

Would you like to join an organisation that is committed to delivering good quality, affordable homes with excellent customer service? We recognise that by putting our tenants and customers' voices at the heart of what we do, we can better support our goals of improving lives, homes and communities.



The Atrium Group is a high performing organisation with customer care at the core of everything we do. We are in the process of transforming the way that we work, including implementing new, integrated Housing Management and Finance software. We are looking for the ideal person to support our business moving forward.

Business Support Executive

Salary £33,356 - £39,000 per annum, 35 hours per week, Permanent

We are looking for a skilled and enthusiastic individual who can support our corporate activities in this newly created post. We believe that great people make a difference to our business and welcome interest from candidates from a range of backgrounds.

You will have excellent communication, interpersonal, and self-management skills and be a team player with a positive attitude and clear customer focus. Ideally, you will have experience of providing administrative support to one or more business teams.

The post holder will support Atrium's ambition to deliver a modern, agile way of working for staff and supporting our tenants, by delivering critical administration duties.

The successful candidate will be required to be professional and proactive in the way they work, and will support the communication, values and objectives of Atrium. You will also have strong skills in IT and the ability to build relationships across the business.

We know that not all candidates will meet every single desired requirement. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you, please go ahead and apply!

For more information, you can download an application pack at www.atrium-homes.co.uk. Please refer to the Job Profile and Background Pack for details. If you have any questions about the role, or want an informal chat, please contact us at recruitment@atrium-homes.co.uk or phone us on 01563 528816. A Basic Disclosure will be required.

Completed application forms must be returned to us by **12:00 noon on 25 June 2025**.

Interviews will take place on **11 July 2025**.

CV's will not be considered. No agencies please

Atrium Homes is part of the Atrium Group. The Atrium Group comprises Atrium Homes, a successful, award winning Registered Social Landlord with charitable status and Atrium Initiatives, a commercial subsidiary. Based in Kilmarnock, East Ayrshire, Atrium Homes owns, maintains and rents 1,213 affordable homes in 9 towns and 99 garages, while Atrium Initiatives delivers factoring and open area maintenance services to 1,410 owners and 767 Atrium Homes' tenants.



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