



KICKSTART ROLE

Regional Housing Administration Assistant - CRU

Location: Interchange, 81-85 Station Rd, Croydon, CR0 2AJ

Closing date: November

Placement summary:

Main duties:

- Produce letters, reports and other documents from standard templates
- Schedule and support meetings/appointments
- Respond to routine enquiries by telephone and email within timescales
- Assign relevant tasks to other teams correctly and promptly
- Record results of estate inspections and raise any repairs
- Raise and receive purchase orders

Essential skills, experience and qualifications:

- Organised approach to work
- Good planning skills
- Accuracy and attention to detail
- Good numeracy, literacy and communication (written and verbal) skills
- Good level of IT proficiency of Microsoft Office software (Outlook, Word and Excel)
- Customer focussed
- Polite and friendly
- Reliable and trustworthy
- Flexible

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.