

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

Job details from employment agency

Role 1

Location Fordham 2..... Centre

3Road, 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