

Read the following job advertisements

<p>1. Secretary</p> <p>Join the exciting new world of computer technology working for a leading international company. You will be responsible for providing administrative support to the senior management team. The successful candidate will have a minimum of 2 years experience in a similar role and will be a member of the Institution of Secretaries (IoS).</p> <p>And you must also have these requirements:</p>	<p>2. Administrator</p> <p>Developed skills in the areas of administrative support, office management, and customer service. The successful candidate will have a minimum of 2 years experience in a similar role and will be a member of the Institution of Secretaries (IoS).</p> <p>And you must also have these requirements:</p>
<p>3. Clerk</p> <p>Responsibility for providing administrative support to the senior management team. The successful candidate will have a minimum of 2 years experience in a similar role and will be a member of the Institution of Secretaries (IoS).</p> <p>And you must also have these requirements:</p>	<p>4. Receptionist</p> <p>Key role in providing a professional and friendly service to our customers. The successful candidate will have a minimum of 2 years experience in a similar role and will be a member of the Institution of Secretaries (IoS).</p> <p>And you must also have these requirements:</p>
<p>5. Office Assistant</p> <p>Work in a busy office environment with a great team. You will be responsible for providing administrative support to the senior management team. The successful candidate will have a minimum of 2 years experience in a similar role and will be a member of the Institution of Secretaries (IoS).</p> <p>And you must also have these requirements:</p>	

- 6. Put in the best fit appropriate of the following words:**
- (1) meeting for (2) 1) _____
 - (2) meeting for (2) 1) _____
 - (3) meeting for (2) 1) _____