

Test 4

LISTENING

PART 1 Questions 1–10

Complete the notes below.

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

Job details from employment agency

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