

Estates Assistant

Aberdeen

Salary – £26,113 - £29,014 Full time (to be pro rata). plus, employer contribution

21 hours per week/ flexible days and times within business hours

Who are we?

Langstane Housing Association is a key provider of social housing in the North-East of Scotland with over 2,800 homes across Aberdeen City, Aberdeenshire and Moray. Our priority is ensuring our tenants live in good quality, safe homes.

This is an exciting time for us as we have recently restructured our team to shape our future and deliver our strategic ambitions. This involves investment in ICT, our people management and our company culture. Are you willing to take on a challenge and join us?

Langstane offers a competitive salary and a wide range of benefits including hybrid working, 37 days annual leave (including public holidays) and generous pension and flexi-time system. You will also have learning and development opportunities available to you.

What is the role?

To work alongside one direct colleague in the same role to provide a proactive and efficient frontline service to tenants in Langstane's housing developments to ensure the effective management of our estates. Each role has a patch size consisting of between 40-60 housing schemes throughout Aberdeen City and Aberdeenshire.

Who are you?

- Educated to Standard Grade / National 5 or equivalent in English and Maths
- A minimum of a year's experience of working in the public sector or a customer focused environment
- Excellent customer care skills including handling telephone conversations and dealing with customers face to face
- Working knowledge of MS Office and specifically of using databases
- Ability to communicate effectively with customers and colleagues, both verbally and in writing
- Proven ability to work to deadlines, prioritise workload and work on own initiative, making decisions as needed
- Adaptability, flexibility and a positive "can do" attitude.
- Willingness to learn and develop.
- Team player and able to move with the times.

Our Values:

- Valuing people
- Relying on teamwork
- Aiming high: Attention to detail
- Prudent financial managers
- Open and accountable

This role requires a full driving licence as travel between our Estates is an essential element of the role (an essential user allowance is payable for the use of own car)

Applications

The role profile can be downloaded on our website - <https://www.langstane-ha.co.uk/careers/>
Please submit your Application form, by the closing date to recruitment@langstane-ha.co.uk

No agencies and no CVs.

Closing date for applications is Friday 2⁶ April and interviews will be held on Wednesday 08 May 2024.

We will not be working with Recruiters to fill this role.