

## **NOVAS: Housing Administrator - Housing Department** **(<https://www.activelink.ie/node/115780>)**



### **Housing Administrator**

**Service:** NOVAS Housing Department

**Location:** Limerick or Dublin

**Duration:** Indefinite Duration

**Hours:** 40 hours per week

**Published:** 21st May 2025

**Application Closing Date:** 9th June 2025

NOVAS is a not-for-profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role of Housing Administrator is vital to the effective provision of tenant services and our work for clients and tenants. The Housing Administrator will support the NOVAS Housing Department within the authority delegated from the Senior Tenant Services Manager and Head of Housing.

NOVAS is a Trauma Informed practice organisation, and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

### **Desirable Skills and Knowledge (Please see Job Description for complete Person Specification)**

- Collaboration skills & experience to ensure completeness of data and information collection and sharing duties.
- Excellent IT skills – database, CRM etc.
- Excellent administration and project management skills with the ability to work to deadlines and manage multiple priorities.
- Excellent written and verbal communication skills with an ability to communicate to different audiences.
- Confident on telephone calls and interpersonal communications

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website [www.novas.ie/careers-with-novas](http://www.novas.ie/careers-with-novas) (<http://www.novas.ie/careers-with-novas>). If you require any further information or wish to submit a completed application form, please email [recruitment@novas.ie](mailto:recruitment@novas.ie) (<mailto:recruitment@novas.ie>)



**Region**

Limerick or Dublin

**Date Entered/Updated**

21st May, 2025

**Expiry Date**

9th Jun, 2025

Attachment	Size
<a href="#"><u>NOVAS Housing Administrator Job Description Final.pdf</u></a>	152.6 KB
<a href="#"><u>NOVAS Employment Application Form.docx</u></a>	40.9 KB
<a href="#"><u>Privacy Statement - HR Recruitment.pdf</u></a>	164.27 KB

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**Source URL:** [\*https://www.activelink.ie/vacancies/community/115780-novas-housing-administrator-housing-department\*](https://www.activelink.ie/vacancies/community/115780-novas-housing-administrator-housing-department)