

JOBS - The secretary

My name is Candice Klein. I am 34 years old. I live in Birmingham, in a small house. I get up at 7.30 am, take a shower, and have a quick breakfast. Then I leave home, take the bus, and go to work.



I am a secretary at a big export firm. I have to assist my boss in his daily tasks. I organize appointments, schedule meetings, and prepare reports. I also create and process business correspondence, such as letters and emails. I also have to answer the phone. My work includes the management of documents and files. I have to archive important documents, update databases, and ensure that information is quickly and easily accessible. I am also in charge of accounting tasks such as preparing payments. Sometimes I receive visitors and put them in contact with the person or department they are looking for. I have to be discreet and handle confidential information responsibly.

To work successfully as a secretary, I need organizational skills, communication skills, and a good use of various office technologies such as computers, printers, and phone systems. It is a challenging job, but I love it.

Answer the questions

1. How old is Candice?

2. Where does she live?

3. What is her job?

4. Where does she work?

5. Say five things a secretary does.

6. Is her job easy?

7. Does she like her job?

8. What is your dad's job?

9. What is your mom's job?

10. What is your dream job?

Reading For Employment

Léo Pomar



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