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Business English

PART I. LOOKING FOR A JOB

1. Getting Information on the Phone

Listen.



1

HR – Human Resources Officer / M – Mr Makowski

a phone ringing

HR Good morning, NSC, Jobs & Careers. How can I help you?

M Good morning. I'm calling about the job advert I saw in a newspaper. The one for the vacancy of Sales Manager...

HR Oh, yes. What would you like to know?

M First of all, could you tell me something about the responsibilities?

HR Generally speaking, you'll be responsible for leading and managing a sales team in Belgium and France. You'll also be obliged to attend regular Sales Meetings, exhibitions and conferences, and deliver presentations as requested.

M Does this mean travelling a lot?

HR Yes, you'll be expected to travel extensively and stay overnight in hotels on a regular basis.

M I see. And what is the required education?

HR Well, you should have a Bachelor's Degree in Marketing or Business.

M And what about languages? Do I have to speak Dutch?

HR No, it's not obligatory. However, your English should be fluent in speaking and writing, and you should have some working knowledge of French.

M I understand. Anything else I should know?

HR There are also some computer skills required, like the ability to use word processors and spreadsheets. And you have to have considerable knowledge of our products.

M What is the experience level?

HR Minimum of three years of first line management experience and 5-7 years of previous sales experience with a documented track record. You'll find all the details on our website pages: www.nsc.com.

M Thank you. One more thing, please. What is the recruitment procedure?

HR First you should submit your CV and a covering letter...

M Can I do it online?