504 Help Wanted Office-Clerical

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$20,000 FEE PAID
Top position for top company! Candidate needs to have good organizational skills and executive secretarial skills. Beautiful office and surroundings. Excellent benefits and good salary reviews. Will be the right hand to VP, Call Mark, 649-3900.
SNELLING & SNELLING OF TROY

EXECUTIVE SECRETARY
Full time for large medical facility. Must have excellent oral and written communication skills. Pleasant telephone manner and ability to work for a variety of Executives. Typing of 60-65 wpm, shorthand and dictaphone experience required. Word processing a plus. Good organizational skills and ability to interact with public and other departments is extremely important. Please call 348-8000, Ext. 325 or send resume to, 41935 W. 12 Mile Rd., Novi, MI. 48050.

504 Help Wanted Office-Clerical

ENTRY-LEVEL CLERK
position. 55 WPM typing required. Receptionist experience, computer, telephone operator, filing, helpful for Sales Order Desk. 525-4662

EXECUTIVE SECRETARY for development company in Bloomfield Twp. (Telegraph & Long Lake Rd.). Good typist, shorthand preferred. $18,000 to start. Excellent benefits. Call 642-1142

EXECUTIVE SECRETARY
Farmington Hills firm looking for Executive Secretary. Knowledge of Word Perfect, experience with dictating equipment & good Math skills helpful. Salary commensurate with experience, education & ability. Excellent fringe benefit program. Resume or note to: Ms. Brown, 28124 Orchard Lake Rd., Suite 110, Farmington Hills, MI. 48018.

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Working for senior vice president. Strong organizational skills. Able to work independently. Good communication skills. Type 60-65wpm. Word processing. 3 to 4 years experience on executive level. Salary $22-$28,000. Excellent benefits. Fee paid.
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504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Advertising Agency
Lintas Campbell Ewald, a major advertising agency, located in Warren, has a position available for an Executive Secretary. Qualified candidates will be able to type 65wpm, have shorthand & word processing experience. Must have at least 5 yrs. secretarial experience. Applicants may call for an application, or send their resume to:
Ms. Katherine A. Szisz
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30400 Van Dyke
Warren, MI 48093
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EXECUTIVE SECRETARY

Headquarters of large Bloomfield Hills manufacturing company looking for top notch secretary. Must have excellent communication skills, word processing & dictaphone experience, shorthand & legal experience a plus. 5 years & up of secretarial experience can get you an interview. Salary $20,000. Fee paid.

Give us a call today...

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EXPERIENCED SECRETARY with legal background for Southfield office. Must have word processing, filing skills. Applicants must possess excellent communication skills and have experience with dictation and word processing equipment. Excellent fringe benefits and competitive salary. Send resumes to: Box 2144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAMILY COUNSELING AGENCY needs part time receptionist in Farmington Hills and full time receptionist in Royal Oak. Excellent phone & typing skills required. Qualifications & salary expectations to: Andrea Weber, 1424 E. 11 Mile, Royal Oak MI 48067
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FAST-PACED OFFICE needs person for variety of duties. Word processing skills necessary. Other duties to include: filing, mail distribution & assisting with phone answering. Benefits. Send resume. Attn: Controller: 14201 W. 8 Mile, Rd., Detroit, MI. 48235.

FILE CLERK, Clerk Typist & Transcriptionist needed for Farmington Hills Insurance company. Contact Personnel Dept. for appointment. 737-7900

FILE CLERK WANTED- PART TIME
Experienced, for the Grand River/10 Mile area. Flexible hours. Send resume with salary to: P.O. Box 9055, Grosse Pointe Woods, Mich. 48236

FRONT DESK
Prestigious Bloomfield Law Firm has an immediate opening for Front Desk position. This will be a "Job Shadow" situation. Looking for 2 people to split the work day, 1 person to work from 8am until 1pm and 2nd person, from 1pm until 6pm. These are not temporary positions... Very busy office; responsibilities include greeting visitors, accepting deliveries, operating a Norm Telephone Console & assisting with Meeting setups. Prefer mature, responsible persons with excellent appearance, telephone skills & demeanor. Common sense & cooperation are necessities.
Please send resume, noted with morning or afternoon preference, and salary requirement, to: Box 509, Bloomfield Hills, MI. 48013

GENERAL OFFICE/RECEPTIONIST
Must have good telephone skills & typing ability. Farmington Hills Area. Call Ms. Mitchell 855-2121

504 Help Wanted Office-Clerical

FRONT DESK RECEPTIONIST. Small business in Detroit (borders Redford) looking for person with pleasant voice & good general office skills. Experience a plus but not necessary. Fun and progressive company with good benefits. Send resume to: P. O. Box 21001, Detroit MI, 48223, Attention Personnel.

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FAMILY COUNSELING AGENCY needs part time receptionist in Farmington Hills and full time receptionist in Royal Oak. Excellent phone & typing skills required. Qualifications & salary expectations to: Andrea Weber, 1424 E. 11 Mile, Royal Oak MI 48067
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GENERAL OFFICE - Flexible individual, good with numbers, good sales & some typing. Top office in Oak Park. Call 399-5700

GENERAL OFFICE
Part time, year-round; 15-20 hours. Duties include handling the incoming phone calls & order processing. High school diploma preferred. Typing ability. Farmington Hills Area. Call Ms. Mitchell 848-7770

504 Help Wanted Office-Clerical

GENERAL Office, Southwest: Excellent phone manner, typing 50 WPM, filing, general knowledge of office procedures. Must have 1 yr. experience Contact 350-8840

GENERAL OFFICE Clerk: Maturity & independent judgment. Computer experience, typing, filing, telephone. $230 per week. Call Mr. Bell, P.O. Box 308, Southfield, MI 48037

GENERAL OFFICE, full time position for 1 person office in Redford area. Responsibilities include: Typing, machine, payroll & some filing. Call between 8:30 and 5:00 pm. 531-1258

GENERAL OFFICE
Full time position Jax Kar Wash Complex located in Southfield. Duties include: phone answering, light typing, bookkeeping experience a plus. Contact Sue 353-4750

GENERAL OFFICE
Part time, Redford area, approximately 10-15 hrs per week. Mature, responsible individual will train on computer. Must be dependable, own transportation. Please call Mary after 10:00am. 537-0044

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Placement Counselor
A Livonia temporary service is looking for a person to dispatch employees to job sites. If you thrive in a fast paced environment & enjoy working with people, please call 477-0989

GENERAL OFFICE
Typing, bookkeeping, computer skills; hospitalization & vacation; Farmington, Plymouth, professional office, MPS Financial Corporation, ask for Mr. Scott. 459-3100

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Hours 8:30am-3:00pm, every other day. Take care & input data on CTC terminal. Responsible, neat & cheerful personality & accuracy with numbers. Good typing skills. Call Ann at Southfield location. Call Barb for details & application at 569-7979

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