



**FROM THE REGIONAL SECRETARY'S OFFICE**

JM/ama

11 January 2012

**TO ALL BRANCHES**

Dear Colleague,

**Vacancy for Full Time Secretary – GMB Birmingham & West Midlands  
Region - Tewkesbury Office  
£21,364.80 per annum**

A secretary is required for our busy Office in Tewkesbury. The post is for a 32.5 hour week, Mondays to Fridays, hours to be agreed.

The job is varied and interesting, working with a small team of Officers and support Staff, with frequent contact with GMB members and Employers. A flexible attitude and a full range of Secretarial duties is required, including copy/audio typing (shorthand would be a distinct advantage), word processing, diary management, filing, copying and collation, dealing with general telephone enquires, etc.

The postholder should be able to work as part of a team, and on their own initiative when necessary, to undertake their duties in a pleasant and efficient manner and will be sympathetic to the aims and objectives of the trade union movement.

Applications are invited from any person with relevant experience and skills.

For application form and/or further details please contact:  
Adelle Atkiss, Regional Secretary's Department, GMB, Will Thorne House, 2 Birmingham Road, Halesowen, West Midlands, B63 3HP. (0121) 550 4888;  
[adelle.atkiss@gmb.org.uk](mailto:adelle.atkiss@gmb.org.uk)

Closing date for receipt of applications is **first post on Friday 03 February 2012.**

**THE GMB IS AN EQUAL OPPORTUNITIES EMPLOYER**

Yours fraternally,

A handwritten signature in black ink that reads 'Joe Morgan' with a stylized flourish underneath.

Joe Morgan  
Regional Secretary

**GMB - BRITAIN'S GENERAL UNION**

*Regional Secretary: Joe Morgan. General Secretary: Paul Kenny.*