

Employer: Bernicia Homes

Vacancy: Housing Assistant

Hours: 22.5-30

Salary: £11.44 per hour (National Living Wage)

Working pattern: Weekdays

Number of vacancies:1

Job Summary

Here are a few activities you will be doing:

- Supporting Housing officers with admin
- Help with allocations
- Supporting the community
- Support with welcome visits and viewings

Essential skills, experience and qualifications

What do we expect to see from you?

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!

- Must be IT literate.
- Have a reasonable standard of English