

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

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