



VACANCY
REGISTRY ASSISTANT
(12 TO 18 MONTH MATERNITY COVER)

Companies House Gibraltar is inviting applications for a temporary position (12 to 18 months maternity cover) as Registry Assistant.

Applicants should ideally possess a minimum of 2 A' levels (or equivalent) and/or a minimum of 5 years of experience in an administrative role in the fiduciary, banking, accounting or insurance industry.

The post is on a full-time basis, although reduced / family friendly hours (9:00am to 3:00pm) may be considered.

Application forms are available from Companies House Gibraltar, 1st Floor, The Arcade, 30-38 Main Street, Gibraltar and also from Companies House Gibraltar's website www.companieshouse.gi/NewsSel1.

Application forms must be completed in your own handwriting and must include a detailed CV. This should be addressed to the Registry Manager at Companies House Gibraltar or sent by email to hr@companieshouse.gi **no later than Friday 22nd February 2019.**

All applications will be considered in the strictest confidence.

Please see application form overleaf

5. REASONS FOR APPLYING FOR THIS POST

6. ANY OTHER RELEVANT INFORMATION

IMPORTANT NOTE - PLEASE ENCLOSE YOUR CV

Signed:

Date: