



Transport 17



Administrative Assistant

Information Pack

Thank you for your interest in our Administrative Assistant post.

This information pack for the post includes:

- ✓ A copy of the advert
- ✓ Job Description and Person Specification
- ✓ Information leaflet on Transport 17
- ✓ History of Transport 17 article
- ✓ T17 news article prepared for local newspapers in March 2019 which includes a 'day in the life of a volunteer at T17'

If you would like an informal chat about the position, please phone 0114 2362962.

To apply for the post, please send a covering letter and CV by post to 172 Baslow Road, Totley, Sheffield S17 4DR or by email to transport17@btconnect.com by 5pm on Wednesday 21st August 2019 marked for the attention of Mike Finn, Transport Manager.

Your covering letter should highlight how your work experience (paid or unpaid) and/or qualifications will ensure that you can carry out the tasks set out in the Job Description and how you meet the Person Specification.

Interviews will be held in the week commencing 2nd September 2019.