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Livodis, Michigan 41190
MATURE Receptionist wanted.
Good typing and phone ability
required Some bookkeeping belge
IL Stan hour Plymouth. 494001
MATURE PERSON for light bookkeeping typing, phone work
Southfield office Full time Call
Mr. Beneson, between 9 AM 3 5 PM.
364-1700 RECEPTIONIST-TYPIST stic Fabricator-Distributor in king a pleasant person with for experience Good salary and EXOTIC RUBBER

Immediate opening for experienced career-minded person. Shorthand, typing and mathematical stills required Outgoing, friendly personality with ability to work with people easential. Call for appointment. RECEPTIONIST full time, evenings & weekends. Women's Health Club. Good starting salary Call M Klingman. 681-1000 Station 27 353-7988

SCHOOL receptionist - typist, Mon thru Fr. 8:30 am 4:30 pm. Akiva Hebrew Day School, Southfield, Mr Rosenthal

ou, if you are interested in general ffice work and a pleasant tmosphere, good typing, and leasant phone voice essential 152-865

GENERAL OFFICE clerk. 1884 by ping, required, duties include exhiber. Full time, a MM. 5 PM. RI. Livonia. Call Mrs. 0 dedness 125-115.

CLERICAL POSITION in the Customer Service Dept., full time, a MS. 5 PM. RS. Electrones. 3440. Sp. MR. SE Ilectrones. 3440. Sp. MR. SE Ilectro

TYPISTS
60 wpm. Mature Part time and full
time. 15 Mile and Haggerty Rd.
624-666 624-6665
LIGHT Secretarial work and general bookkeeping, some electrical pricing experience preferred. Oak Park, Southfield. 661-5428

Dak Park, Söuthfield 661-5423
SECRETARY for pleasant West
Bloomfield office Sharp typing and
dictaphone axilla needed Perorfit 35 bours per week, starting at
3140 Reply to. Box 472, Observer &
Eccentic. Newspapers, 34251
Schooleraft. Livonia, Michigan
4450 But not interested in being tied fown to a full time job - we can selo you! TYPISTS
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Each day will be different at t lively place. Pantastic office. C Kathleen right away SNELLING & SNELLING 478-3500

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Full Charge thru Trial Balance
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Require competence, commitment,
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PAYROLL CLERK ime day position is avait
individual who enjoys w
ith figures and can typ
The successful candi
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and attend to detail. Con

> RECEPTIONIST PART-TIME

PART-11111.

ight typing and filing, 5 da

i week, 1 PM, - 5:30 PM Re

state and management

ir.

569-5555

SECRETARY - two man office in Pirmingham 642-250

r applicant selected for this pool-is must have a pleasant personal-pleasing phone voice and accu-typing skills. For a confidential review, contact Jack Keoshian at 2000

GENERAL OFFICE busy accounting department iediate opening. Apply Novi American 40200 Grand River

Southfield. 444-1333

BOOKKEEPER, full charge, must be experienced in all phases general ledger, payroll, payroll taxes, accounts receivable, accounts payable, etc. Call Mr. Nitasche. 358-4510

Cail for interview 356-1132

KEYPUNCH - full and part time
operators needed between now and
April 15, day and afternoon shifts
Miminum 1 year experience on
IBM-123, Alpha-nomeric, Speed and
accuracy essential. Southfield ionation. Contact Dorothy between 3-5
244578

SECRETARY - good typist, light shorthand 549-6133 Troy Design Services 2853 Industrial Row Tro

Birmingham 645-2012 perfect wrating neption. flows a super-ferenced girl medded in per-sonal lines department God typing essential, fines benefits Agency in Southfield 2027-2016 Bragg. and benefits of the control of the control of the Bragg.

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# SECRETARY

ng for person interested in administrative sec-position. Skills and ability, typing 60 WPM edge of basic math, effective verbal and writ-ommunication skills and organizational skills.

Please send resume to TEKTRONIX, INC 25882 Orchard Lake, Farmington Hills, Mi 48018 Attn Col-leen Puhl

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CHRIS LANE



354-8895

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941-4159

OFFICE Clerk, small office, good position for person willing to accept responsibility, nice telephone vace, full time days and evenings, part time evenings. 548-8003

SOUTHFIELD MORTGAGE com-pany seeking good typist for mortgage service department Some experience helpful. 255-220 FARMINGTON SWIMMING Pool contractor & service company wishes to hire an office girl for seasonal work. March thru November For information, call \$51-1510 NO EXPERIENCE NECESSARY
People needed to work part time in
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Mon. Thurs: 10 - 2 Saturday
mornings: 42 50 per hour plus boxes
to start. For more information, call
after I PM 33-3140

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GENERAL OFFICE WORK
Light shorthand, knowledge or
invoicing & bookkeeping helpfu
Farmington Area. 478-118 Farmagion Area (751112 LEGAL SECRETARY wanted Mature attitude, minimum 5 yrs experience, dictation & excellent office skills required Must know legal forms & be capable of assuming responsibility Salary to commensuare with ability, Noville 348-2531

commensure with ability North-ville

PAYNOLL SECRETARY

What with employee insurance,
workers at unemployment com-essation of the complete of the com-temployment of the complete of the com-pany of the complete of the com-pany of the complete of the com-temployment of the complete of the com-pany of the company of the com-temployment of the complete of the com-pany of the company of the com-temployment of the company of the com-temployment of the company of the com-pany of the company of the company of the com-pany of the company of the company of the com-temployment of the company of the com-pany of the company of the company of the com-pany of the company of the company of the com-pany of the company of the company of the com-pany of the company of the company of the com-pany of the company of the company of the com-pany of the company of the company of the company of the com-pany of the company of the company of the company of the com-pany of the company of OFFICE CLERK
Cood hours. Experienced. Shermbe-cker's. Farmington Hills. 851-855

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Challenging position for individual
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For young woman, experienced in
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Expending agency in Birmangham
Bays 464-653; Evenings 381-253

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Sveral permanent entry level openings. Requires mod clerneat solits and some typing athiny we are moving early 1978 from the armonic early 1978 earl

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Opportunity for ambitious,
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Life Insurance experience neceslary. Must like to work with sary. Must like to work with figures. Salery open, pleasant location, Troy area. Call for appointment, ask for Judy, 649-1700

4115.

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Southfield low firm noded in immediately Must brow come on. Ahonday thru Friday, 9
AM - 5.50 - 9.000.

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SECRETARY,

TYPIST with adding machine skills Mature 6-Mile Beech area. 538-8810

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Immediate opening for bright indvidual with good typing skills. General office, no shorthand. Contact
Ron Galperin.
559-4181

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TAILINE, 223 day weeks. Good
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HJ So per heur Apply Suite 2015, 755
W Big Beaver Rd., Top of Troy
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CPA. X855390

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MATURE woman for general office work, good figure aptitude, Monday through Friday, full time. Livenia area. 525-7600 COUNTER RECEPTIONIST young woman for early mornings Raquetball Courts of Farmington (74-1313

KEY DISC OPERATORS
Full time, days and siternoons
Experienced only Good benefits.
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Staff Secretary needed for general
office work. Good typing and basis
office skills. Full time position at
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Some office experience preferred.
Position open immediately Call
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TYPIST with excellent skills
needed for variety of work, in
Northwest Suburbs Arissic ablisty
helpful. Send work history and
salary requirements to Box 423.
Observer & Eccentric Versappers
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STATISTICAL typist and gener office for CPA located in Liveni Must be pleasant and willing work. Permanent position. Se-resume to Box 418, Observer Eccentric. Newspapers. 3622 Schoolcraft. Livonia, Michiga 4310.

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CLERK TYPIST Southfield company relocating in Troy, needs excellent typist with good filing and general office skills. Contact Cindy at 233-1155

SECRETARY with insurence experience, bookkeeping abilities. Excellent salary, Farmington Huls area, Write to Box 120, Observer & Eccentric Newspapers, 36235. Schoolcraft, Livonia, Michigan 48150.

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OTTICO-LICTLUI

BOOKKEPPER/OLE MGR. SI
large dental office Detro
Administrative ability with his
degree of maturity and respon
bility absolutely necessary. Exo
test secretarial shilts require
Accounting background preferre
Salary commensurate with crede Accounting background preferred. Salary commensurate with crederatals. Send resume to Box 350, Observer & Eccentric Newspapers, 3253 Schoolcraft, Livenia, Michigan 48150.

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Apply in person Ad Lita, 2nd level,
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Sell to friends and co-workers in your office, make about \$40 on every \$100 you sell You'll have your own business without group up your regular job. To find out more, call 334-2109 \$46-1877. 422-2252 427-4000

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LOCAL WALL COVERING distributor requires outside salesperson.
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Michigan 48150

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Integrity,

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**TYPISTS** and that is what we need, copy typists - 'egal typists', statish, cal typists', statish, cal typists', and every kind of top-notch experienced typist available for interesting rewarding temporary assignments. You list your own work schedule working as regularly or as rarely as you choose. Stop in this week, for an interest.

See Mary Ann or Dons 24755 5 Mile at Beech Dail

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Secretarial help needed in Birmingham area office Accurate types
with pood skills required Must be
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Appleanin was posses soutioned
for ligares and ability to type 450
WMM Insurance experience helpful
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Department.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
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EXPERIENCED TYPIST & gen-eral office. Small sales office, Oak Park, call for appointment, 286-660 

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897-8941 SECRETARY
Permanent part time Challenging
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with good experienced Accurate
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Must be able to work independently
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CLERK/TYPIST Small Southfield
Firm seeking a mature experienced
person for general office work
have good 1yping skills with
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AN OFFICE GIRL
Telephone and typing
Southfield area
557-0770

CLERK/Typist, full time, Farmington area. Typing, accounting knowledge and good phose personality required. Starting salary \$120 per week. Call for an appt. 477-686

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