2e - Job Advertisement – class work

Read this job advertisement and answer the question below.

BBJ Co., Ltd.

BBJ Company Limited is currently looking for highly qualification candidates to join our rapidly growing company :

SECRETARY

- Secretarial duties for manager
- Filling document
- General administration etc.

Qualification

- Female, Thai nationality, age 23-30 years.
- Bachelor's Degree in Business Administration or related fields
- Good command of English
- Able to operate PC Microsoft Office, internet, e-mail

Interested applicants can send letter of application with English resume and transcript including recent photo to :

BBJ Co., Ltd
41st Floor River Wing West, Empire Tower
195 South Sathom Rd, Yanawa, Sathon, Bangkok 10120

1. What is the job?

a. waiter b. secretary c. receptionists

2. Who advertised for the job?

a. Al Ayam News b. Gulf daily magazine c. BBJ Company limited

3. What educational background is required?

a. Bachelor's degree b. Secondary certificate c. Master's degree

4. What age is required?

a. 16 b. 40 c. 25

5. Did they require a male or a female?

a. Male b. Female

6. What language ability is required?

a. French b. Arabic c. English