication skills</li><li>• Uphold and promote our values – Considerate, Collaborative, Ambitious, Accountable</li></ul>
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