

Housing Assistant

Job Description: Housing Assistant

Position: Housing Assistant

Location: Site Based / Out of Hours Saturday cover (potentially)

Job Type: Full-time

Reports to: Housing Service Manager

Salary: £30,900 per annum

About us:

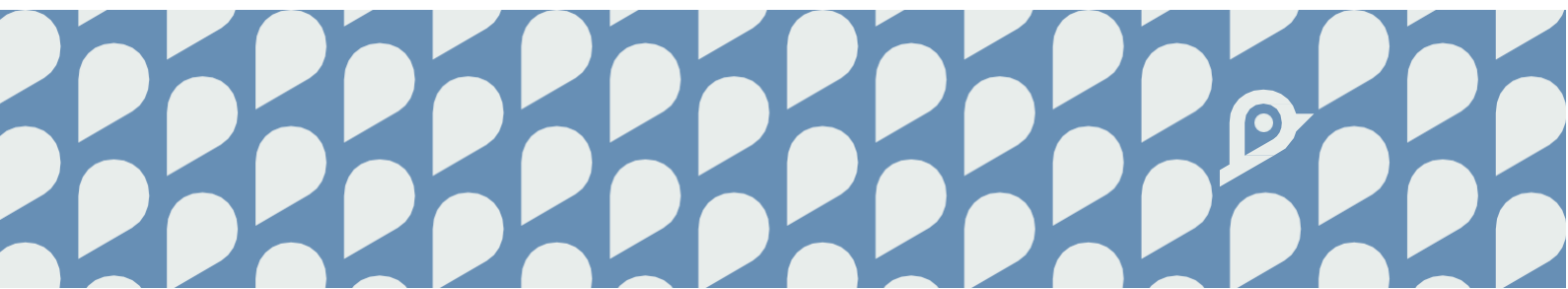
We're growing fast – as Newham's housing delivery company Populo Living Group has built just under 1,000 homes and has a pipeline of several thousand more to come. We manage over 500 private homes, in addition to over 250 affordable homes via Populo Homes, our registered provider subsidiary. Our developments range in size from small infill to large scale sites, including the reimagining of the Carpenters Estate in Stratford, one of the most exciting regeneration projects in the UK. We are committed to building more and better homes for the residents of Newham, including high proportions of affordable homes.

Overview:

We are seeking a detail-oriented and organised Housing Assistant to support our housing team. The primary focus of this role will be managing and organising paperwork to ensure all housing documentation is up-to-date, accurate, and filed appropriately.

Key Responsibilities:

- Handle and maintain all housing-related paperwork including leases, tenant IDs, and inventory checklists.
- Organise, file, and update records both digitally and in hard copy.
- Ensure all documentation complies with internal policies and external regulations.
- Assist Managers with administrative tasks to support tenants and housing operations.
- Prepare and distribute documents for audits, inspections, and meetings as required.
- Communicate with internal teams to retrieve missing paperwork or correct discrepancies.
- Maintain confidentiality of sensitive tenant and housing information.



Skills and Experience:

- Excellent attention to detail and accuracy.
- Strong organisational and filing skills.
- Basic knowledge of data entry and document management systems.
- Good communication skills, both written and verbal.
- Ability to handle sensitive information with discretion.
- Previous experience in administrative support, housing, or property management is preferred but not essential.

Qualifications:

- GCSEs or equivalent (minimum), with strong literacy skills.
- Proficient in Microsoft Office (Word, Excel, Outlook).

Working Conditions:

- Mainly site based with office visits on a regular basis.

How to Apply

Please send your CV and Covering Letter to:
HR@populoliving.co.uk