



## **EXECUTIVE ASSISTANT TO THE PROPERTY SERVICES DIRECTOR**

The following items are enclosed in the pack:

1. This Cover Letter
2. Person Specification
3. Job Description
4. Newlon Gold Way of Working
5. Summary of Terms & Conditions of service

The closing date for applications is **Tuesday 15<sup>th</sup> March 2022 at 23:59pm**

You can complete the form online, by clicking the 'apply' button on the vacancy page.

Shortlisted applicants will be required to complete an assessment online and if successful will then be invited for interview.

**Assessment Dates: Tuesday 22<sup>nd</sup> March 2022- Friday 25<sup>th</sup> March 2022 (Virtual)**

**Interview Date: Friday 8<sup>th</sup> April- Newlon Office**

As our jobs usually generate a lot of interest we are only able to contact successful applicants. If you don't hear from us within three weeks of the closing date please assume you have been unsuccessful on this occasion but please do apply for suitable vacancies in the future.