



Homes that change
people's lives

Job Advert: Compliance Administrator

Details

Reference

002163

Salary

25000

Department

asset

Hours

36.5

Job Type

Permanent

Location

Head Office/Hybrid

Closing Date

Thursday, 08 January 2026

Planned Interviews

Thursday, 15 January 2026

Job Description

Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire. We have an exciting opportunity in our Asset Management Team at our Head Office in Rudgeway.

The successful candidate will work with the Team and be responsible for the day-to-day compliance related administrative data tasks and repairs related administration. To provide a range of administrative and associated services to ensure the smooth running of the compliance and wider asset management functions. You will:

- Undertake general administrative tasks such as responding to queries via email, telephone, letters or by internal automated information mechanisms.
- Assist in maintaining the safety/compliance of properties.
- Assist in maintaining the Damp and Mould spreadsheet. Ensuring that all legal requirements relating to timescales are adhered to.
- Be responsible for creating and sending compliance (including damp and mould related) appointment letters to our customers and following up with calls/letters.
- Assist in maintaining quality systems to ensure work is carried out efficiently and effectively to current standards and codes of practice.
- Update and monitor compliance related schedules.
- Where required, liaison with contractors and suppliers to gather and share information.
- To record all work conducted professionally and in line with Elim policies and procedures.

Person Specification

What you will need to be successful:

- Excellent verbal and written communication skills to build and maintain positive relationships with internal and external customers, contractors and stakeholders.
- A good level of IT literacy, to include competence in using various Microsoft Office applications.

- The ability to quickly learn and master the use of new IT systems to effectively record and use customer and contract data.
- The ability to extract, interrogate and present data from IT systems & spreadsheets and transfer data between systems
- An understanding of how equality and diversity considerations affect our customer service delivery.
- Excellent organisational skills, taking ownership of key tasks and delivering to a high standard.

Benefits

Elim recognises our highly skilled and dedicated colleagues are our greatest asset in achieving our vision. Elim colleagues benefit from:

- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday.
- Access to training and career development through Elim Skills Academy
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking
- Bank holidays paid at time and a half

Contact Us

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About US

Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.