



Paisley Housing Association is an established RSL with over 1,200 rented units and 300 factored properties. The Association is recruiting for the following post;

**Clerical Assistant (temp 1 year /full time) 1 position available.
EVH Grade 2 PA 3-4 Salary: £15,968**

We are looking for committed, enthusiastic, team player to join our housing team.

The successful candidate will provide clerical support throughout our organisation and relief reception cover. You will be based in the Technical section.

The post will require the applicant to be able to multi task, be computer literate and have excellent organisational and communication skills.

Please contact Sandra Marshall, Corporate Services Officer for an application pack for this post.

Tel: 0141 583 4124 or Email: sandra.marshall@paisleyha.org.uk

An application pack can also be downloaded from our website www.paisleyha.org.uk

**The closing date for applications is 12.00 noon Thursday 18th October 2018.
Interviews will be held on 26th & 30th October 2018. You will be notified by e-mail if you are invited to an interview.**

Completed applications can either to be posted to Paisley Housing Association, 64 Espedair Street, Paisley, PA2 6RW or e-mailed to sandra.marshall@paisleyha.org.uk

The Association operates EVH terms & conditions. All salaries based on 1st April 2018 rate. PHA is an equal opportunities employer and a recognised Scottish Charity, No SC035589.