

ROTAX LIMITED



Office Training

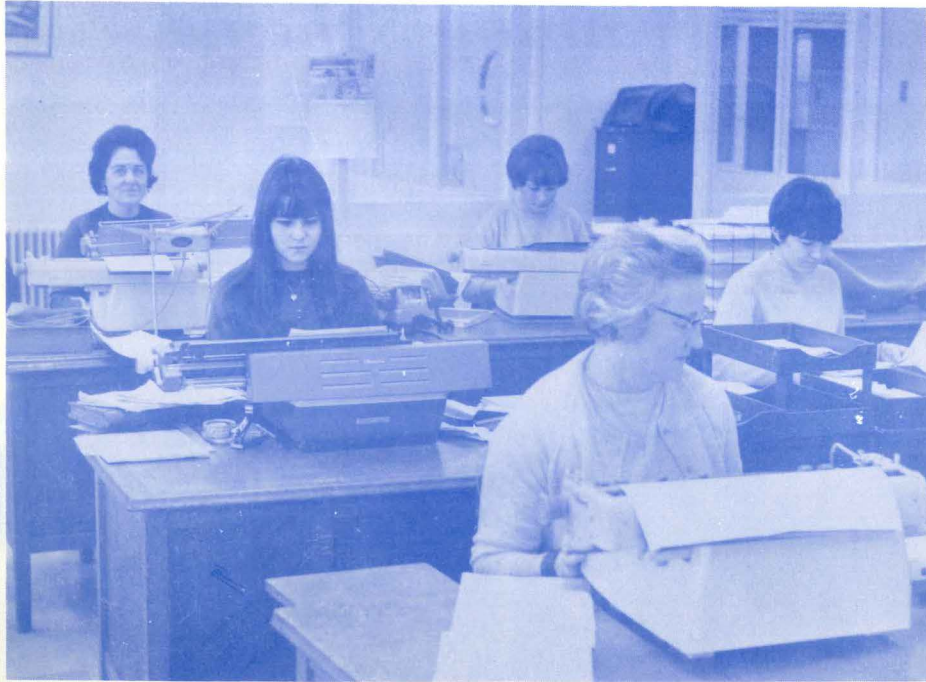
Scheme for Girls.



Office Training Scheme



for Girls.



Office work embraces such occupations as . . .

OPPORTUNITIES FOR GIRLS

Rotax are prepared to accept girls from 15 upwards to train for all aspects of office work.

Opportunities exist in all spheres of office work embracing such jobs as senior clerks, copy, audio and shorthand typists, personal secretaries and comptometer, punch card and data processing operators.

Brief details appertaining to a few of the many jobs open to the ambitious girl are as follows:

Senior Clerks

Commencing with filing, record keeping and simple office work, girls may then be selected for more advanced clerical work in Production Engineering, Spares Records, Costing or Administrative Departments.

Copy Typists, Shorthand Typists and Secretaries

For girls who have acquired the basic knowledge of typing and shorthand Rotax will give every encouragement for further study and practice. Proficient girls can then qualify for promotion to secretarial grades.

Comptometer Operators

These positions are open to girls who are interested in mathematics and modern office calculating machines. Training includes instruction and practice in basic office work followed by a 1 month specialised course in the comptometer school.

I.B.M. Operators

Girls with an aptitude for mechanics would be well suited to absorb the intricacies of this type of punch card system. Basic training is the same as for other office work, followed by a period of specialised training.

Further Education

It is the policy of the Company to assist any girl who is prepared to study in order to prepare herself for promotion. Facilities are granted for attendance at the College of Further Education for study in commercial subjects one day per week, salary paid, up to the age of 21 years.

For further and more detailed information, please write to:—

Personnel Manager
Rotax Ltd.

Willesden Junction
London N.W.10.

or

Hemel Hempstead
Herts.



LECTURES

During the course of Training, lectures will be given on various subjects including:—

'Courtesy in the Office'
'Steps to Progress'
'The Offices, their functions and relationship'
'Telephone Technique'

There will also be periods allotted to questions and discussion.

senior clerks, copy, audio and shorthand typists. . .

SPORTS

Facilities are provided for sports and social activities.

Well equipped sports grounds are situated at the rear of the Hemel Hempstead factory and at Northolt.



personal secretaries ...



and comptometer, punch card and data processing operators.

