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Diversified position with estab-lished and expanding Sosthfeld firm. Requires poits, pleasant process processes the processes of the twelfy handle customers. 140 errors range. Full benefits. Very good working conditions and congenial staff. By Sala Oldon Congenial staff. By Sala Oldon Companies and the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Congress of the Sala Congress of the Congress of the Congress of the Congress of the Sala Congress of the Congress of t a client. An Equal Opportunity Employer

GENERAL OFFICE, Full or Part time. Must type. Variable hours including some weekends. Apply Monday through Friday, 9 AM - 4 PM. Arnold Home, 18320 W 7 Mile. ASSIST PARTNERS, \$11,000
Troy area office seeks person capable of composing correspondence and assuming client contact, typing, fee paid, full benefits.
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Bloomfield Goststruction Firm seeks
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Excellent opportunity Pleasant
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With good business matche experience needed to run compare & mother screen of the property of the p

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and that's what we need, copy typists - legal typists - state all typists - transcribing typists - and every kind of top-not imperenced typist available for interesting rewarding lie bodary assignments. You'll set your own work schedul working as regulating or as rarely as you choose. Stop in tall more for an internet.

See Mary Ann or Dons 24755 5 Mile W. of Telegraph or Carol, 29256 Ryan Rd., N. of 12 Mile

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Day position available. WEEK
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General office, part time 1 hours
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FULL TIME position available at Southfield financial institution. Typing, clerical skills, ability with figures, able to meet pubble, an equal copportunity employer. Call Mr. Gregory for appointing 253-3010

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Permatent part-time secretaris
belp needed in Birmingtum area
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Position in personsel department of large retail corporation. Will sasist in routine typing, filing and administration of daily personnel procedures. Should have good telephone voice handling inquiries registring personnel matters. Should have accurate typing skills. Pleasant atmosphere. 16-20 hours per week. Lail:

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Rd. Plymouth.

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Full time opening for general office. Previous architectural or engineering office experience below of the previous and the previous service. We Clurg & Associates, 25 W. Long Lake Road, Bloomfield Hills. 645-2206.

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57800

You'll be busy here. Successful firm needs a bubbly Typist. Will be taking calls, greeting important clients. Call Kathleen right now.
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Coordinate all aspects of wholesale
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Immediate opening for an experienced Credit lawestigator. Company located in Birmingham area.
Call Mrs. Marcus at 647-6600

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Full time secretarial position available for individual who meets the following qualifications:

- Typing 60 WPM at 80% accuracy Shorthand 70-80 WPM (will consider

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1-3 years secretarial experience preferred
Effective verbal and written communication

Applicant may apply in person at Bank of the Commonwealth, Personnel Dept. 12th floor, 719 Griswold, corner Fort St., Detroit, Mi. 48226. Attn: Denise Dryden

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For Southfield Office, pleasant surroundings & working conditions.
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WOMAN experienced in automobile rating. Accurate typist & pleasant telephone voice required. Salary secording to experience. Opportunity for advancement. Expanding agency in Birmingham. 645-6607

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Requires good math spitudes and
the ability to type, some experience
preferred

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Excellent position for efficient
experienced individual Typing &
wym., shorthand, 80 wpm., and
bookkeeping experience required, ig
fir office located in Southfield Sal
ary 2000 per week, plus benefits
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Thyy Exrells Building: A small state of the perfect of BIRMINGHAM based manufac-turing company seeds and for the company seeds and seed to the company seeds and seed the company seeds and seeds an

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Attractive Southfield Office has immediate opening for person with good math aptitude. Typing 50 WPM, excellent benefits. For appointment call 323-3209

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Send resume to Enertres. Inc.
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CLERICAL

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SHARP secretary with toprotch
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excellent typing, mag card experience preferable but will transthowledge of insurance heighth but
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Salary open. Troy area. Ask for Ms.
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Trial balance, sales tax, payroll Must be able to operate NCR or comparable bookkeeping machine Oak Park area Call Mr Klein.

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Looking for a challenge Opportunity for ambitious, intelligent individual with excellent shorthand and typing skills Position demands perfection and much responsibility Salary commensurate with expe-

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Keydisc/Keypunch experienced operators and oright trainees occepted for op pay. Immediate openings or all shifts. Excellent benefits and incentive pay.

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ALL AROUND' GIRL Must know typing, shorthand, some figure aptitude, telephone experience & various office functions for general contractor & property maragement firm. Call Mr. Weisberg. 537-9620

WANTED - EXPERIENCED book-keeper thru trial balance & financial statements, male or female. Computer input & read out experience preferred. Troy office location. Call for interview 681-830

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Inventory file clerk. Egis school
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S09-950

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EXPERIENCED DICTAPHONE
Operator and General Office. Small
insurance claims office Southfield
Call: Mr. Myers or Mr. Felthouse
for appointment 333-1900

CLERK TYPIST 60 wpm . New Center Call Mr Lobsinger 875-8300

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EXPERIENCED legal secretary receded for Farmington Bills law firm, good lyping and decupben required, excellent benefits. Call Linda Widrig.

TYPIST BOOKNEEPER
For 2 gril office, Southfield, full
time permanent position 5 days, 9
to 5, experienced in legal, imurance
or real estate work helpful.
Requires a motivated

Requires a motivated person with professional attitude. Salary \$170 week to start. A. Sills. 254-0032 Part time position for experienced person to operator console. Menday thru Friday, 8 AM-1 PM. Roger Penske Chevrolet, 28111 Telegraph, Southfield. 355-1000

WE NEED good typist that takes shorthand and has good book keeping and general office back-ground. Job offers good salary, pension, health insurance, steady employment. Oak Park. Call Mrs. Schwartz 285434

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Diversified, typing required Short
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Call between 9 & 5. Mr. Tom
Stephen S57-819 SECRETARY needed for 1 girl office. A/R. A/P. payrell, tool and die shop. Experienced only need apply. A & J Precision Tool Co., apply. A & J Precision Tool Co.

EXPERIENCED LEGAL Secretary for 2 man office in Southfield. Some shorthand and bookkeeping. 569-2424 SECRETARY for life insurance agency, full or part time, life insurance experience desirable but not necessary. Excellent opportunity for person with good shorthand and typing skills. Benefits (for full time). Includes pension, life insurance, major medical:

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Good figure apitude, I to 2 years
general office experience required.
Type 40 WPM and enjoy detail
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dept. as well as memberathy dept.
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SECRETARY experienced for basy Southfield office. Typing 70 WPM, dictaphone, complete benefit package. Contact Wand Wiggins for an appointment. 50-500 MCHIGAN INN Equal Opportunity Employer M/F ASSISTANT BOOKKEEPERS!

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60-65 PPM Must

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We are currently representing a fine selection of openings for legal secretaries. The positions are becordaries. The positions are until and period to the position are until and period. To palance and benefits for experienced professionals. Over a cup of coffee, we can discuss the particulars of a variety of positions available. No variety of positions available. To downer Mansfield. PERSONNEL AT LAW
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