

CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

MORE CLASSIFIEDS ON PAGES 15-16

This classification continued on Page 150 in B3/A1, B7/A, and B2 in B3.

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Oakland County location. Must have 1 year experience in data entry. Salary \$13,500 plus major benefits. Send resume to: 354-2410

ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

DATA ENTRY
Oakland County location. Excellent health and dental benefits. Send resume to: 354-2410

CUSTOMER SERVICE
Full-time position. Excellent health and dental benefits. Send resume to: 354-2410

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DO YOU TYPE?
If you are looking for a chance to enjoy your basic skills as an expert typist, we have an excellent opportunity for you. Send resume to: 354-2410

TELEPHONE SALES
Southfield - 557-5080
Southfield - 284-0808

EXECUTIVE ASSISTANT
Excellent opportunity for outgoing, energetic person to assist in the management of a small business. Send resume to: 354-2410

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ADMINISTRATIVE SECRETARY

Managing Editor in our Livonia office is seeking a mature, professional Administrative Secretary with 10-15 years experience in typing, 50 wpm, shorthand, preparing reports, computer usage, scheduling meetings, etc. Requires outstanding organizational skills plus the ability to deal with confidential matters. We offer a liberal salary program and fringe benefits package. Applications accepted.

THE Observer & Eccentric
NEWSPAPERS, INC.
36251 Schoolcraft
Livonia, MI 48150

We are an equal opportunity employer.

BILINGUAL SECRETARY

A major downtown financial institution has an immediate opening for a **BILINGUAL SECRETARY** in the International Banking Department. The position represents an excellent opportunity to enter the fast-paced, challenging and professional atmosphere of a growing financial institution.

QUALIFICATIONS: Typing 50 wpm required, shorthand skills desirable. Proficiency in a major language (i.e., Spanish, French, German, or Japanese), and one to two years previous secretarial experience strongly preferred. Good verbal and written communication skills required.

Competitive salary, flexible benefits package and opportunities for career growth are available to the successful candidate. Please send resume in confidence to:

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Livonia, MI 48150

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IMMEDIATE OPENINGS NOW AVAILABLE!

CLARION HOTEL of Farmington Hills
31525 West 12 Mile Road (South of
corner 12 Mile and Orchard Lake Road)

TUESDAY, May 1st, 1990
8:00am-4:00pm

On the above date, Kelly Services will hold a Special Hiring Event to make it easier than ever to join America's number one name in temporary help. We have positions available for:

- Secretaries • Word Processors
- Receptionists • Data Entry Operators
- Typists • Clerks • Switchboard Operators
- Light Industrial

Join us at the Special Hiring Event or call Kelly Services at 471-2050

Kelly Temporary Services

Not an agency, we are a
Equal Opportunity Employer

SALES SECRETARY

Part-Time

We're DAVOX Corporation, the leader in computer-aided communications systems with over 25,000 workstations installed in more than 1000 companies around the Country.

Our regional Sales Office in Southfield requires a part-time secretary. Ideal candidate will have word processing (WordPerfect) experience (Lotus 1-2-3 or plus), high school education, typing 50wpm, and 3-4 years experience in a sales environment. Good verbal and written communication skills will include phone support, fax activity, and travel arrangements.

Send resume to Office Manager,
DAVOX Corporation, 24400
Northwestern Highway, Suite 100,
Southfield, MI 48075, (313) 356-2500.

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DON'T WAIT UNTIL CLASS IS OVER - APPLY NOW

IT'S SO EASY!

JUST FILL OUT OUR MINI APPLICATION

POSITIONS AVAILABLE ALL OVER METRO DETROIT

NAME: _____ PHONE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
DAYS AVAILABLE: _____ HOURS AVAILABLE: _____

CIRCLE SKILLS IN WHICH YOU ARE EXPERIENCED

SECRETARY RECEPTIONIST WORD PROCESSING ACCOUNTING
GENERAL LABOR TELEMARKETING DATA ENTRY

OFFICE SERVICES
A Cox Transportation Group Company

OFFICES IN:
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FARMINGTON HILLS - 489-0900
AUBURN HILLS - 373-7161
DETROIT - 393-1890

MAIL FORM TO:
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TSI OFFICE SERVICES
1350 JOHN R.
TROY, MI 48063

RECEPTIONIST PART-TIME

Standard Federal Bank, one of the nation's largest savings institutions, has an immediate opening for a part-time Receptionist to greet and direct visitors to its headquarters. Candidate must have excellent verbal communication skills and ability to perform various clerical duties. Approximately 20 hours per week.

Apply in person Monday through Friday, 9:30am to 3:30pm, at:

STANDARD FEDERAL BANK
2000 Woodward
Troy, MI 48063

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