

Based in Chalfont St Peter, RWS has a long and successful heritage dating back to 1958. Over the last 60 years, the company has established itself as the world leader in translation, intellectual property, life sciences and language support services. Our specialist division's work together to deliver high quality, complex services in a reliable and flexible manner to meet the diverse needs of a global client base.

We are urgently looking to recruit **temporary administrative assistants** to support the EuroFile department. This will be a full time position (Mon-Fri, 9:00am-5:30pm with one hour for lunch) and to start Monday 2nd July 2018 for approximately 4 weeks (though this may be extended).

Duties include:

- Data entry
- Filing
- Scanning
- Information processing
- Updating of records
- Adhoc administrative duties

Ideally, the individual will have gained some experience within administration, and must have a good working knowledge of Windows and MS Office.

If you are interested in applying for this position, and are available for a minimum of 4 weeks, then please send a copy of your CV to recruitment@rws.com