**UNIVERSITY OF CAMBRIDGE**

**TEMPORARY EMPLOYMENT SERVICE**

The University of Cambridge is one of the oldest and most successful universities in the world, renowned for its research, education and scholarship. It is a vibrant university offering many opportunities and a variety of experience.

The Temporary Employment Service (TES) of the University assists departments with their temporary work requirements and has a range of temporary opportunities available in many different areas. TES is currently looking for experienced administrators and Executive/Personal Assistants.

**We are looking for candidates with the following:**

* Proven experience in either administrative and/or Personal/Executive Assistant roles.
* Excellent interpersonal skills to work and communicate effectively and in the appropriate format with a wide range of staff, students and external organisations.
* Excellent organisational skills and ability to produce work to a high level of accuracy.
* Ability to remain calm and professional when under pressure.
* Well-developed IT skills.
* Ability to work independently, use initiative and to prioritise a diverse workload.
* Availability to work at short notice.
* Reliability.
* Flexibility.

**What we can offer you:**

* The opportunity to gain a range of experience in different roles within one of the world's leading universities.
* Engaging and varied working environments.
* The flexibility to let us know when you are and are not available for temporary work assignments.
* Competitive rates of pay.
* An approachable and professional service.

Further information regarding the Temporary Employment Service is available at <https://www.hr.admin.cam.ac.uk/hr-services/tes>

Please submit your application via <https://www.hr.admin.cam.ac.uk/hr-services/tes/apply-register-tes>