

**PERMANENT OPPORTUNITY
COMMUNICATIONS ASSISTANT
BRADFORD
Ref No: E317**

A permanent opportunity has arisen for a Communications Assistant based within the HR Team at Vicar Lane.

The purpose of the role is to pro-actively manage and develop the business wide communications and delivery of FGH's communication strategy.

If you have:

- Sound knowledge and experience of MS Office Applications including Word, PowerPoint, Excel and Visio
- Excellent written communication and proofing skills
- Strong verbal communication skills
- Experience with social media such as LinkedIn
- Experience in the production of engaging promotional material using desktop publishing or website content management
- Strong planning and organising skills and the ability to manage competing demands and priorities
- Excellent attention to detail
- Solution driven with a positive and customer focussed attitude
- Ability to communicate and influence across all levels of the business

Then why not apply for this role?

All applications to applications@fg-h-uk.com with a copy of your CV and covering letter stating by you think you are suitable for this role quoting reference number E317.

**This role may be subject to credit and DBS checks
FGH is committed to the fair treatment of customers at all times**

