

# Job Fair Reflection







อ่านประกาศสมัครงานและเขียนใบสมัครงานได้





# commercial (adj.)

related to making money by buying and selling things:

## **Example**

The commercial future of the company looks very promising.





# attitude (n.)

a feeling or opinion about something or someone, or

a way of behaving that is caused by this:

## **Example**

He has a very bad attitude to/towards work.



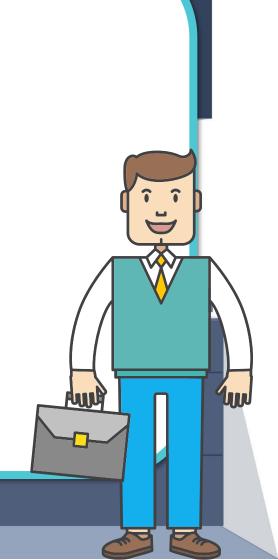
# incoming (adj.)

arriving at or coming towards a place:

## **Example**

incoming mail/phone calls





# proficient (adj.)

skilled and experienced:

### **Example**

He studied Chinese and became proficient in the language.



## reserve (V.)

to keep something for a particular purpose or time:

### Example

I reserve Mondays for tidying my desk and answering letters.



# receptionist (n.)

a person who works in a place such as a hotel, office, or hospital, who welcomes and helps visitors and answers the phone

## **Example**

When you get here, the receptionist will direct you to my office.



# diploma (n.)

A document given by a college or university to show that you have passed a particular exam or finished your studies.

## **Example**

a diploma in business studies



# entry level (n.)

the lowest level of an organization, type of work, etc.



E-commerce is presenting a lot of new jobs at entry level.











# Job Application Form

ใบงานที่ 1 เรื่อง Job Application Form หน่วยการเรียนรู้ที่ 8 เรื่อง Occupations แผนการจัดการเรียนรู้ที่ 60 เรื่อง Job Fair Reflection รายวิชา ภาษาอังกฤษ รหัสวิชา อ23102 ภาคเรียนที่ 2 ชั้นมัธยมศึกษาปีที่ 3

Directions: Read the	job advertisemen	t and fill in the appl	ication form.	
Job Position:				
First name:				
Address:				
Telephone number:				
Degree:				
Work experience:				
Skills:				
_anguage Skills:				
Language	Speaking	Listening	Reading	Writing
1				

ใบงานที่ 1

Directions: Read the job advertisement and fill in the application form.

### Receptionist (hybrid)

Jobs DB Recruitment (Thailand) Limited by SEEK

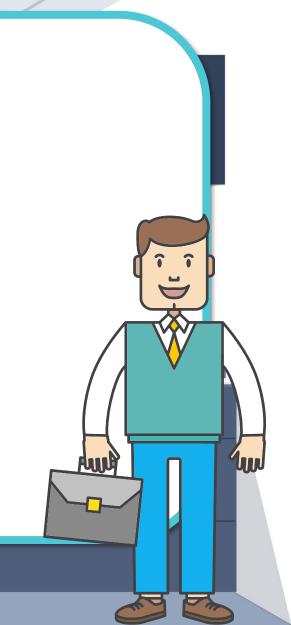
Sathorn, Bangkok

Posted on 6-Mar-23

### Job Highlights

- Strong critical reasoning and commercial skills
- Strong 'can-do' attitude
- Proficient in English communication

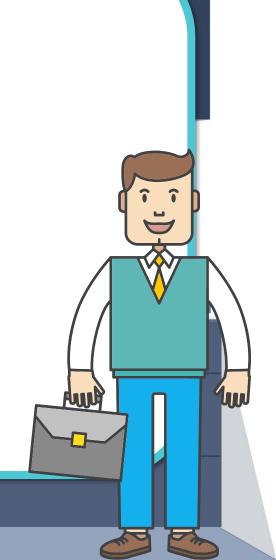




### **Key Responsibilities**

- Manage incoming call both local and international calls
- Welcome company customer, guests and visitors
- Keep records of documents received and sent out
- Reserve the meeting room
- Support Accounting department for other administration tasks as assigned





### The Ideal candidate would have

- Experience in an office environment as a receptionist or operator with a multinational company is a plus.
- Proficiency in English (speaking, reading and writing)
- Good computer literacy and knowledge of Microsoft Office applications
- Diploma of vocational education are very welcome!



#### Career Level

Entry Level

### Job Type

Full Time, Permanent

#### Qualification

Degree

### **Years of Experience**

1 year



