



Name: _____ Grade: 3rd grade of high school

OBJECTIVES:

1.- To get specific information about a text.

JOBS

Administrative Assistant

F/T position with health benefits and paid vacation. You will provide confidential, secretarial support for a senior level executive and relief for the receptionists. Resumes should be faxed to 555-55-557 to attention of Office Manager.

Responsibilities: Assist in correspondence, distribute mail to organization, provide relief to receptionists for lunches/breaks, answer calls and forward as appropriate, assist in filing, assist in scheduling and coordinating travel arrangements and reservations for executive. Excellent language and communication skills.

192, Matta Ave. Stgo.
Reference code: 10005

Servers

The Cheesecake Factory Inc. is seeking talented, service-minded individuals who are as committed as we are to providing absolute guest satisfaction in a fast-paced high-energy environment! Flexible F/T and P/T scheduling, benefits, top \$\$ potential & more! Apply in person Monday, Tuesday, Thursday and Friday from 12:00 Noon to 5:00 p.m. at: LAS DOMINICAS MALL 2612, Riesco St., Las Condes
Reference Code: 26315V

Registered Nurse Supervisor

F/T

This RN position is a staff position that has direct care responsibilities as well as supervisor responsibility for nursing assistants. We are looking for clinicians who would like to combine their love for people and strong work ethic with the opportunities to advance their career.

Responsibilities: Supervise nursing personnel, deliver nursing care and coordinate care delivery

In return for your expertise, you will enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Requirements: Hold a RN license and at least 1 year prior nursing experience.

Fill application form at:
www.saintjosephshospital.cl/RNsupervisor
Reference code: 20108RN

Electrician P/T

Responsibilities: inspect, repair, install and maintain electrical systems and equipment. Ensure all work meets safety codes. Detect and repair defects in electrical systems including some high voltage. Prepare cost and time and material estimates for jobs. Prepare any requisitions needed for parts and supplies. Prepare activity reports in relation to jobs being worked on. Help and train any junior level electricians. Operate scissor lift, scaffold and/or telescopic platforms to perform repairs when needed. Requirements: High School Diploma or technical certification experience as a commercial electrician performing work on commercial buildings or corporate campus. Must be able to read sketches, blueprints and/or diagrams and must have valid electricians license and driver's license. Have own hand tools, good communication skills, and able to travel to regional sites when needed. Smartphones and computer skills required. Send CV and cover letter to: contact@electricians.cl
Reference Code: 68924

IT Support Specialist F/T

Scarce inc. needs a specialist to accomplish the following responsibilities: Support internal users on all issues related to OS platforms, Google applications, and network issues. Initial triage, debugging and resolution, testing various user applications as required. Assist with basic hardware support (workstations, laptops, mobile devices, monitors). Implementing security measures as required. Requirements: Basic troubleshooting of Windows, Mac OS, Linux, Chrome OS, Android, iOS, PC hardware installation and configuration. Ability to do basic network troubleshooting.

Outstanding customer service and interaction skills. Outstanding verbal and written communication skills. Demonstrated ability to learn and develop technical skills as required. Requirements: Hold a Bachelor's degree, 3 years' experience with desktop computer support, in a customer facing role. Intermediate knowledge of network troubleshooting Intermediate knowledge of troubleshooting operating systems, experience supporting Linux, Windows, and/or Mac OS systems.

For more information email to:
contact@scarce.cl Reference Code:19789

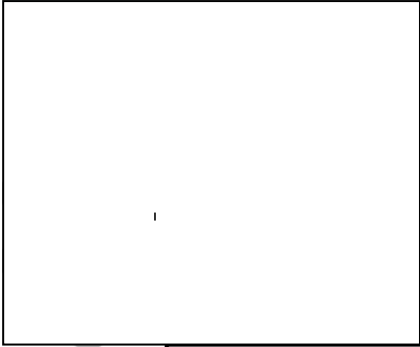
Human Resources Assistant

P/T

Finders Seekers Ltd. Needs administrative role in Human Resources. This position supports the HR Director and other members of the HR team. Required days are Wednesday, Thursday, Friday, 3 days per week from 9 to 5. THIS IS NOT A TEMPORARY ASSIGNMENT, THEREFORE, MINIMUM OF 1 YEAR COMMITMENT EXPECTED.

Responsibilities: Provide administrative support to HR Director and other members of the HR dept. duties include word processing, spreadsheet creation and maintenance, reporting, typing, filing, faxing, mail sorting, copying and telephone calling. Bachelor's Degree preferred. 394, La Florida Ave. La Florida.
Reference Code: HR5874





Chemical Process Engineer

AerotiaK Engineering is currently seeking a F/T Chemical Process Engineer to work for an engineering consulting firm in the Pittsburgh area. The Chemical Process Engineer will be working on projects such as material handling equipment, fluid bed dryers, and calciners. A qualified Chemical Engineer should have the following experience: Developing heat & material balances. Development of process flow diagrams and P&ID's, specifying equipment such as fans, heat transfer equipment, baghouses, conveying equipment, etc. design of flare systems. Design of combustion systems. For more information contact Tiare Garrido at 555-999-129. Reference code: 10336CH

PRE-READING (ANTES DE LEER) ANSWER THE FOLLOWING QUESTIONS BRIEFLY (BREVEAMENTE)

- I) *What do I have to do to look for a job? ¿Que tengo que hacer para buscar un trabajo?*

- II) *What am I good at? ¿Para que soy bueno?*

- III) *What sort of job would motivate me? ¿Qué tipo de trabajo me motivaría?*

READING

IV) **Read** the advertisement of "looking for a job" from a newspaper.

POST-READING (DESPUES DE LEER)

- V) Look for available job positions that suit your interests and talents.
- VI) Answer the following:
Why would that/those job/s be suitable for me?

Why would I be a good candidate?

