

Ruchazie Housing Association is a local community controlled charitable organisation, operating within the North East of Glasgow.

It currently owns and manages a stock of 225 houses and flats, and a small number of factored properties, providing good quality affordable housing. We are a high performing organisation with a commitment to delivering excellent services to our customers.

We are seeking an experienced Customer Services Assistant. The role is a key front-line position vital to achieving one of our main objectives to deliver excellent customer services. Delivering high quality customer care as part of our Customer Services is central to this post to ensure delivery of an excellent housing and repairs information and advice service to our customers and clients.  This include repairs, estate management and housing allocations activity.

As the first point of contact for our tenants, customers and contractors as well as other stakeholders you will have excellent communication skills and be committed to delivering excellent customer services.

The recruitment pack for this post is available on our website at [www.ruchazieha.co.uk](http://www.ruchazieha.co.uk).

Further information can be obtained from Janice Shields , janice@ruchazieha.co.uk

or telephone 0141 774 4433

Completed applications must be returned by 12 noon on Monday 20th July with interviews taking place week of 3rd August.