

A

→ **JOB VACANCIES** ←

Urgently required

A well-established electrical engineering company is hiring energetic personnel to fill the following positions:

1. ACCOUNT ASSISTANTS

Technician Qualification from recognised institution with a minimum of three years' experience in industry. Knowledge of an accounting package will be an added advantage.

Good communication skills and a working knowledge of MS Office are an advantage. At least four traceable employment references are required.

2. ELECTRICAL ENGINEERING/ELECTRONICS DIPLOMA HOLDERS

Higher education qualification in Electrical Engineering or Electronics with at least three years' work experience.

Good communication skills and a working knowledge of MS Office will be desirable. At least three traceable employment references will be required.

3. WELDER/BOILER MAKERS

Three years' work experience and suitable qualifications required.

To apply, send the necessary documents to

→ elecco@gmail.com ←

B

Recruitment

We're looking for a **secretary**

Requirements:

- Minimum HAVO/MBO level
- Fluent command of English and Dutch, spoken and written
- Working knowledge of Microsoft Office
- Must be highly organised and process-oriented
- Must be discreet and trustworthy
- Must be able to work independently

To apply, please send your CV to info@ebs.com

1 Say whether these statements refer to ad A, ad B or both.

- a • The company has several positions to fill.
- b • The candidate needs to know how to use Microsoft Office.
- c • The candidate must be autonomous.
- d • The company requires references from the candidate's previous employers.
- e • The candidate will send his/her application by email.
- f • The candidate must be proficient in certain languages.
- g • This company requires several years' experience in the job.
- h • The candidate needs to be properly qualified.

2 Complete the following sentences with words from the ads above.

- a • To apply, send your and covering letter to the following address.
- b • You must be in English and German.
- c • We are for an experienced engineer.
- d • We are seeking candidates to fill several job in our company.
- e • You need to have an accounting from a recognised institution.