

Come and join our Team!

VACANCY – Receptionist/Admin Officer

Salary: £10.50/hr for 30 hrs/wk Monday to Friday
(£16,380 p.a.) (increase pending)

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. You will be based in the office 5 days a week and flexibility of hours is available for discussion to meet any needs.

As the Receptionist you will be the first contact Service Users come into contact whether that be face to face or over the phone. You will receive incoming calls and create case and statistical records to pass to Advisers. As part of our team you will provide admin support to staff to enable them to support their service users effectively. You will assist the CEO, Managers and Team Leaders in their tasks to assist ensuring a safe, pleasant office environment.

Applicants should have experience of reception and working in a busy office environment. Those with lived experience of homelessness or poverty are encouraged to apply. An aptitude for producing accurate and efficient typing services, minute taking skills and be proficient in Microsoft Office (Word, Excel, Powerpoint, Teams, email, 365, etc) is essential.

Benefits:

- Extremely rewarding job being able to help those in housing need
- Small friendly team environment
- Third sector accredited, well established and respected charity
- auto enrolment into the Nest Pension Scheme (10% employer contribution)
- 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/

All applications should be e-mailed to us before closing date: **Thursday 16th June 2022 at 4.30pm**

We will contact successful candidates before **Tuesday 21st June 2022** for interview on **Thursday 23rd June 2022**. **If you do not hear from us prior to Tuesday 21st June 2022 you have not been selected for interview.**