

**ASSIST
GENERAL MANAGER**
Construction and building products
co. Experienced secretary full or
part time for general work and typing.
Bookkeeping. Blue Cross-Profit
benefits. Ben. com.

624-8083

**IST. ADMINISTRATOR
TO \$11,500**

AID. Nationwide firm has cur-
rency for an outgoing self-start-
er enjoys working with people.
wpm. plus.

SECRETARY

ASSISTANT MANAGER
\$700 PLUS
AID Large firm offers this ex-
position for your typing of 55-60
translational skills.

VARIETY SPOT!
AID If you type an accurate 50
and enjoy diversified duties,
Southfield firm needs your skills
fantastic benefits including den-

EXECUTIVE SECRETARY
\$750 PLUS
Our firm offers super benefits and pleasant working conditions for typing of 60 wpm. Advancement managerial position.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

AUTO BILLER
Large volume auto dealership in
Birmingham Hills. Good benefits. Call
478-0500

DEALERSHIP needs girl for
cashier and general office.
Shop experience necessary. Call
643-0070

Secretary-Wayne	\$1,050
Secretary-Ann Arbor	\$1,160
Bookkeeper	\$1,080
Secretaries	\$975
to	\$900
Trainers-Troy	\$866
Secretary-Diagraphone	\$715
Operator	\$700
Typists	\$650

BE READY
Interview immediately with this
company, typing, phone, secre-
tary skills, \$300 a month, fee paid

644-4600
SELLING & SELLING
AGENCY

KEEPER SECRETARY
(s orientated) needed
real estate office in
Hester. Applicant will be
d in commercial and

BOOKKEEPER
Established Birmingham company located downtown, needs experienced Bookkeeper. Must be able to work with figures with accuracy. Salary position. Call today at 652-7200

BOOKKEEPER/Sec'y
\$12,000-FEE PAID
Mid Area Real Estate or CPA
fund a plus, good benefits.
PLACEMENT BILLS

CASHIER
 Home service station has im-
 mediate opening on afternoon shift. Must

CLERK TYPIST
would like to upgrade
25 hours per week,
per hour. Oakland
residents only. Oak-

ETA.
398-3136
COMMUNICATIONS
d real estate corporation has
location position available. Typ-
eured 60wpm clean, excellent
r & letter composition. Some
e preferred. Phone
557-7700 Ex 541

**S
TIME
& MIDNIGHT**

your choice. Shift
ge. Pension Fund.
Apply in person or

ATER
vonia
Middlebelt Roads)
er MF
es Facility

OF SERVICES

W required. 3
experience in a
red. Excellent
tailed resume

Newspapers
craft
50