

Control-
Physical

time, Mon-
on & Fri. only.
810) 642-0318

AST
ings & week-
nd Village
810) 669-5330

AST
rs per week,
hour. Mon
810) 669-5330

AST
s/yr/week.
0244

PART-TIME:
• Experience
• 8:30 am-1:30
• Cat Patty at
1700

ST/PHONE
FOR
top notch indus-
try organizing
• Salary pay and
all time position
• Men Chevrolet
Novel, Md.

Salary to \$18,500?
• Home location
• handle multi-
ple clients, must
assume
• 1001, IJC,
Suite 125
• 42075
423-7224

ONISTS/ SERVICE
available in
areas for articu-
lar individuals.
United Escalante
competitive
call for an
PERSONNEL
4-0199

SECRETARY oriented firm in
Professional for
occupations, strong
communication skills,
working 55 wpm,
employee phone
duties. Compre-
hensive. 13-hour.
Practice Manager, P.
con. ME. 45017.

SECRETARY to work indepen-
dently on communica-
tions, processing

send resume
Property Manager
West Bloomington
David or fax to
6-2540
SECRETARY
transfer experience
experience neces-
sary. Reside hour
m. (810) 354-1000
/SECRETARY/
Bloomfield 1636 Ave
Hosston. Phones
computer & dicta-
ry computers
DDI 847-4440 or
810-947-4727
PITCHESI
office in Watford
energetic, orga-
nized, good secretarial
computer skills
resume to 37674
Birmingham 1424, MI

SECRETARY
of a automotive
has an immediate
is available for a
any. Chosen can-
multiple phone
puter skills, good
and organiza-
tional personality.
Many requirements
W. Big Beaver, Ste.
45064.

**RECEPTIONIST /
SECRETARY**
10-15, long term tem-
employment 30-35
2pm-6pm. Mon-Fri.
office, job sharing of
handling responsi-
bility, equipment & cal-
culation. General support
requirements include
and WordProcessing,
communication skills, and pro-
fessional voice & manner,
and prioritize work.
1 year prior secre-
tary experience.

time and salary
for Branch Manager.
Owner Rt. 500.
3174 E.O.E.
- Secretary for pri-
vate clinic in Northville.
one shift needed for
with early leave
M-F 8:00-3:00
Call 610-250-0630

SECRETARY
needed for a
office, answering
edge of computer
as & Wordperfect.
Call 610-250-0630

RECEPTIONIST
needed company looking
for a pleasant voice to
customers. Must have
good filing capabilities
and be a self-starter.
Please send
1958
Arlene Thompson
Neenah-Peshtigo
Neenah-Peshtigo Rd.
#1, WI 48150

RECEPTIONIST

**PHOTONIS7
GRAPHIER**
have good hyging and
Apply to person only.
Management Office
Conf-nf, Bam-4pm.

TS/TSWITCHBOARD
-monitors and switched on
for beautiful office
-m to 5:30 p.m. -
-entire and have pleasant
e. Miscellaneous cler-
-Good - be -
-include. 401(K). Send
J. Schmidt
Box 1745
IL 48009-1745

TS/TSWITCHBOARD
-monitors and switched on
for beautiful office
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-entire and have pleasant
e. Miscellaneous cler-
-Good - be -
-include. 401(K). Send
J. Schmidt
Box 1745
IL 48009-1745

have 2-4 years
of accuracy and
word processing
experience: DOS,
Word Perfect
or (or equivalent
business course-
written, and oral

Immediate con-
e or apply in per-
Automatic Data
Drive, Allen Park,
length. We are an
ity employer.