

Reading: Job adverts

Read the five job adverts. Answer the questions. Choose A-E or None.

A

IT Recruitment Officer

We are looking for recent graduates who would like to work with some of the most important companies in the digital industry. This post is based in Dubai. Once you have received training on our computer system, you will be responsible for:

- liaising with recruiters to create job descriptions
- advertising jobs
- sourcing possible candidates
- updating the database

We are looking for someone with passion, drive and commitment. Recruitment Resources must be able to work under pressure and be self-motivated and people-focused. These qualities will help you progress within the company. Recruitment Resources who are willing to learn can train to become Account Managers and Account Directors.

- Competitive basic salary plus commission

B

Logistics Associate

Opportunities for overtime are Our company is looking for someone to work in the sales and customer service department to ensure that customers have a professional service from the moment they place an order until they receive their shipment. The job is for 27 hours per week. Hours are negotiable. likely.

Your responsibilities will include:

- placing and processing orders
- keeping accurate records
- processing returns and refunds

The successful candidate will:

- be educated to degree level
- be able to work efficiently and to deadlines in a high pressured environment
- have good IT skills

Candidates should have experience in business logistics, purchasing and supply management or operations management.

C

Insurance Telesales

Do you have previous sales experience? Are you available from January 6th until the end of March?

We are currently looking for someone to deal with insurance renewals sales. The role will involve calling existing customers and asking them if they intend to renew their policy, and if necessary, discuss how we can keep them as a customer. The role is a 3-month fixed term contract. The hours of work will be 8:45am until 5pm Monday to Friday. We are looking for a hard worker who is computer literate and has a good telephone manner.

D

Data Analyst

As a Data Analyst you will join a team that analyses research data for anomalies and presents findings to people within and outside the company. A graduate with an eye for detail and a love of working with figures would be ideal. Confident communications skills are also vital. If you enjoy problem solving, have an investigative and enquiring mind, have a good knowledge of word processing and spreadsheet software, and excellent numerical skills, this could be a great career opportunity for you.

A great benefits package is available including health cover and gym membership.

E

Project Assistant

Reporting to the Project Manager, you will undertake property surveys, site inspections and attend site meetings to ensure that work undertaken by our contractors is being carried out properly. You must have initiative, as you will be required to work on your own. It is essential that you have your own transportation. An allowance will be provided. Candidates should have: Good keyboard and IT skills, an organised and methodical approach, good written and verbal communication skills.

REQUIREMENTS

* Minimum 2-year Construction related qualification.

* Minimum of two year's relevant experience or transferrable skills from a relevant background.

Questions

1. Which job(s):

requires applicants to have their own car?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

2. does not require applicants to have IT skills?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

3. is temporary?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

4. is part-time?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

5. is located abroad?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

6. offers people the chance of promotion?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

7. is suitable for a mathematician?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

8. requires the employee to work alone?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

9. does not involve working with people?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

10. gives employees the opportunity to earn more by making sales?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

11. gives employees the opportunity to earn more by working extra hours?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

12. requires experience in the building trade?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

13. offers perks?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |

14. requires the employee to make presentations?

- | | | |
|---|---|------|
| A | C | E |
| B | D | None |