



The Job Market

Read the following job descriptions and answer the questions below:

Project administrative assistant

- have a detailed knowledge of the project
- identify deadlines and tasks to be performed
- write reports for the project manager
- supervise implementation of project tasks
- check and supervise expenditure
- submit financial report to the project accountant
- draft and design project materials
- participate in training courses
- write and submit reports at the end of each period stated in the project

Would you like to work as a project administrative assistant?	
Are you a careful supervisor?	
Is your work accurate and reliable?	
Do you like to take part in training programs?	

Would you take on the responsibility of a whole project?	
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Area product distributor

- get latest information on the products
- have the price lists and catalogues
- know the business in the area
- identify demand
- suggest businesses to improve sales by using product
- obtain orders
- present orders to the company
- process orders
- get the products delivered
- collect money due to the company
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Are you interested in the newest products on the market?	
How much do you know about business in your area?	
Is there demand for products in your area?	
Can you sell products to customers?	
Do you find it easy to obtain orders?	

Can you collect money owed to your company in time?	
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Give the correct form of the verbs in brackets in the description of your job duties as a receptionist at a mountain chalet, a seasonal position you held in the winter sports season.

I (ask)_____ for the position two years ago, as I (like)_____ winter sports and three months at a chalet in the mountains, in a winter resort (seem)_____ a good opportunity to combine leisure time with job duties. At the selection, I (be asked)_____ about my ability to ski, to ride a snowboard. I (answer)_____ affirmatively and (add) _____ that mountaineering (be)_____ one of my favourite activities. They (find) _____ my communication abilities very good, my physical abilities (be)_____ considered excellent, so they finally (hire)_____ me. I (start)_____ one December morning. The reception (be)_____ an important place. Telephone calls (come) _____ in, people (come)_____ asking for lodging, messages (be left) _____ , messages (be asked for)_____. At the end of my shift I (have to)_____ make a report on the number of people who (call)_____, who (make reservations)_____, who (check in)_____, who (check out)_____. It (be) _____ not as easy as I (think)_____ and the time for me to be in the open (be) _____ very short. If before holding this position I (have) _____ an idealistic view of it, working on the job (prove)_____ to be a little different. It (teach)_____ me that patience and a display of good manners and politeness (be)_____ essential for someone who (claim)_____ to be a good receptionist.

You are taking part in an interview for a job. Answer the following questions with real details about yourself (I – interviewer: Y – you):

I: Do you have any work experience?

Y:

I: Are you thinking of a career in management? Would you like to become a good manager?

Y:

I: What is the most important detail of your educational background?

Y:

I: Will you get your degree in management ?

Y:

I: Have you had any previous employment, full-time or part-time?

Y:

I: Have you ever attended any additional training courses?

Y:

I: What can you say about your linguistic ability? What level is your foreign language, according to your own opinion ?

Y:

I: Do you know the salary levels for the position you are asking for ?

Y:

I: Can you work well under conditions of stress?

Y:

I: Are you willing to work overtime?

Y:

I: Will you start right away once you are employed ?

Y:.

Formulate your refusal for a job offer using the following words, by building only negative statements:

Formulas of polite refusal: I can't, I am not able, I am unable, It is not possible for me to, I hardly have any chance in working as, I may not be the right person for the job as....

Possible reasons: demanding environment, work experience, inappropriate training, overtime as a rule, inappropriate qualification, working conditions, work schedule, low salary, no further possibilities, no coffee breaks, no week-ends, frequent out-of-town trips

Ask ChatGPT - Prompt: Act as an interviewer. Formulate ten questions you would ask a candidate for the position of general manager of a travel agency.

Certainly! Here are ten interview questions for a candidate applying for the position of general manager at a travel agency:

1. Can you describe your experience in the travel industry and how it has prepared you for the role of general manager?
2. What strategies would you implement to increase customer satisfaction and loyalty in our travel agency?
3. How do you stay updated on industry trends and changes in travel regulations, and how would you apply this knowledge in your role?

4. Can you provide an example of a successful team leadership experience?
What approach did you take to motivate and guide your team?
5. How would you handle a situation where a major client is dissatisfied with their travel experience?
6. What marketing techniques do you believe are most effective for promoting travel services, and how would you apply them to our agency?
7. How do you prioritise and manage multiple projects or tasks in a fast-paced environment?
8. Can you discuss your experience with budgeting and financial management in previous roles? How would you ensure profitability for our agency?
9. What role do you think technology plays in the modern travel industry, and how would you leverage it in our agency?
10. How would you foster a positive and collaborative work environment among staff members with diverse backgrounds and experiences?

These questions aim to assess the candidate's experience, leadership abilities, problem-solving skills, and vision for the travel agency.(ChatGPT, chatgpt.com)

Draft job ads for the company according to the requirements on the following memo sent to you by the general manager:

To: Personnel manager

From: General manager

Date: xx.xx.xxxx

Subject: Request for urgent employment

Considering the changes in the very near future in company activities, I suggest that we look for candidates for the following positions: product distributors, local distribution office manager, administrative assistant to the local manager.

The product distributors should be people with experience, with driving licence, with training in marketing and distribution, even if they are not higher education graduates. They should be reliable and willing to go on the field. Mention appropriate reward for overtime and extra activities.

The local distribution office manager should be a person from the area where the office opens, higher education graduate, with real managerial abilities, motivated by higher sales figures-higher salary. Mention that he/she has to set up the office, build relationships and name for our company in that area, and be alert for business opportunities 24 hours around the clock.

The administrative assistant should also be from that area, have good training and strong willingness to work, he/she must back up the manager in each and every activity. Salary according to competence!

Please send the ads to the local newspapers first thing in the morning. Mention two weeks to receive applications and name yourself as a contact person. After selection, I want to meet the people personally.

Good luck !

Signed: General manager

Ad1

Ad2

Ad3

