

Unity is one of the largest Black & Minority Ethnic (BME) led housing associations currently managing just over 1,200 properties which are a mixture of affordable rented and shared ownership. Our services are aimed primarily, but not exclusively at the BME communities of Leeds.

Business Administration (level 3) Apprentice
(must be aged between 18-24)
full time for 18 months
£7.00 per hour

We are looking for someone with a commitment to service delivery who is an excellent team player. You must have an interest in working within a social housing environment, possess a positive, trustworthy attitude, be flexible and demonstrate a willingness to help others.

Requirements:

- Minimum 4 GCSE A-C including English and Maths
- Experience of using a range of computer based packages
- Good written and verbal communication skills
- An ability to work under supervision
- Organisational skills

In return we offer:

- 27 days annual leave
- flexitime system
- comprehensive Employee Assistance Programme
- training and development

Closing date for applications is Friday 9th February, with interviews taking place on Thursday 15th February.

Unity is an equal opportunities employer and welcomes applications from all sections of the community.



Please use our website to access application forms and the job description, alternatively email ann.foster@unityha.co.uk for paper copies.