



504 Help Wanted Office-Clerical

CREDIT COLLECTION
 we have positions open in accounting department for an individual to collect accounts receivable. Must be able to sign and check credit limit and release orders for shipments and to make accounts receivable work as time allows. We need someone who is a good typist and has a minimum of 10 years of experience in the collection office, phone manner, very pleasant. Excellent fringe and working conditions. \$180 per week. Contact a Recruiter at 818-2200. An Equal Opportunity Employer.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASST.
 CIVILIAN
 Troy Manufacturer
 Export experience. Must be Spanish or bilingual. Must be computer literate and have typing experience. Excellent typing skills. Full salary \$1800.00. Fully paid benefits. Union related and detail. 30 days notice.
PRODUCTION CONTROL CLERK/TRAINEE
 Troy
 Clerical Background required. SWRM typing. Experience. Salary \$1700.00. Fully paid benefits. Detail. Union related. No Agency Fee.

504 Help Wanted Office-Clerical

WORLD PROCESSING OPERATOR
 Southington
 Input and routing experience. 40-45 WPM typing. Good spelling. Must be able to type. Fully paid benefits with many plans. 30 days notice. No Agency Fee.

504 Help Wanted Office-Clerical

TYPIST FOR PURCHASING DEPT.
 Must have purchasing order back ground. Advertising and design background. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

BOOKKEEPER
 General Ledger, Journal Entries, expense reports, 40-45 WPM typing. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
 Excellent opportunity in expanding W. suburban area. 40-45 WPM typing. Good typing. Excellent spelling. Good office skills. Fully paid benefits. Good chance for advancement. \$1800 per week. 30 days notice for interview.

504 Help Wanted Office-Clerical

PIERCEMANENT STAFF
 CIVILIAN
 AIDE TO DISTRICT MANAGER
 Suburban office needs typing and phone operator. Good typing. 40-45 WPM. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

SNELLING & SNELLING AGENT
 ANNUITY/INSURANCE Women wanted for 2 openings as Receptionist. Civilian. 40-45 WPM typing. \$1800 per week. Fully paid benefits. Flexible hours. No Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

ANNOUNCING
 Our New Farmington Location
 Suburban Office Services
 33245 Grand River
 477-9840

504 Help Wanted Office-Clerical

TEMPORARY AND PERMANENT
 Come In & Register
 Short-hand - Typing Data Processing Bookkeeping Word Processing Switchboard
 Two Locations To Serve You
 Rochester 651-1500
 Farmington 477-9840

504 Help Wanted Office-Clerical

Suburban Office Services
 A PLEASANT PERSONALITY
 Flexible individual to work for rapidly growing health care related company. Typing telephone manner and ability to work with many people a necessity. \$1650 WPM. Flexible hours. Experience a must. This position offers varied experience in many different areas of management and has many possibilities for future advancement. Business school degree. 20 to 30 years experience in law, engineering, Gov. sales and benefits. Send resume and salary requirements to: Department of Personnel, Central Office, 2000 Park St., Troy, Michigan 48064.

504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER
 Accounting Clerk-General Office. Position wanted for a new battery manufacturing company located in Dearborn. 40-45 WPM typing. \$1400.00 per week. 30 days notice. No Agency Fee. \$1000.00. No Agency Fee.

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CLERICAL/HELP
 typing skills and minimum 10 years of experience. Excellent starting salary and complete benefit package. Interested applicants should call:
 Arlene Appleman
 3250 W. Big Beaver
 Troy, MI 48064
 479-3300 Ext. 221

504 Help Wanted Office-Clerical

SECRETARY
 National Headquarters located in Troy is now accepting applications for secretary. Sales or marketing experience preferred but not required. Excellent typing skills and minimum 10 years of experience. Excellent starting salary and complete benefit package. Interested applicants should call:
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SALES CLERK-TYPIST
 Opportunity exists for an individual with 2-3 years general office experience who is capable of assuming the clerical duties associated with a Sales Department. Successful applicant will be responsible for typing quotations, filing, and should have a minimum of 10 years of experience. Excellent starting salary and complete benefit package. Interested applicants should call:
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PERSONNEL DEPARTMENT
 INGERSOLL-RAND CO.
 Automatic Production Systems Division
 23400 Halstead Road
 Farmington Hills, MI 48024
 477-8800

504 Help Wanted Office-Clerical

BOOKKEEPER/ASST. BOOKKEEPERS ACCOUNTING CLERKS
 work temporary while looking for your permanent position. Call us at:
 354-2410

504 Help Wanted Office-Clerical

ACCOUNTANTS ONE
 BOOKKEEPER/ SECRETARY
 \$15.00
 Major firm in Troy, Michigan office in Livonia. Full charge bookkeeping. \$15.00 per hour. Excellent benefits. 30 days notice. No Agency Fee. \$1000.00. No Agency Fee.

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BOOKKEEPING OFFICER
 Some Data Processing experience. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
 Immediate full time position for secretarial/typing skills. Must be able to type. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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ATTENTION \$12,500
 NEW! MORTGAGE BROKER suburban firm needs your ability and good typing skills. \$12,500 per month. Fully paid benefits. 30 days notice. No Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

CLERICAL
 Temporary mature help needed, flexible hours. Must type. Farmington area.
 626-8842

504 Help Wanted Office-Clerical

CLERICAL
 Typing, shorthand, experienced for general office work. Full time position. 30 days notice. \$1800 per week. No Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

Beginner Typist
 Variety job with large W. suburban area. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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PERMANENT STAFF
 CIVILIAN
 Billing Clerk for New Company with figures, pleasing phone manner. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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BOOKKEEPER/ASST
 Retail experience desired. Orchard Lake/Maple Road. 477-9840

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CLERICAL-TYPIST
 Farmington Hills
 Major company needs an individual for Retail Office. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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CUSTOMER SUPPLY CLERK
 A good company like Finney Bowers. We are looking for a customer supply clerk. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

BOOKKEEPER
 For small consulting firm in Southfield, part time, either 3 full days or 5 half days a week. Call Estelle Ross. 477-9840

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BOOKKEEPER
 Full-charge large Southfield Travel Co. Requires responsible person - able to handle all office duties. Immediate opening. Full time, 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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BOOKKEEPER
 General Office
 Experience necessary to work for manufacturing firm. Good salary and benefits. Agency Fee. \$1000.00. No Agency Fee.

504 Help Wanted Office-Clerical

H.R. Krueger MACHINE TOOL INC.
 31508 Grand River
 477-8400

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Cashier-Typist
 High school graduate. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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EXPERIENCED PERSON to provide all secretarial functions for a 5 man office. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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LEGAL SECRETARY
 Legal Secretaries, exp. oral experience. 40-45 WPM typing. \$1800 per week. Fully paid union benefits. Agency Fee. \$1000.00. No Agency Fee.

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