

CPI-WE-26

Work Experience - Recruitment Administrator

Job details

Reference:	CPI-WE-26
Salary:	£13.45 per hour
Location:	Sedgefield
Term:	Fixed Term Contract
Application deadline:	30 Jul 2026

About CPI

CPI helps make great ideas and inventions a reality. We're a team of intelligent people using advances in science and technology to solve the biggest global challenges in healthcare and sustainability.

Through our incredible people and innovation infrastructure, we collaborate with our partners in industry, academia, government, and the investment community to accelerate the development and commercialisation of innovative products.

From health technologies and pharmaceuticals to sustainable food and materials innovations, we turn the entrepreneurial spirit and radical thinking of our people and partners into incredible impact that makes our world a better place.

The role

CPI's Human Resources team is offering a 1-2 month paid work experience placement as a Recruitment Administrator.

What you'll get involved in:

- Supporting a range of recruitment administration activities
- Assisting with interview scheduling and candidate communications
- Maintaining recruitment records, reports, and trackers
- Helping to advertise vacancies and update recruitment systems

- Supporting onboarding activities and pre-employment checks
- Gaining exposure to the end-to-end recruitment process
- Managing process-driven administrative tasks while ensuring accuracy and attention to detail

The person

We're looking for someone who:

- Is enthusiastic, motivated, and keen to learn
- Has exceptional organisational skills and attention to detail
- Is personable, confident, and enjoys building positive relationships
- Has strong numerical skills and is comfortable working with data and reporting
- Is a self-starter who can use their initiative and manage their workload effectively
- Can work accurately in a fast-paced environment and remain calm under pressure
- Has good working knowledge of Microsoft Office, particularly Excel, Word, and Outlook
- Demonstrates strong communication and interpersonal skills

This placement would suit someone who enjoys working with people, has an exceptional eye for detail, and is confident handling both administrative processes and numerical information.

Additional information

- The successful candidate must be available to start immediately.
- Interviews will take place W/C 03/08/2026.

What does CPI offer you?

At CPI, we offer a wide range of benefits to our employees, this includes:

- Up to 36 days holiday, including bank holidays – Plus a holiday purchasing scheme
- Generous pension scheme
- Life assurance and accident insurance schemes
- Flexible working
- Learning and Development Opportunities
- Free parking

Find out more about our [culture and benefits](#).