A Read the texts below. Match choices (A-H) to (1-5). There are three choices you do not need to use.

JOB VACANCIES

1

SALESPERSON

At Auto Unlimited we are currently searching for dynamic and highly-motivated individuals to join our busy sales team.

We offer:

- an attractive bonus system to all new employees.
- a comprehensive health insurance package.
- 29 days annual leave.

We require:

- outstanding communication and interpersonal skills.
- excellent IT skills.
- a high level of written and spoken English.

The salary is negotiable.
Previous work experience and qualifications will be considered.

2

WAITING STAFF

Are you looking to earn some extra cash?
Apply now for a position in our lively fast-food restaurant.

We are looking for friendly waiting staff, able to work up to ten hours a week.

Previous work in the catering industry is not essential.

All employees are required to complete a two-day introduction to basic food hygiene and attend a seminar on customer service skills.

Please send a copy of your CV to foodandtaste@tsmail.com along with a covering letter to the restaurant manager, detailing why you are perfect for the role.

3



RECEPTIONIST

A local hospital is currently searching for an experienced receptionist to work in the Accident and Emergency Department.

All candidates must be:

- able to work shifts.
- willing to work overtime during busy periods.

The job requires:

- a polite telephone manner.
- excellent organisational skills.
- a general awareness of medical issues.

Given the fast-paced working environment, only candidates able to work well under pressure will be considered for the post.

For more information about the position, please contact the Human Resources Department at atnshospital@gomail.com.

4

EXHIBITION ASSISTANT

Kingsway Gallery is looking to hire a full-time exhibition assistant to work closely with the exhibition manager.

The main duty of this position is to support the installation and deinstallation of exhibitions, therefore the candidate must be knowledgeable in packing and unpacking artwork.

The ideal candidate will have two years of experience in a museum or gallery, as well as the ability to plan carefully and meet deadlines effectively. This is a position with exciting career prospects.

Please send your CV to ksw@galleries.com.

5

Temporary staff for e-news247.com



Do you have a passion for news and want to gain experience in the field of journalism?
E-news247.com, one of the leading media companies in the country, is looking for enthusiastic and hard-working individuals to join its team.

We have a variety of vacancies, but all applicants must have good computer skills and be familiar with social media platforms. Candidates should also be prepared to work during the weekend.

Apply today on our website.

Which of the advertisements _____?

A. mentions the training offered to all new staff ☐
B. warns that there are rules for what you can wear ☐
C. states that there are different positions available ☐
D. suggests the chance of getting promoted in the future ☐
E. states that the pay is open to discussion ☐
F. asks for references from previous employers ☐
G. warns that the job is very demanding ☐
H. mentions running errands outside the workplace ☐

LIVEWORKSHEETS