

CAM 18 - TEST 4 - PART 1

Job details from employment agency

Questions 1-10

Complete the notes below.

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

Role (1).....

Location Fordham (2)..... Centre

(3)..... Road, 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