CAM 18 - TEST 4 - PART 1

Job details from employment agency

Questions 1-10

Complete the notes below.

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

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

LIVEWORKSHEETS

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

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