

**Questions 21-30**

**Complete the note below.**

**Write NO MORE THAN THREE WORDS AND/ OR A NUMBER for each answer.**

**EMPLOYMENT AGENCY: POSSIBLE JOBS**

**First job**

**Administrative assistant in a company that produces (1) ..... (North London)**

**Responsibilities**

- Data entry
- Go to (2) ..... and take notes
- General admin
- Management of (3) .....

**Requirements**

- Good computer skills including spreadsheets
- Good interpersonal skills
- Attention to (4) .....

**Experience**

- Need a minimum of (5) ..... of experience of teleconferencing.

**Second Job**

**Warehouse assistant in South London**

**Responsibilities**

- Stock management
- Managing (6) .....

**Requirements**

- Ability to work with numbers
- Good computer skills
- Very organized and (7) .....
- Good communication skills
- Used to working in a (8) .....
- Able to cope with items that are (9) .....

**Need experience of**

- Driving in London
- Warehouse work
- (10) ..... service

