

Governance Assistant Maternity cover until 1st March 2019

- Hours 22.2 per week*
- Up to £22,860 pa FTE , subject to experience
- Excellent benefits
- Abergele , North Wales

We are looking for a highly organised and efficient individual to join our Governance team to work closely with our Executive and board members to support effective and consistent governance, compliance and risk management processes.

We are looking for someone with:

- Relevant experience in governance, legal or regulatory processes
- Efficient meeting administration skills
- Excellent communication and interpersonal skills
- The ability and confidence to prioritise and proactively manage a busy workload

*Precise days & times to be agreed, subject to occasional flexibility to accommodate the changing needs of the business

Closing date: 26th January 2018

FOR FURTHER INFORMATION



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