

Property and Repairs administrator vacancy

Sutton Housing Society is small registered provider operating within the London Borough of Sutton with (currently) 509 homes. We focus primarily on providing housing for older people (over 55s).

If you are a “people person”, are passionate about providing great services and enthusiastic about working with a predominantly older client group, please take a look at our vacancy for our ***Property and Repairs Administrator***.

Working within our small Property team, the Property & Repairs Administrator role is a fantastic opportunity for you to really make a difference to our (predominantly) older residents. The role primarily deals with receiving repair requests from residents and colleagues, organising our regular feedback surveys, invoice payment and liaising with our contractors carrying out works to residents’ homes.

This role is fulltime, 35 hours a week, hybrid working, with presence at the office 3 days a week, with the option to work elsewhere 2 days a week if you wish.

We offer 25 days annual holiday excluding bank holidays, together with a holiday purchase scheme of up to 5 additional days a year, a birthday day and a wellbeing day. SHS offers membership to a defined contribution scheme or a defined benefit scheme through The Pensions Trust (SHPS). We also operate a supportive sick pay scheme, encourage training and personal development.

If you are interested, please review the job description and submit a 1-page A4 summary of how you feel you meet the job description and what you can bring to the role. Please submit this to Glynis Gatenby at glynis.gatenby@shsoc.org.uk by **9am on Monday 10 August 2026**.