504 Help Wanted Office-Clerical

LEGAL SECRETARY
for Livonia law firm. Legal experience, word processing training & excellent skills necessary. Excellent benefits. Salary commensurate with experience. Contact: Mr. Hamilton Mary Miller. 261-2400

LEGAL SECRETARY - Farmington Hills 12 years exp. Word processor, litigation experience. Non smoker. Send resume to: Office Manager 400 Buhl Building, Detroit, MI 48226

LEGAL SECRETARY
Rochester. Full time or 4 days/week. Experience, attention to detail, organized to personal injury. James Corbett, Attorney. 652-1444

LEGAL SECRETARY
Experienced individual for Southfield firm. Must type 60 wpm. Word Perfect a plus. Pleasant work atmosphere. Call Donna 352-9580

LEGAL SECRETARY
Experienced Word Perfect. Excellent assignment for partner of Southfield firm. Begin Sept. 18 for 8-10 weeks. Experience in probate and Word Perfect preferred. Call Donna 352-9580

LEGAL SECRETARY
Livonia law firm seeking good organizational skills and familiarity with litigation and pleadings. Responsibilities and salary commensurate with experience. 464-8415

LEGAL SECRETARY wanted for small Birmingham law firm. Several years experience necessary. Excellent typing, general office skills and word processing experience - IBM Word Perfect preferred. Contact Laurel at 540-5900

LEGAL SECRETARY needed for medium size law firm. Experience in corporate, tax & business law necessary. Word Perfect a plus preferred. Salary commensurate with experience & administrative, benefit pkg. Apply in writing only to: Powers, Channon, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attention: Carol.

LEGAL SECRETARY - - excellent opportunity for experienced Legal Secretary at expanding South Oakland County law firm. Responsibilities including pleading/correspondence, familiarity with court filing procedures, calendaring, detailed, excellent grammar/spelling desired. Salary commensurate with ability. Call Kathy 644-4433

LEGAL SECRETARY
TO $24,000
One of Michigan's top firms has immediate openings. Litigation experience needed. Opportunity to advance. Full benefits. Fee paid. Call 772-6760.
SNELLING & SNELLING

LEGAL SECRETARY
$24,000 FEE PAID
Top suburban law firm has top position for Legal Secretary, with 3 years, plus litigation experience. Use your word processor and work for prominent attorneys. Excellent benefits. Call 649-5900.
SNELLING & SNELLING OF TROY

LOVE YOUR JOB!
$15-$17,000 FEE PAID
Long established financial institution offering great benefit package (including tuition reimbursement) needs your top notch ability. This company provides over 25 jobs!!! Come join us - lots of room for advancement. Bring your sparkling personality and word processing skills to our office now. Kathie at 851-3600.
SNELLING & SNELLING OF FARMINGTON HILLS

MAIL CLERK/COURIER
A "Troy based Insurance agency is seeking an individual to work full time in our office services department. Duties include: Sorting and distribution of internal and external mail pick up, processing mail and deliveries, maintaining supplies, moving files, blasting & running errands as requested by supervisor. Occasional errands may be required using your personal vehicle. Good driving record is a must.

Applications available at:
PROCTOR HOMER WARREN, INC.
2100 W. Big Beaver Rd.
Troy, MI 48084

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Southfield Law Firm seeks full-time Messenger. Must have reliable transportation. For interview, please call 353-5000

HOW ACCEPTING APPLICATIONS for front desk and housekeeping. Best Western Inn, Knights Inn, 41216 Ford Rd. Canton

OFFICE ASSISTANT NEEDED
Part time, 20 hours-30hrs. Must be motivated, dependable & detail oriented. Southfield area. Call Michelle at 559-7954

- OFFICE ASSISTANT/RUNNER
Troy Law Firm. Must have at least 40 WPM & have reliable transportation. Full or part-time. 649-3333

OFFICE ASSISTANT
For Farmington Hills organization. Minimum 3 years general office experience. Phone skills, word processing & excellent organization/filing a must. $12-$14/hr. Respond to:
Human Resources Dept.
1-800-455-1536, ext. 278

OFFICE CLERICAL POSITION. Two year minimum experience. High volume, accurate typing. Knowledge of computer systems. Pleasant work environment. Call Pat for interview 851-7200

OFFICE CLERICAL, full time position. Responsibilities include typing (50 wpm), filing, telephone reservations. Cross Roads Restaurant. Please call Toni Singer, 981-7766

OFFICE CLERK
Filing, typing, answering phones, some computer experience. Non-smoker. Apply in person: National Tool & Die Company, 31731 Northwestern, between Schoolcraft & Plymouth, Livonia, MI.

OFFICE COORDINATOR
Metro Medical Group, a division of Michigan's oldest & largest HMO has an exceptional opportunity for an Office Coordinator at its Detroit location. The selected candidate must have senior executive secretarial experience, knowledge of word processing office automation, demonstrate excellent communication, organizational & problem solving skills. Experience in a health care setting required. Experience as an office manager/leader/coordinator & an Associate Degree or equivalent degree preferred. We offer an excellent starting salary & benefit package. Interested candidates should submit resume to or apply at:
METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
1800 TUXEDO
DETROIT, MI 48206
An Equal Opportunity Employer

OFFICE HELP/EXPERIENCED
Good clerical skills. Light typing, light bookkeeping. Inside sales. Pleasant working environment. 20005 Middlebelt, Livonia, MI 48152 Beld, Detroit, Mon. - Fri., 8-5. No phone calls.

OFFICE
I WANT YOU
FOR SNELLING TEMPORARIES
☆ Receptionists
☆ Clerk Typists
☆ Data Entry
☆ Word Processors
☆ Secretaries
CALL NOW 633-8262
Never a Fee
An Equal Opportunity Employer

OFFICE POSITION available in Birmingham for small retail chain. General office duties. Must be good with numbers. Full time. Excellent salary & benefits. Resume. For further detail contact Candi at: 851-7741

OFFICE & SALES, full & part time, experience necessary. Southfield area. Call Ask for Mrs. Rosely 559-5329

ORDER DESK
Earn $8 to $10 an hour from your desk from our convenient sales office. Our representative customers are willing to buy and your closing skills are the keys. Join our dynamic team. Excellent training. Good benefits. Non-smoker. Call: 553-6260

Part-time/Office
Local furniture retailer seeking a detail oriented individual with accounting & keypunch experience to work weekdays from 1:30-5:30. Pleasant working environment. Send resume with salary requirements or apply at:
La-Z-Boy Showcase Shoppes
30095 Northwestern Hwy.
Farmington Hills, MI 48024
474-1341

PART TIME
Word Perfect, second shift duties.
Extra Staff
Birmingham 645-0900

PERSON NEEDED to perform administrative duties, in office, for retained firm. Typing required, telephone communication skills helpful. Full or part time. Call 569-7806

504 Help Wanted Office-Clerical

MESSENGER - Southfield Law Firm seeks full-time Messenger. Must have reliable transportation. For interview, please call 353-5000

HOW ACCEPTING APPLICATIONS for front desk and housekeeping. Best Western Inn, Knights Inn, 41216 Ford Rd. Canton

OFFICE ASSISTANT NEEDED
Part time, 20 hours-30hrs. Must be motivated, dependable & detail oriented. Southfield area. Call Michelle at 559-7954

- OFFICE ASSISTANT/RUNNER
Troy Law Firm. Must have at least 40 WPM & have reliable transportation. Full or part-time. 649-3333

OPERATOR/CASHIER
GENERAL OFFICE
Must have excellent communications skills & work well with others. Experience preferred. Please apply in person:
Tom's Food Barn, Inc.
37911 Grand River (M-10 Mile)
Farmington Hills, MI.

PATIENT ACCOUNTS SUPERVISOR
Metro Medical Group, a division of Health Alliance Plan is currently seeking a Patient Accounts Supervisor to assume the responsibility of supervising a production unit performing & data entry functions. The preferred candidate will possess a thorough knowledge of third party reimbursement billing & have experience with accounts receivable computer commissions. The ability to operate a personal computer is a must. We offer an excellent salary & comprehensive benefit package. Interested applicants please send resume with salary history to Human Resources.
METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
1800 TUXEDO
DETROIT, MI 48206
An Equal Opportunity Employer

PERSONNEL ASSOCIATE
If you enjoy working in an energetic, fast paced marketing team environment and have a flair for the art of interviewing and recruiting side of personnel activities, we offer a challenging position that will allow you to expand your expertise.
Must like working with many personalities and be capable of handling multiple tasks in an organized, independently, high level clerical skills required. Some FOCUS and word processing a plus.
Excellent salary and scope of benefits. Send resume and cover letter to:
BOX 182
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

PLUSH SUBURBAN OFFICE
Needs sharp Secretary with front desk image and pleasant phone voice. To $19,000. Benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

PURCHASING
2 entry level clerical full time positions available. Background in purchasing office & sales support, helpful with computer knowledge helpful. Call Kathy 1-800-521-7300 Farmington Rd. (at Schoolcraft). Livonia.

RECEIVABLES/Customer Service
ENTRY LEVEL
We are a Novi/Wixom area service company looking for a "team player" to join our Receivables/Customer Service Dept. You should be organized, ambitious & possess a pleasant personality. Some experience in accounting or customer service a plus. Call Personnel 347-0300

RECEPTIONIST/SECRETARY
Real Estate Office - Immediate position available for person with typing, processing and real estate experience helpful, however will consider entry level. Pleasant working environment. Send resume with salary requirements or apply at:
La-Z-Boy Showcase Shoppes
30095 Northwestern Hwy.
Farmington Hills, MI 48024
474-1341

RECEPTIONIST
For downtown Detroit office. Excellent phone skills required. Short errand running involved. Typing a plus. Salary commensurate only to: Hamilton Anderson Associates, 565 E. Larned, Detroit, MI 48226.

504 Help Wanted Office-Clerical

OFFICE MANAGER
Are you intelligent, mature and detail oriented? Do you get along with people, computers, telephone calls, paperwork? Do you process common sense, problem-solving and office management skills? A high-paying career with a highly respected sales & service company located in Warren is looking for you. Your hard work, initiative, start immediately. Benefits. Non smoker. Call Faye 9-1 Tem 754-0261

OFFICE/CLERICAL
Light typing, filing, general office duties. Pleasant work environment. Flexible hours. Start immediately. Benefits. Non smoker. Call Faye 9-1 Tem 754-0261

PRIVATE SECRETARY
Full-time for real estate broker. Must have experience with computer. Real estate knowledge preferred. Livonia. Call Joe Durso, 680-6868

PRODUCTION SCHEDULING/ASSISTANT. Non-typing lead person needs someone with P.C. experience to coordinate office & manufacturing functions. Apply in person: Mon. thru Thurs., 9-5pm: Belanger, Inc., 1001 Dohany Ct., Northville

PRODUCTION Secretary Needed Full time. Telephone, filing & word processing skills needed. Call Mrs. Grass at MarketPlace, 362-0400

PURCHASING CLERK
Full time position open for responsible person who has experience in purchasing/inventory control functions. Apply in person: R.D. Sales Inc., 36534 Plymouth Rd., Livonia, MI 48150. Attn: S.K. Thomas

Evening Receptionist
Part Time
Great opportunity for students who need flexible hours and extra money. The position is from 4pm-8pm, 12hrs. Saturday, Sunday & Monday. Employee light typing and answering multi-line phones. Call now!

ENTECH
SERVICES, LTD.
737-1744

RECEPTIONIST
for Troy office. Light typing, power telephone, Duties include: light typing & filing. Call Nancy Hardy 848-5688

RECEPTIONIST-PART TIME
Evenings and weekends for Century 21 MJL Corporate Office near Eastwood. Call Staci or Terri: 651-6700

RECEPTIONIST
Secretarial aide needed. Immediate opening. Call 421-2666

RECEPTIONIST: Part-time, for Birmingham Law Firm. 8:30am to 5:30pm. Light filing.
Call Marie, 540-3203

RECEPTIONIST - Troy Co. seeking person with pleasant phone manner & light typing skills for full time position. Please call Sam-Dunn, 828-1200

RECEPTIONIST/LEGAL Secretary for Birmingham Law Office. Must have 1-2 yrs. Legal experience. Please call 644-5910

Receptionist/Switchboard Operator
Major financial institution requires a friendly, professional. Excellent salary & benefits. Mr. McPherson, 208-1111

RECEPTIONIST - PART TIME
Mature, experienced person with pleasant voice for Troy office. Light cosmetic and fragrance distributor/wholesaler. Ask for Lynn: 353-8282

RECEPTIONIST
Two mature individuals wanted for part time position. Pleasant phone personality & typing required. Morning shift 8-12:30; afternoon shift 3:30-6. Call Candice, 535-1100

RECEPTIONISTS - with Rem, Dimension or Horizon experience. Light typing. Work in our Farmington, Novi, Livonia, $950-$1125/mo. Call Joan at Uniforce 473-2930

RECEPTIONIST. Busy fast paced Troy hair salon seeks mature person for (sat., Sun. and 58-hr. Many advantages, good pay. Must like people, have phone skills and some typing. Manager. 643-8740

RECEPTIONIST
Professional appearance, excellent phone manner, small switchboard, some clerical duties. Send resume to: Patricia Kent, 17117 Farnsdale Building, Detroit, MI. 48226

RECEPTIONIST/TYPIST
Clean cut, neat appearance needs experienced receptionist. Light typing & greeting business people along with answering telephones. Send resume to: President, 800 N. Crooks, Clawson, MI. 48017

RECEPTIONIST/SECRETARY. Real Estate Consulting office at 13 & Greenfield seeks a self-starter with excellent phone manners and typing skills. Must have IBM knowledge, perfect experience. Non smoker, full benefits. Call 540-0070

504 Help Wanted Office-Clerical

RECEPTIONIST - Mature with excellent telephone and typing skills. Must be dependable. $5 an hour, 40 hour week. Northcenter 377-0300
An Equal Opportunity Employer

RECEPTIONIST: For Southfield Law firm. Pleasant phone voice. Dependable and responsible person. Experience preferred. Excellent benefits. 354-4030

RECEPTIONIST/SECRETARY, light bookkeeping, experience required, salary negotiable, 30 hours weekly, Birmingham area. 540-0607

RECEPTIONIST - Auburn Hills ad agency, pleasant atmosphere. Full time. Good typing & nice phone personality required. Call Dana 373-1100

RECEPTIONIST
For Birmingham insurance agency. Work schedule negotiable. Good dependable. Excellent position. 647-7803

RECEPTIONIST ADMINISTRATOR
Sharp individual, typing 50 wpm for international electronics company. Great entry level opportunity for bright, detail oriented person. Part time, will develop into full time. Farmington Hills office location. Call Karen Demerson 553-8020

RECEPTIONIST
Software company in Troy needs mature and dependable individual to answer phones and do light typing. Front desk appearance, pleasant personality. Please send resume or letter to Department KM, P. O. Box 698, Troy, MI. 48099.

RECEPTIONIST
Southfield Corporate office seeks conscientious individual with good first impression with visitors & phone skills. Responsibilities include switchboard, mail room, general typing, word processing, accounts payable. Non-smoking. $8.50 per hr. plus benefits. Call Joan 837-7720

RECEPTIONIST/TYPIST
Troy for a full time Receptionist. Qualified applicant must have a minimum of 2 years of typing experience. Pleasant personality & excellent phone skills. Please send resume in confidence to: Box 156 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SALES CLERK
Full time position for Farmington based service organization. Must have pleasant phone manner, typing skills; ability to handle multiple tasks, ability to communicate orders & over the counter sales. Experience helpful. Excellent benefits. Send resume to: Director of Member Services, Metro MLS, P.O. Box 7, Farmington, MI 48332

RECEPTIONIST
Full time, experienced, telephone receptionist for high tech electronic service organizations administrative office. Excellent benefits and friendly state opening for candidate with pleasant phone manner, typing, minimum of experience, typing skills and PC experience w/WordPerfect and Lotus 1,2,3 knowledge. Send resume and salary requirements to: Receptionist, P.O.Box 47010, Oak Park, MI 48237

Receptionist
Part-time

Park West Gallery has an immediate opening for a part time receptionist. Must have excellent phone skills. Duties include answering phone, greeting clients and light clerical duties. Please apply in person Mon.-Fri., between 10am-5pm at:

PARK WEST
GALLERY
29496 Northwestern
Southfield, MI. 48034

RECEPTIONIST/FULL TIME
For law firm in 12 Mile-Telegraph area. No medical benefits. 557-3550

RECEPTIONIST
For Wild and Crazy office.
Call 557-3550

RECEPTIONIST/PART-TIME
Hair Salon. Tues-Fri.,2pm-7:30pm, 35-75 hrs/mo. Call Tuesday. Pierce Birmingham. Call Jackie, 851-7140

RECEPTIONIST
for Troy law firm. Good typing skills. Legal experience preferred. 643-4700

RECEPTIONIST
Full time. Mon. thru Fri. Some incoming typing ability required. Some computer knowledge helpful. Salary commensurate. 455-1600

RECEPTIONIST - High volume real estate office in Livonia needs receptionist. Excellent phone and typing & computer skills helpful. Call Joe Durso 680-6868

504 Help Wanted Office-Clerical

RECEPTIONIST
Type 40 plus. General office duties. Long term.
ExtraStaff
Birmingham 645-0900

RECEPTIONIST/TYPIST
Southfield CPA office requires full time individual with pleasant phone personality and accurate typing skills with figure detail. 350-3000

RECEPTIONIST/CLERK
For Bloomfield area office. Position requires general office skills, light typing, pleasant phone manner.
Call Mr. Leonard: 354-5000

RECEPTIONIST-PART TIME
For Birmingham law office. 13 Mile/Telegraph. Light typing required; non-smoker. Experience preferred. Call 642-0060

RECEPTIONIST CLERK
40 plus hours, pleasant phone manners. Apply at: Zakdor Novelty, 3909 Woodward Ave. Detroit, across from Harper Hospital. No phone calls please

RECEPTIONIST - Mature person needed for full time position at a local animal hospital in Rochester. Applicants should be pleasant in joyful working with people. Light typing ability required. 651-0353

RECEPTIONIST - Full time, CPA office in Livonia. Responsibilities include answering phones, light typing, filing & general office duties. Salary negotiable. Ask for Benjamin, 422-2277

RECEPTIONIST/SECRETARY. Word perfect skills required. IBM 36 data entry experience a plus but not necessary. Call or send resume to: Claire Inc., 37440 Hills Tech Dr., Farmington Hills 48331. 553-8774

RECEPTIONIST - PART TIME
Birmingham insurance company needs experienced mature telephone receptionist. Light typing, filing, some bookkeeping. Hours 12:30 to 5. Call for an appointment 540-9300

Receptionist
$4.50 to $5.50 PER HOUR.
Monday-Friday 9-5pm
Livonia Real Estate Office
Ask for Chris, 525-9111

RECEPTIONIST/CLERICAL
Busy Redford office needs mature, responsible person to handle phones, filing and typing. Requires some daily errand running. Good benefits. For appointment 538-0200

RECEPTIONIST - FULL TIME
Duties include: operation of switchboard, greeting visitors, sorting & distribution of mail, operation of copy machine & other office duties. Excellent benefits. Apply in person: Mon. thru Thurs., 9-5pm: Belanger, Inc., 1001 Dohany Ct., Northville

RECEPTIONIST
Toy distributor in Canton is looking for pleasant person with good phone manner and typing skills. Word processing experience a plus. Starting wage $5/hour. Some overtime. Apply in person: New Bright Industries, 41911 Ford Rd., Canton

RECEPTIONIST
Benefit package & competitive salary for the right person who is a self-starter, can handle multi-line phone system, & type at least 45wpm. Send resume to: K. McLachlan, Williams Panel Brick, 27303 W. 8 Mile, Redford, MI 48240

RECEPTIONIST
Livonia based firm has full time position available. Must have typing for a recent graduate who possesses good phone skills & general office ability. Please send resume to: Receptionist, 12445 Levan Rd., Livonia, MI. 48150.

RECEPTIONIST
Small CPA firm seeking self motivated individual for full time receptionist/clerical position. Pleasant phone personality, good typing skills, some PC experience preferred. Good organizational skills a must. Call Judy for appointment 644-8080

RECEPTIONIST
Full time position for outgoing person with previous telephone experience. Must have phone manner, typing and organizational skills. Knowledge of word processing a plus. Send resumes to: Box 701 W. Big Beaver, Suite 355, Troy, MI 48084. Attn: Mark

An Equal Opportunity Employer

RECEPTIONIST/Office Assistant
Seeking full time individual. Responsibilities include answering phones in a variety of clerical duties. Must be organized, have telephone manner, time. Knowledge of office procedures and light typing required. Send resumes to: Value Tool Pharmacy Program, 23234 Greenfield, Ste. 550, Southfield, MI., 48075. Attention: Tina Zormeier.

504 Help Wanted Office-Clerical

RECEPTIONIST/BOOKKEEPER
Light typing & filing, answering phones. Accounts Receivable/Payable responsibilities. Lotus 1-2-3 knowledge a plus. Full benefit package. Send resume to Robbie Products Co., attn. Allen Kak, 7290 General Dr., Plymouth, MI., 48170.

RECEPTIONIST
Busy switchboard. Troy location. $15-$17K. Excellent benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST
Full-time position with Southfield Company. Must have good voice & speaking manner, good appearance & high energy level. Interviews only need apply. Call Mr. Lewis Tues-Fri, 11am-4pm. 557-4553

RECEPTIONIST
Seeking outgoing, reliable individual for full time employment in our Southfield office. Duties include greeting customers, answering multi-line phone & light typing. Experience helpful. Full fringe benefits. For more information call: Ed Lamore 356-0140

RECEPTIONIST
Full time position available at small insurance business. Ideal candidate should be a personable individual with necessary typing and phone skills, adequate typing & general office experience. This position offers a competitive benefit package for qualified employee. Apply in person or call 646-6300 between 8:30am-9am-1pm at:
R & P Associates
3250 W. Big Beaver, Suite 245,
Troy, Michigan

RECEPTIONIST
Small but growing company located in Farmington Hills is looking for a person with pleasant phone manner, typing skills and at least 1 year of office experience. Responsibilities include: Marketing of advertising back-ground & phone contact with prospect potential. Competitive salary, group health & life insurance, please send resume and salary requirements to: Mr. Todd, P. O. Box 691, Troy, MI 48037

Plante & Moran Recruiter for An Equal Opportunity Employer

RENTAL AGENTS
McDonald Realty is an expanding organization in the car/truck/van rental industry. We are looking for people around Metro Detroit are in need of people who are experienced and have some clerical skills. You will train you to do the rest. Full and part time positions available. Must have medical benefits, paid vacations, company bonuses and profit sharing.
Call Kathy at:
ar: 12785 Telegraph Rd., Taylor,
or 30960 Ford Rd., Garden City or
7000 Lonyo Rd., Northville

SALES ADMINISTRATOR
Southfield based firm in the office furniture industry is looking for an individual to support a high volume sales team. Attention to detail, accuracy, a excellent communication skills and a minimum of 45 WPM are required. Qualified candidates with previous sales support/clerical experience, please call 358-5000

SALES SECRETARY/Receptionist-Southfield company. Position requires excellent phone & communication skills, typing at least 55 WPM. Familiarity with word processing software a plus. Call Cindy Mackie. Send resume to:
Linda, 27710 Northwestern Highway, Suite 110, Southfield, Mich. 48034

SALES SECRETARY
wanted, type 40 wpm minimum. Salary open, full time. Experience preferred. Attention Ann
559-8000

SALESPERSON
for Luxury Hotel in northern suburbs. Full time. Strong clerical, phone, communication & organizational skills. Hotel experience preferred. Reply to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SALES SUPPORT
SECRETARY
SALARY TO $17,000
Suburban firm needs your customer service, personality, telephone, computer skills & typing of 60wpm. Call Today for an interview.
EXECUTIVES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
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All types of concrete work. Most prices given over the phone.
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