LISTENING

PART 1 *Questions 1–10*

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

LIVEWORKSHEETS

Second Job

Warehouse assistant in South London

Responsibilities

- stock management
- managing **6** .....

Requirements

- ability to work with numbers
- good computer skills
- very organised 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