504 Help Wanted Office-Clerical

Duty Manufacturing Office. Type, file, record keeping. Prefer IBM 34/36 exp. Full time. Excellent fringe benefits. Send resume with salary requirements, to Box 436, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST

Firm in Southfield looking for self-starter. Must be flexible to handle various assignments in an active office environment. Light typing required. Apply in person Mon. thru Fri. 8 A.M. between Beech Daly & Inkster.

CLERK TYPIST - immediate opening for W Dearborn area. Excellent typing math & communication skills. Starting salary $190 per week. Hours 8:30am-5pm.

Call 841-0440

CLERK TYPIST
part time, 15hrs $3.75 per hour. Call Sharon for an appointment. 349-7110

COLDWELL BANKER
Needs experienced Office real estate secretary. People oriented, strong typing, available immediately in West Bloomfield-Farmington Hills area. Familiar with word boards, salary and benefits. Call Winona. 258-3170

COLDWELL BANKER
CHI LISTING - Articulate performer needed by large Telecommunications Co. Experienced Only. Competitive salary, comprehensive benefit plan & excellent working atmosphere. Contact Jim Foreman, 433-7000

COLLECTOR - Articulate performer needed by large Telecommunications Co. Experienced only. Competitive salary, comprehensive benefit plan & excellent working atmosphere. Contact Jim Foreman, 433-7000

Contemporaries

We have all types of clerical temporary assignments in the area. Downtown, Detroit, Southfield and Troy.

- SWITCHBOARD
- RECEPTIONISTS
- STENOGRAPHERS
- TYPISTS
- WORD PROCESSORS

BENEFITS NO FEE

583-4858

Subsidiary of Dorney Business School

CUSTOMER SERVICE REPRESENTATIVE

Excellent opportunity with growing co in the mortgage industry. Position will be telephone customer contact & order entry. The right candidate must have good clerical skills. Math skills. Must be flexible with the ability to display a positive attitude. Excellent benefits package. Apply in person at

Precision Closings Inc
8123 Lilac, Warren

CUSTOMER SERVICE REPS
Looking for experienced Customer Service Representatives with knowledge of Medical equipment. Must be able to type 50 WPM & have pleasant phone voice. Call Carmen at 559-1515

CUSTOMER SERVICE

We are looking for a well organized, self-motivated person. Good communication & math skills needed. Manual typing, common sense & desire to work independently a must. Previous customer service experience helpful. Reply to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
We are a rapidly expanding major national company engaged in the manufacture & distribution of preventative tools & equipment. We are seeking an enthusiastic go-getter who thrives on constant challenges for our new customer desk. Requirements include CRT experience, excellent telephone manner, detail oriented, mechanical aptitude & a desire to be part of a growing company. Salary & benefits. Send resume & salary history to: TOOLS INC. 2300 Chapdelaine Circle, Farmington Hills, 48018

Attn: Mgr.

DATA ENTRY PART TIME
will train. Typing experience necessary. Hours are 9:00 to 3:00 in Southfield. Employment agency. 233-6180

DATA ENTRY POSITION
$3.50 per hour. Hours are 8:30 to 5:00 daily. Southfield area. Call Patty between 9 & 11 AM. 557-2040

DATA PROCESSING KEYPUNCH Operator. Birmingham CPA firm seeks experienced operator. Knowledge helpful. Competitive salary. Reply to Nemes, Allen & Blau, 30095 Telegraph Rd., Suite 145, Birmingham, MI 48010

DATA ENTRY/KEYPUNCH
Full time, Mon. thru Fri. Minimum of one year experience in data entry. Southfield area. Call Patty between 9 & 11 AM. 557-2040

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