

## **Circle Voluntary Housing Association: Tenancy Services Administrator (<https://www.activelink.ie/node/115665>)**



## **Tenancy Services Administrator (<https://circlevha.ie/job/5721/>)**

### **The role:**

The Tenancy Services Administrator will be the first point of contact for all matters relating to tenancy management and engagement. The role covers efficient and effective administrative support in Cost Rental advertisements, lotteries, application assessments and allocations, Residential Tenancies Board (RTB) registrations and disputes, and providing administrative support to the Tenancy Services team. The Tenancy Services Administrator will answer tenancy related calls and contact from our tenants, responding to all tenant contact in a friendly, efficient, and calm manner whilst also providing information and sign posting to tenants across all aspects of housing and the property services Circle VHA provides.

**Please see Job Description attached below.**

**Location:** Agile working with office attendance at Phoenix House. Head Office is Castle Street, Dublin.

**Salary Range:** €28,862 - €37,400

**Closing Date:** 23 May 2025

**[Apply Here \(<https://circlevha.ie/job/5721/>\)](https://circlevha.ie/job/5721/)**

#### **Region**

Dublin / Agile

#### **Date Entered/Updated**

15th May, 2025

#### **Expiry Date**

23rd May, 2025

#### **Attachment**

[Circle VHA TSA Role May 2025.docx](#)

#### **Size**

1.07 MB

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**Source URL:** <https://www.activelink.ie/vacancies/community/115665-circle-voluntary-housing-association-tenancy-services-administrator>