502 Help Wanted Dental-Medical

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Send typed resume to: Box 200
Observer & Eccentric Newspapers
3031 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

PART-TIME-Good typist needed for attractive Troy office Hours negotiable Additional hours pos-sible Please phone 545-1028 RECEPTIONIST

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SECRETARY for sales office, var-ety of duties, lots of responsibilities type 60wpm, shorthand, 80wpm \$800 Fee Paid.

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DETAIL WORK Are you a self-stanter! Interesting Secretarial position at Detroit Courty Day School for good Typist with excellent knowledge of English Ability to organize work and keep accurate records important 646-7717

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Needed for Chemical Company, To
handle correspondence, telephone &
general office. Salary open Contact
there.

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Propie needed to work part time in
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Mon. - Thurs, 10 - 2 Saturday
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to start. For more information, call
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Light typing, general clerical work
Southfield area. Call Wands Woo
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CLERK TYPIST
COUTHFIELD lacation. 50
Appn. minimum. \$2.65 per
Nour. 1-5 PM, Monday Triday.
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RECEPTIONIST

Suburban engineering firm need your good typing and pleasar phone voice. Lots of public contact To \$100 Fee paid.

Permanent Staff SUBURBAN

If you have experience as an order entry operator we will train you on our compatriction order processing our compatriction order processing our compatriction of the processing which will be a substitution of the same of the proposal processing of the same of the processing of the same of the processing of the same of the processing of the processing of the processing of the cutting contomers. Good telephone continues programs to new and examing contomers. Good telephone mentional programs to new and examine contomers. Good telephone mentional programs to me and examine contomers. Good telephone entities of the processing of the pro-cessing of the processing of the pro-tes of SUBURBAN
OPPORTUNITIES
SECRETARY, to \$900 Good typing
Average S.H. Financial experience
preferred W. Biomnified
Schooling State Control
Livonia, Southfield 59 WPM
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advertising agency needs 30%/M
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Super apportunity in suburbas
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good typing and light shorthand
Lots of public contact, goo
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Previous experience on switchboard Ability to work effectively

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of Farmington Hills 474-6115

SECRETARY Bloomfield Hills, excellent typing and shorthand, career oriented, automotive ben-efits \$200, fee paid.

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Il time Secretary for professional
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It is be accurate Typist, and have
de English skills. Salary commaurate with ability Good
nefits. Ask for Patti 333-1050

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KEY PUNCH

Several permanent species for experienced operators, lotter controlled to the several permanent species for experienced operators, lotter cod typics ability as a knowledge to moving soon to Troy.

Il interested, all 84500 extaled to the controlled to the controlle PREFERENCE

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PEOPLE GREETER person who can type 50, answer phone and do various general office duties. \$550 to \$600. Room for advancement. 234:1816

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Are you a sharp secretary with
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Great location, super salary and
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BUSY SERVICE DEPT BUSY SERVILE UP-1.

Needs efficient typist with pleasan personality to deal with retail canners 50 WPM typing and minimum 1 year office experience Sal ary commensurate with experience Call Ms. Diane Benedict at 335-581.

NORTHWEST DETROIT Part time gift Friday with executive ability. Knowledgeable to truncerity unit, typing and general office.

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Full-time Positions
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If you like to type, file, do figure
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For Southlited Branch of National
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Must have own transportation. For
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Salary & benefits with commensurate with ability. Southeast Salary & 558-860

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504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

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SALES COORDINATOR are seeking a person who can wer phones, write orders, file do general office work. To qual-INSURANCE AGENCY needs experienced Typist, 55 WPM. Some fling and other duties. Benefits. Farmington Hills. SSJ-4803

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Work would be primarily for one
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Call Mr. Gelman: 642:654 Harold M. White 354-3860

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Duties will include Reception
Typing, Filing, Sharthand new
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Light typing, filing, answering
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844-315 WANTED: Responsible person for small sales and distributing firm Permanent full time position calls

Permanent full time promon to for good billing and typing abilities 8 Mile and Farmington fload area. LEGAL SECRETARY Must be good typist with 2 years experience Livenia area 525-0721

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One year PBX experience, type 50
WPM accurately, good alterdance
Beaver Precision Products
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For young traveling secolaives in Southleld are in need of someone to bandle the administrative responsibility of the second property of the second p

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Pull time position for good typist,
Good pay & benefits Call The
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Mature attitude, minimum 5 yrs.
experience, dictation & excellent
office skills required. Must know
legal forms & be capable of
assuming responsibility. Sairy to
commensurate with ability. Mother
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Mature, responsible woman needed
in rapidly growing company, Detail
work with good math aptitude.
Typing 55 WPM, pleasant vote
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Excellent benefits, working condtions. Southfield area. For appoint
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Desire a dependable person to work
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Park, doing filing, & some clean
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An Equal Opportunity Employer SECRETARY FOR 1 girl office typing, filing, processing orders Mature person, 3550 to start, good benefits, Southfield, Call C. Westen

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Will train - spot is offered for good
typist. Bright clerk willing to learn
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start here and move shead quickly.
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Experience required. Good sala:
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EXPERIENCED LEGAL Secre-tary, typing and shorthand required Livonia area. 251-2400

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Large organization desires an experience of embasis of the second of

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Salary commensurate with experience. Southfield area. Call 'Reth'
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Light shorthand, knowledge elinvoicing & bookkeeping belgial
Farmington Area. 178-118
EXECUTIVE SECRETARY. Northwest
with section of Derrut bours &
position available immediately
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SECRETARY. Full time position, must have resume with work references, wage to be negotiated. Garden City area Call Michigan Parsityzed Veterans for interview appointment at:

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Part Time, flexible hours Typing,
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Area. 455-5313 FILE CLERK
Southfield Low firm needs experienced File Clerk immediately. Must have own car. Monday thru Friday, 9AM - 5:30 PM.

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company for self-motivated,
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Call for interview. 353-4225

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office. West Bloomizers.

SECRETARY for Southfield Isw
firm to train for legal work,
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Some college preferred. Call Barb.
355-500

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mornings. 22-50 per hour plus bonus
to start. For more information call
after 1 PM. 358-3169

need apply. Call Shirley between 8:30 AV

MATURE Secretary needed for one girl office in Southfield Typing shorthand and filing required Please call 569-141-

GENERAL OFFICE WORK in Plymouth area for Managemera (Plymouth area for Managemera stelly Experience essential Typing, light accounting and phone Managemera (Pagarater and organizer, car escassity 5.3 PM. Some experiences

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Experienced PBX Operator 10 incoming lines. Pleasing
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accounts payable, heavy workload. Other general office, limited accounts receivable and typing. Berkley location, Sharon 477-1991 KEYTAPE LEADER
YEARS KEYDINCH EXPERIENCE for ternion opening, must have owledge of keytape machine. Tellent benefits this nemning.

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PART TIME general office
assistant, preferably with nursing
home or medical experience
Sunday, Meoday aftersoon, all day
Tuesday Farmington area. Cali
between 9am-1 pm only. 474-6570

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Full time. Minimum 50 WPM typing
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Typing & Illing 9 AM to 5:30 PM,
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Full time. Experience occessary,
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All benefits. Thoreson-McCodo, Inc.
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Perfor typing in your
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area Call

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EXECUTIVE SECRETARY, its Real Estate & Investment business Must type 65WPM: Dictaphone Exceptional office in prime Tro location Salary range \$200-1120 Month plus fringes. Seed resume in Robert M. Citrin, 28555 Evergreen Sate 1807, Southfield MI. 43076. 569-2220, Ext. 229

area. Call 64:122
SECRETARY SALESO PFICE
District manager seeks a per
sonable, efficient secretary wi
typing skills of 60 wpm
transcription experience for
permanent part time position. Fe
more information, call \$22:5600, ex
28.

RECEPTIONIST

Needed PART TIME for Westlam location; 2 evenings and Saturdays to work in pleasant office. Tel-phoce experience helpful but no necessary. Accurate typing, high filling. We need someone with an outgoing personality to greet ou customers* Coll for an appointment.

ACCURATE TYPIST, mature, with good spelling & learning abilities Large amount of filling, full time starting salary \$7250 per year. Blue Cross & retirement benefit. Pub-lishing company in Farmington Hills. Call Jean Brown. 855-8411 RECEPTIONIST
Permanent part time position for person with pleasant voice and leiephone personality. Typing 48 WPM required. Hours from 12:45 to \$5.15 Pm., Monday thay Friday. Troy location. Call between \$4 Am. and \$7 Pm. Personnel \$34-2500 YOUNG Southfield CPA needs an excellent secretary. Good benefits & making conditions

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ACCOUNTANT/SECRETARY

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TYPIST NEEDED for Southfield law firm Must be an excellent typist with dictaphone experience. For appointment, please call Carole 355-2776 For appointment, press, varieties, press, varieties, press, varieties, press, varieties, press, varieties, press, varieties, varieties, press, varieties, varieties,

PHARMACY Girl with Pharmocy bock-ground to work for 3 P.M., INC Desirable to have expe-rience with third party billing

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