

26<sup>th</sup> January 2012

Dear Applicant,

Thank you for your interest in the position of Executive Assistant with Hofesh Shechter Company.

Please feel free to download the job description, person specification, equal opportunities monitoring form and obtain any further information regarding the Company from our website. Should you require any further information regarding the post please feel free to contact me.

If you wish to apply please send your CV and a covering letter outlining your skills, experience and why you are a suitable candidate for the post by **6pm on Thursday 9<sup>th</sup> February** . Applications can be received by email to [jobs@hofesh.co.uk](mailto:jobs@hofesh.co.uk) ( please mark your subject as Executive Assistant, or by post to the following address:

Hofesh Shechter Company  
Production Office  
LF 1.1 The Leathermarket  
11-13 Weston Street  
London SE1 3ER

If you do not hear from us by Wednesday 15<sup>th</sup> February you should assume that your application has not been successful.

Interviews will be held on the morning of the 20<sup>th</sup> February 2012 at the address above in London where this post will also be based.

We look forward to receiving your application .

Yours faithfully,



Colette Hansford  
General Manager  
Hofesh Shechter Company  
07866 849439  
[colette@hofesh.co.uk](mailto:colette@hofesh.co.uk)