

Female Help Wanted

Legal Secretary \$650
Employer Pays Our Fee
Excellent fringe benefits.
Good rates for your 2 years + experience.
PERMANENT STAFF CO.
22187 Michigan, Dearborn
274-7764 (or 383-0111)
after 5
18234 West 7 Mile Road
255-2555 until 9 p.m.

MATURE WOMAN

for
OFFICE WORK
Accurate typing, knowledge of office machinery necessary. Will have to be trained. Please send resume of experience, references, and salary requirements to Box 2140, c/o Observer Newspapers, Inc., 2631 Schoolcraft, Livonia, Michigan 48150.

File Clerks (2)

\$87 week
Must be 5'4" or more.
Nice personality, high school grad. Start immediately.
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Secretary-F/C Bookkeeper

keep
Secretaries, all fields..... \$500
Keyholders..... \$520
File Supervisor..... \$520
Auto Biller..... \$500
Receptionist..... \$500
Seno..... \$450
PBA Clerk..... \$400
Many other positions available, some fee paid.
ALLIS JOHNSON
15195 Farmington Rd.
425-3000

Teller Trainees (2)

EMPLOYER PAYS OUR FEE
N/W location. Branch needs 2 high school grads who like people and want to advance rapidly. No experience required but good arithmetic ability helpful.
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274-7764 (383-0111) after 5

GENERAL OFFICE \$35+ Fee

paid. Average typing 30 wpm. Good typing. No experience necessary. Call Mrs. Evans, Dearborn. 274-7764

SECRETARY, personnel office

Must be working with people. Good typing. No experience necessary. Salary \$350 month. Call Mrs. Evans, Dearborn. 274-7764

BOOKKEEPER-SECRETARY

Position available immediately. For a young woman 25-40. Preferably living in Farmington area. Assistant Manager in all phases of primary concern of business. Typing and prior office experience necessary. Call Mr. Rose for info. 477-7700

EXECUTIVE Secretary. Prefer

able with life insurance or other insurance. Good typing skills, good appearance for this position. Call Mrs. Evans, Dearborn. 274-7764

OFFICE CLERK

Full. Pleasant personality a must both on and off the job. \$450 per year. Call after 6 p.m. 477-7700

QUOTATION CLERK, light

typing, \$400. Fee Paid. Towne Personnel Wt. 274-7764

Order Desk

\$430-\$500
For gal with pleasant voice and lots of public contact experience. Good typing and math ability required.
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OFFICE SUPERVISOR \$800 plus

Fee paid. Supervisory experience plus administrative. Southfield. Call Mrs. Evans. 274-7764

FIGURE CLERK, motor

typist to fee. No travel. Salary \$400. Motor City Employees. 425-7004

SECRETARY, shorthand plus

dictaphone experience. \$600. Fee paid. Towne Personnel Wt. 274-7764

BOOKKEEPER, full charge

\$600. Fee paid. Towne Personnel Wt. 274-7764

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