



## **CORPORATE SERVICES COORDINATOR**

### **SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT**

<b>Contract type:</b>	Permanent 35 hours per week (5 day week).
<b>Office location:</b>	Alban Dobson House, Green Lane, Morden, SM4 5NS Flexible working by arrangement
<b>Salary:</b>	£30,000 – 35,000k (depending on experience)
<b>Commencement Date:</b>	As soon as possible
<b>Probation period:</b>	The probationary period is six months. During the probationary period the notice period by either party is one week.
<b>Holidays:</b>	Annual leave entitlement of 25 days plus Bank Holidays, increasing by 1 day per annum to a maximum of 30 days.
<b>Hours of Work:</b>	The basic working week is 35 hours, to be worked as required by the needs of the job and the availability of tenants and contractors, although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not available but TOIL can be granted on application.
<b>Notice Period:</b>	After probationary period from employer, one month from employee, one month.
<b>Staff Benefits:</b>	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.
<b>Head Office:</b>	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS.

Please note that an offer of employment will be subject to satisfactory references and medical report