



## Gardeen Housing Association

### Background Information

### Property Services Assistant

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Gardeen Housing Association is a well-established community-based housing association operating in the Barlanark area of Greater Easterhouse. Gardeen Housing Association is a registered Scottish Charity and a registered Property Factor.

We wish to recruit an enthusiastic and flexible Property Services Assistant to work as part of our small staff team to deliver an efficient, effective and accountable housing management and maintenance service to customers of the Association.

This position is offered on a permanent basis, following a probationary six-month period.

Gardeen's housing stock is made up of improved post war tenement flats and new build housing. We own 253 homes and provide a factoring service to 17 owners.

The Association's aim is to manage and maintain our properties and area to a high standard to give residents quality homes and surroundings and to make the Gardeen area a desirable and affordable area in which to live.

You will be customer focused and have excellent spoken and written communication skills. You will be flexible, a good communicator and able to work as part of a small team. Experience in the social housing sector is not an essential requirement of this post but ideally, you should be able to demonstrate the ability to work in an office environment.

All Gardeen Housing Association staff are employed under EVH Conditions of Service and EVH salary grades apply. These conditions provide 25 annual days leave and 15 public holidays. Gardeen Housing Association offers hybrid working.

Additional information on our organisation is available from our website [www.gardeen.org.uk](http://www.gardeen.org.uk). If you would like more information, then please contact us on 0141 771 9590 or email [info@gardeen.org.uk](mailto:info@gardeen.org.uk)

Gardeen Housing Association is an equal opportunities employer.