

Complete Lesson Transcript – Lesson 359 [English]

Kirin: Chinese Learn Online lesson 359 .

Hello everyone , I am Teacher Yang .

Raphael: Hello everyone , I am Teacher Lai .

Kirin: Welcome to our learning Chinese course .

Raphael: In today's lesson , we are going to listen to the content of a job at a trade company . If you plan to look for work in a newspaper or on the internet , you have to first look and see if the content of their job is suitable or not for you , and then decide if you want to go for an interview . Let's first listen to today's article at a normal speed .

Kirin: The employee that our company wants to hire needs to have the following skills : Needs to be able to use a computer . For example editing files, spreadsheets , and can type - in Chinese and English . We also hope that you can use basic office facilities , like a printer, fax machine, photocopier etc .

The content of your work is to help our accountants and lawyers . In the accounting department , you would need to prepare our company's statements , and take the company's profits and expenses and put them into a table for our boss to see . In this area , it would be better if you have experience in financial management . In the lawyer department , you need to prepare some contracts . And have to take a close look at whether there are signatures needed in the contract . If our boss needs to go on a business trip , you need to book his ticket from the airline company , and book a hotel for him .

We hope that you are self motivated , and can manage yourself . Finally, if you have experience working in trade companies before , that would be better .

Raphael: Let's listen again to today's article at a slowed down speed .

Kirin: The employee that our company wants to hire needs to have the following skills : Needs to be able to use a computer . For example editing files, spreadsheets , and can type - in Chinese and English . We also hope that you can use basic office facilities , like a printer, fax machine, photocopier etc .

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the contract . If our boss needs to go on a business trip , you need to book his ticket from the airline company , and book a hotel for him .

We hope that you are self motivated , and can manage yourself . Finally, if you have experience working in trade companies before , that would be better .

Raphael: Our premium subscribers can visit our website chineselearnonline-com to see the English translation of this lesson , as well as do more practice .

Kirin: Keep at it !