504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Top growth of our computer office has created a new career opportunity for an experienced secretary to the Chief Financial Officer.
The successful candidate should possess excellent typing and shorthand skills, administrative ability and know the meaning of discretion.
To arrange an interview please send resume to: Jean Gaubatz, LADBROKE DRC, 25001 Schoolcraft, Livonia, MI 48150 An Equal Opportunity Employer

EXECUTIVE SECRETARIES
with legal experience helpful. Salary $23,000 + Fee Paid.
Personnel Southfield 559-1166

EXECUTIVE SECRETARY
for fast paced Southfield office. Experienced with Word Arts. Salary negotiable, good benefits. Send resume to P.O. Box 2726 Southfield, MI 48037

EXPORT ADMINISTRATOR Freight Forwarder required for export company. Minimum 4 years experience. Good compensation. Fax 13 M & A Telegraph Mrs Hall 626-8913

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Professional CPA firm seeks experienced Secretary to work in Downtown Detroit office. Excellent secretarial skills a must. Word processing experience a plus. Independent, energetic, professional secretary will be responsible for a group of consultants. Excellent salary and benefits. Please send resume in confidence to: Ms. Bannister, P.O. Box 911 Southfield, MI 48037

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EXECUTIVE SECRETARY
Immediate opening for a highly organized & energetic person. Must be able to type 65 wpm corrected, shorthand or speed writing helpful. Must have knowledge of all office equipment, IBM PC & LOTUS. Apply in person only. 9am-5pm. Rumada Inn, 8270 Wickham Rd., Romulus

FILE CLERK
for Bloomfield Hills law firm
642-0333

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
for high pressured office located in Farmington. Excellent salary & benefits for experienced person. Computer experience helpful. Send resume to box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - Financial Services. Shorthand. Qualifications. Must be willing to accept responsibility. 2 years experience as secretarial. Word processing. Typing plus exprn. shorthand helpful. Experience with word processing capabilities. Send resume to J. Wal-Paul, 17199 Laurel Park dr. North, Suite 100 Livonia, Michigan, 48152

FILE CLERK
PART TIME
Immediate opening in Accounting Dept. for file clerk. 3 days week. Flexible. Pleasant environment. Apply at

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101 Union St.
Plymouth, MI 48170
Att: Personnel

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Birmingham real estate developer seeks experienced individual to assist VP. Excellent secretarial skills including knowledge of Word Perfect 5.0 required. Must be professional, independent and energetic. Send resume with salary history to: Attention P. Thomson, P.O. Box 1120, Birmingham, MI 48012

EXECUTIVE SECRETARY
Fast-paced environment at automotive design company. 4-5 years prior secretarial experience. Typing 50 wpm plus exprn. shorthand helpful. Experience with word processing capabilities. Send resume to J. Wal-Paul, 17199 Laurel Park dr. North, Suite 100 Livonia, Michigan, 48152

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GENERAL OFFICE HELP
22 to 35 hours per week. Light bookkeeping, good telephone manners for business in Troy 649-2581

504 Help Wanted Office-Clerical

EXPERIENCED HELP NEEDED in Purchasing, Accounts Payable and Inventory Control Department. Accurate typist and good telephone voice. Could be part time. (9-3) to coincide with school schedule. Send resume to box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK/Clerical Assistant
Regional pension administration firm located in Bloomfield Hills needs a self motivated person to assist customer service department. This person will be responsible for filing and all clerical duties. Requirement of all necessary office supplies & light typing. Transportation required. Ability communicate with capabilities. Send resume & salary requirements to: Personnel Manager, PO Box 7007, Bloomfield Hills Michigan 48302-7007

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Small, well run leasing firm is having a financial assistant. Ideal candidate will be non-smoking, trained in Lotus, with some accounting & business course. Some typing required. Excellent pay & benefits. Resume to: Suite C-114, 5600 W. Maple Rd., W. Bloomfield, MI 48322

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FILE CLERK
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GENERAL OFFICE
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GENERAL OFFICE
Full time. Must be organized & reliable. Light bookkeeping. Farmington Hills 737-4450

GENERAL OFFICE help needed immediately. Send resume to: Send resume to 30840 Northwestern Hwy., Suite 101, Farmington Hills, MI 48018

GENERAL OFFICE-Part/full time opportunity for organized person with good typing & telephone skills. Non-smoking Southfield firm $5-$6 per hr. Cynthia. 569-6181

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504 Help Wanted Office-Clerical

GENERAL OFFICE - Filing, typing, switchboard. Data entry experience preferred. Salary commensurate with experience. Mail resume to: Personnel Department, 13103 Capital, Oak Park, MI 48237.

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GENERAL OFFICE- For 1 person office. Good typing skills & phone manner. Woodward/Square Lake Rd. 338-7230

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