

Clerical Assistant (Legal) (part time)

- **6 month temporary contract with a possibility of extending to 12 months**

Juniper House

c£18.5k p.a. FTE / will be pro rata'd for 20 hours a week

Freebridge Community Housing was set up in 2006 and now manages around 7,000 homes and 17 sheltered schemes in West Norfolk. We employ over 200 people and we aim to build strong and sustainable communities by providing high quality affordable homes within well designed and maintained neighbourhoods. Freebridge is a friendly, fun workplace that will fulfil your needs of wanting to learn and progress.

We are looking for a talented and enthusiastic Clerical Assistant who will provide paralegal and administrative support to the Legal section. Your main duties will include:

- Providing clerical/administrative support as directed and prioritised by the Legal Services Manager/Team Leader.
- Maintaining and updating systems such as the Geographical Information System.
- Process applications under the Right to Buy and Right to Acquire Legislation ensuring that such applications meet Statutory Requirements.

What we are looking for in our Clerical Assistant (Legal):

- Educated to GCSE level or equivalent
- Have good numerical and IT skills
- Be organised, target driven and attentive to detail with previous experience of working to tight deadlines in a busy office environment
- Having experience of working with Geographical Information Systems would be an advantage

Benefits of becoming our Clerical Assistant (Legal):

- Great Pension Scheme

- Full access to an Employee Assistance Program
- Customer focused, team working environment
- Employee discount perks
- Up to 30 days holiday + bank holidays

Closing date: 14 October 2021

Interview dates: Weeks commencing 25 October or 1 November 2021

To apply for this position, please should send your CV to jobs@freebridge.org.uk