



Guía de trabajo N° 8

HELLO YOU MAGNIFICENT YOUNGSTERS!

How are you my dear students? I know that we are not having an actual conversation in these worksheets, but please let me have that and follow me in this silly imaginary exchange with each one of you.



Now, dear students you're going to read a text about an office job your first task is to find the meaning of these words in a dictionary (www.wordreference.com)

CEO:
field:
growth:
mortgase:
environment:
expense:
report:

Help Wanted-Administrative Executive Assistant. Aurora Loan Services Inc. , a national lender and subsidiary of Lehmen and Brothers, seeks an Executive Assistant to provide administrative and secretarial support to both the CEO and President. Responsible to organize and prioritize large volumes of information and calls, answer phones for CEO and President; take messages, field / answer routine and non-routine matters. Maintain expense reports, schedule and organize meetings, travel, conference calls and other business activities. Must be able to interact effectively with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgement is required to plan, prioritize and organize in a dynamic, high volume environment. Qualified candidates will have 5 + years previous related work exp., with knowledge of MS Word, Excel, Power Point. Good phone skills; able to represent senior executives in professional manner and maintain high level of confidentiality and discretion. Aurora Loan Services is a growth oriented mortgage banking company, conveniently located in SE metro Denver area. We offer excellent benefits, competitive salaries and ample free parking. Interested applicants should e-mail resumes to: resumes@al-services.com or fax: 303/632-3064.

Activity:

- A. Read the text again and find the following information in the text.
1. Qualifications:
 2. Benefits:
 3. Address:
- B. Create a list with the characteristics required for the job offered.