

SECRETARY

Due to continued expansion Garlester seeks a high calibre suitably qualified and experienced Secretary who will report to the Managing Director.

In addition the role involves Accounts inputs on Sage, and reception duties.

Please go online to www.garlester.com and complete the Application Form and return it along with your CV with a photo and copies of employment references to reception@garlester.com

STRICTLY NO PERSONAL CALLERS PLEASE AS ALL APPLICATIONS WILL BE PROCESSED ONLINE.

Closing date for receipt of applications is 9th December 2011