



## **HR 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 Wednesday 8 January 2025.**

Assessments will be held online between Wednesday 15 and Sunday 19 January 2025

Interviews will be held in-person on Friday 24 January 2025.

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

Thank You  
Human Resources