

LESSON 7 Job Hunting

● Analysis of Job Ad

During Reading

Ad #1

Premier Properties Co., Ltd. A leading company in land development project, is looking for highly qualified candidates to join our company:

SECRETARY

Responsibilities

- Secretarial duties for CEO
- Filing documents
- Travel arrangements
- General administrations etc.

Qualifications

- Female, age 23-30 years
- Vocational / Bachelor's degree in Business Administration
- Interpersonal skills
- Good command of English
- Other foreign language will be a plus
- PC skills in Microsoft Office or MAC

Interested persons can send us application (form can be downloaded from our website), English résumé (CV) expected salary and recent photo to:

Premier Properties Co., Ltd. 1140 Rama IV Road, Klong-teoy Bangkok 10110
http://www.properties.com

Ad #2

JOB OPENING for

SECRETARY

Premier Club International, a sports club for a foreign mission Phuket branch, is seeking applications from qualified persons to fill in the position of Accounting Supervisor, who will look after the entire accounting system and budgets of the company. We offer a starting salary of \$80,000 plus company's car plus other attractive benefits

Qualifications

- Male / Female, age not over 35
- Bachelor's degree in Commerce or Accounting
- Good command of English both speaking and writing
- Practical know-how of microsoft Office is a must
- Must be a team player
- Minimum 3 years of experience in the accounting or related field

If you have these qualifications, please submit résumé stating qualifications and experience together with a recent photo to:

Club Manager Premier Club International P.O. BOX 1205 Phuket
Closing date: 19 September 20XX

● Summarize the information in this table

During Reading

Item	Ad #1	Ad #2
• The name and /or types of company		
• The job title/position needed		
• The job descriptions		
• Qualifications: - Education - Skills - Experience - Personalities - Other (if any)		
• The pay and benefits		
• How to apply		