

504 Help Wanted Office-Clerical ADMINISTRATIVE ASSISTANT position available for fast paced financial company. Excellent word processing skills, typing 60 wpm. + 10. Secretary's experience can start a new career for you. Call today for an appointment. 356-6699

504 Help Wanted Office-Clerical APPLY NOW! DATA ENTRY Immediate openings available in the "hot" computer industry and "can't quit" team. CDJ NEVER! Temporary Services, Inc. 4000 W. 130th St. Suite 100, Richmond, MO 63117. 356-6699

504 Help Wanted Office-Clerical ATTENTION! Want a raise? Want paid tuition? Want better working conditions? Want an opportunity? Then consider: LEGAL TRAINEE \$14,000/week, computer & 3 years experience. RECEPTIONIST \$13,000/week, typing & word processing. SECRETARY \$17,000/week, computer, good typing & word processing. PRESIDENT'S SECRETARY \$21,000/week, computer & 5 years back-up. ALL FEES COMPANY PAID! Don't miss this opportunity. Call or send resume to: JERRY DORNYAK, 26250 Ordway Lane, Suite 175, Farmington, MO 65601. 392-0918

504 Help Wanted Office-Clerical BOOKKEEPER BENEFITS/NO FEE. Private business with retail products in northwest suburb seeks a bookkeeper. Full-time position with excellent benefits and growth potential. Full-time position with excellent benefits and growth potential. 357-8367

504 Help Wanted Office-Clerical BOOKKEEPER/ACCOUNTING CLERK/EDP/Data Entry. We are looking for experienced bookkeepers on our team of professionals on acting temporary assignments. 357-8367

504 Help Wanted Office-Clerical CLERICAL OPPORTUNITIES. Large mortgage bank has several clerical positions available. Salary range \$17,000-\$21,000. 399-3450

504 Help Wanted Office-Clerical CLERICAL TYPIST. Immediate opening for a part time Clerical Typist who can type 50 WPM with accuracy. 270-1288

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504 Help Wanted Office-Clerical CUSTOMER SERVICE. Immediate opening for a customer service representative. 356-6699

504 Help Wanted Office-Clerical ADMINISTRATIVE ASSISTANT. Salary in mid teens, top paid. Excellent benefits. Suburban Good typing, word processing. Call 399-3450.

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HOME & SERVICE GUIDE

DEADLINE: 4 P.M. TUESDAY FOR THURSDAY EDITION 4 P.M. FRIDAY FOR MONDAY EDITION

5 Air Conditioning. Service, Installation, Service. 537-1000

12 Appliances Service. Top 1 Year Guarantee. No Service Charge. 537-1000

27 Brick, Block, Cement. ALLENZEMMA Masonry. 482-2333

27 Brick, Block, Cement. LAVERING CONSTRUCTION. 482-2333

33 Bldg. & Remodeling. Kent Home Services. 471-3729

44 Carpet Laying & Repair. AAA CARPET REPAIRS. 625-5858

61 Decks - Patios. CUSTOM WOOD DECKS. 682-8889

66 Electrical. TONY Electric Service. 284-1033

96 Garages. GARAGE DOORS. 634-8633

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