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**Giroscope is Recruiting!**

**Graduate Housing Assistant**

Giroscope is looking for a motivated, confident and resourceful person to play a key part at the heart of our housing charity based in west Hull.

You will play a crucial role in ensuring the smooth operation of our office, and provide support to our Housing team. You will be the first point of contact for visitors and callers, representing our organisation with professionalism and warmth.

You will also assist with administrative tasks to support the efficient functioning of our organisation. This will include data input into Sage 50 Accounts and other housing administration tasks.

If you are keen to train, and develop your skills, we would like to hear from you. We would also like to hear from you if you’ve already had experience of working in a similar job.

From £23,400 depending on experience/qualifications

This post is being offered on a permanent basis. Full time, based on a 37.5 hour/week.

(Job sharing considered)

Based at Coltman Street, HU3

This is a permanent post.

**This competition will be open until the position is filled.**

To apply for the above post please complete the application form available on our website.

Full Job Description and Person Specification available at www.giroscope.org.uk