

# SITUATIONS VACANT

<p align="center"><b>ROOM CENTRE</b>  <b>THE INTERNATIONAL HOTEL</b>  <b>BOOKING AGENCY</b>          requires immediately  <b>SENIOR RESERVATIONS ASSISTANT</b>          with advanced hotel reservations experience. Age 20-25. Typing essential. Hours 9-5.30, Monday-Friday, 3 weeks' holiday (4 weeks' after one year).          Salary: £4750 p.a. + bonuses and travel concessions.          For interview, phone Mrs. D. Lowe on 01-437 5984.</p>	<p align="center"><b>ATTENTION!</b>  <b>Men, Women</b>  <b>and Students</b></p> <p>If you are new to London temporarily discontinuing your education, recently discharged from the Services or for any reason seeking temporary or career work, consider this unique opportunity in our Publishing Sales Field Department.</p>	<p align="center"><b>YOUNG AUDIO</b>  <b>SECRETARY</b></p> <p>required for estate agents close to Green Park. Salary around £4500 per annum, according to age and experience. Four weeks' holiday.          Tel. 493 4121, ref. M.J.</p>
<p align="center">  <b>THE SELFTRIDGE HOTEL</b>          01-408 2080  <b>Personnel</b></p> <p>The 4-star luxury Selfridge Hotel is currently seeking an experienced</p> <p align="center"><b>DAY TELEPHONIST</b>          (M/F)</p> <p>Hours 7.30 am to 5 pm and 5 pm to 10 pm on a 5-day week rota. Knowledge of PABX3 switchboard is essential plus previous experience in a similar quality operation. Excellent salary, meals on duty plus benefits associated with a large hotel company. A member of Thisle Hotel Group.          Interested applicants should telephone Personnel on the above number</p>	<p align="center"><b>INN ON THE PARK</b>          requires  <b>ROOM SERVICE</b>  <b>ORDER TAKER</b></p> <p>Previous experience would be an advantage, but the successful applicant will have a pleasant telephone manner and a good knowledge of food and beverage. Salary £25-65 per 40-hour week.          For further details please phone 01-499 2252</p>	<p align="center"><b>You CAN EARN</b>  <b>£150 PER WEEK</b></p> <p>based on your productivity, commission plus incentives. The men and women we are looking for may be tired of typing, folding papers, warehouse jobs and working for a limited income.          Work with young people. Rapid advancement possible. If you are 18 or over and will be available to start work immediately, call Mr Allison, 606 1419 between 9 a.m.-5 p.m.</p>
<p>Well-known West End club has a vacancy for a</p> <p align="center"><b>Chef Larder (m/f)</b></p> <p>Excellent opportunity for a young person seeking advancement but basic experience necessary. £5000 pa + fringe benefits. Please ring Joan</p>	<p align="center"><b>Personal Shorthand</b>  <b>Secretary</b></p> <p>required at Lincoln's Inn, WC2. From 18 May, to work for director of a fund-raising organisation. Good telephone manner essential as is ability to work unsupervised. Salary £5500 plus free lunch.          Telephone 495 1393</p>	<p align="center"><b>TWO YEARS AGO</b>  <b>I WAS BROKE</b></p> <p>Now I drive an Aston Martin live in a 5-bedroom house. Take my holidays abroad and earn a five-figure income. I need 2 ambitious people to share in my success, aged 23-40. Ring now Terry Blham, on 404 4522 or 404 8115.</p>
	<p align="center"><b>ALFRED MARVO</b></p>	<p align="center"><b>TWO EXPERIENCED</b>  <b>LEGAL AUDIO</b>  <b>TYPISTS/SECRETARIES</b></p> <p>wanted by partners of substantial City solicitors near Liverpool St. Salary range £4750 to £5500. Interesting work.          Phone 247 8113.</p>

1 Look at the Situations Vacant advertisements above and choose four jobs, one for each of the people who describe themselves below. Decide what might be the advantages and disadvantages of each of the jobs you have chosen for the people concerned.

Anne 'I'm 29 next birthday and I've been looking at the job ads in the evening paper lately. Alan and I are really short of cash these days and I'd like to get out of the house and earn a bit of money if I can. The trouble is that I can't leave the kids alone when Alan's at work - Alison's only 2 1/2 after all - but at weekends when Alan's at home, I could do something. I could use the car at weekends, too.'

Bob 'I'm 22 now and I've just left college. Unfortunately, I kept getting these headaches in my final year and I couldn't concentrate on my studies,

so I failed the exams. The problem now is how to earn a bit of money and decide what to do with my life. I still feel awfully mixed-up. I don't think I ought to make any hasty decisions about a career at this stage. I'd like a job I can do fairly mechanically while I look around for something more rewarding and try to sort myself out.'

Cherry 'I'm 25 now and I've done all sorts of secretarial work, you know, apart from the obvious shorthand and typing, I've used word processors and worked the switchboard and done reception work. My last-but-one job was nice because, besides getting well paid, there was such a variety of work to do and my boss there was very sweet, too. But then I left them for a much better paid job in another firm and then, bingo, two months later they went bankrupt! S~ now here I am looking for something which is going to be interesting and where I can use all of the skills I've learned.'

Doris 'Unlike the others, I've still got a job but I'm getting more and more bored with it. I'm 26 now and I mainly do clerical work, filing, sorting out documents, answering the phone, you know, stuff like that. I can't type and I did quite badly at school -- I'm not stupid, mind you, it's just that I got bored with what we did there. I want to find a job that'll give me a chance to do something more exciting. I've got no ties or responsibilities, so I could go anywhere.'

2 Write a paragraph about each of the jobs you have selected, beginning as follows. (You will probably need about 50 words for each.)

The best thing for Anne ...

Bob would ...

Cherry might .

Doris should ..