

504 Help Wanted Office-Clerical

ARBOR TEMPS

Need you? We are actively seeking individuals for the following positions:

- Receptionist
- Bookkeeper
- Typist
- Secretary

Excellent pay, long and short term assignments available. Call today!

459-1168

U of D BASKETBALL TICKET WINNERS

- ALEX ROBERTSON
28603 Westmarch
Farmington Hills
- MIKE DELLA MORA
15407 Leona Street
Livonia
- LEONA BANCHU
42426 Roswood
Taylor
- SHELDON RUBIN
10000 Roswood Ct.
Oak Park
- DAN MELICHOL
7772 Quincy
Westland
- MARY A. KOVACH
648 W. Radcliff Avenue
Garden City

Please call the promotion department of the Observer & Eccentric Friday, December 2, 1988 to claim your FREE U of D Basketball Tickets.

591-2300, ext. 404

CONGRATULATIONS!

RECEPTIONIST - for major hospitals. B.S. in Business, mature, some experience on phone, minimum 1 year. \$11,000.

CUSTOMER SERVICE - for major hospitals. B.S. in Business, mature, good people skills, type 40 wpm. \$12,500.

MEYER FEE - Paid positions, includes dental benefits. \$12,500.

HAPPY HOLIDAYS

LIVONIA - 473-2931

UNIFORM

5TH FLD B'HAM

357-0034 6'48-7660

ARE YOU LOOKING FOR THE RIGHT OPPORTUNITY IF SO CONTACT NETOWRK

Resumes: 462-7256

2930 Pennsylvania, Detroit, MI 48226

462-4000

Executive Salary: \$25,000 - \$30,000

Bookkeeper: \$18,000 - \$22,000

Secretary: \$15,000 - \$18,000

Personnel: \$12,000 - \$15,000

ALL FEES ARE INFLATED

ASSISTANT BOOKKEEPER - Opening available for a highly motivated individual with 2-3 years experience in retail store bookkeeping. Full benefits & growth opportunity. \$12,000 - \$15,000.

STAFF ACCOUNTANT - Excellent opportunity for a highly motivated individual with 2-3 years experience in retail store accounting. Full benefits & growth opportunity. \$15,000 - \$18,000.

LOIS RAY PERSONNEL

SOUTHFIELD 559-0580

ACCOUNTS PAYABLE/RECEIVABLE SUPERVISOR

National retail estate development & construction firm has an opening for a qualified individual with a proven track record of leadership & accomplishment. The ideal candidate will possess a minimum of 5 years accounting experience through financial statement preparation. Use of LOTUS software required. Prior experience in the construction industry preferred.

We offer an excellent compensation & benefit package. Qualified applicants send resume with salary history for immediate consideration to:

LYNN GRANATA
(HOLTZMAN & SILVERMAN CONSTRUCTION CO.)
30833 NORTHWESTERN HWY.
FARMINGTON HILLS, MI 48018

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CLERK TYPISTS

Standard Federal Bank, has several openings for Clerks & Typists at its main office headquarters located in Farmington Hills. We offer super benefits, including: health, life, dental, vision, 401(k) plan, insurance, and more. We need:

- CLERKS
- TYPISTS
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

655-8910

ADIA

Personal Service

NEVERA

EARN \$\$\$

Extra Earn \$35 for Christmas week. Experience required. Call today. 655-8910

EXECUTIVE SECRETARY

Needed for insurance company. Must have insurance background. Salary \$12,000-\$15,000. Call today. 655-8910

COMPUTER INPUT & PROCESSING

Needed for insurance company. Must have computer background. Salary \$12,000-\$15,000. Call today. 655-8910

CO-ORDINATOR FOR HISTORIC

Needed for insurance company. Must have historic background. Salary \$12,000-\$15,000. Call today. 655-8910

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504 Help Wanted Office-Clerical

EARN HOLIDAY \$\$\$ NOW

All levels of temporary clerical assignments are available. We offer super benefits, including: health, life, dental, vision, 401(k) plan, insurance, and more. We need:

- CLERKS
- TYPISTS
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STANDARD FEDERAL BANK

401 North Main Street
Farmington Hills, MI 48018

Equal Opportunity Employer

COLLECTION CLERK

For ACCOUNTS RECEIVABLE. Collection clerk, credit verification, posting, collection, etc. Must have 2 years experience. Salary \$12,000-\$15,000. Call today. 655-8910

CLERICAL/DIRECTOR

We are an insurance company. We are looking for a Clerical/Director. Must have 2 years experience. Salary \$12,000-\$15,000. Call today. 655-8910

CLERICAL

Highly motivated person with 2-3 years experience. Salary \$12,000-\$15,000. Call today. 655-8910

COMPUTER INPUT & PROCESSING

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Credit & Collections Clerk

We are looking for a highly motivated individual with 2-3 years experience in credit & collections. Salary \$12,000-\$15,000. Call today. 655-8910

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EXTRA CASH

It's time to start shopping for the holidays. We have the very best clerks, receptionists, and typists. We offer super benefits, including: health, life, dental, vision, 401(k) plan, insurance, and more. We need:

- CLERKS
- TYPISTS
- RECEPTIONISTS
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Short Term - Long Term Your Terms

Temporary placement in our permanent positions. We offer super benefits, including: health, life, dental, vision, 401(k) plan, insurance, and more. We need:

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Kelly

Has Assignments For:

- Word Processing Operators
- Experienced Data Entry Operators
- Secretaries (part-time)
- Typists (10 wpm)
- Bookkeepers
- Receptionists

If you qualify for any of these, we want to hear from you. We are available for an hour. Monday - Friday. We have a book to look at. 477-0189

Farmington Hills

37000 Oak Park Ave. (at Hillcrest)
471-2050

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KELLY SERVICES

The Kelly Girl People

Word Processing Operators
Data Entry Operators
Secretaries
Typists
Bookkeepers
Receptionists

If you qualify for any of these, we want to hear from you. We are available for an hour. Monday - Friday. We have a book to look at. 477-0189

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471-2050

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LEGAL PERMANENT TEMPORARY

If you are an experienced Legal Secretary who enjoys the variety of legal work assignments, call us to learn how you can earn more money by working with us.

If you prefer permanent, full-time work, we have a number of permanent positions available. Call us today. 655-8910

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PERSONNEL AT LAW

3000 Town Center, Suite 2540
Farmington Hills, MI 48018

558-0060

LEGAL SECRETARY-BIRMINGHAM

Experienced, for permanent & temporary assignments. Trained in legal research, writing, and editing. Salary \$12,000-\$15,000. Call today. 655-8910

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