

EMPLOYMENT

504 Help Wanted Office-Clerical

ADIA has IMMEDIATE OPENINGS for

- Word Processing Operators
- Clerks
- Typists
- Receptionists
- Long & Short Term Positions Available

Livonia/Plymouth area 625-0330

ADIA Personnel Services

ADMINISTRATIVE ASSISTANT

Needed in Marketing Dept. for a large company.

- WordPerfect 6.1
- Typing 45-wpm

Long term employment located in Birmingham.

NOFEE - CONTEMP/RA - BENEFITS

A TRC/Need resume agency in Birmingham. Call for information on services, clerical & reception duties, benefits & training opportunities. Call Terry Miller, Director of Staffing, 2000 15th St., Birmingham, AL 35202.

TRENTON WORD PROCESSORS

We have long term assignments for experienced Microsoft Word word processors. Must be able to type 45 wpm. We also need secretaries with excellent communication skills. Call Trenton, WI 414-237-1000.

CORPORATE PERSONNEL SERVICES 362-9696

AUTO DEALER needs bookkeepers. Must have recent book 3 franchises. Also need clerical & receptionists. Call 362-9696.

BILLING/COLLECTION REP

For National Home Insurance Company. Must have 1-2 years experience in billing & collection. Call 362-9696.

BOOKKEEPER

An organized self-starter with good bookkeeping skills. Must have 2-3 years experience. Call 362-9696.

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Full time position, experience helpful. Must have 2-3 years experience. Call 362-9696.

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CHURCHES EMPLOYER

Need Clerical/Bookkeeper. Must have 2-3 years experience. Call 362-9696.

RECEPTIONIST

Top flight, high tech receptionist needed for high end suburban firm.

WORD PROCESSOR

Seeking experienced word processor. Must have 2-3 years experience. Call 362-9696.

EXECUTIVE SECRETARY

Strong data, WordPerfect, light computer skills for growing company.

ALL FEE COMPANY PART PERMANENT STAFF

Need clerical & receptionist. Must have 2-3 years experience. Call 362-9696.

CLERICAL POSITION

A full-time, entry-level clerical position. Must have 2-3 years experience. Call 362-9696.

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BOOKKEEPER
Progressive property management firm seeking a bookkeeper. Applicants must have 2-3 years experience in strong accounts payable & receivable. Must be computer literate in WordPerfect & dBase. Salary commensurate with experience. Reply to: ADIA, 2000 15th St., Birmingham, AL 35202.

CLERICAL WORK IN SOUTHWEST

WORD PROCESSORS RECEPTIONIST/WORD CLERK
If you want to work and have great pay, call us today. We have a great opportunity for you. Call 362-9696.

TODAYS TEMPORARY

Equal Opportunity Employer
Call ADIA at: 319-722-0000 or 319-382-2342

BOOKKEEPERS

Seeking experienced bookkeepers for various positions. Must have 2-3 years experience. Call 362-9696.

WORD PROCESSORS

Seeking experienced word processors for various positions. Must have 2-3 years experience. Call 362-9696.

CUSTOMER SERVICE

Seeking experienced customer service representatives for various positions. Must have 2-3 years experience. Call 362-9696.

EXECUTIVE SECRETARIES

Seeking experienced executive secretaries for various positions. Must have 2-3 years experience. Call 362-9696.

DATA ENTRY

Seeking experienced data entry operators for various positions. Must have 2-3 years experience. Call 362-9696.

FILE CLERK

Seeking experienced file clerks for various positions. Must have 2-3 years experience. Call 362-9696.

FRONT DESK RECEPTIONIST

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DATA ENTRY
We are seeking an individual for a data entry position. Must have 2-3 years experience. Call 362-9696.

FRONT DESK RECEPTIONIST

Working for a travel agency in Southfield.
•Switchboard
•WordPerfect 5.1
•Typing 45-wpm

NO FEE CONTRACT/EMPLOYMENT

General Office - Must be computer literate, good communication skills. Approx 20-30 hours work. Salary commensurate with experience. Call 362-9696.

GENERAL OFFICE \$1800+

Interested in a position of a large company. Accounting background. Must have 2-3 years experience. Call 362-9696.

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