

Complete the notes below.

Write **ONE WORD 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