

Write **ONE WORD AND/OR A NUMBER** for each answer.

Job details from employment agency

Role **1**

Location Fordham **2**..... Centre

3Road, Fordham

Work involves

- dealing with enquiries
- making **4**..... and reorganising them
- maintaining the internal **5**
- general administration

Requirements

- **6**.....(essential)
- a calm and **7**..... manner
- good IT skills

Other information

- a **8**..... job – further opportunities may be available
- hours: 7.45 a.m. to **9**..... p.m. Monday to Friday
- **10**..... is available onsite