



European Medicines Agency  
Administration

### Interim placement by an Interim Agency

If you are interested in working for the Agency you can apply through a selection procedure or you could send your CV to one of the interim agencies that we use for short-term staff. These interim agencies may also be used to pre-select candidates through specific skills competence tests for the recruitment of Contract Agent staff. Typically a candidate would work for the interim agency while placed at the Agency for a minimum period of three to six months and then, subject to budget availability, business needs and successful completion of the Agency's internal formal recruitment procedures for Contract Agents, a contract of one year may be awarded. The contract may be renewed once for a total maximum period of up to five years. The employment contract is subject to the Conditions of employment of other servants of the European Communities (*Official Journal of the European Communities No L 56 of 4 March 1968*).

A list of the interim agencies used by the Agency is found below:

Interim Agencies	Lot*							Address	Contact name	e-mail addresses	Telephone Number	Fax Number	Website Address
	1	2	3	4	5	6	7						
DELBRO Group LTD (ex Appointments Bi-Language )						✓		143 Long Acre, London WC2E 9AD			020 7836 7878	020 7836 7615	<a href="http://www.appointmensbilanguage.co.uk">www.appointmensbilanguage.co.uk</a>
Boyce Recruitment			✓	✓			✓	43 Eagle Street, London WC1R 4AP	Samantha Judd	<a href="mailto:samantha@boycerecruitment.co.uk">samantha@boycerecruitment.co.uk</a>	020 7611 3999	020 7611 3998	<a href="http://www.boycerecruitment.co.uk">www.boycerecruitment.co.uk</a>
Language Matters	✓	✓	✓	✓	✓	✓	✓	3rd Floor, 9 Irving Street, London WC2h 7AH	Rebecca Foreman	<a href="mailto:rebecca@languagematters.co.uk">rebecca@languagematters.co.uk</a>	020 7930 1811	020 7925 0056	<a href="http://www.languagematters.co.uk">www.languagematters.co.uk</a>
Language Recruitment Services (LRS)	✓	✓	✓	✓	✓	✓	✓	2nd Floor, Greener House, 66-68 Haymarket, London SW1Y 4RF	Kerry Perkins	<a href="mailto:Kerry@lrsuk.com">Kerry@lrsuk.com</a>	020 7968 8280	020 7930 8622	<a href="http://www.LRSUK.com">www.LRSUK.com</a>
PS Computers				✓				Highview Chapel, Highview House, 8 Chapel Road, West End, Southampton SO30 3FH	Mandy Chow	<a href="mailto:mandy@pscomputer.co.uk">mandy@pscomputer.co.uk</a>	023 8060 6100	023 8046 4645	<a href="http://www.pscomputer.co.uk">www.pscomputer.co.uk</a>
Quay People		✓						3 Blake House, Admirals Way, London E14 9UJ	Janette Withey Debora Downing	janette.withey@quay-people.co.uk Debora.Downing@quay-people.co.uk	020 7538 0232	020 7515 5177	<a href="http://www.quay-people.co.uk">www.quay-people.co.uk</a>
Smart Sourcing				✓				Silk Mill House 21 Marsh parade Newcastle under Lyme Staffordshire ST5 1BT			1782860088	1782864667	<a href="http://www.SmartSourcing.plc.uk">www.SmartSourcing.plc.uk</a>

\*Lot 1: Secretaries/Clerical/Administrative filing & Archiving Staff

\*Lot 2: Conferences, Host/Hostesses, Organisers

\*Lot 3: Photocopy/Mail Room Assistant

\*Lot 4: IT Staff

\*Lot 5: Accountancy Staff

\*Lot 6: Facility/Maintenance Staff

\*Lot 7: Security Officers