

Lochalsh and Skye Housing Association aims to provide good quality affordable housing solutions for those with a housing need in Skye and Lochalsh. We own and manage more than 650 properties and have an active development programme of new projects and planned maintenance projects for our existing housing stock.



We now require a:

Clerical Assistant

Grade 3, Points 5 - 8

£16,210 - £18,651

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

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

We offer excellent Conditions of Service including:-

- 35 hour working week
- 40 days annual leave
- Defined Benefit 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 3rd March 2017**

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

