

**citizens
advice**

**Runnymede
& Spelthorne**

HR and Recruitment Coordinator



“Working at Citizens Advice is brilliant – interesting, diverse and with the satisfaction that comes from helping our clients”

Citizens Advice Runnymede and Spelthorne are seeking an HR and Recruitment Coordinator to join our friendly team. Knowledge and experience of HR and Recruitment processes is essential. Please email recruitment@randscab.org.uk or call 01932 827 187 for a job pack and application form.

Locations: Addlestone, Sunbury/Staines, Godalming

Closing date: Midnight Sunday 14th July

Interview: w/c 29th July

Hours: Up to 37 hours - full-time/part-time

Salary: £25K - £27K pro rata per annum - subject to experience

Contract type: Permanent

www.citizensadvice.org.uk/runnymede-spelthorne