



Admin Assistant (Customer Services) – Part Time Permanent Post

Salary £18,892 - £19,588 (Pro Rata) including Distance Islands Allowance

HHP has a vacancy within our Customer Services Team based in Stornoway. We are looking for a reliable, adaptable individual with an ability to work to tight deadlines. The postholder will be part of a busy team providing a first point of contact for all issues including repairs.

You should be educated to Standard Grade or equivalent. You must have experience of using I.T systems, including Microsoft Office and have good communication skills.

Working hours are 3.5 per day normally expected to be 10.00 till 13.30. There will be some flexibility depending on business requirements.

The closing date for all applications is 5.00pm on Friday 31 March 2017 with a view to holding interviews on Tuesday 25 April 2017.

Further information including application forms, personal specifications and job descriptions can be obtained by visiting the HHP website (www.hebrideanhousing.co.uk), e-mailing your request to recruitment@hebrideanhousing.co.uk or phoning Jackie Macleod on 01851 707900. C.V's will not be accepted.

Registered Charity Number: SCO35767

A Registered Society under the Co-operative and Community Benefit Societies Act 2014, Reg No: 2644R(S)

A Registered Social Landlord Registration No: 359

Registered Property Factor: PF000183

HHP is an Equal Opportunities Employer