

Help Wanted 2600

Cont'd From Preceding Page

SECRETARIES

ADMIN-SECY

\$15,000

Growing company seeks very bright person to work for dynamic president. Get involved in legal, finance & administrative affairs. Ability and skills are a must. Top bids.

FRAGRANCES

\$12,000

Major perfume/cosmetics company is seeking a professional, work-on-own person to assist going VP of the fragrance division. Good skills, poise, nice appearance necessary. Get involved spot. Lovely people.

FASHION

\$10,400

Advertising division of top midtown fashion firm, needs sharp, flexible person to handle diversified responsible job. Avg skills. Growth oppy.

CALL OR COME IN
Intvws Mon, Tues, Wed & Fri

867-6300

F-o-r-t-u-n-e

Secretarial Specialists

505 5 Av, 4 Flr, 42d St

Equal Oppy/Fee Paid Agency

SECRETARY

Exceptional opportunity for capable individual to work for attorney handling contract administration & release at our corporate headquarter office. This is a responsible position and requires initiative, excellent typing and steno skills, and good organizational abilities. Prior legal background is not required. In addition to a stimulating work environment, we offer a liberal benefit package and a salary commensurate with your experience. Interviews by appt only
Contact Karen Roberts

212-333-4640

PARAMOUNT

PICTURES CORPORATION

1 Gulf + Western Plaza NYC
(59th St and Columbus Circle)

an equal opportunity employer m/f

SECY FEE PAID TO \$200

CREATIVE
ADVERTISING

Creative Advertising Director of well known midtown East Side advertising agency is looking for the creative flair to assist him in a very stimulating environment. Very plush.

ESSEX

661-6990

Call Joe Houston in strict confidence.
507 5th Ave agency 42-43 St
COMPANY INQUIRIES INVITED

Secys F/P \$160 to \$300

OSCAR WINNER

TURNING POINT

Where has time gone? What kind of future do YOU have in your present situation? Maybe a change of atmosphere is needed, new faces, new friends, lots of oppy! This ad could be the TURNING POINT IN YOUR LIFE. I deal with many co's that are looking for bright, energetic indivs with good secy skills. I have openings with hvy admin duties, begins to exp'd coll grads, entertainment, travel, personnel, bi-ling, acctg & int'l. Benefits galore, travel packages, 100 pct tuftn ref. Medical, dental. Only YOU can make something out of YOUR own TURNING POINT. Give me a call & I'll give YOU that extra push YOU need. Contact Ms. ERIN RYAN
ALLEN agency 15 E 40, 532-9100

SECRETARY

Experienced secy with excellent typing & preferably some medical office assisting & terminology. Patient contact & billing. To handle departmental accounts for research lab.

PLEASE SEND RESUME to:
DR. GEORGE SCHUSSLER
DEPT OF MEDICINE

THE MOUNT SINAI

MEDICAL CENTER

100 Street & Fifth Ave, NY 10029

an equal opportunity employer

SECY-ASST

MOTEL SALES DEPT

Luxury hotel on Central Park South requires good typing skills. Diversified responsibilities. Personal & telephone contact, inter departmental exposure, ability to handle details, follow-up on own. Good salary & benefits including FREE LUNCH. Apply Personnel Dept 9:30AM-1:00PM
MARRIOTT'S ESSEX HOUSE
155 W 58 St (nr 7th Ave)
An equal opportunity employer M/F

SEC'Y FEE PAID \$11K

AD AGENCY

Seeks sec'y for dynamic personnel dept. Personnel bckgrd not nec. Gd skills spdwriting ok. Complete benefits. Immediate interview.
CALL ARLINE ALBERTS 697-0100

TAFT

341 Madison/44 St agency

Secy Trainee-With/Without Sten
Train Low/To \$270
Fine law firm will train someone with good skills who wants to learn and advance. Learn Mag II. Fee Paid.

ENWOOD

5 E 45 St Agency 682-4080
160 Bway Rm 1012 227-0790

SECRETARY

Retail chain requires secretary with light steno, typing 60WPM and good phone manner. Flexibility and common sense important. Clothing discounts. Good benefits. Near Penn Sta. Salary \$170-\$200, depending on experience.
Call Personnel, 564-5360
An equal opportunity employer

SECRETARY

Full time, exp nec. Assist Executive Secretary. Must be a self-starter. Divers duties-gd typing & shorthand skills a must. Excel fringe benefits. Sal commensurate with exp. For interview call, 914-636-6400.
An Equal Opportunity Employer

Secretary

RARE OPPORTUNITY

Any age ideal working conditions pay loc. Fringe Benefits Future must be exp telex dictaphone at least 70 words typing only with complete resume and refs. J272 Times

SECRETARY

FASHION

Two busy execs of French fashion firm seek efficient secretary with good skills (60/90). Lt exp O.K. Sal open, full co benefits.
Reply Z6085 TIMES

SECRETARY

Small law firm-Wall St, dictating mach, lt steno, excel skills necessary, legal exp. Sal to \$250. Call Mrs. Leibowitz aft 10AM, 425-5225.

SECY/GD SAL

MIDTOWN, EXECUTIVE OFFICE
Req sten 90/110 WPM, gd genl office exp min 2 yrs Knowl telex helpful. Gd co. ben's Applicants phone 949-9134

Secretary/Advertising

For medical ad agency. Excellent steno & typing. Beautiful twnhse bldg on E 22nd St. Salary open. Call Mrs. Stephens, 673-9330

SECRETARY-Law Firm

Convenient loc. 3 pers n office with/without legal exp, good skills essen'l, use of transcribing mach. gll 695-3252.
Mr Gulmi

SECRETARY

Start immediately. excel typing, dictaphone nec. 2 yrs exp req'd. Sal v \$200.
Miss Turco 212-759-1012

SECRETARY

Divers ofc duties, steno, typing, sal depending on exp. Midtwn
682-3162

SECRETARY

Musical instrument house, midtown
575-5959

SECRETARY-EXPD

steno typist. Diversfd duties. United Film Enterprises 37 W 57 St; 758-0870

SECRETARY

Efficient, personable, no steno, div duties, sm offc, Flatbsh Av Bklyn. Call 273-1760

SECRETARY For architect in E 60s, top typing & steno skills. Call
734-1500