

## Many skills for one job

Hello, I'm Daniel and I have a job in which I have to know many different things. What do you think I do? Am I a journalist, a secretary, a teacher or a librarian? Look at this list!



One of the most important things for me is to be organized. I am always on time and I can make plans for a whole month, or even a year. Sometimes, I can do two or more things at the same time, to finish all the work I have.



I have to be polite and know how to speak to different people who come to the office. I am also nice to anyone who calls. I can answer up to a hundred calls every day.



I must know a lot about computers, printers, and other devices. I use them every day. I can even fix a printer myself!



Sometimes, I also have to cook. My boss says I can make some of the best coffees and sandwiches she's ever eaten. However, I don't like it very much. I prefer my other work to cooking.

