

**504 Help Wanted Office-Clerical**

**DATA ENTRY PLUMBOURNE**

A large national corporation needs a data entry operator. Must be able to type 40 words per minute. Part-time position. Please call for details.

ARBOR TEMPS 459-1168

DATA ENTRY POSITION  
Full-time position available for a person who is computer literate and can type 40 wpm. Must be able to work independently and meet deadlines. Salary commensurate with experience.

EXECUTIVE ASSISTANT  
Fortune 500 company has challenging position for experienced secretary. MS Word & Lotus. Call 459-1168.

EXECUTIVE ASSISTANT  
Oversees general administrative functions of manufacturing company. Must have excellent communication skills and organizational abilities. Salary commensurate with experience.

EXECUTIVE SECRETARY  
For a national health care organization. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

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**ON BEHALF of a client who is seeking individuals with experience in data entry, file room, and general office work. Part-time position available for a person who can type 40 wpm and has good organizational skills. Salary commensurate with experience.**

GENERAL OFFICE / COLLECTIONS  
A large national corporation needs a general office and collections person. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

GENERAL OFFICE  
For a national health care organization. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

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**NATIONAL FIRM** is seeking full-time office administrator for a large corporation. Must have excellent communication skills and organizational abilities. Salary commensurate with experience.

**OFFICE ASSISTANT**  
Independent contract person needed for full-time job at international corporation. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

**OFFICE CLERK - PART TIME**  
For a national health care organization. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

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**PRODUCTION SECRETARY**  
Immediate opening available for a production secretary in a manufacturing plant. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

**RECEPTIONIST**  
For a national health care organization. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

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**GENERAL SECRETARIAL**  
Southeast based company in the communication & entertainment industry. Needs a general secretarial person. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

**SECRETARY**  
Full-time position available for a secretary in a national health care organization. Must be able to type 40 wpm and have excellent organizational skills. Salary commensurate with experience.

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**505 Help Wanted Food/Beverage**

**BIG NORM'S DINER**  
Looking for experienced cooks, bartenders, and servers. Must have excellent communication skills and organizational abilities. Salary commensurate with experience.

**COOK**  
For a national health care organization. Must be able to work in a kitchen and have excellent organizational skills. Salary commensurate with experience.

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**BUILDER'S SHOW TICKET WINNERS**

David Peczynski      The Lynch Family  
25020 Westmoreland Rd.      5923 Springwater Lane  
Weston/Amherst 48336-1968      West Bloomfield 48322

Ms. Ann Stachura      Mrs. Robert Pearce  
18399 University Park Dr.      950 W Lincoln  
Livonia 48152-2628      Birmingham 48009

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

**591-2300, ext. 2153**

**Congratulations!**

**LEGAL SECRETARIES**

We are seeking individuals with excellent organizational skills and ability to manage multiple tasks. Salary commensurate with experience.

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**National Education Training Group**

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**BEVERLY HILL GRILL**

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