



Unity is one of the largest Black & Minority Ethnic (BME) focused housing associations, currently managing 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.

Housing Administrator

£18,330 to £21,390

We are looking for someone with a commitment to service delivery who is an excellent team player. You must strive to deliver quality services to a range of tenants across Leeds. You must have a positive attitude towards customers and a willingness to provide the best possible service.

Requirements:

- Experience of a similar customer facing /front line role
- Experience of computer based packages
- A good listener who can prioritise tasks and time manage
- Ability to communicate in a clear and concise manner

PREVIOUS APPLICANTS NEED NOT APPLY

Application forms and additional information must be sourced from the uha website in the first instance
uha@unityha.co.uk - employment

For paper copies only please email ann.foster@unityha.co.uk
The closing date for applications is Friday 15 June 2018

Unity welcomes applications from all sections of the community.