

(F.)

**Help Wanted
Office-Clerical**

RECEPTIONIST
\$10,400

Large company with medical parts, including dental and miscellaneous, seeks experienced office administrator. Must have 10 years or more as administrator in a large, multi-department office. Excellent salary.

32-115

DUNHILL PERSONNEL AGENCY
RAILROAD TRAINING

Excellent Training Agency in seeking experienced Railroad Trainers for various divisions. Full time position, and room and board furnished. \$10,000 per year. 32-116

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SALARY INCREASE!

Investment Director with experience in the stock market and secondary with experience in the mutual fund business and with a challenging position. We can discuss interesting and only a few minutes away. This position will only pay for the experience and the position will be a great one. If you are interested, please call 32-117.

DUNHILL PERSONNEL
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SECRETARY POSITION

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Int. Typing skills required. ☒

RECEPTIONIST
your light typing and general office
work in this entry level position.
ten, flexible hours available.
APRIL - END: 442-1086 or 442-1087
RAYDENHILL CLASSICS
902 St. Adams, Birmingham

Secretaries

1 YEAR ASSIGNMENTS

ADVERTISING SERVICES has several 1 year,
contractual assignments available in
the Birmingham area. The pay scale is
\$10.00 of the hour and office

Shorthand Word Processing

Engineering Terminology.
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ask for Denette or Janet.

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The Kelly Co. is a
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IMPORTANT - BOOKKEEPER
An experienced bookkeeper is needed for a
commercial building. Must be a minimum of 18
years old, capable of handling all bookkeeping
duties, capable of working independently, and
able to handle confidential information. Must
be a resident of the Greater Boston area.
Send resume and references to:
Kelly Co., 1000 North Street, Boston, MA 02111
or call 382-1160.

SECRETARY/BOOKKEEPER
A position opening for experienced
secretary/bookkeeper. Must be a minimum of 18
years old, capable of handling all bookkeeping
duties, capable of working independently, and
able to handle confidential information. Must
be a resident of the Greater Boston area.
Send resume and references to:
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or call 382-1160.

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SECRETARY - Full time. Pleasant and active. Must be able to travel. Must have 100% credit and good personal references. Must be from the Boy's Billings. Call 1-800-368-2222.

RETAILING & RETAILING
At Northwestern's Marysville and Seaside, Michigan. Call 1-800-368-2222.

SECRETARY - Great opportunity for advancement. Lots of people looking for a job. Call 1-800-368-2222.

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24, Laval, Portugal (1814)

SECRETARY
Make immediate opening for
secretary's exp. Looking for a typ-
ist/writer with good typing & book-
keeping experience. Must be able
to operate typewriter & calculator.
Salary & benefits.

INTERVIEW CALL LUNA @
968-3230