

Lochalsh and Skye Housing Association is the major provider and manager of affordable housing in Lochalsh and Skye.

We now require a:



Part Time Housing Services Clerical Assistant

Grade 3, Points 5 - 8

£16,948 - £19,499

Pro Rata:20 hours/week

The successful candidate will be involved in a wide range of clerical tasks in support of our Housing Services activities.

You will have excellent communication skills and a good understanding of Word, Excel and Access. You will be highly organised and have the ability to multi-task in a busy office environment. Self-motivation and the ability to work on your own initiative as part of a small team are essential requirements.

We offer excellent Conditions of Service including:-

- 20 hour working week
- 40 days annual leave (Pro Rata)
- Pension Scheme

For further information and an Application Pack please contact

Lochalsh and Skye Housing Association

Morrison House, Bayfield, Portree, Isle of Skye, IV51 9EW

Tel: 01478 612035 **Fax:** 01478 613377

E-mail: info@LSHA.co.uk

A Scottish Charity No. SC038019

**Closing date for applications is
Thursday 18 October 2018**

We are an Equal Opportunities employer and are committed to interviewing all disabled applicants who meet the minimum criteria for this post.

