



Data Administration Assistant

Location: Home based, with a requirement to regularly attend in person meetings and training events in Dumfries and other locations across the region.

Salary range: £22,932 - £28,947 + competitive benefits package

Hours: 35 hours each week, worked Monday to Friday between 9am and 5pm

About Us

Loreburn is a registered social landlord (RSL) and Scottish Charity, with 2,700 homes across Dumfries & Galloway. Established more than 40 years ago, our vision and mission is to 'create great places to live' by providing good quality, well maintained, and affordable homes.

As a community-based association, we place our tenant facing services at the heart of the communities we serve. Our 'Hub, Home & Roam' working model allows our team to work flexibly, ensuring they can be where they're most needed, supported by the right tools and resources to deliver on our commitments to tenants and communities.

The Role

This post will provide support to the Property Services Team to provide an exceptional compliance service, ensuring excellent tenant engagement and high levels of satisfaction. The role required someone who is highly organised with a high level of accuracy, attention to detail, who can adapt to changing priorities and work effectively both independently and as part of a team in a remote workforce.

While the role is home based, there will be regular travel to Dumfries and occasionally other locations in the region.

What We're Looking For

What's really important is that you have a strong commitment to excellent service delivery and are highly organised in your approach. Experience of working in property services in social housing would be an advantage. Admin experience and IT skills across a range of packages are essential.

The ideal candidate will:

- Administrative qualification or experience working in a similar environment
- Be comfortable working with a high degree of autonomy
- Possess strong customer service skills
- Be highly organised with excellent time management skills and the ability to plan tasks and projects.
- Be ICT proficient, particularly across Microsoft packages.
- Be confident to take ownership of issues and proactively seek solutions.

We value potential and a commitment to learning and encourage applicants who may not possess every requirement to find out more.

As a home based role, the ability to work from home in a suitable space, along with access to broadband is required.

Please take a look through the [role profile](#) for more information about the role, what's required, and the skills and competencies we're looking for.

Working With Us:

Along with a supportive work environment and a collaborative culture, we offer generous benefits and a great work/life balance.

- Competitive pay and rewards
- Matched pension contributions up to 8% and life cover of 3 x salary
- Salary sacrifice options for pension contributions
- 8 weeks paid holiday (pro-rata) which includes 12 fixed public holidays and a Christmas closure
- Westfield Health Plan – contributions towards a range of services including dental, optical, therapies, counselling and wellbeing services.
- Employee discounts including cashback and high street retail and gym discounts
- Family friendly policies
- Flexible working and a Hub, Home and Roam working model
- Support for continuous professional development and protected learning time
- Strong values-based culture offering autonomy and empowerment

For a confidential chat about the role, please contact Murron Bissett on 07710708484 or at MurronB@Loreburn.org.uk

How to Apply

Apply by completing the online Recruitment Application Form which can be accessed [here](#).

Previous applicants need not re-apply.

Closing date for applications: Tuesday 18 November 2025, at 5pm

Interview date: Week Commencing 1 December 2025

We're committed to making our recruitment practices as accessible as possible for everyone, this includes making any necessary adjustments. If you need us to do anything differently as part of the recruitment process, please let us know.