



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

November 2022

Dear Applicant

**Executive Assistant – 35 hours per week - permanent**

Thank you for your interest in the above post.

Please take the time to study the attached

- Advertisement
- Job description
- Person specification
- Equal Opportunities Monitoring Form

Application is by covering letter, CV and Equal Opportunities Monitoring form.

**The closing date is Tuesday 13<sup>th</sup> December 2022 at 12 noon. It is anticipated that interviews will be held during week commencing 19<sup>th</sup> December 2022. However, we will assess applications as they are received and the closing date may be brought forward without notice.**

If you have any queries please contact [HR@rcpsg.ac.uk](mailto:HR@rcpsg.ac.uk)

Yours sincerely

Roz Wood  
**HR & OD Manager**