

Circle Voluntary Housing Association: Tenancy Services Assistant (<https://www.activelink.ie/node/108992>)



Tenancy Services Assistant

The role:

The Tenancy Services Assistant will be the first point of contact for all matters relating to tenancy management and engagement. The role covers efficient and effective administrative support in Cost Rental advertisements, lotteries, application assessments and allocations, Residential Tenancies Board (RTB) registrations and disputes, and providing administrative support to the Tenancy Services team. The Tenancy Services Assistant will answer tenancy related calls and contact from our tenants, responding to all tenant contact in a friendly, efficient, and calm manner whilst also providing information and sign posting to tenants across all aspects of housing and the property services Circle VHA provides.

Location: Agile working with office attendance at Phoenix House, Castle Street, Dublin

Reporting to: Housing Services Manager

Contract: Permanent, Subject to a six-month probationary period

Salary Range: €26,700 - €37,400 starting point dependent on experience

Hours: 37.5 hrs hours per week over 5 days

Leave: 26 days

Pension: Available on completion of probation

Travel: The post requires a valid driving licence and the use of a car for business purposes. Expenses policy applicable

Head Office: Phoenix House, Castle Street, Dublin 2

To Apply:

Please send your CV and accompanying covering letter to recruit@circlevha.ie (<mailto:recruit@circlevha.ie>) by the closing date.

Closing Date: 3rd July at 5pm.

Interviews: Final interviews are anticipated to take place 8th July

Region

Agile / Dublin 2

Date Entered/Updated

17th Jun, 2024

Expiry Date

3rd Jul, 2024

| Attachment | Size |
|--------------------------------------------------|-------------|
| <u>Tenancy Services Assistant Role Spec.docx</u> | 1.19 MB |

Source URL: <https://www.activelink.ie/vacancies/community/108992-circle-voluntary-housing-association-tenancy-services-assistant>