

504 Help Wanted Office-Clerical RECEPTIONIST/TPYST Good math & typing skills. Excellent	504 Help Wanted Office-Clerical RECEPTIONIST - Troy based manu- facturer seeks experienced person	504 Help Wanted Office-Clerical SALES SECRETARY Wholesale distributor needs a dy- namically motivated and a	504 Help Wanted Office-Clerical SECRETARY Part-time, 3 days a week. Dis- playwrite, and love necessary
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Communicator, personnel, with background in sales and marketing. 853-0200	with ability to handle complex phone calls. 853-0200	Home based. Must have excel- lent communication and phone skills. 853-0200	85 South, East Barnette, Murfreesboro 37139	854-0664
RECEPTIONIST for 1000 sq. ft. firm. With organized skills and charge presence. 847-4100	with easy entry to Box 644. Ob- server & Economic Newspapers, Chicago 60610	RECEPTIONIST/GATEKEEPER for 1000 sq. ft. firm. With organized skills and charge pres- ence. 847-4100	RECEPTIONIST/GATEKEEPER for 1000 sq. ft. firm. With organized skills and charge pres- ence. 847-4100	SECRETARY PART TIME for farm- house. Photo studio. 1000 sq. ft. firm. Days. 853-0200
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[illegible]

SECRETARY
Huntington Bank of Michigan has 2 openings for experienced secretaries. Part time, \$230 per week plus benefits. Excellent advancement program. Send resume to: 53-0801

SECRETARY
With Word Processing experience part time, 15-20 hours per week. Try Area. \$41-000

RECEPTIONIST
RECEPTIONIST/PERSON FRIDAY
DAILY. Bury Press, Inc. is seeking a
personnel receptionist for its new
plant in very busy downtown Birmingham
real estate office. Excellent
training and salary. Send resume
must. 40 hour work week. Only
include SASE. 53-0801

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**SWITCHBOARD
OPERATOR**

[illegible]

RECEPTIONIST
Leading market research firm is seeking bright, energetic individuals with excellent communication skills for receptionist position. Must be able to play down the phone, make people's appointments, and communicate with people and communication skills. Excellent pay and benefits offered. Excellent pay & benefits offered. Please send resume in person or mail.

RECEPTIONIST with enthusiasm
for new company looking to add to staff. Must have excellent verbal communication skills. Typing skills a plus. Starting salary \$500 per month. Call Marlene, Home 252-5660

CATERING DECEATY
Catering company is currently preferred. Typing 60wpm; basic PC skills; telephone skills; pleasant personality. Excellent pay and benefits offered. Please send resume in person or mail.

POSITION open for secretary to work with executive offices in expanding business. Must have excellent verbal skills in Chinese. Must have good computer skills. Must be able to handle local calls. Excellent benefits. Send resume with typing requirements, salary history, and references to: 1811-1239

SECRETARY/RECEPTIONIST
for a growing manufacturing company. 25 hours/week. Call Ruth

HUNG HUNG - BOUTHEIM, HI
Call Ms. Gail, Home 252-5660
252-4500

ENT WITCHBOARD OPERATOR
Experienced with multi line phone. Must have general office skills, light computer skills. Send resume to: 1811-1239

TRAVEL AGENT Needed with fast turn around time. Call 1811-1239

[illegible][illegible]

experienced sales and general office secretary for specialty chemical companies. Required skills include: excellent communication skills, computer proficiency, error free typing, familiarity with computerized accounting systems, and excellent customer service. Excellent benefits. Send resume to: **WOLVERINE TEMPORARY SERVICES**, 358-4270. Equal Opportunity Employer.

SECRETARY
Southern construction/property management company is seeking experienced individual with excellent communication skills and typing skills. Must be proficient in word processing and have some knowledge of the insurance with salary requirements to \$18,000. Send resume to: **WOLVERINE TEMPORARY SERVICES**, P.O. Box 5671, Southfield, MI 48068

SECRETARY
Michigan corporation seeks 25 years work experience, 15 yrs typing, 10 yrs law and position. Promotion from within. Salary: \$35-410. Send resume to: **WOLVERINE TEMPORARY SERVICES**, P.O. Box 5671, Southfield, MI 48068

SECRETARY
Immediate opening, retail store in Birmingham. Experienced in word processing. Call: 544-7713

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SEASON

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by advertising your garage sale today!

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544-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

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