

Name ..... Class .....

### Job Advertisement Test

Read this job advertisement and answer the question below.

**BBJ Co., Ltd.**  
BBJ Company Limited is currently looking for highly qualification candidates  
to join our rapidly growing company :

**SECRETARY**

- Secretarial duties for manager
- Filing document
- General administration etc.

**Qualification**

- Female, Thai nationality, age 25-30 years.
- Bachelor's Degree in Business Administration or related fields
- Good command of English
- Able to operate PC Microsoft Office, internet, e-mail

Interested applicants can send letter of application with English resume and  
transcript including recent photo to :

**BBJ Co., Ltd**  
41<sup>st</sup> Floor River Wing West, Empire Tower  
135 South Sathorn Rd, Yanawa, Sathorn, Bangkok 10120

1. What is the vacant position? .....

2. Who advertised for the job?  
.....

3. What does this position do?  
.....  
.....

4. What educational background is required?  
.....

5. What age is required? .....

6. What sex is required? .....

7. What computer skills are required?  
.....

8. What language ability is required?  
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9. How can an interested person apply for a job?  
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