

p/t Retirement Housing Estate Manager

**Starting at £10,303 based Stantonbury
(20 hrs pw*, pension and benefits)**

Hanover is a leading provider of housing services for older people. As Estate Manager your role will be:

- To manage contractors to ensure the environment is well maintained and repairs are done properly in a timely fashion
- To market and let properties, helping new residents to settle into their homes
- To support residents, helping them access health and social services and encouraging participation in social events

Customer focused, flexible and genuinely respectful of older people's rights and independence, you're an excellent communicator and listener too, with the ability to solve problems, plan work and get results. Housing experience isn't essential, but customer service experience is. Good administration and computing skills are key. To support you in your development Hanover provides a training programme covering all aspects of estate practice which leads to a fully funded Chartered Institute of Housing Level 3 Certificate in Housing. Full valid driving licence required.

*Hours are 9am-1pm Monday-Friday.

If you have any questions about the role, please call Peter Marshall on 01480 475069. Ref: RHER/0209.

Closing date: 16 February 2012. Interviews: 6 March 2012.

To apply for this job, and for the full story on Hanover, please visit our website.



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Employment is subject to a satisfactory Enhanced Disclosure from the Criminal Records Bureau (CRB).