

2e - Job Advertisement – class work

Read this job advertisement and answer the question below.

BBJ Co., Ltd.

BBJ Company Limited is currently looking for highly qualification candidates
to join our rapidly growing company :

SECRETARY

- Secretarial duties for manager
- Filling document
- General administration etc.

Qualification

- Female, Thai nationality, age 23-30 years.
- Bachelor's Degree in Business Administration or related fields
- Good command of English
- Able to operate PC Microsoft Office, internet, e-mail

Interested applicants can send letter of application with English resume and transcript
including recent photo to :

BBJ Co., Ltd
41st Floor River Wing West, Empire Tower
195 South Sathom Rd, Yanawa, Sathon, Bangkok 10120

1. What is the job?

- a. waiter b. secretary c. receptionists

2. Who advertised for the job?

- a. Al Ayam News b. Gulf daily magazine c. BBJ Company limited

3. What educational background is required?

- a. Bachelor's degree b. Secondary certificate c. Master's degree

4. What age is required?

- a. 16 b. 40 c. 25

5. Did they require a male or a female?

- a. Male b. Female

6. What language ability is required?

- a. French b. Arabic c. English