

# Administration

The following advertisement appeared in the local paper.

## STAFF WANTED – **Big Smile Photography**



We are looking for three teams to help with organising school photos for your class.

We have three jobs available.

1. Project Officer Team to organise orders, help customers and coordinate the business
2. Photography Team to take the photos, upload and print them
3. A Finance Team to process orders, keep accounts, process invoices and deliver orders

### ARE YOU INTERESTED?

#### How to apply

1. Organise your team (three to four people)
2. Choose the job your team would like to do
3. Log on to [www.jobs.com](http://www.jobs.com) and download the application form
4. Complete the application form and submit your teacher in the envelope provided
5. Your teacher will advise you of the outcome of your application

In order to apply for one of the available jobs you need to:

- Read the advertisement
- Find the key information
- Follow the instructions

