

## **Circle Voluntary Housing Association: Tenancy Services Officer** **(<https://www.activelink.ie/node/109023>)**



### **Tenancy Services Officer**

#### **The Role:**

The Tenancy Services Officer is the first point of contact for all matters relating to our tenants and the communities in which they live. The successful candidate will be responsible for lettings and allocations, engaging and responding to the needs of our tenants. They will work with tenants, internal colleagues and external partners in designing and delivering high-quality services.

**Location:** Hybrid working across Leinster region with office and national site attendance required. Reporting to: Tenancy Services Coordinator

**Contract:** Permanent, subject to a six month probationary period Salary Range: €35,800 - €53,700. Starting salary 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 license 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) (<mailto:recruit@circlevha.ie>) by the closing date.

Closing Date: 5pm on 05/07/2024

Interviews: Final interviews are anticipated to take place W/C 15/07/2024

#### **Region**

Hybrid / Leinster

#### **Date Entered/Updated**

18th Jun, 2024

#### **Expiry Date**

5th Jul, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#">TSO Leinster.pdf</a>	2.17 MB

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**Source URL:** <https://www.activelink.ie/vacancies/community/109023-circle-voluntary-housing-association-tenancy-services-officer>