



March 2019

Dear Applicant

Re: Office Administrator (Part time 21 hrs) Ref: GFS9143
Salary £23,000 pro rata

Thank you for your interest in the above mentioned post I am pleased to enclose the following documents:

- Job description and person specification
- GFS Application Form
- Guidance Notes

The closing date for applications is **Friday 22nd March 2019 at 23:00 hrs**; emailed to recruitment@girlsfriendsociety.org.uk.

Please note applications must be submitted on the enclosed application form (CV's are not accepted), attaching supplementary sheets as required.

For general enquiries please contact Human Resources or Paul Rompani, Executive Director on 020 7837 9669 to discuss the role further.

Applicants shortlisted for interview will be notified on 27th March 2019

Interviews are scheduled to take place on **Wednesday 3rd April 2019** at GFS Head Office in London.

Flexible Working and Pensions Contribution

GFS offers a 10% (combined employer and employee), pension contribution rate.

Data Protection

GFS uses your personal data for recruitment purposes only. It does not share your personal details with other agencies. Further details of the GFS data protection policy is available on the GFS website.

We look forward to receiving your application.

Regards

Human Resources