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

LIVEWORKSHEETS

- 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

LIVEWORKSHEETS

LIVEWORKSHEETS