

Corporate Services Administration Assistant

Part-Time, Permanent – 21 hours per week

EVH Grade 4 (PA9–12) £29,729 – £33,271 per annum (including Island Allowance), pro rata

The Association operates a contributory occupational pension scheme.

Hjaltland Housing Association is seeking an organised and motivated **Corporate Services Administration Assistant** to join our Corporate Services team. This is a varied and rewarding role that sits at the heart of the organisation, supporting corporate governance, human resources and day-to-day office operations. You'll play a key part in ensuring our corporate services run smoothly and effectively.

The postholder will provide high-quality administrative support across a range of corporate functions, including Board and Committee activity, HR processes and general corporate administration.

Main Duties and Responsibilities

- Provide administrative support to corporate governance and committee processes
- Assist with the organisation of meetings, preparation of papers and taking notes/minutes
- Attend Board and Committee meetings, including occasional meetings outwith normal working hours, to provide administrative and minute taking support.
- Support wider organisational activity through a variety of administration duties
- Support HR processes, including recruitment, inductions and maintaining records
- Maintain accurate filing systems, registers and corporate records
- Assist with training, events and general corporate administration
- Handle confidential information in accordance with policies and data protection requirements

Skills, Knowledge and Experience

- Minimum of 4 National 5's (Standard Grades)
- Experience of working in an administrative or office environment
- Good organisational skills with attention to detail
- Ability to follow established procedures and meet deadlines
- Competent IT skills, including Microsoft Word and Outlook
- Effective communication skills and a professional manner
- Ability to work as part of a team under supervision

An application pack is also available on our website [link](#)

Closing date for applications Monday 25th May at 5pm.

To discuss the role or request an application form and job description contact Kim Laidlaw, Hjaltland Housing Association, 6 North Ness Business Park, Lerwick, ZE1 0LZ on 01595 694986 or mail@hjaltland.org.

It is anticipated interviews will be held after week commencing 8th June 2026.

Hjaltland Housing Association is committed to equality and diversity and is an inclusive employer. The Association is a registered Scottish Charity 031954