

Vocabulary

Business

Activity 1. Read the job advertisement and find the word that corresponds to each of the provided definitions below it.

Leading sports and entertainment company hiring now!

Position: Excursions and Tours Manager

Location: Southern France

Employment type: Contract, permanent full-time

Shift: 5 days per week, weekend work involved (Wednesday to Sunday)

Salary: Competitive, well above minimum wage (details will be discussed at interview)

Starting date: Immediate start

Description

We are currently recruiting to fill a vacancy for an excursions and tours manager at McCall Adventure, a global leader in premium sports and entertainment activities.

Role requirements (education, experience, knowledge, skills and abilities)

- Bachelor's degree in event management, sports marketing and/or a related field, or equivalent experience preferred.
- Fluent French required and business English preferred.
- 3-4 years of solid experience managing budgets and processing payments.
- Interest in tours and experiences.
- Excellent literacy and interpersonal skills
- Ability to communicate effectively at all levels, including strong oral, written, and presentation skills.
- Good timekeeping.

Job duties and responsibilities:

- Manage the strategy and facilitation of guest tours and excursions with a focus on commercial hospitality programmes.
- Source, develop and manage relationships and responsibilities around destination management companies, tour operators, tourist office, and convention visitors bureau etc.
- Be responsible for the local operational planning in conjunction with internal and external constituents.
- Support management of operational budget for excursion and tours.
- Translate materials from French to English as needed.

Benefits

- 25 days per year of paid holidays
- 3 days off per year for personal issues
- Health, dental and life insurance
- Early retirement pension plan
- Annual bonus
- Promotion after one year
- Wellness programmes for employees

McCall Adventure is an equal opportunities employer. This position is subject to successful police and reference checks.

Application: please email a cover letter and your CV to express your interest.



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CV and cover letter guide

- A formal request to be considered for a position.
- The act of raising someone to a higher or more important position or rank.
- The lowest wage permitted by law or by a special agreement.
- A fixed regular payment made by an employer to an employee.
- A person who is paid to work for someone else.
- The day scheduled to start work at the workplace.
- A period of leisure and recreation.
- A person, company, or organisation that pays people to work for them.
- A paid position of regular employment.
- A person's ability to arrive on time for things, especially work.
- The practice of leaving employment before the statutory age.
- A regular payment made by the state to people of or above the official retirement age.
- An extra amount of money that is given as reward for good work.
- A day's holiday from work, on what would normally be a working day.

Activity 2. Match each word in the box with the correct definition. Take advantage of the clues provided.

boss – colleague – applicant – staff
unemployed – striker – intern

- 4 letters. The person in charge of an organisation.
- 5 letters. The group of people who work for an organisation.
- 6 letters. A trainee who works, sometimes without pay, in order to gain work experience.
- 7 letters. Someone who participates in a strike.
- 9 letters. A person with whom one works in a profession or business.
- 9 letters. A person who makes a formal application for a job.
- 10 letters. Being without a paid job but available to work.

Activity 3. Complete the text with suitable words from the box below.

accept – agency – apply – appointment – candidates – cover letter – credentials – curriculum vitae – hire – job advertisement – job interview – job offer – match permanent – position – recruiting – reference – reject – trainee – trial period

When Claire saw an interesting _____ on the internet, she quickly prepared her _____ and _____ and wrote a _____ to _____ for the job. After the first selection, the _____ agency considered her a good _____ for the _____, presented her to the company with several other _____ and arranged an _____ for a _____. If the company decides to _____ her and the police and _____ checks are satisfactory, the recruitment _____ will send Claire the _____, which she can _____ or _____. If she accepts it, she will begin a six-month _____ as a _____ at the headquarters in Edinburgh. If all goes well, after the six months, her contract will be made _____ and she will work in the Glasgow branch.