

实用英语之面试英语辅导：关于索赔部门主管职务 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/261/2021_2022__E5_AE_9E_E7_94_A8_E8_8B_B1_E8_c96_261025.htm Key Sentences (重点句子)

809. Did you work in a similar position before? 你以前做过同样的工作吗?

810. Yes. I have been with ABC Insurance Company for four years, and before that, I worked with the Pacific surveyor company as claim officer.

我在ABC保险公司干了四年，此前在太平洋验货公司做负责索赔的工作。

811. Could you tell me the usual procedures to handle such case? 你能告诉我处理这类案件的一般程序吗?

812. Yes, on the shippers side, when the cargos arrived, all relevant documents will be forwarded to the consignee. Among other things, this party has to check carefully content of the packing list and weight list. When cargos is found to be damaged or shortlanded, this party has to call for a joint survey by representatives of the shipping company and the insurance agent. Based on the survey report, they will lodge a claim for compensation.

好的，在发货人方面，当货物到达时，所有的文件必须送交给买货人。其中，当事人必须仔细查阅装箱单及重量单之内容，一旦发现货物损坏或缺少，当事人必须召集船务公司及保险公司双方之代表共同查验，根据查验报告，即可提出赔偿要求。

813. If you act as our representative what would you do to safeguard our interest? 假设你身为我方代表，你将怎样做以维护我方利益?

814. I think, first of all, I will ask the consignee to produce survey report on loading, if they cant produce that I suggest them to refer the case to their shipper.

Meanwhile , bad weather could be a good excuse to refuse the responsibility. 我想 , 首先会要求取货人出示装运时的查验报告 , 假如他们不能出示 , 我建议他们去与寄货人交涉。此外 , 不良气候也是可以推卸责任的最好理由。 815. Are you able to operate the telex ? 你能操作电传机吗 ? 816. Yes , I used to dispatch telex to shipper and the consignee to inform them change of our schedule and other information. 是的 , 我经常向寄货人和取货人发出电传 , 通知他们船期的更改及其他消息。 817. Now tell me if you have a good command of both written and spoken English. 请告诉我你的英语口语和书面语是否都很好。 818. When I was at college , I passed Band Six of College English Test. All the foreign business men I've dealt with say my English is quite good. 我上大学时就通过了大学英语六级考试 , 所有和我打过交道的外商都说我英语很好。 819. If you are selected in this position , you must prepare to travel overseas frequently. 假如你被录取 , 你必须准备经常出国旅行。 820. No problem , I love it. Thank you for granting me the interview. 没问题 , 我喜欢出差旅行。 谢谢您给我这次面试机会。 Dialogue A (I = Interviewer 主试人 A = Applicant 申请人) A : Good afternoon , Sir. I : Good afternoon. Sit down , please. A : Thank you. I : You are Mr. Dongfang Cheng ? I am Henry Hudson. A : Yes. Nice to meet you , Mr. Hudson. I : To start with , tell me about your education , please. A : All right. I graduated from Shanghai College of Foreign Trade six years ago. I majored in international trade. I : Very well. Did you work in a similar position before ? A : Yes. I have been with ABC Insurance Company for four years. I : Could

you tell me the usual procedures to handle such case ? A : Yes , on the shippers side , when the cargos arrived , all relevant documents will be forwarded to the consignee. Among other things , this party had to check carefully content of the packing list and the weight list. When cargos is found to be damaged or shortlanded , this party has to call for a joint survey by representatives of the shipping company and the insurance agent. Based on the survey report , they will lodge a claim for compensation. I : Very good. Now if you act as our representative what would you do to safeguard our interest ? A : I think , first of all , I will ask the consignee to produce survey report on loading , if they cant produce that I suggest them to refer the case to their shipper. Meanwhile , bad weather could be a good excuse to refuse the responsibility. I : Are you able to operate the telex ? A : Yes , I used to dispatch telex to shipper and their consignee to inform them change of our schedule and other information. I : Have you travelled a lot in your work ? A : Yes. I have travelled dozens of times abroad. I have been to countries as Thailand , Singapore , Japan , Indonesia , Burma , the Netherlands , Denmark , Italy , Germany and England. I : Now tell me if you have a good command of both written and spoken English. A : When I was at college , I passed Band six of College English Test. All the foreign business men I have dealt with say my English is quite good. I : May I ask why you want to change jobs ? A : Because I wish to get a more challenging opportunity at your company. I : Why are you interested in this company ? A : A friend of mine works here , and he told me about your company ,

so I became interested. I think working in this company would provide me with a good opportunity to use my knowledge.

I : What do you know about this company ? A : This company is one of the biggest shipping companies in the world. There are a lot of branches in all parts of the world , with the head office in the USA , Shanghai Office was established four years ago.

I : Good. By the way , would you describe yourself as extroverted or more introverted ? A : I think I am quite outgoing. I like cooperation with others , and getting the job done by working together.

I : Do you have any hobby ? A : Yes , I like sports and music.

I : So far , so good. I think you'd like to know about the remuneration. The starting salary for the head of Claim Department in this company is RMB 5 , 000 yuan per month , and raises are given after six months according to your ability. We provide fringe benefits such as annual bonus , three - week paid vacation a year , and health insurance. Are these satisfactory ? A : Yes , these are quite satisfactory.

I : Do you have any questions about the job ? A : I was told that some of your Chinese employees are sent to the United States to attend the training program provided by the head office. I'd like to know how you choose employees to attend the program.

I : Almost all Chinese employees are eligible to attend the training course , but as the number of trainees at one time is limited , we select them on their merits.

A : One more question , are there any chances for Chinese employees to be transferred to the head office or other branch offices around the world ? I : Certainly. There would be good chances for you to work over - seas , I think , if you are

really a capable man. How about the job ? Are you really interested ? A : Sure.Ill do my utmost if I am employed by this company. I : It has been pleasant talking with you , Mr. Cheng.Well notify you of our final decision within one week. A : Thank you , Mr. Hudson , for your interview with me.I hope to see you again. I : Good-bye. 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com