

## **Job role information for the position of Office Administrator**



Thank you for expressing an interest in the above role with the Guernsey Housing Association, (GHA).

If you are interested in applying for the position of Office Administrator, please read through the Job Description and person specification to ensure you meet the job requirements, then complete the GHA Job Application Form.

The deadline for completed applications to be returned is by **Friday, 26<sup>th</sup> March 2021**.

We intend to contact the shortlisted applicants soon after the deadline and invite in for interviews as soon as possible in accordance with public health guidance.

### **Remuneration and Benefits Package**

This position attracts a starting annual salary of £20,000.00 and is based on a 35 hour week from 8am to 4pm, Monday to Friday.

### **Further benefits attracted by this position are:**

- We offer 25 days holiday increasing by a day per calendar year that you work for GHA, up to an overall maximum of 30 days.
- Contributory Company pension
- Healthcare Insurance with AXA PPP
- BUPA Dental Cover
- Group Life Insurance
- Critical Illness Insurance
- Onsite parking

More details on the terms and conditions of the above benefits will be given should you be offered the job.

The working day will involve you working alongside the Allocations Officer and supporting all members of staff across the GHA. This role would suit someone with a 'can do positive attitude' that likes variety and being kept busy and enjoys customer interaction. Please see the Office Administrator job description for full details and requirements of the post.

Due to the nature of the job a full Police check is required.

**If you require further information about the job or GHA please contact the Nicola Ajanaku on Tel: 245530, Email: [ghaenquiries@gha.gg](mailto:ghaenquiries@gha.gg) or visit our website [www.gha.gg](http://www.gha.gg),**

**Closing date for applications is Friday, 26<sup>th</sup> March 2021.**