

504 Help Wanted Office-Clerical

GOPATCH/DATA ENTRY
Full time afternoon position with cable TV contractor in Farmington Hills. Duties to include: dispatch calls from installers, inventory control, work order data entry. Send resume to: 2740 Haggerty Rd., Ste. E, Farmington Hills, MI 48331

DOWNTOWN BIRMINGHAM
Non profit 22 hrs. per week. Word Processor & Computer Knowledge required. Call: 644-5323

EXECUTIVE ASSISTANT
TO PRINCIPAL
Executive Assistant position to the principal for Birmingham private High School. Excellent written & verbal communication skills. High level computer capability (Word processing, spreadsheet, database, project management) experience a must.
Resume to: Marian High School, 7225 Lakeside Rd., Birmingham, MI 48010

EXECUTIVE SECRETARY
Good hand & P.C. experience required. Excellent salary and benefits package. Send resume to: Barnard Farmington Corp. 23240 Industrial Park Dr., Farmington Hills, MI 48335
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Architectural firm has immediate opening for mature individual with proficiency in word perfect 4.2, 5.0 and Lotus 123. Excellent spelling, grammar, punctuation and interpersonal skills. professional business light bookkeeping & shorthand 5 to 7 yrs professional business office experience preferred (Architectural office experience beneficial). Nathan Lewis & Associates Inc. 238-3000

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DISCOURAGED?
If hunting for a job has got you down
Call us up!
Opportunities in:
• Word Processing
• Data Entry
• Secretarial
Victor
Interim
Services
281-0830
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
\$25,000
Work for Senior Partner. Top skills needed: Lots of variety, Legal research, a Plus - but not a Must! Good benefits. Fee paid. 722-8560
SNELLING & SNELLING
ENTRY LEVEL Fee Credit position or Southside job firm. Basic math skills & dependable transportation a must. Call: 326-8500

File Clerk (s)
through Hester Systems
Southside based health-care organization that needs openings for temporary file clerk's. Duties and responsibilities include:
• High-volume filing of
• Invoices, processing of mail
• and other related duties as
• assigned. Interested applicants may call

746-4369
Between 9am-4pm
An Equal Opportunity Employer

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EXECUTIVE SECRETARY
Must enter development & management firms located in Southfield is seeking a person with strong secretarial skills to work closely with the president. Excellent organizational, verbal & written communication skills are mandatory as well as shorthand, word processing & dictation phone experience. Candidates should be assertive, motivated & willing to make long term commitment. Send resume to: President, 25344 Southland Rd., Suite 200, Southfield, MI 48035

GENERAL CLERICAL
City work, full time, 9-5pm. \$5.50 to \$7.50 per hour.
MI 48035

EXECUTIVE SECRETARY
Top notch secretary wordprocessor needed for short and long term assignments in the Dearborn and Livonia areas. Short-term experience a must. Experience on 1 or necessary. Send resume with history to: General Office, P.O. 5071, Southfield, Mich 48068

GENERAL OFFICE help for an art center. Experienced in bookkeeping & word processing. Monday thru 2pm-5pm.
933-2575

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Observer & Eccentric

CLASSIFIED ADVERTISING

644-1100 Oakland County 591-0900 Wayne County 852-3222 Rochester Hills

DEADLINE: 5 P.M. TUESDAY FOR THURSDAY EDITION / 5 P.M. FRIDAY FOR MONDAY EDITION

**504 Help Wanted
Office-Clerical**

EXECUTIVE SECRETARY
FEE PAID - \$22,000
NORTH ATLANTA. Bright, energetic,
hardworking person needed. Good future
growth. Typing. Word Perfect. & any
personality leading to successful develop-
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643-6197 or 962-0265

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