

504 Help Wanted Office-Clerical

Small manufacturing firm is looking for person with 3 to 8 years of experience in office clerical work. Duties include typing, light accounting, answering phones, taking sales orders. Must be capable of working independently. Resume detailing experience & salary history, P.O. Box 278, Livonia, 48151, or Call Mr. Burke at 478-2101.

504 Help Wanted Office-Clerical

RECEPTIONIST \$7.00 per hour. Progressive firm needs someone to greet and direct calls. Great opportunity. SNELLING & SNELLING 478-5300

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE 178-3500. 8100 Lbs. of room for advancement here. Training provided for new computer system at this growing company. For details call Tina. SNELLING & SNELLING 478-5300

504 Help Wanted Office-Clerical

PROFESSIONAL SECRETARY. For paid. Analyzed by previous employer. 1000 W. 10th St. (at 10th St.) Detroit, MI 48208. 482-1000. Office Services.

504 Help Wanted Office-Clerical

SECRETARY \$10.40. Fantastic opportunity. Become involved in the exciting action of this national firm. Beautiful office. Please contact: SNELLING & SNELLING 478-5300

504 Help Wanted Office-Clerical

ALL AROUNDING office person needed. Typing, phones & misc. secretarial duties. Call between 9:30-5:30 PM. 526-2120

504 Help Wanted Office-Clerical

STENOGRAPHER - IBM EXECUTIVE SECRETARY. For paid. Analyzed by previous employer. 1000 W. 10th St. (at 10th St.) Detroit, MI 48208. 482-1000. Office Services.

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SECRETARY - PART TIME. Secretarial help needed in busy, fast paced office. Excellent opportunity. Call between 9:30-5:30 PM. 526-2120

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GENERAL CLERK-TYPIST. Typing, telephone work, insurance billing, knowledge of bookkeeping and general office work. Call between 9:30-5:30 PM. 526-2120

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SECRETARY. The applicant must be able to do all of the above. Excellent opportunity. Contact Jack Koshlani at 526-2120

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TRAVEL AGENCY. The largest in the suburbs needs people to assist in the operation of the agency. Light typing, excellent opportunity for growth. Travel benefits \$250 a month. Call between 9:30-5:30 PM. 526-2120

504 Help Wanted Office-Clerical

SECRETARY \$9.500. Fantastic opportunity. National firm is seeking sharp secretary. Shorthand dictated. You will work with top executives. Call between 9:30-5:30 PM. 526-2120

504 Help Wanted Office-Clerical

SECRETARY \$9.500. Expanding Southfield based company is accepting applications from people who are interested in a challenging and new learning experience. Excellent typing skills a must. Please call between 9:30-5:30 PM. 526-2120

504 Help Wanted Office-Clerical

BOOKKEEPER. Use your figure flat and office know-how to assist this suburban firm. No typing necessary. 800 call. 509-0400. Snelling & Snelling PERSONNEL 478-3500

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OPPORTUNITY for qualified person with major firm. Excellent benefits system. Must have excellent communication skills. Conditions and great potential. Detroit/Town Center. 353-587

504 Help Wanted Office-Clerical

BOOKKEEPER. This general ledger bookkeeper will be responsible for accounts payable, accounts receivable, and payroll. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

504 Help Wanted Office-Clerical

NATIONAL Credit Corporation located in Livonia has a position for a highly motivated and energetic salesperson. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

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LEGAL SECRETARY - Law office. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

504 Help Wanted Office-Clerical

CASUALTY Insurance office in Oakland County. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

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SECRETARY - Part time. Excellent opportunity. Call between 9:30-5:30 PM. 526-2120

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Programmer. Experienced in RPG II language. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

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S.M.C. 800 Junction, Plymouth. Temporary or permanent. We need immediately. Call between 9:30-5:30 PM. 526-2120

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Witt Services Inc. (Temporary Personnel) WELCOMES ALL QUALIFIED SECRETARIES STENOGRAPHERS DICTAPHONE OPK. TYPISTS GENERAL OFFICE. 526-2120

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RECENT HIGH SCHOOL GRADUATE. This is a wonderful opportunity to get started in the business world. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

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RETAIL lighting fixture sales person needed. Excellent opportunity. Call between 9:30-5:30 PM. 526-2120

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506 Help Wanted Sales

AMERICAN HOME SERVICES. Looking for talented REAL ESTATE SALES PERSONS. Excellent benefits. Call between 9:30-5:30 PM. 526-2120

506 Help Wanted Sales

FIRST FEDERAL REALTY, INC. is looking for two salespeople who would like to receive top commission plus benefits. Call between 9:30-5:30 PM. 526-2120

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