

Job adverts

Marketing Manager, SW London

Dynamic, motivated marketing & sales manager required to join exciting London-based PR firm. You will have at least three years' experience in public relations. Most of all, you will be a team player with the ability to meet deadlines and generate fresh ideas at a moment's notice! Send CV & letter to: Arthur Shilling Associates, 32-36 Exhibition Road, London SW9 1QE by April 22.

OFFICE MANAGER

needed by one of Twigworth's most innovative legal firms: to supervise and develop cost-effective administrative technology and support all levels of the business. The successful applicant will have good interpersonal skills, strong IT skills and a proven 'hands-on' management approach. Some experience in the legal profession an advantage.

*To apply please send CV and covering letter to:
Sue de Panzov, Libel & Slander Solicitors
22 The Grove, Twigworth, GLOS GL22 9UJ.*

HR MANAGER South-east 52k + bonuses

BMP is currently recruiting an HR manager to head up a busy & vibrant team at our Personnel Centre in Godalming. If you possess a minimum of five years' experience in team leadership, and would like the challenge of heading up the HR team of one of the South-East's major growth companies, then apply in writing, enclosing a CV and covering letter, to: Recruitment Department, Beefy's Meat Packaging, Unit 46, Downs View Trading Est., Godalming, GU11 8JV by April 22.

ADMINISTRATIVE ASSISTANT

£24k + per annum

The University of Berkshire is currently recruiting an Administrative Assistant to support the major increase in demand for courses in classical languages. No previous experience in university administration is necessary (though an ability to read Latin or ancient Greek is an advantage).

For an application pack please send SAE to: The Department of Discontinued Languages, University of Berkshire, PO Box 62. Please note: unsuccessful candidates may not be contacted.

POULTRY PRODUCTION MANAGER. Poultry meats company are seeking to recruit a production manager to handle all stages of production and distribution for our widely-known chicken products. You will need to be hard-working with a desire to go places in a fowl business. Apply to: Chicken Fricken, PO Box 456, Leicester LE13 4EU.

ENGLISH TEACHERS urgently needed to teach operators of nuclear power plant in UK. Best rates. Hours negotiable. Call Liz on 07894 67890.

DOORMAN WANTED. Popular bar seeks security staff to supervise club entrance. Strong physical presence necessary. Must have own warm coat. Sae to: Security Manager, Slap 'n' Tickle Niteclub, 23 King Street, BRISTOL BS1 3FY.

HAIR STYLIST required for busy town-centre hairdresser. Apply to Miss A. Snipp, Curls, Westgate, Gloucester.

BAR STAFF REQUIRED. Female bar staff (18-30) required to work in lively town-centre nitespot. Must be bubbly, friendly, GSOH. Experience in bar work not essential. Three photos & sae to: The Manager, Slap 'n' Tickle Niteclub, 23 King Street, BRISTOL BS1 3FY.

BRAIN SURGEON needed to lead team of specialist medics in the Notional Health Service. Apply to your local Notional Health Service Centre.

AIRCRAFT WING DESIGNER. Andy - you sent your CV in last week. Please contact us again.

Hi! Calling all creatives!

Are you a dynamic creative-free-thinker with at least six weeks experience in the industry?

We're looking for an individual, a character, someone a bit *quirky*! If that's you, then how-do-you-do!

Apply today to join the team that produced the cream biccie ads on Channel 6 with the desk sergeant from ITV's Inspector Crust!

Shoot Now is a fresh exciting advertising agency based in the East Midlands. Clients include Yuk Biscuits, HM Coventry Prison, and Snuff Waste Solutions. Send a CV plus photo, plus portfolio of your most recent ad campaign, to: Kenny Stopp, Shoot Now, PO Box 59, NQ9 4NB.

LIP SERVICE

Top facial cosmetics company seeks sales executive due to continual growth in our sales worldwide. The successful candidate will be based primarily in our UK office in Swindon, but must be willing to travel on a regular basis within the UK and in Europe for customer visits and exhibitions. Experience in the cosmetic industry would be an advantage, but some sales and marketing experience is essential.

Salary + commission
CV to jobs@lipservice.co.uk

Applications

1. Imagine that your teacher has successfully applied for one of the jobs advertised on the previous page. She/he talks about the job without telling you directly what it is. Can you see which job your teacher is doing?

2. Your teacher will now apply for a different job. You are the interviewer. Ask questions about this/her experience and qualifications, including:

- "What appeals most about this job?"
- "Why do you think you are suited for it?"
- "Why do you want to leave your current job?"

Do you think the applicant will be suitable? If not, explain this tactfully to the applicant.

3. Create an advertisement for your own job.

4. Find a job suitable for each of the two people with CVs below.

In the UK many pupils leave school after taking their GCSEs (exams in all subjects at the age of 16). About half will stay at school for another two years and take first AS levels then A levels (usually in three subjects) with the hope of progressing to a university or college where they will take a course in one subject leading to a degree (BA or BSc).

Jane Palmer

Curriculum Vitae

Address: 11a Elizabeth Mews, Edinburgh, EH4 6PS
Telephone No: 0997507878

Date of birth: 12 January 1979
Nationality: Scottish
Marital Status: living with partner (no children)

PERSONAL OBJECTIVES

I am an outgoing person who enjoys responsibility and working with teams. I have experience of running a successful business. I am now looking for a change of direction to engage my energy and enthusiasm, and my goal is to be part of a successful enterprise, helping to achieve the best possible outcomes.

PROFESSIONAL CAREER

Jan 1997 - April 1999
Office Administrator, Palmer & Co Estate Agents, Edinburgh.
General supervision of office employees and supplies.
Recruitment, administrating PAYE payroll.
Invoicing clients and banking duties.

September 1999-2004
Set up and managed own business 'Mrs Jeeves', cleaning people's houses.
Managed a team of cleaners and one maintenance worker/decorator.
Cleaned more than a hundred houses, including politicians and celebrities.

EDUCATION

1987 - 1993 St Agatha's School for Girls, Montrose.
GCSEs 9 A*, 2A
1994-6 Edinburgh Sixth Form College.
A levels French, History, Art

PERSONAL INTERESTS & ACTIVITIES

Travelling, writing, entertaining, theatre, reading, animals, music

CHRIS THOMPSON

CV

Date of birth: 27 April 1979
Nationality: British
Marital Status: Single

WORK EXPERIENCE

May 2005 - Current Fietto Shoes Ltd.
SHOE SALES EXECUTIVE
Account Manager selling Italian-designed shoes to Down at Heel, Strapped for Cash and other chains. Maintaining existing companies and developing new contacts. Operating in south of England.

October 2002 - May 2005 Top That
HAIR ENHANCEMENT SALES EXECUTIVE
Executive stylist with fast-growing company specialising in hirsute fashions for both genders. Responsible for maintaining existing clients (e.g. NHS).

October 1997 - September 2001
Hair stylist for Giovanni's in Bristol. Responsible for cutting and styling gentlemen's hair; responsible for managing premises, cash transactions, managing bookings, administration and supervision.

EDUCATION

1990-1995 St Peters, Swindon
GCSEs (Maths, English, History, French, Combined Sciences, DT)
Played rugby for Wiltshire Under 18s
1995-6 Swindon College of Art & Design
City & Guilds in Style & People

INTERESTS and HOBBIES

Boxing, judo, weightlifting, rugby, football, rock music (own drum kit)
Frequent trips to Mediterranean

ADDITIONAL SKILLS

Internet, email, facebook; MS Word and Excel; Full driving licence