TARY. needed immediately. a position. Accurate typist minimum, shorthand skills . Pleasant working condi-Farmington. Good starting and medical benefits. 678-1330

Salary commensurate with experience. 7 Mile Lahser area, 531-7850 rience. 7 Mile «Laiher ayea, 331-7200

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Through Trial Balance. Must know
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£500 weekly plus Blue Cross. Bring
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For Southfield Insurance Company,
Typing 60WMP, Shorthand 60WPM,
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Needed to run Casually Property
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We need men and women for pack aging work in the Plymouth area Days and afternoons. Many other light industrial jobs available in the Farmington, Novi and Livonia areas If interested, apply as 2949 6 Mile, Livonia

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Good typing skills, aptitude for thecking & typing figures Immedi-ate opening for dependable person in our Sales Department. Dixies include typing, filing & variety of assignments assignments
Excellent employee benefits 4 promotional opportunities Birming
ham area Call Victi Sata
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GIRL FRIDAY. Responsible individual to work it guf sale & service office in Bloomfield Hills. For information & appointment. Call 645-8606

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growing young company. Appli i must have 2 years minimum or work experience including ing, etc. Good starting salar; excellent fringe benefits. Apply ground to

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BILLING CLERK & general office. Ricomfield Hills Advertising Studio 645-2222 BOOKKEEPER'S ASSISTANT

for Farmington office, prefera-bly living in area, and over 30. Starting payroll, \$600 474-7744

504 Help Wanted Office Clerical

TYPIST POSITION AVAILAT Southfield. Must be able to WPM accurately. Call S WPM accurately. Call John Pafford at An Equal Opportunity Employer

Transamerica Iransomerica
Insurance Group
We ared a CLERK in the records
unt of our Southfield branch office.
Regular duties will include pulling, filling and sorting policy files and
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warning conditions and benefits
ability. Applicants must be accurate and industrions. Call: MRS C.
SELLECK at 333-3500 to arrange for
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ALL SHIFTS
52.75 HR. TO STAR:
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459-7660

TYPIST NEEDED for general typing. Must type at least 50 w.p.m. Salary commensurate with experience. Call 'Beth': 357-3750, ext. 25

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12 Mile & Farmington 553-2000

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Expanding & dynamic retail chain, seadquartered in Oak Park, needs a self-starter bookkeeper, accounts including some transcribing. Experience preferred.

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A national retail food chain needs a secretary. Good typing and short-hand necessary. Excellent fringe benefits. Salary commensurate with experience and ability. Seed resume stating qualifications and FIGURE CLERK

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Experienced with S/JZ required.
Exposure to 3741 and RPG 11
helpful but not essential. We offer
day shift, excellent benefits. Open
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Mutual Benefit Life Equal Opportunity Employer M/F SECRETARY, PART Time. Bir-mingham office. Light bookkeeping and typing. Hours flexible. Rock-ind, Debard Architects: 642-833

ACCOUNTING CLERK. Star immediately. Collections. account receivable, accounts payable, basi-bookkeeping Southfield Call Mr Avie: \$57.780

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Good typing and shorthand skills uses promotion experience desir tible but not mandatory. Ability to deal with public and work independently. Previous experience required. For further information itease contact. Personne legarities. FILE CLERK-Typing & genera office procedures, in busy office Southfield location. 355-440

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See KELLY GIRL If you're h

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Excited spening with Troy manufacture for an individual with a feeding with the policie. Must be capable of heading with the policie. Must be capable of heading all superior of the capable of heading all superior of the capable of heading all superior of the capable of heading all superiors. ACCOUNTING CLERK.

While Control of the capable of heading all superiors of the capable of heading all superiors. ACCOUNTING CLERK.

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504 Help Wanted Office-Clericul

Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your, own work schedule. Yes, you can at Manpower, No Fee Interested?

See - Doris O'Connell 24755 5 Mile at Beech Daly

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required. Excellent fringe benefits.
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EXPERIENCED Office Worker,
general, full time, good typist, able
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333-6233 to take charge of small Real Estate and Brokerage & Development and Brokerage & Development Contraction experience definable. Weedward Ave. Birmingham. Business hours: 844-5531; Eveniogs: 334-6133

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Property Management Office
is seeking Clerical Helper with
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WE NEED IMMEDIATELY
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Uthis firm pay fee for your ambiion, and sharp skills. Plush professocial offices: To \$100, plus benfills. Call Nyle Fox.
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Growing firm needs someone w
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Ron Morgan, Siz-volu-ACCURATE TYPIST, personable, some shortband, 2 girl office, Southfield, Consider recent grad. Fringe benefits, 8:45 AM to 5 PM, 332-6532

SECRETARY

642-2900

OFFICE

**POSITION** 

Typing required and knowledge of Bookker Southfield area. Apply 9 5 PM, Ask for Inez. 354-3222

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General Secretarial skills required
Major corporation in W
Bloomfield. 855-262

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GROUP CLAIMS PROCESSOR
I'm to 2 years experience, health
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TYPIST for general office work. 33-7790
Southfield area. 33-7790
PART-TIME SECRETARY downtown Birminghum. Preferred hours to 10-2PM. Monday thur Priday. Typing, dictation, light bookseping stills required. 44.50 pr hour to start. Call between 9 and 3 pM. 65-2800

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RECEPTIONIST - Part-time, cop on 59M, 5 days per week: Troy firm located near Oakland Mail. Must be experienced in handling telephoce togetres and dealing with public, typing required. Furtish resums including safary requirements to 800 rtl. Observer & Eccentric Newspapers, 2853 chooleralt. Liceda, Michael 1800.

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All Office Skills

Recent experience not necessary.

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Need fast, accurate typing, accurate record keeping, good phone
personality for extellent paying
Southfield position. Mid day bours
Fine opportunity for ex-secretary

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SECRETARY with bookkeeping and stemo ability. Excellent salary. Farmington Ritls area. Send resume to Box 180. Observer & Eccentric Newspapers, 36231 Schoolcraft, Livonia, Michigan 1815

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this permanent position
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SECRETARY for life immrance agency, life insurance experience destrable but not necessary, each lend opportunity for person with good shorthand and typing shills Salary commensurate with experience and ability. Southfield

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Help sales engineers; including and customer contact. Self-starting, enthusiasm of manufactures.

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Minimum & mouths experience, full & part time, days, afternoom & midnights. Call between 10 AM-12
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If You can sell or think You can sell
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Southfield's finest decorating store needs Saleslady to work part time evenings, Saturdays and Sundays, Good pay and surroundings, Apply in person. Fisher Wallpaper and Paint, Tel-12 Shopping Mail. Telecommunications Operator or TC-4000. Excellent pay = 0.00 cfts. Located in Livonia. Call G. Reasor: SS-4220 An Equal Opportunity Employer
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good knowledge of sewing as abries, previous sales experien-required. Salary, commission as abber company benefits. Apply person to Mrs. Krantz, Singer Co fel Twelve Mall. An Equal Opportunity Employer

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DETROIT BANK & TRUST Equal Opportunity Emp

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SECRETARY pathfield - Good typing ability, 35 our work week. Call Marty Green, 557-8510 ACCOUNTS RECEIVABLE Clerk needed for day time position. Will train. Call Sandy 559-1010

train. Call Sandy \$69-1010

EXPERIENCED BOOKKEEPER
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Call Sandy \$99-1010 TYPIST
To perform misc. clerical functions.
Typing speed 45 WPM minimum.
Salary to \$5,005. Applicants must
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"Family income within 70% of the
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Registered with MESC

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Immediate opening for individual with spitlude for figures and min-imum typing speed of 55 WPM. Duties include typing, filing, and a variety of assignments. For further information, please contact Per-sonnel Dept. conel Dept.

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12 Mile & Parmington Rd
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People needed to work part time in
our Southfield office. Hours: 5-9
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mornings. \$2.50 per hour plus bonus
to start. For more information call
after 1 PM 350-045

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Mature. Good Typing & General
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334-0359 RECEPTIONISTS with Sales ability for exciting career in Skin care. 642-5151

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OKKEEPER-experienced. Abil-r to handle payroll. Familiar with globard system and "Not for rolit" bookkeeping. Plymouth nea. Call 9 AM to 5 PM. Mon. thru (53-820)

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LEGAL Dictaphone typist needer for Southfield law firm, for appointment please call Carol 355-277 PROGRESSIVE SOUTHFIELD FIRM

Need responsible people for: ACCOUNTING: Good math apti tude, bookkeeping experience nec estarry. Typing 55 WPM. AUDITING: Figure ability and out going personality needed. Typing 50 going personasity needed typing 30 MPM. SCAMS. Clark / Typing 10 MPM. SCAMS. The MPM. SCAMS TO TYPING WHITE AND TABLE TO THE SCAMS TO T

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Must have excellent typing skills
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Glamour Business, greet talent, answer phone. Must type. 539-3157 SALES/Secretary, esperience per-son with typing still to 65-00 PM, so with typing still to 65-00 PM, or 65-00 PM, so 65-00 PM, critis and opportunity for entranc-ment. Call: General Dynamics Communications Company, Fer-duale, Oak Park area. 339-4522 Equal Opportunity Employer M/F GENERAL Office, Clerk/Typist for a Construction Company in South-field, Call Bernice. 559-0900

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ersatile position open with manu-cturing firm located in Livonia. ookkeeping background. Must be esponsible, reliable, a self-starter. 273-576 TOP SKILLS-top salary. Mature, experienced secretary needed for congenial Southfield Media office Send resume in confidence to box 184, Observer & Eccentric Newspapers, 36531 Schoolcraft, Livonia, Michigan 48150

Michigan 63130

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Full time above average typing skills, varied office dates, pleasant working conditions, excellent benefits. Call Monarch Marking Systems, 477-4802.

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To perform general circical activition. Light typing. (Ding, general
continuous properties).

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Southfield firm seems secretary / receptionist for automotive oriented business. Shorthand required. Call 352-4561

Livonia area. Call After 1PM 525-0140

me in or extl: NATIONAL UNIFORM SHOP 12-Oaks Mall 348-1550 A Business Presentation
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Corderence Rm. B. Fr., Jan 25
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