

504 Help Wanted Office-Clerical

CLERK TYPIST
Minimum of 2 years experience typing 40 WPM. Must enjoy public contact. Salary \$7.00 per hour. Excellent benefits. Applications must be submitted to: **MANPOWER**, 2150 Grand River, Farmington, MI 48331. Phone: 476-7600.

SECRETARY
Full time opening is available for an experienced individual who can type 40 WPM, with 10 years experience. Short-term help. Excellent salary and benefits. Contact: **MANPOWER**, 2150 Grand River, Farmington, MI 48331. Phone: 476-7600.

BOOTS/DONOR
General Hospital
Osteopath
2150 Grand River, Farmington
476-7600

TEMPORARY OR PERMANENT
We need immediate
Legal Secretaries - Typists - Com-
puter Operators - Receptionists -
Bookkeepers.
M. SPARKS & ASSOC.
1041 State St., Detroit, MI 48206
963-0810

ACCURATE TYPIST, penmanship
typing 40 WPM, with 10 years
experience. Excellent salary and
benefits. Applications must be
submitted to: **MANPOWER**, 2150
Grand River, Farmington, MI
48331. Phone: 476-7600.

RECEPTIONIST experienced in
typing and shorthand. A male,
Grand River area. Call
appointment, Mrs. Mueller, 350-4101.

TYPIST, 40 wpm, good benefits,
more experience. Southfield area.
Call Mrs. J. 350-4101.

BOSTITCH
TEXTRON INC.
General office in Farmington. Work
includes typing, filing, proofing.
Excellent fringe benefits including
company stock savings plan for
eligible persons. For interview, call
An Equal Opportunity Employer.
476-7600

TYPIST, we will train your typi-
cally setting equipment. Accuracy
more important than speed.
Full time position. Call Mrs. J.
350-4101.

FARMINGTON area credit man-
aging individual to represent
business. Immediate opening.
Shop at office. Typing a plus. Good
phone calls. Please 1207 Liberty
Street, Farmington, MI 48331.

RECEPTION & BILLING CLERK
Accounting typing skills required.
For full time position. For an interview,
call Mrs. J. 350-4101. 2150 Grand
River, Farmington, MI 48331.

RECEPTIONIST for Birmingham
area. Must have 10 years experience.
Salary \$7.00 per hour. Excellent
benefits. Applications must be
submitted to: **MANPOWER**, 2150
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Phone: 476-7600.

SECRETARY
Full time position for secret-
ary. Must have good typing &
mathematical skills. Excellent
benefits. Applications in person. Per-
sonal office. Monday thru Friday,
10-4pm.

MONTGOMERY
WARD
Wonderland Center.
Equal Opportunity Employer. M.F.

ALL AROUND GIRL. Must know
typing, shorthand, some light
appliance, telephone experience.
Must be able to handle a variety of
receptionist & property management
duties. Call Mrs. J. 350-4101.

SHARP PERSON willing to learn
international computer. Job. Good
with figures. Typing a plus. Good
phone calls. Call Mrs. J. 350-4101.

SECRETARY
Excellent opportunity for individual
seeking public contact position.
Must have excellent typing skills.
Assignments for experienced
secretary.
350-4101

Competitive salary offered along
with excellent benefit package.
Typing 50 wpm and shorthand 90
wpm preferred. Apply at
2150 Grand River, Farmington, MI
48331. Phone: 476-7600.

MANUFACTURERS BANK
OF LIVERIA
38047 Ann Arbor Rd.
10-4pm
Equal Opportunity Employer M.F.

SECRETARY
Must take shorthand. Inter-
mediate, diversified office.
5 days.
476-1160

KEYPUNCH SUPERVISOR
Immediate opening for experienced
individual on afternoon shift with
one of Detroit's largest Service
Bureaus. Opportunity & benefits.
Southfield area. Contact: 350-4101.

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SR. CLERK
FTD is offering an excellent
opportunity for individuals with
excellent organizational ability.
Southfield area. Individuals should
have typing of 40 wpm or better. In-
terested, contact Nancy Helmann,
Florist's Transworld
Delivery Association.
355-9500 ext. 284

BOOKKEEPER
Full Charge, 600 to 1000 hours
per week. Must be able to handle
all aspects of bookkeeping. Salary
based on experience. Call Mrs. J.
350-4101.

TYPIST
Good skills required.
Call for interview.
MICHIGAN LIFE
Insurance Company
2832 TELEGRAPH
350-4600 ext. 25

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