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8th September 2020

Dear applicant

RE: Job Vacancy: Office Administrator

Thank you for your interest in this role.

Please complete the enclosed application and recruitment diversity monitoring forms and return to us via email or post by midnight on Sunday 27th September 2020.

Shortlisted applicants will be contacted with interview dates within a week of the closing date.

If you would like to find out more about the post or have any queries please contact me directly on 020 7089 6220 or at administration@hepctrust.org.uk.

We look forward to receiving your application.

Yours sincerely,

Kate Comyn

Finance Manager

PATRONS

Ms Sadie Frost
Boy George
Mr Robbie Williams

Miss Emilia Fox
The Marchioness of Bute
Mr Alan McGee

The Lord Mancroft
Mr Andrew Loog Oldham
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