

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