



Office Facilities Assistant

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 27 January 2025**.

Online assessments will be held between Friday 31 January and Tuesday 4 February 2025.

Interviews will be held in-person on Thursday 13 February 2025.

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

Thank You
Human Resources