General Office

Hospital 19810 Farmington, Livonia

CLERK

**TYPIST** 

CASHIERS

Come join the fashion world of Hod-ley's. Retail experience helpful but not necessary. Full time and part time. Please call Ms. Schugar, for interview, 464-694. HADLEY'S 77209 W. 6 Mile, Livonia

OFFICE CLERICAL

manent full time position ure woman who is good res to work in Accounting, ares to retail chain located 8 see area. Mrs. Meadows

353-0160

SUBURBAN SUBURBAN
OPPORTUNITIES
STATISTICAL TYPIST - \$600
Southfield
PERSONNEL SECRETARY
Shorthand and typing To \$850
Southfield.
EXTRY LEVEL POSITIONS - Secretary. Clerk Typist. Accounting
Orth. Southfield.

Derk Southfield. PAYROLL CLERK - Royal Oak

91. Employers pay all fees

SUBURBAN OFFICE SERVICES

COMMAND POSITION irban division of nation surban division n has to fill a s

644-4600 SNELLING & SNELLING AGENCY

AGENCY

CUENT CONTACT
FEE PAID

Secretary, no shorthand, Compute
company offers variety and chal
lenge for your good typing and figure ability. 1800, benefits. Call Kyle.
353-2090

SNELING & SNELING
PERSONNE.

Il time position. Must like with figures and be apt adder. Full benefit p luding profit sharing HADLEY'S

Going Back

To School?

EARN EXTRA CASH

TEMPORARY ASSIGNMENTS

ALL Office Skills

LEGAL - secretary, no shorthand, Bloomfield law firm, benefits include profit sharing, salary \$758 to \$566, agency fee paid GENERAL office position for large Southfield company. I year office experience, salary \$500 to \$550, plus full benefits, and fee paid.

TROY - real estate firm needs sec-retary, will train to do closing and appraisals. Salary \$500, fee paid

**ADAMS** &

MARTIN PERSONNEL 20 E Maple BIRMINGH 646-5600

Immediate opening for Typist to work or our Martgage drice leasted an 12 Mile & Formington Rds. Must type of least 45 WPM accurately, previous office experience desirable. Apply in person trans JAM to 47PM. Monday through Friday. 1st Federal Sovings of Detroit 33333 W 12 Mile Rd. Formington Hills. DIAL A JOB Formington Hills An Equal Opportunity Emp An Equal Opportunity Employer
CONTRACT ADMINISTRATOR
Subsidiary of Major Michigan
Inancial institution needs an individual with basic bookseeping
subsidiary and general office expemoved to the subsidiary of the submoving and subsidiary of the subsidiary
administrator. We require an
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try enjoyable with excilent benditt. Salary commenzatie with LIFE INSURANCE agency has opening for insurance correspondexec clerk, prefer mature woman. Salary open, depending on experience, Earmington litils area, many benefits. 569-161 many benefits. 569-1616
TYPIST - Good typing & good spelling for advertising publication. Varied duties, will train. Livonia area. Must have own transportation Call Betsy: 261-6300

Yellow Pages Dept. National service corporation has permanent opening in our Yellow Pages Bept. Telephone company or related background in white or yel-low pages advertising required. Must enjoy telephone and personal contact with people and have the ability to type.

ir imerested please send resum with salary requirments to: Per sonnel Dept., P.O. Box 1179 Detroit, 48266. Equal Opportunity Employer M/F AVAILABLE NOW 353-U10U
CLERK TYPIST - no experience
recessary. Meet the public, interesting and varied work, centering
around operation of ose, computer
increases based on merit. Legislate
tocrases based on merit. Legislate
(Korsak, General Finance Cop.
SM-1203

 Keypunch
 SED

 Sec'ys (shorthand)
 200

 Sec'ys (no shorthand)
 1700

 General Office (several)
 250

 Statistical Typist
 250

 Clerical (Prod. scheduling)
 870

 File Clerk
 550

 mourance Rater
 360

File Clerk \$20
Insurance Rater \$850
Many other positions avadable in
the N. E. & N. W. Suburbs.
ALLIS JOHNSON PERSONNEL
Quakerfown Plaza 1799 Hamilton
Farmington Hills \$533-0100 GENERAL OFFICE, res person, must have pleased phone voice, accurate typing, to handle all office procedures, full time, Crown Steel Company, Southfield, 333-3550 EXPERIENCED SECRETARY needed in sales office focated in

needed in sales office located in Southfield area. Excellen opportunity. Call for appointmen 559-727 CLERK - large Southfield firm, excellent figure aptitude, MBS reports experience, no typing required, benefits, \$704 to \$228, fee paid.

TYPIST - 65 WPM, mag card and dictaphone experience. Southfield firm, benefits, \$650, fee paid. STENO Southfield company, typing 60 WPM, shorthand 80, 1 year experience required, benefits, \$25, (se paid.

ACCOUNTS - receivable clerk Royal Oak, billing experience typing required, \$600, fee paid. LOIS RAY

PERSONNEL 559-0560

CLERK TYPIST

CLERK TYPIST
PART-TIME
Vork 20 hours week, Mondoy
thru Friday, daily hours
flexible.
Applicants should have some
previous office experience,
good typing skills, or least
Sowpm. Competitive solary
sructure and many benefits,
Interested applicants should
call Mns Jeross, 833-6902 

Winkelman's CLERICAL

TAKE A LOOK
may have the position you elf Schoolcraft ) Livenus

SALES REPRESENTATIVE
Michigan Bankard, entry leve
position for career minde
individual. Looking for someon
who is well groomed an
aggressive. College degre
aggressive. College degre
breefit package. Call to artistication

IBM MAG LEGAL TYPIST (Will train good typist in word processing) CLERK TYPIST (Varied assignments) FILE CLERK who is well ground aggressive. College degree preferred. Good starting salary and breefit package. Call to arrange an interview and Comportunity Employer An Equal Opportunity Employer

LIBERTY MUTUAL INSURANCE CO. Telegraph at 1215 Mile An Equal Opportunity Employer

TEMPORARY JOBS APPLY NOW FOR FALL

Keypunch Secretar Typists Switchboo

Southfield-Troy-Rochester Farmington

For interview call the office nearest you, Manday thru Friday 9 Am. to 2 Pm. DEARBORN SS-SADS TUBER OF THE STATE OF THE ST SUBURBAN OFFICE SERVICES 651-150 SECRETARY

LIVONIA (10 am - 3 pm)
FARMINGTON (10 am - 3 pm)
WYANDOTTE 254-9066
OAK PARK 967-0335 With good business machine experience needed to run compater à handle diversified office, daties fot Royal Oak manufacturer. Ful time, good benefits including profit sharing & pension plan. Sen resume, including salary histories sume, including salary histories sume, including salary histories de Centric Newspapers, 36231 Schoolcraft, Livesia, Michigan 48159. WITT SERVICES

CLERICAL TRAINEES PURCHASING DEPARTMENT reds experienced girl to do Ge al Office work in the Purchasi resume to Purchasing Manager. P. O. Box 98, Southfield, Mi. 6807 position is what co Benefits, plus dental. Durham Personnel EXCELLENT OPPORTUNITY (or experienced woman, 18-30, knowledgeable in advertising, production PERMANENT PART TIME Mature woman for light office
work. 2 days week. Fee Pald. Beryl
Personnel. 4274 N. Woodward.
Royal Dak. ST\$4270

OAE

504 Help Wanted Office-Clerical

PERSONNEL RECEPT 570
Pleasant surroundings in personnel
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PERSONNEL AGENCY

oays. 3399. Monthly Mazimum. N agency lees.

TRAINEE
Associate Degree or experience
OBOL. \$359 minimum monthly
Pully paid benefits. No agency lees
Pully paid benefits. No agency lees
Gameria and the agency lees.

Sample appearance of the
Bush machine experience of the
Bush machi rsified duties, good typist hand helpful. Apply is RECEPTIONIST-BHM
r experience insurance f

504 Help Wanted Office-Clerical

EGINNERS STEND FFRE WPM Typing, shorthand g nice but will see with

ours. Full benefits including tays, \$350. Monthly Mutimum.

sourceping experience, accurate so wpm typing. Answer phones. Sal-ary \$200 range. Paid benefits. No

ary kno' range. Paid beredts No geory fees; agency fees; Southfield Location. Expert ability to construct letters, good accurate typing, answer phones. MATURE to the control of the control of the total of the control of the total of the control of the total of the control of the Financeial statement experience. The control of the control of the total of the control of the control of the total of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the statement of the control of the control of the control of the statement of the control of the control of the control of the statement of the control of the control of the control of the statement of the control of the control of the control of the statement of the control of the control of the control of the statement of the control of the control of the control of the control of the statement of the control of the control of the control of the statement of the control of the control of the control of the control of the statement of the control of the c

ACCOUNTS RECEIVABLE
BEG. BOOKKEEPER
Must have Bookkeeping sheoling,
40 wpm typing, ROYAL OAK Manu-facturing Firm. Salary 3336-530
minimum range. Fully paid benefit
No agency fees

BEG. TYPIST-STH.
Good figure aptitude, 5.5 wpm. Will
train as Jr. Secretary, Salary \$500
range, Fully paid benefits, No
agency feels.

TYPIST-SOUTHFIELD
Beginner acceptable. 45-50 wpm
typing Will learn processing of
invoices, also computer. Salary 8600
range. Fully paid bracfis. No FÜLL CHARGE BOOKEEPER.

Jest of Blatt-herkebasig,
investinents, COMSTRUCTION CO.
must have construction bookkeying steerinere. Will handte all
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specials: No general (res. property) and property of the prope

rate typing, \$700 range, Full efits, Including dnetal, No ag-fors.

fees. TyPIST TROY
Good typing for export division
international mig. firm Excellent
typing. Able to compose letters.
500 range. Full brendits including
dental. No agency fees
BETTY HAMIL PERSONNEL
424-B470

**TELLER** Full time position is open for work at our Westland Office located on Cherry Hill at Mer-rimon Rd. Requires obility so meet the public and be occurate with figures. Gall Manager for interview at

ger for interview at 728-6550 1st Federal Savings of Detroit An Equal Opportunity Employer

An Equal Opportunity Emp
BOOKKEEPER, \$12,00
Farmington firm seeks expeperson thru trial balance,
offer full fringes, fee paid.
Dutham Personnel

SECRETARY
MAJOR COGPOCATION
Light shorthand and expresses are fine if your typing is good. Hurry for this, Choice fee paid postion, 3800 plus to start. Call Kathy botton;
SNELLING & SNELLING
PERSONNEL

TRAINEE \$700 a busy atmosphere, this is your chance! Good typing is a must, furry! PUBLIC RELATIONS
your friendly nature and
cal skills for this

TYPIST TO \$10,000 FEE PAID. Love to type? Fr FEE FAID. Love to type? Friend company will hire you today! INSURANCE TO \$12,000 FEE FAID. We have several extended from the openings for experienced insulance personnel. FARMINGTON LEGAL Looking for challenge and variety Your good typing and take charp personality are what's needed molere.

ENERAL OFFICE girl wanted for othfield Law Pirm. Good job for stinner. Call

beginner. Call 59-421
BRECEPTIONIST-SECRETARY
Basy Office in Troy desires deta
oriented person to work to
promotion director. Good typing
dictaphone, bookkeepin a
reprince preferred. Send resum
to: Box 706, Observer & Eccentin
Newspapers, 36251 Schoolcraft
Livonia, Michigan 48150.

**TELLER** 

Full time position is open work in our office located Middlebelt, north of 7 M Rd. in Livonia. Requires obto to meet the public and occurate with figures of Manager for interview of 474-4643

1st Federal Savings of Detroit An Equal Opportunity Employe An Equal Opportunity Employs:

SECRETARY/RECEPTIONIST
Part time for Personnel Agency
Type 55 wpm, good phone manner
338-22

LEGAL SECRETARIES with exp or the desire to learn legal. Let us secure you a position. Operings in large & prestigious firms. All offer excellent benefits & salary. exceited centils & salary.

For other secretarial positions call, come in, or send resume to:

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PARNNERS, LTD.

SUSS Woodward SUITE 518

Birmingham, 4801

644-2852

For Paid

OPEN TUES, TILL 8PM

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AVAILABLE NOW peral office/Steno ##5 wk.
retaries #160 wk.
comming clerk #160 wk.
comming clerk #150 wk.
comming clerk #150 wk.
place #150 wk.

ACCT CLERKS ERSONNEL 358-3250 any immediate openings cas. Work as little or as o u like on various tem signments while earning mey. If interested apply at PERSONNEL RECEPTIONIST 5180

Make travel arrangements, plan meetings, assist in arranging benefit programs & handle workmen's compensation cases. Prefer minimum I.v. orgenious effica area. Kelly Services Inc mum I yr. previous office expense, type \$5. Full benefits with naal Program, cost of living & 3 etc. paid vacation. Employer diee. "The Kelly Girl People" 29449 6 Mile, Livonia 522-4020

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129 S. Telegraph, Bloos 642-9650

DOCTORS RECEPTIONIST or well established Live

525-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

BOOKNEEPER 200

For rapidly expanding suburban company. Handle basic bookkeeping duties plus some supervision of clerical employees. Full benefits, company note?

Il benefits, company paid fee 525-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

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UASIC FOODS has an imme-iate opening for an Order lork for taking telephone reders from brokers and

austomers.
Requirements include having a pleasant telephone voice and proficiency on a 10 key stiding machine. Order desk aperience helpful but not randatory. Apply at:

Vlasic Foods Inc. 33200 W 14 Mile Rd. (Neor Farmington Rd.) West Bloomfield An Equal Opportunity Employe

MAG II TYPIST

Accounts

Payable Clerk

SECRETARIES

TYPISTS KEYPUNCHERS

S15-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

23777 Greenfield, Southfield (suite 122) 424-9100 LEGAL SECRETARY TO \$950 Inmediate opportunity with subur-ban law firm. Real estate and cor-porate law a plus. Beautiful high rise offices with a view of the city, Hurry for this! ty for this! 353-2090 SNELUNG & SNELUNG PERSONNEL

NOT AN AGENCY ... THEREFORE NO FEE Equal Opportunity Employer M/F KEY PUNCH JST-090
LEGAL SECRETARY - no short-hand, dictaphone essertial, must be an organized person, salary commensurate with experience, experience more important than age.
Call alter 5 pm 864 8111 **OPERATORS** 

Long term temporary assignment Dearborn area. Will be working a DATA CONTROL ANALYSIS Background in programming or a year Associate Degree. Some over time involved.

**TOP \$\$\$** 

CALL

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Exec-U-Temp FILE CLERK
For attractive office in Southful
Excellent advancement opport
nities. Good benefits. Call N/
Creditors Service. Inc. 33-00
Equal Opportunity Employer M/

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Customer Service
Licenia office has an opering for
Licenia office has an opering for
you emjoy people. Uppe 5.56 WFM
and enjoy diversified work: If you have had a years of office experience, you could qualify for this
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MITTERIA'S MILLIOAN
MILLIOA

GENERAL OFFICE for busy sales office. Math ability for advance-ment requires 50wpm typing plus two years office experience \$750 Fee Paid. MAG II ITFIDI
Permanent oppning as opporate
offices of international oppningation
presently headquatered in Southfield but moving soon to Troy.
Experience on the Mag typewriters
required as well as good circula
stills. Dictaphone would be helyful.
Call 569-3700 ext. 286 for an interview appositument.
Equal Opportunity Employer M/F

SECRETARY to owner of Troy firm. Requires shorthand & typing epperience. Nice office. \$850 Fee Paid. MANAGER TRAINEE FOI RETAIL STORE. Sales oriented career minded, great opportunity \$11,000 plus Fee Paid.

Accuracy Personnel

G02006 CALL DUR
CAREER ROT LINE
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G14423
JR. CLERN TYPET - Application
must have at least 2 years of lid
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Permanent position available at corporate office of national organization headquartered in Southield but moving soon to Troy. Requires good math apitude and the ability to type, some experience preferred.

Call 589-5700 ext 258 for an interview appointment. Equal Opportunity Employer M/F RECEPTIONIST/ RECEPTIONISI/
SECRETARY

Mast type 50 WPM, 2 years recent
general office experience. Good saluy and excellent fringes.

WAYNE COUNTY
ASSOCIATIONS FOR
THE RETARDED

54466 565-4666 An Equal Opportunity Emplo

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ACCOUNTED PR

An Equal Opportunity Employer
CREDIT INVESTIGATOR
IMMEDIATE OPENING
Company located in Birmingham
area. Please call Jill for interview.
617-8600 Closing
Coordinator
Immediate opening for experienced
person. Experience should include
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Must type 65 WPM. 963-2300
BOOKKEEPER-Full charge, experienced in property management.
Safary commensurate with experience. Send resume to: Box 664 rienced in property managemen Safary commensurate with exp rience. Send resume to: Box 65 Observer & Eccentric Newspaper 8251 Schooleraft, Livonia, Micl gan 48190. FULL TIME Statistical typist phone, and some general office for CPA located in Livonia. Reply te Box 782, Observer & Eccentric Newspapers, 38251 Schoolcraft, Livonia, Michigan 48150.

gan 48150

SECRETARY. Permanent, part time. Nationally known confection manufacturer needs permanent part time secretary. 4 days per week. 4 hours per day. Duties benefit office week placet of the permanent of EVORUM, Michigan 48150.

SECRETARY NEEDED who is willing to work hard and learn the shills needed to become a key member of our staff. General office knowledge. Call 433322 TEMPORARY JOBS

CLERICAL Good typist to work in insurance dept. of national corporation. Knowledge of, or interest in learn-ing corpourate insurance and risk management. Will be moving from Something to Troy within the next few months. SECRETARIES RECEPTIONISTS few months.

If interested, call \$69-\$700 ext. 296
for an interview appointment.

Equal Opportunity Employer M/F

CLERICAL you're a well organized pe to enjoys talking to people, he e job for you! Personnel or s perience helpful. Beautiful face in Livonia. Call Carol 522 National service corporation has immediate openings for GENERAL OFFICE CLERKS at the beginning level. Will be moving from South field to Troy within the next few months. VARIETY JOB months.

Requires good math aptitude and typing ability. Benefits are provided.

If intersted, call 559-5700 ext. 296 for

CLERK

CLERICAL

If you can type 50, you will ha your choice of several diversifi positions. W. Suburban locatic Excellent starting salaries, gre benefits. Fee paid. CALL NOW. PERMANENT STAFF 522-42 CLERK

Data Entry/Accts. Payable
Permanent position, international
service company, moving soon to
Troy,
Requires good typing and clerical
skills, Will train on Data Entry TELLER

Full time position is available for work at our Canton Office on Ford Rd. at Haggerty. Requires ability to meet the 981-2520
1st Federal Savings
of Detroit
An Equal Opportunity Employer International corporation presently located in Southfield but moving soon to Troy has permanent opening. Requires good circula stills and typing ability, experience in either payroll, billing.

If interested call \$38-3700 ext. 208 for an interview appointment. Equal Opportunity Employer M/F

GENERAL OFFICE
Good typing, full time. I year experience. Southfield area.
354-2231

BOOKKEEPERS .. 537-6808 TROY YOUTH ASSISTANCE mittee needs dedicated per manage office. Requirements ing, basic office skills and de work with and basic

sork with and help young people. Seasonal position. Sept. through May. Call between 9 & 5 689-7255 HIGH SCHOOL graduate for filing and light office work. Must be able to work full time. See Ms. LaPoint at 12350 Beech Daly, between 95. ONAL SECRETARY, 258-3520 PART TIME evenings and week-ends. Call for appointment, Art Van Purniture, 4331 North Woodward, Royal Oak. 576-2900

504 Help Wanted Office-Clerical

RECEPTIONIST

moving and storage bininess pre-ferred. Send resume to Stevens Van Lines, 28720 Lorna, Warren, Mich 48092 BOOKKEEPER, experienced responsione, conscientious with good typing skills, for time keeping system in large Southfield law firm. Call Barb 355-5000 TYPIST for large Southfield taw firm to train on power typewriter. Able to handle responsibilities Call Barb, 335-5000

GENERAL OFFICE full time, no typing, 37% hour week, \$115. ii Mile & Southfield Rd. Phone Mr. Weil. Call after 5 pm 864 8f1

MESSENGER - Reliable individual
desired by major Southfield rea
estate company, for messenger and
general office work. Dependabl
car necessary 539-2009 est. 118.
An Equal Opportunity Employer Weil.

GENERAL OFFICE/ Capable, mature woman to do typing, kerr stock records and wait on public. Call before Jrm.

RECEPTIONIST wanted full time for beauty salon, good telephone manner. Ask for Sandra Clawson.

433-3120 ractice. Schedule appointments, reet patients, handle incoming alls and do light typing. Full

needs experienced receptures retary. Attractive fringes and start-ing salary. Call between 3am-5pm. 272-5350

salary open. 644-2100 Equal Opportunity Employer M/F

RECEPTIONIST

WANTED

FOR SOUTHFIELD OFFICE. Must
have good typing skills. Excellent
fringe benefits. Call JOYCE
LUXON 559-2828

MORTGAGE SHIPPING CLERK
Immediate opening available for
experienced merigage shipping
the shipping shift
of more years
required. Company sping shift
required. Company shipping
shift
shifting area. Please call Mrs.
Marcus at 647-8500.

**TYPIST** 

Part time evenings and some week-ends 9 Mile-Lahser area. Send mail, simple resume and pay rate required, to Mr. Munderson, Box 37, Southfield, Mi. 48037. BOOKKEEPER wanted part time, good pay, flexible hours. 542-022

BILLING & PAYABLES clerk for attractive Livonia office. Good typ-ing and cleric skills a 'must'. Good pay, starts immeditely. Ask for 'Mike': 728-2100; or 468-1020 OFFICE help wanted, hours lpm 7pm. Salary open to discussion N.W. Detroit area, Mr. Katz 577-8300

LEGAL SECRETARY for Bloomfield Hills firm. Experienced or will train. Shorthard and typing a must. Salary commensurate with ability. Benefits. Chem. 644840 TYPIST

TYPIST
Large insurance company located in Troy needs policy typss. 45 WPM with reasonable accuracy. Hours 7:45 AM-4:15 PM. Mon. through Thurs. 7:45AM-1PM. Friday. This is a permanent position. An anathra Thurs, 7:45,844, 1PM. Friday, This is a perminent position.
CALL MR. COWELL
An Equal Opportunity Employer
SECRETARY - I girl office, some typings, bookkeeping, pleasand wore. Salary commensurate with ability. Call 9:30 am-4:00 am-4:00

341-2653
WANTED: experienced phose operator for Comkey System. Some filing, typing and general office work in addition. Profit sharing and company paid hospitalisation. Call for interview. 251-9100

INSURANCE Claims Typists

& part time positions avail

, 50 WPM minimum. Attractive

effit package. Southfield locs

, Contact Scott Wester from 8 Full & part time positions avail-able, 50 WPM minimum. Attractive benefit package, Southfield loca-tions, Contact Scott Wesler from 8-4 for appointment, 557-6500 An Equal Opportunity Employer

GENERAL OFFICE HELP
Part time. Mornings 12 to 20 hours
per week. Reply to: Bax 604
Observer & Eccentric Newspapers,
30251 Schooleralt, Livonia, Michigan 48150. SEC'Y/RECEPT.

Oxiny restores a speciation. Call days at time of application. Call Ms. Van:

544-1350
Equal Opportunity Employer M/F

ADVERTISING AGENCY in Troy, has immediate opening for office

EXCELLENT HOURS for part time employment. Seeking Unit Clerk Prefer mature person with mathematical shilly to do weekly seconding. Located near Telegraphy of the Prefer and Interview for appointment and interview for appointment and interview for personal preparations. GENERAL OFFICE train learn awitchboard. Type 50 Order processing, Immediate ing. Call for appointment, 5 750 W. 8 Mile- Ferndale.

504 Help Wanted Office-Clerical

TS to train as Keype type SS WPM minur year work experience. Average key strokes of 10,000 to 11,000 strokes per hour. Afternoon shift. 4:30 PM to I AM, Full time work. Good ben-efits, incentive pay. Call first between 8 AM and 5 PM, 478-7447 or 478-7448. Manatron Inc. Livenia.

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SECRETARY, experience neces-sary. Accuracy and neat work a must. For further qualifications please call 8AM to 12. ST7-6577

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