

<p><b>504 Help Wanted Office-Clerical</b></p> <p><b>SUBURBAN OPPORTUNITIES</b> SECRETARY in 474. Free Paid Light shorthand Good typing for advertising company. Farmington area.</p> <p><b>FILE CLERK 610</b> Free Paid Typing helpful. Pleasant position. Bookkeeping. Farmington area.</p> <p><b>CREDIT INVESTIGATOR</b> in 474. Free Paid. 10-15 hours week. 2 years experience. Farmington area.</p> <p><b>ADMINISTRATIVE SECRETARY</b> in 474. Free Paid. Good shorthand and typing. Pleasant position. Farmington area.</p> <p><b>INVOICE CLERK</b> in 474. Free Paid. Good typing. Pleasant position. Farmington area.</p> <p><b>SUBURBAN PERSONNEL</b> Call Mrs. Evans 477-0840</p> <p><b>EXPERIENCED PERSONNEL</b> Part-time for labor only. Pleasant position. Farmington area.</p>	<p><b>504 Help Wanted Office-Clerical</b></p> <p><b>GENL OFFICE</b> Office experience necessary. Accurate typing skills and capable of figures - no must. For Southfield manufacturers representative. Permanent position with good fringe benefits. Immediate opening. Call between 2 &amp; 4 P.M. 355-3400</p> <p><b>Secretary</b> Book holding Company. Suburban setting. Secretary with at least 3 years recent office experience. Typing 20 wpm. Shorthand 100 wpm. Must be capable of handling correspondence. Farmington Hills location. Salary \$175-\$180 based upon ability plus benefits. Equal Opportunity Employer. 478-4137</p> <p><b>TR. TRAINEE</b> 1970. 1971. Bookkeeping needed for fast paced suburban agency. Good typing skills and bookkeeping knowledge a must. Good fringe. 338-8000 ext. 13</p> <p><b>WE ARE BUSY! We Need People ANY OFFICE EXPERIENCE?</b> Need some extra money? If you are a busy professional, we have a job for you. We are a busy office and we need people who can handle the work. We offer a flexible schedule and a competitive salary. Call us today. 481-5100</p> <p><b>Witt Service</b> Call 967-0310 for office need and you. In Livonia, call 525-0330 Mon. Thrus. 8:30-10 P.M. WAIT!</p>	<p><b>504 Help Wanted Office-Clerical</b></p> <p><b>ASSISTANT TO PRESIDENT</b> Will require individuals with above average skills will make a hit with the President who NEEDS GOOD RIGHT HAND to write press releases and correspondence. Good office background preferred. No overhead necessary. Salary non negotiable with experience. Must have personal airplane for travel. PERMANENT STAFF 742-3113 10:30 a.m. - 1:30 p.m.</p> <p><b>ASSISTANT MANAGER</b> Needed for branch office in a multi-line dollar store. Located in Bloomfield Hills. Seeking person with graduate degree in business administration. Must have 3-5 years experience in retail sales. Salary \$18,000-\$20,000. Call 478-4137</p> <p><b>LEGAL ELITE</b> Call 542-3143 Two plus years general secretaryial experience starts you as a superior 225 monthly. Project firm needs your executive legal skills in the area. Employee pays personal agency for PERMANENT STAFF open till 8 p.m.</p> <p><b>ADMINISTRATIVE SECRETARY</b> Engineering firm is seeking a responsible position opening in a 100,000 sq. ft. building. Salary \$18,000-\$20,000. Call 478-4137</p> <p><b>ADVANCE &amp; BE RECOGNIZED!</b> Call 542-3143 All around person needed for exciting job in well known, high speed firm. \$12,000-\$15,000 per year. Permanent staff. Open till 8 p.m.</p> <p><b>ABOUT MONEY.</b> Call 261-2111 Here is a great job for several full time individuals who want to earn \$100 monthly while they learn. No experience necessary. Good fringe benefits and some career or long term advancement. Call 261-2111. PERMANENT STAFF. Open till 8 p.m.</p> <p><b>SECRETARY RECEPTIONIST</b> Full time position in a well known firm. 23-35 preferred with 1-2 years experience. Duties include answering phone or handling correspondence and general office work. Call 478-4137</p> <p><b>SECRETARY</b> SOME \$24,000-\$28,000 Two plus years general secretaryial experience starts you as a superior 225 monthly. Project firm needs your executive legal skills in the area. Employee pays personal agency for PERMANENT STAFF open till 8 p.m.</p>	<p><b>504 Help Wanted Office-Clerical</b></p> <p><b>BOOKKEEPER</b> 610. 1970. 1971. Free Paid. Light shorthand. Good typing for advertising company. Farmington area.</p> <p><b>BEGINNER TYPIST</b> With good skills in typing pool. Typing pool. 478-4137</p> <p><b>AMERICAN TITLE</b> Insurance Company</p> <p><b>ADMIN ASSIST NO SHORTHAND</b> Excellent opportunity for a detail when you start here. A great good time. Call 478-4137</p> <p><b>KEYPUNCH OPERATOR</b> Full-time. No overtime. Must be capable in hours to work. Experience in 800 or 100 needed. Call week days between 11 AM and 5 PM. 349-5000</p> <p><b>CLAIMS CLERK</b> Great opportunity for sharp person who is willing to work in suburban office firm. \$10.15 to start. Harry Call. See Steve. 588-5400</p> <p><b>Smelling &amp; Snelling PERSONNEL</b> OFFICE CLERK Accurate typing. 349-5000</p> <p><b>Office Clerk</b> Full-time position in a well known firm. 23-35 preferred with 1-2 years experience. Duties include answering phone or handling correspondence and general office work. Call 478-4137</p> <p><b>LEGAL SECY W-12 MILE</b> You start at \$100 month if you have minimum 1 year legal experience with 20 wpm in shorthand and 100 wpm in typing. Permanent staff. Open till 8 p.m.</p> <p><b>BOOKKEEPING SECRETARIAL</b> Part time. 1970. 1971. Free Paid. Light shorthand. Good typing for advertising company. Farmington area.</p> <p><b>CORPORATE CANDIDATE</b> Call 261-2111 If you have good skills and 2 plus years general secretaryial experience. Call NOW. This is a chance of a lifetime. No experience necessary. Good fringe benefits and some career or long term advancement. Call 261-2111. PERMANENT STAFF. Open till 8 p.m.</p> <p><b>SECRETARY FOR LIFE Insurance Agency</b> Full-time position in a well known firm. 23-35 preferred with 1-2 years experience. Duties include answering phone or handling correspondence and general office work. Call 478-4137</p> <p><b>LEGAL SECRETARY</b> Civil litigation. Good skills. Excellent opportunity. Call 478-4137</p>	<p><b>504 Help Wanted Office-Clerical</b></p> <p><b>SECRETARY</b> open time evenings. Must be capable in hours to work. Experience in 800 or 100 needed. Call week days between 11 AM and 5 PM. 349-5000</p> <p><b>SECRETARY RECEPTIONIST</b> Looking for bright, bubbly person who is willing to work in a fast growing company. Southfield area. Salary good commensurate with experience. Call 478-4137</p> <p><b>SECRETARY</b> General office work. 3 days per week. 10-15 hours week. 2 years experience. 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