



PART I - "LOOKING FOR A JOB"

Conversation one – "Getting information on the phone"

(HR - Human Resources Officer; M - Mr Makowski)

track 1 →

Listen. /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?
HR: - Naturally, there's a special form to be filled in.
M: - How long will I have to wait for the reply?
HR: - The preliminary selection of candidates takes up to two weeks. We will respond to selected applications only.
M: - I understand. And if I am selected?
HR: - You'll be invited to an interview in our regional office in Brussels.
M: - Thank you very much. You've been most helpful.
HR: - My pleasure. Goodbye, sir.

GLOSSARY

I'm calling about the job offer. – Dzwonię w sprawie ogłoszenia o pracę.
the vacancy of Sales Manager – posada dyrektora handlowego
be responsible for – być odpowiedzialnym za
be obliged to – być zobowiązanym do
attend a meeting – uczestniczyć w spotkaniu
deliver a presentation – przedstawić prezentację
Does this mean travelling a lot? – Czy to oznacza, że trzeba dużo podróżować?
be expected to travel – oczekiwać od kogoś, że będzie podróżować
stay overnight – nocować
on a regular basis – regularnie
required education – wymagane wykształcenie
Bachelor's Degree in Marketing – tytuł licencjata w dziedzinie Zarządzania
it's not obligatory – to nie jest obowiązkowe
be fluent in speaking – mówić płynnie
have a working knowledge of French – znać francuski na poziomie podstawowym
Anything else I should know? – Czy powinienem jeszcze o czymś wiedzieć?
the ability to use spreadsheets – umiejętność obsługi arkuszy kalkulacyjnych
first line management experience – doświadczenie w pracy na samodzielnym stanowisku kierowniczym
previous sales experience – wcześniejsze doświadczenie handlowe
a documented track record – udokumentowane osiągnięcia
submit a CV and a covering letter – przedłożyć życiorys i list motywacyjny
Can I do it online? – Czy mogę to zrobić przez Internet?
How long will I have to wait for a reply? – Jak długo będę musiał czekać na odpowiedź?
the preliminary selection – wstępna selekcja
be invited to an interview – być zaproszonym na rozmowę kwalifikacyjną
You've been most helpful. – Był pan bardzo pomocny.

Tekst jest chroniony prawami autorskimi. Publikowanie i rozpowszechnianie bez zgody wydawcy jest zabronione.

DIM Nauka i Multimedia

Ul. Miłskiego 1, 80-809 Gdańsk

tel.: (58) 324 91 51, fax: (58) 324 91 52

e-mail: info@dimnim.pl, <http://www.dimnim.pl>; <http://www.audiokursy.pl>