**UNIVERSITY OF CAMBRIDGE**

**TEMPORARY EMPLOYMENT SERVICE**

The University of Cambridge Temporary Employment Service (TES) matches high calibre candidates to temporary opportunities in many different areas of the University, including its Departments, Colleges, Museums and Libraries. We offer full and part-time opportunities, with assignments lasting up to 9 months. TES is looking for experienced candidates, however if you have just left education, are changing career, or looking to expand your skills and experience we might still have a role for you. We specialise in office support work, such as:

• Administration;
• Reception;
• Secretarial (Executive/Personal Assistants);
• Finance;
• HR;
• Communications and Marketing;

**We are looking for reliable candidates, available at short notice with the following:**

• Experience in a relevant work area (such as administration, secretarial, reception etc.);
• Excellent interpersonal skills, with the ability to communicate effectively with a wide range of people at different levels;
• Excellent organisational skills, with the ability to remain calm and work accurately whilst under pressure;
• Well-developed IT skills;
• Ability to work independently, use initiative and to prioritise a diverse workload.

**What we can offer you:**

• Opportunities to gain experience in different roles within one of the world's leading universities.
• Engaging and varied working environments. A number of roles at the University are hybrid, with a mixture of working from home and on-site – with the vast majority of our roles based in Cambridge.
• Flexibility on your availability for temporary work assignments.
• We offer the Real Living Wage as a minimum, with competitive rates of pay from £12 - £17.81 per hour (depending on the position).

If you are looking for work and have the skills and experience we are looking for, we want to hear from you. **Please submit an application by visiting our website: https://www.hr.admin.cam.ac.uk/hr-services/tes/apply-register-tes**