



## **OFFICE FACILITIES ASSISTANT**

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 **23:59 on Wednesday 19 October 2022**

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

**Online assessment dates: Friday 21 to Monday 24 October 2022 (virtual)**

**Interview date: Monday 7 and Tuesday 8 November 2022 (in-person at Newlon House)**

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.