

1

translate into Spanish

### CONNECTED JOBS



#### Administrative Assistant – Textiles

Maldon Fashions • United Kingdom • London Office

Maldon Fashions is a leading textile company providing fabrics to companies all over Europe.

#### Job responsibilities include:

- handling the administrative aspects of a busy office
- working with various heads of department
- scheduling meetings and providing logistical support
- working with partners and customers abroad

#### Job requirements:

- previous experience in office administration
- advanced typing and computer skills
- ability to work in a team
- ability to work under pressure
- fluent in at least one of the following languages:  
French, German, Spanish

**APPLY**



2

🔊 **Complete the sentences with the words below. Then listen and check your answers.**

vocational course ♦ secondary school ♦ fluent  
advanced ♦ educational background ♦ team  
under pressure ♦ experience ♦ abroad  
logistical support

1. Some people prefer working alone, not in a .....
2. What is your ..... ? Did you study at university?
3. This job requires travelling ..... – to places like China, Japan and Australia.
4. When you are ..... to get a lot done in very little time, it's important that you remain calm.
5. I think you should take the ..... course in English, because your English is already very good.
6. You must be ..... in Spanish to get this job because you will need to talk to our colleagues in Spain a lot.
7. We gave the job to Patricia Rose because she had a lot of ..... in handling customer complaints.
8. I'm responsible for providing ..... . I make sure that the equipment – the projector and microphone – are working before meetings.
9. I finished ..... when I was 18. Then I took a ..... in electronics.

**Match each positive adjective in A to an adjective with the opposite meaning in B.**

**A Positive**

1. confident
2. hard-working
3. relaxed
4. outgoing

**B Negative**

- ..... a. nervous
- ..... b. insecure
- ..... c. shy
- ..... d. lazy



# Interviewing



4 Answer these questions

### APPLICANT INFORMATION

|                              |                                                                                                                                                                                            |            |                                                     |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------|
| Name:                        | <input type="text" value="Glen Simpson"/>                                                                                                                                                  | Telephone: | <input type="text" value="07700900327"/>            |
| Address:                     | <input type="text" value="136 Daffodil Road, Manchester"/>                                                                                                                                 | E-mail:    | <input type="text" value="gsimpson@fivestar.nett"/> |
| Education:                   | <input checked="" type="checkbox"/> secondary school <input type="checkbox"/> university <input checked="" type="checkbox"/> vocational <input type="text" value="office administration"/> |            |                                                     |
| Computer skills:             | <input type="text" value="Word, Excel, PowerPoint"/>                                                                                                                                       |            |                                                     |
| Languages:                   | <input type="text" value="English (native), Spanish (advanced)"/>                                                                                                                          |            |                                                     |
| Work experience:             | <input type="text" value="Junior Administrative Assistant - 2 years, Green's Electronics"/>                                                                                                |            |                                                     |
| Interviewer:                 | <input type="text" value="Sylvia Cole"/>                                                                                                                                                   | Date:      | <input type="text" value="2nd June"/>               |
| Impressions:                 | <input type="text" value="hard-working, organised, responsible, outgoing"/>                                                                                                                |            |                                                     |
| Schedule a second interview: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                        |            |                                                     |

1. Which city does Glen Simpson live in? .....
2. Did he study at university? .....
3. Which computer skills has he got? .....
4. Which languages does he speak? .....
5. How many interviews at the company has he had so far? .....
6. Does Sylvia think he is a good candidate? .....

5

### Complete the sentences with the words below.

attitude ♦ cooperation ♦ deadline ♦ fast learner  
multitasking

1. I'm a ..... . I don't need a lot of explanation.
2. I'm very good at ..... . I can do a lot of things at the same time.
3. I always get my work done on time and never miss a .....
4. I think that ..... is very important – you need to be able to work well with other people.
5. I have a very positive ..... – I can see the good in any situation.

**Match the adjectives (1-5) to the correct person.**

1. ambitious

4. flexible

2. creative

5. reliable

3. determined

- ..... a. When Alan decides to do something, he doesn't stop until he finishes it.
- ..... b. Sarah really wants to be successful in her career.
- ..... c. You can always trust Jeremy to do what he says he will do.
- ..... d. Graham is always prepared to work at different times and in different places.
- ..... e. Elizabeth always has such interesting ideas for the design of a product.

