

504 Help Wanted
Office-Clerical

3 PART TIME RECEIV
needed for busy Admstrs
of local college. Hours are
7:30pm, Mon.-Thurs. 1st
Fri. OR Sat. 1:30pm, Mon.
required skills: computer
handling multi-tasks, exp
dis. envy & the use of ex
some chemical/reception
ence. Mail resume indic
3835 Lippincott Rd., P.O.
Troy, Ill 60067-7006.
An Equal Opportunity E

RECEPTIONIST/SECRETARY
Established company in Long Beach, CA is opening for an experienced receptionist. Candidate must have excellent telephone & typing skills and 2 years of entry experience. Knowledge of computer, accounting, financial systems and insurance is a plus. Full benefits package. Full time position. Send resume to: **Ms. Jennifer**, 12755 Pechschuldt St., 48150, Attn: J.D.B.

SALES SECRETARY
Non smoking company seeks individual with initiative, secretarial skills to visit clients. Typing 40 wpm. and work well with others is a must. Resumes to: Sales Secrec Box 300, Southfield, MI.

SECRETARIAL POSITION
Full time. \$7 per hour. Resumes to: Attn. Judy 19532 Haggerty, Livonia or call

SECRETARY/ADMINISTRATIVE ASSISTANT
Birmingham CPA firm seeks experienced individual with

[illegible]

SECRETARY - Full time firm in Troy, excellent shorthand & computer. Please send resume to Suite 100, Troy, MI, 48060. Attention: Larry.

SECRETARY - P
Most have good telephone working knowledge of

calculator skills, filing and started an IRS for a small business. CPA office. Mail Room. 638. Observer & Editor. papers. 38251 School. Livonia, Michigan 48150.

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION TO PLACE YOUR AD CALL 591-09

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