



PM/JS

31st May 2019

TO ALL BRANCHES
(COPY TO STAFF)

Dear Colleagues,

Vacancy – GMB Southern Region – Full Time Administrative Assistant 32.5 hour week
Fixed Term Contract of One Year - Grade 3a - £24,524.52 p.a plus London Weighting

A vacancy will exist in the GMB Southern Regional Office at Chessington for an Administrative Assistant. This position is a fixed term contract for a period of one year, subject to quarterly reviews with a possibility of extension.

The GMB Southern Region has a vacancy for a full time experienced Administrative Assistant working in our Regional Office at Chessington. Hours of work are 9.00 am to 4.30 pm. The job is varied and interesting, working within a team, with frequent contact with GMB members and Employers.

In return for excellent Terms and Conditions, the successful candidate will have the following skills:

- Competent in Microsoft Office and Lotus Notes – an essential requirement
- Experience of working in a demanding administrative role
- A polite telephone manner, typing, and dealing with general and telephone enquiries
- Filing, copying, scanning and collation
- Verbal and written communication skills and experience of successfully communicating with a variety of people at all levels
- The ability to prioritise own workload whilst working under pressure, to meet strict deadlines
- The ability to produce work to a high standard, ensuring accuracy and attention to detail
- Experience of working as an effective team member and providing support to others, as well as working on own initiative if necessary
- The ability to recognise and have strict regard for confidentiality and discretion
- A flexible attitude
- Have an understanding of Trade Unions and have a personal commitment to Trade Union objectives

Applications are invited from any person with the relevant experience and skills. For an application pack, please telephone Julie Shurgold PA to the Regional Secretary on 0208 397 8881, e-mail julie.shurgold@gmb.org.uk

The closing date for receipt of Applications is 12.00 noon on Friday, 5th July 2019.

Yours sincerely,

PAUL MALONEY
REGIONAL SECRETARY