

*Lochalsh and Skye Housing Association is the major provider and manager of affordable housing in Lochalsh and Skye.*



**We now require a:**

## **Part Time Housing Services Clerical Assistant**

**Grade 3, Points 5 - 8**

**£16,948 - £19,499 (Pro Rata) : 16 hours/week**

The successful candidate will be involved in a wide range of clerical tasks in support of our Housing Services activities.

You will have excellent communication skills and a good understanding of Word, Excel and Access. You will be highly organised and have the ability to multi-task in a busy office environment. Self-motivation and the ability to work on your own initiative as part of a small team are essential requirements.

We offer excellent Conditions of Service including:-

- 16 hour working week
- 40 days annual leave (Pro Rata)
- Pension Scheme

**For further information and an Application Pack please contact**

### **Lochalsh and Skye Housing Association**

Morrison House, Bayfield, Portree, Isle of Skye, IV51 9EW

**Tel:** 01478 612035 **Fax:** 01478 613377

**E-mail:** info@LSHA.co.uk

**A Scottish Charity No. SC038019**

**Closing date for applications is  
Friday 7 December 2018**

We are an Equal Opportunities employer and are committed to interviewing all disabled applicants who meet the minimum criteria for this post.

