



Cornwall Rural Housing Association Limited

Clerical Officer

**£16,302 - £19,997 p.a.
depending on experience
(35 hours per week)**

Cornwall Rural Housing Association (CRHA) is a leading provider of good quality affordable housing in Cornwall and on the Isles of Scilly. We currently own 346 homes spread across 50 developments in 34 villages and on 4 islands.

We are looking for an enthusiastic and self-motivated person with good communication skills to join our small team to provide administrative and clerical support, to answer the telephone and to deal with callers to the office in a friendly, courteous and efficient manner.

The successful candidate will be computer literate and proficient in using Microsoft Office, possess fast accurate word and data processing skills and have a good general education including GCSE English Language (or equivalent).

Benefits include 25 days annual leave, all statutory bank holidays and a CARE pension scheme.

For further details and an application form please contact:

Cornwall Rural Housing Association Ltd.
19 Callywith Gate, Launceston Road, Bodmin, Cornwall, PL31 2RQ
Tel: 01208 892000 Email: andrea@crha.org.uk

Closing date for return of completed application forms: 9.00am on Tuesday 29th May 2018.