



*Come and join our Team*

**VACANCY – Reception / Admin Officer**

**Salary: £10.50/HR FOR 30 HRS/WK (£16,380 p.a.)**

We are a registered Charity established in 1986 (SCIO from 2020) accredited to provide type III free, independent Housing Information, Advice, Advocacy and Care Inspectorate regulated Tenure Sustainment Services. We work with vulnerable service users to alleviate poverty and provide a homeless prevention service. We assist those in housing need across South Ayrshire with an additional housing advice service for East Ayrshire within Prisons. The Centre continues to provide a remote service throughout COVID-19 by staff working from home and staff within bubbles within the Centre where safe to do so.

As the Receptionist you will be the first contact Service Users come into contact whether that be face to face or over the phone. While working from home part of the time you will receive incoming calls and create case and statistical records to pass to Advisers. As part of the wider team you will provide Admin support to staff to enable them to support their service users effectively. While in the office you will assist the CEO, Managers and Team Leaders in their tasks to assist in a smooth office provision.

Applicants should have experience of providing a Receptionist service and working in a busy Office including an aptitude for accurate and fast typing and minute taking skills to use our systems (Microsoft Office Skills - Word, Excel, Powerpoint, Teams, email, etc).

**Benefits:**

- auto enrolment into the Nest Pension Scheme (10% employer contribution)
- hybrid/Flexible Working available
- 30 days holiday (increasing to 37 in 3 years) based on a 5-day week

For an Application Pack please click the following link which will take you to our Website and complete your details [www.ayrhousingaidcentre.com/vacancies/](http://www.ayrhousingaidcentre.com/vacancies/)

All applications should be e-mailed to us before closing date: **Thursday 6<sup>th</sup> January 2022 at 4.30pm**

We will contact successful candidates before **Tuesday 18<sup>th</sup> January 2022** for interview on **Thursday 20<sup>th</sup> January 2022**. **If you do not hear from us prior to Tuesday 18<sup>th</sup> January 2022 you have not been selected for interview.**

