

Find a job in the US.

Analyze your future job

☞ Here is a job announcement. Read it carefully : underline in different colours :

What?

Where?

Skills (compétences) needed?

How much?

When? + How long?

Job Summary

Location
Mott Haven, NY
10454

Industries
Construction -
Residential &
Commercial/Office

Job Type

- Full Time
- Employee

Salary
\$10.00 - \$12.00 /
hour

Receptionist

About the Job

An electrical contractor with over 45 years in the industry located in the Hunts Point section of the Bronx is seeking a receptionist whose duties will include but are not limited to the following:

- Answer and Route Incoming Phone Calls
- Greet and Welcome Visitors and Direct Them Appropriately
- Provide Clerical Support as Needed Including Filing, Sorting the Mail and Arranging Fed Ex Shipments
- Monitor and Order Food and Office Supplies as Necessary
- Maintain a Clean and Organized Kitchen and Reception Area

Candidate must have the following:

- High School Diploma, Some College Coursework is Preferred
- Computer Skills, Experience with Microsoft Office and Quickbooks Helpful
- Excellent Verbal Communication Skills
- Ability to Work in a Fast Paced Environment
- Bilingual Skills (Spanish) Is a Plus

Work hours are 8 am to 5 pm. Benefits package including medical, dental and 401K is available after 3 months of employment

📖 Reading Activity part I.

Step 1: Analyse this job description; here is some help for you.

Nature of the Job:


Place (2 answers needed):

Specialty of this company:


Full or a part time job:

Step 2: Answer the following questions in French.


Quels seront mes horaires de travail ? Combien d'heures par jour cela représente-il?



Quelle sera le montant de ma rémunération?



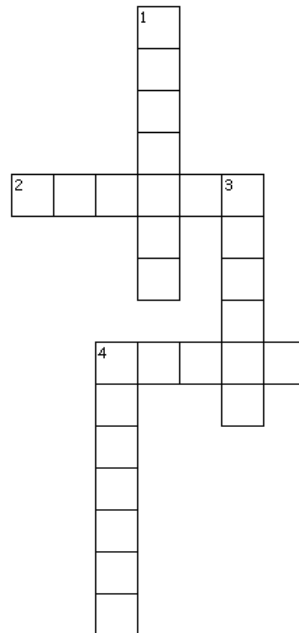
De combien de parties est composé le corps de l'annonce, quelles sont elles ?



★ Vocabulary

Read the job description to find the words in English to complete the crossword.

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Across

2. tâches

4. postuler (déposer une candidature)

Down

1. rechercher

3. compétences

4. capacité

📖 Reading Activity part II

Read the first part of the job description and circle among the different tasks the ones you will be asked to complete.

Apporter un café au patron	Téléphoner aux taxis	Maintenir la conversation
Faire le ménage dans l'entreprise	Répondre au téléphone et transférer les appels	Gérer les factures
Organiser les déjeuners s'occuper des commandes	Organiser les réunions du patron	Se déplacer chez les clients
Sourire aux clients	Travail de bureau et gestion du courrier	Saluer et accueillir le public
Ranger et tenir propre la cuisine et les salles de réception/réunion	Etre présent les weekends	Conduire la voiture de fonction

📖 Say in English what you have to do in this job :