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Help Wanted · **Office Clerk**

OFFICE-CLERICAL

CLERICAL OFFICE - clerical, type 47
Excellent opportunity, good salary, all benefits
12000-12500, 12200-12500, 12200-12500
Royal Oak 545-3955

GENERAL OFFICE
Excellent opportunity to grow with
a company. Typing and computer
needed. Mail Boxes Etc USA.
352-6968

General Office
Day Hires, Fringe Benefits,
Owens General Office
c/o Elizabeth Lake & P., Pontiac
681-3952

GENERAL OFFICE/BOOKKEEPING
A Person for General Office
books bookkeeping & use of
health. Full-time, 65.28 to
100.00. 40 hrs. wk., incl. 401k
plan. P. Farmington Hills

GENERAL OFFICE
Level general office position
with excellent benefits and fringe
benefits. Typing and computer
needed. Mail Boxes Etc USA.
352-6968

GENERAL OFFICE MANAGER ext.

GENERAL OFFICE.
\$15,000 FEE PAID
established firm needs "Jack
trader" lots of variety, client
and management experience.
this small commercial office,
or Clerical Department at
900.
**SELLING & SNELLING
OF TROY**
GENERAL OFFICE - PART-TIME
live positions available.
one who enjoys working with

...ing and CRT data entry. Ap-
... Monday thru Friday,
... to 5 PM at:
... APPLIANCE,
... 2335 E. Telegraph Rd.,
... Southfield, Mich. 48075
... Opportunity Employer M/F

GENERAL OFFICE
...able individual needed to
... busy telephones & do light
... for expanding company.
... sales, marketing & admin.
... recent office experience re-
... Must return with salary his-
... tory. Send resume to:
FOUND ENGINEERING
... 12043 Farmington Rd.,
... Livonia, MI 48150
... Inquiries Confidential
... Equal Opportunity Employer

OPEN AVAILABLE - Insurance
General office work - Mail,
Interviews, Computer experi-
must. Send resume to: John
c/o 1100 N. Woodshire,
26, Birmingham, MI 48011.

INSURANCE AGENCY - some com-
puter knowledge, 4 days. Birming-
hamfield area. 644-7187

INSURANCE AGENCY - Southeast
- seeks experienced person
General Agency Office work,
commensurate with experi-
ed benefit. Lori. 659-4440

INSURANCE
When insurance agency has
this position for experienced
lines and/or insurance. Pos-
quires broad knowl-
of various coverage plus
typing skills. Call 640-4510

OFFICE OFFICE in downtown
Hillsdale needs Personal Lines
Helper with filing. Call for
interview 10AM-4PM. 474-3511

INSURANCE RECEPTIONIST
for insurance office in Farm-
ington. Call for appointment be-
tween 10am-4pm 474-3511

**INSURANCE
SECRETARY/ADMINISTRATIVE
ASSISTANT**
needed for Southfield third party
adjuster is looking for an indi-
vidual with a minimum of 2 years
experience in group insurance to work
in the area of sales and ser-
vice. Must be organized with good
communication skills and able to
communicate through with a project from
beginning to end. Salary commensurate
with experience. Excellent

INTERIOR DESIGNERS SECRETARY
An independent Secretary for a talented designer in Birmingham, £2,480 to start. Fee paid.
2090.
9 Appointments Available
CALLING & SNELLING
NATIONAL shipping company
mediate opening in Customer
service department. Good typ-

WISCONSIN
Fully and reliable
paced, growing
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**K. GARDNER
UNICATIONS**
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553-5858
651-1500
751-5314

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