

604 Help Wanted Office-Clerical

SECRETARY - 1st
 A busy office environment with a team of professionals. The ideal candidate will be a self-motivated, organized individual with excellent communication skills. Experience in administrative support is a plus. Salary commensurate with experience. Please send resume to: **Office Manager, 1234 Main St., Suite 200, Anytown, NY 12345.**

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SKILLS, SKILLS, SKILLS
 We are seeking a highly motivated individual to join our team. The successful candidate will be responsible for a variety of administrative tasks, including data entry, filing, and customer service. A college degree in a related field is preferred. Salary is competitive. Please send resume to: **Human Resources, 5678 Elm St., Suite 100, Anytown, NY 12345.**

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 A fast-paced office environment with a team of professionals. The ideal candidate will be a self-motivated, organized individual with excellent communication skills. Experience in administrative support is a plus. Salary commensurate with experience. Please send resume to: **Office Manager, 1234 Main St., Suite 200, Anytown, NY 12345.**

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If you have at least 2 years' experience as a restaurant manager or a 2 or 4-year degree in a business related field, you could be earning a \$10,000 operation as a member of our professional management team.

Arby's offers a full benefit package including: competitive salaries, bonuses, paid vacation, comprehensive health insurance, tuition reimbursement, 401K program, credit union and advanced training.

Send your resume to:

Arby's Inc. Human Resources
 18818 Southfield Rd.
 Southfield, MI 48076

Custom Cover Letter 100-423-4800 1818 2nd 2530
 Arby's is an equal opportunity employer.

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