



## Vacancy Information Proforma

For Cambridge Culture Exchange Ltd's Careers Network vacancy database

Company Name	
Company Description	<i>Include information in a compelling way that helps your company stand out and seem an attractive place to work. For example, what are your progression plans? What makes your company special as a business? Are there any case studies or quotes you could include from happy employees or clients?</i>
No. of Employees	
Vacancy title	<i>Make sure this is attractive and as self-explanatory as appropriate. i.e. 'Marketing Executive' as opposed to 'Advertising Assistant'.</i>
Job Description	<i>When writing the job description take a moment to really understand the type of candidate you are looking for and then write it in a way that would attract them. Include information which outlines the attractive, interesting and exciting elements of the position and the experience the successful candidate can expect to gain whilst in employment. For example, will the candidate experience different parts of the business? What responsibility will they gain over time? What are the promotion opportunities? Will they meet interesting clients? Will they have opportunity to undertake a professional qualification?</i>
Person Specification	<i>Ensure the skills you list as 'required' are realistic in that a student or recent graduate will most likely possess them. You may need to consider course content. Also consider your culture and the attributes required in a candidate to fit in and feel comfortable in your organisation.</i>
Salary	<i>If you are able to, put the amount instead of 'competitive' etc. For students and graduates the average salary for a placement position is £16K and for a graduate role the average is £24K, but these amounts can vary greatly depending on sector and role.</i>
Length of contract	
No of posts	
Location	
How to apply	



Closing Date	
Contact Name	
Address	
Email	
Telephone	
Web site	

Please email to [Support@cce-uk.com](mailto:Support@cce-uk.com)

