

KICKSTART ROLE

Kickstart Rent & Service Charge Administrator (VBA)

Location: Herts WD6, 1JN

Closing date: June

Placement summary:

- To support the Rent & Service Charge team with administrative tasks
- Sending registrations form for fair rents to the Valuation Office Agency
- Sending monthly emails to local authorities advising of rent and service charge adjustments
- Contacting residents to keep them informed of progress with their rent or service charge enquiry
- Support rent and service charge team with data entry

Essential skills, experience and qualifications:

Customer service and Excel experience

In order to apply for a Kickstart Scheme vacancy you need to be currently in receipt of Universal Credit payments, be between the ages of 16 – 24 years old and fulfil the suitability and eligibility criteria which will be assessed by your Universal Credit Work Coach.

Please contact your Work Coach via your Universal Credit Journal, stating:

- *The full name of the Employer – Clarion Housing Group*
- *The Kickstart vacancy that you are interested in*
- *The postcode where the vacancy is based*

Your Work Coach will then contact you to confirm whether you fulfil the suitability and eligibility criteria, and discuss next steps.