

# **Practical Skills for Work**

## **Unit 1: Entering the Work Force**

# Student's File Worksheet PSW 1.1

## Jobs and Advertisements

Can you match the jobs to their headings? Write the numbers next to the headings.

**1**

**Secretary/Personal Assistant**  
 HK\$221 000 - 325,000 per year  
 Good general secretarial skills and knowledge of Word and Excel will qualify you for one of these positions in the financial field. Fluency in English is a must and Mandarin would be an advantage. **Contact Shirley Le Roux.**

**4**

**Junior Credit Administration Officer**  
 HK\$200 000 - 300 000 per year  
 At least 3 years credit administration experience in private banking will qualify you for this position with a major investment bank. Responsibilities include screening out undesirable accounts; receiving and reconciling documentation; and preparing progress reports on transferred accounts. **Contact Maria Lee**

**5**

**Conference/Marketing Assistant**  
 HK\$300,000 - 360,000 per year  
 This European banking institution is seeking a self-starter to assist in organizing conferences for global institutional investors. Successful candidates must have 2 years experience in conference management and be able to assume responsibility. Fluency in English and Cantonese is a must and Mandarin would be a plus. There is some travel involved. **Contact Shirley Le Roux.**

**8**

**DTP Assistant - URGENT**  
 HK\$120 per hour  
 A European investment bank in Central requires a local person with 1-2 years relevant experience and knowledge of QuarkXpress, Pagemaker and Illustrator. This position is temporary from mid July to late September. **Contact Maria Lee**

**3**

**Receptionist**  
 HK\$70 - \$100 per hour  
 An events organizing company in Central seeks a presentable, efficient individual with previous receptionist experience. This position is temporary for a few days, and fluent English and Cantonese is a must. **Contact Maria Lee**

**2**

**Assistant to the Administrator**  
 HK\$10,000 per month  
 This temporary to permanent clerical position is based at a learning centre for children's computer software. Requirements include good English, bookkeeping skills, and administrative skills. **Contact Maria Lee**

**6**

**Programmer / Analyst Programmer**  
 HK\$168,000 - \$224,000 per year  
 A well-established, international group of companies seeks TI or university graduates to fill these promising positions. Applicants for the Programmer position must have at least 1 year of experience in using Informix for application development; and applicants for the Analyst Programmer position, 2-3 years. The position is located in Ap Lei Chau with free shuttle bus service provided. **Contact Lucy Cheng.**

**7**

**FINANCIAL/ADMIN ASSISTANT**  
 A multi-national European Co. requires a self-motivated and responsible person for the position of:  
 Applicants should possess:  
 - Formal secretarial training, LCC intermediate level or equivalent in accounting preferable  
 - Min. 2 yrs exp. in Finance and/or administration field  
 - Strong analytical skills and computer knowledge essential  
 - Good command of spoken/written English  
 Attractive salary for right candidates. Please send resume, photo and expected salary to **Box 2067 SCM Post**

**BANKING AND FINANCE**

**INFORMATION TECHNOLOGY**

**TEMPORARY ASSIGNMENTS**

### Student's File Worksheet PSW 1.2 Classified Page

## New City World Hotel

Assistant Receptionist minimum 2 year's experience  
Fluent English and Cantonese Pleasant manner

Apply to the Personnel Manager with a full resume.  
New City World Hotel, New City, Kowloon

## The Upmarket Hotel

**Front Desk Agent**

Good communication skills

Knowledge of tours in Hong Kong and China

Relevant experience

*Please send full resume with salary expected to the Human Resources Director, The Upmarket Hotel, 2 Chichester Road, Hong Kong*

## Fairworld Hong Kong Limited

- Guest service manager  
Five years' experience with two year's in a supervising position
- Excellent skills in handling guest complaints
- Responsible for overseeing the operation of all areas in the Front Office of the Hotel

*Please send a full resume to the Director of Human Resources, 25 Holmes Road, Kowloon.*

## **Student's File Worksheet PSW 1.3**

### **Candidates' Backgrounds**

#### **Emma Chan's Background**

Emma is 26 years old and left school after Form 5. She took a secretarial course and worked in a large import-export office. She went to evening school to improve her English and took two Vocational English Programme Certificates at level 2 and level 3. She then worked for her uncle's sales company as a receptionist meeting customers from all over the world. She likes travelling and has visited China, Thailand, Malaysia and Australia.

#### **Glen Pak's Background**

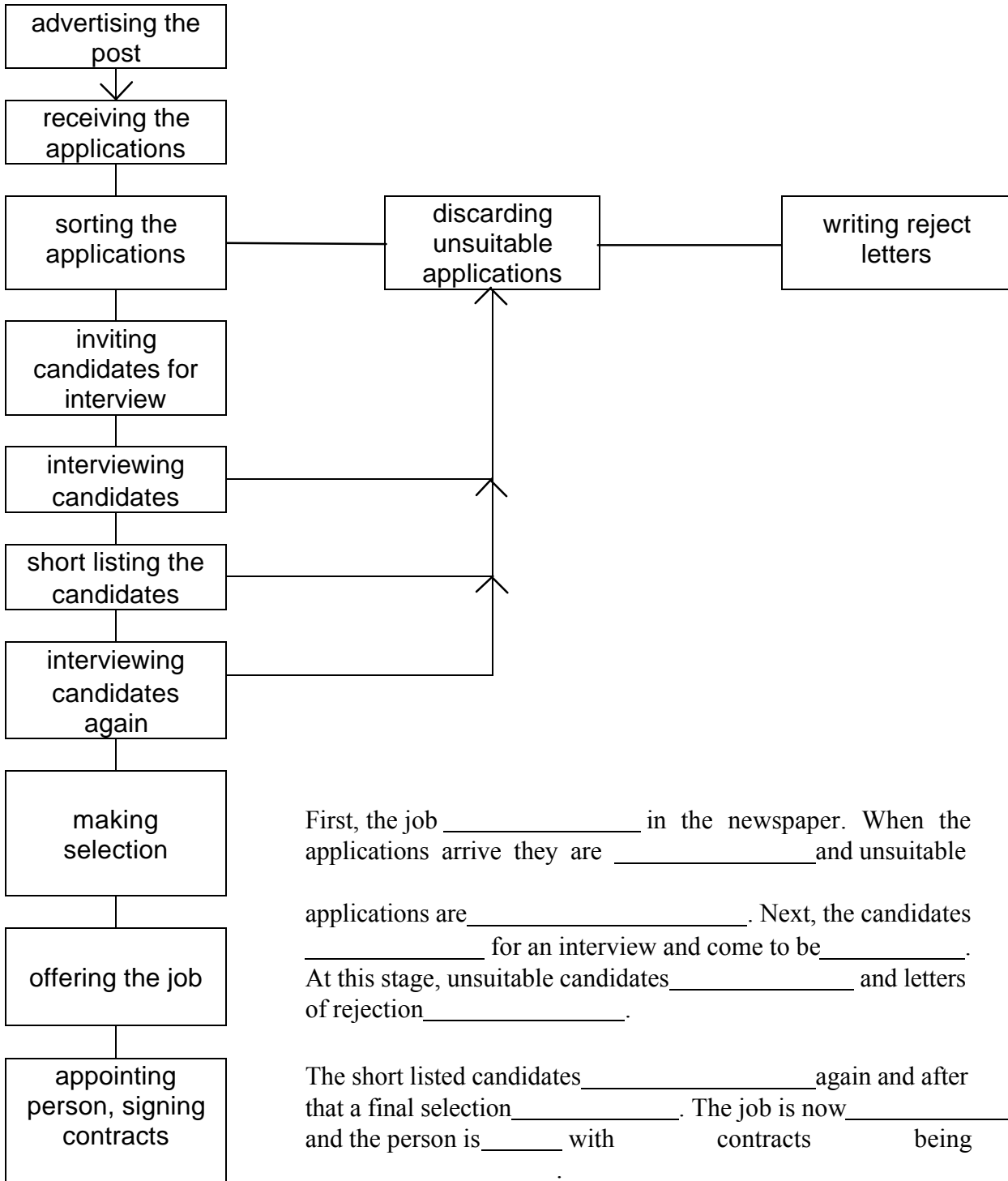
Glen is 28. He won a travel study scholarship when he was in Form 4 and studied English in Britain on a three-week summer course. He left school at Form 5 and worked for the HKTA as a clerk. He took his HKCEE and passed with a B grade. He then joined Lotus Tours as a ticketing manager and travelled in East Asia on a regular basis. He got married when he was 27 and wants to stay near his wife and new baby. His wife works in the New Hilton Hotel in Central.

#### **Pauline Wong's Background**

Pauline is 30 years old and is married with two young sons. She studied for a Hotel and Catering Diploma at HKPU and has always worked in the hotel business. She has excellent English and she watches English TV a lot. She is the guest service manager of a medium sized hotel in Tsim Sha Tsui but wants to obtain a more responsible job.

### Student's File Worksheet PSW 1.4 Selection - A process

Look at the chart and fill in the summary of the process. You need to think carefully about the form of the verb. Which tense is appropriate?



**Student's File Worksheet PSW 1.5**  
**Listening - Completing a CV**



Listen and make notes and then listen again to complete the CV. Only write down the essential facts.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_

ID No: \_\_\_\_\_

**Educational Background**

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**Work Experience**

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**Referees**

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2. \_\_\_\_\_  
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### Student's File Worksheet PSW 1.6 Time to Think

What do you want to do when you leave school? Do you want to enter tertiary and do an academic or a vocational degree? The person on the tape, Rae Ling, did a vocational or professional degree which leads to a very definite area of work. Write your thoughts here. Be honest. This is just for you.

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