



## **LETTINGS AND ALLOCATIONS ADMINISTRATOR**

The following items are included 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

Please submit your application by **23:59 on Monday 19 September 2022**

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

**Assessment Dates:** Thursday 22 to Monday 26 September 2022

**Interview Dates:** Wednesday 12 October 2022

To apply, please click on 'apply' within the job advert.

Thank you  
Human Resources