

Guernsey Housing Association (GHA) is an independent, not-for-profit company helping to provide social housing solutions for local people. GHA now owns and manages over 1000 properties, with plans for more much needed homes in the future.



Office Administrator

The GHA are looking to recruit a full time Office Administrator.

The main responsibilities include;

- Providing basic advice on rented, extra care and partial ownership accommodation.
- Reception duties, to include the answering of all calls, dealing with customers in person, opening post and signing for deliveries.
- Issuing keys to contractors and checking they are returned.
- Ordering stationery and office supplies.
- Showing visitors to the Board Room and organizing the board refreshments.
- Checking CCTV footage as requested, and electronically checking weekly that all cameras are operating properly.
- General office duties and ad hoc duties as required.
- Assisting all teams as requested.

The successful candidate needs to demonstrate a keen interest in working in an office environment where customer service and communication is key. Full training will be given for this role. You will have a level of basic numeracy skills and be computer literate in the main Microsoft Office programmes.

For more detailed information on the job, including a job description, hours and benefits and to download an Application Form, please visit the GHA website www.gha.gg and follow the link. Alternatively, please contact the GHA office on Tel 01481 245530.

Please send your fully completed application form marked Private and Confidential to, Nicola Ajanaku, Allocations Officer, Guernsey Housing Association, First Floor Newlands House, Lowlands Trading Estate, Braye Road, Vale, Guernsey GY3 5XJ.

If you have any specific questions regarding the position, please contact Nicola Ajanaku, on Tel 01481 245530 or email: ghaenquiries@gha.gg .

Closing date to submit a completed Application form is Friday, 26th March 2021.