

502 Help Wanted - Office-Clerical
VOCANTEERS
Need a challenge? Try to do a job that is more than a job. You'll find it here. We're looking for people who are interested in learning new things and who are willing to work hard. We offer a variety of positions in a dynamic and growing environment. If you're interested, please send your resume to: Vocanteers, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
ACCOUNTING CLERK
Experienced in order processing & computer data entry. Must have 2 years experience in order processing & computer data entry. Send resume to: Accounting Clerk, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
PERSONNEL DEPARTMENT
AMERICAN YAZAKI CORPORATION
8700 Hagerty Road
Canton, MI 48107
No Phone Calls Please
An Equal Opportunity Employer

504 Help Wanted - Office-Clerical
ACCOUNTING SENIOR
Experienced in order processing & computer data entry. Must have 5 years experience in order processing & computer data entry. Send resume to: Accounting Senior, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
EXECUTIVE SECRETARY
Freudenberg Engineered Components Group needs an executive-level secretary at its brand new headquarters located in Plymouth, Michigan. This person will need to be bilingual in German and English. The selected candidate will be responsible for all personal and secretarial duties of the executive staff. Send resume to: Executive Secretary, P.O. Box B, Briot, NH 03222.

504 Help Wanted - Office-Clerical
TEMPORARY CLERICAL POSITIONS
Viasic Foods, Inc., a very successful subsidiary of the Campbell Soup Company, has recently experienced unprecedented growth. This has created the following temporary positions. Our Accounting Department requires File Clerks who are available to work 20 hours per week. Excellent spelling and math skills are essential for this position. We are also seeking an Accounting Clerk with experience in cost accounting to work a long-term temporary assignment. 40 hours per week.

504 Help Wanted - Office-Clerical
SECRETARY
Freudenberg Engineered Components Group needs sales and general office secretary help at its brand new headquarters located in Plymouth, Michigan. Requirements include proficiency in English, excellent organizational and interpersonal skills. Must demonstrate working knowledge with word processing and personal computers. Interested, send resume to: Secretary, P.O. Box B, Briot, NH 03222.

504 Help Wanted - Office-Clerical
HUMAN RESOURCES
Fremans Fund
27400 Grand River
Farmington Hills, MI 48018
An Equal Opportunity Employer

504 Help Wanted - Office-Clerical
PART-TIME OPPORTUNITIES
Clorcal/Customer Service Positions
Good pay and a variety of hours:
Mon., Tues., Fri. 10 a.m.-3 p.m.
Mon., Tues., Fri. 9 a.m.-8 p.m.
Mon-Fri. 10 a.m.-7 p.m.
Mon-Fri. 2:45 p.m.-7:45 p.m.

504 Help Wanted - Office-Clerical
ACCOUNTING CLERKS
Taste new success at Viasic
An entrepreneurial spirit and continued growth and expansion have made Viasic Foods, Inc. a leader in the food distribution industry. We now have several positions available for Accounting Clerks in three areas:
Sales Accounting
Billing
Inventory Control Accounting
To qualify, you need some college level accounting classes, proficiency in 10-key calculator and good organizational and telephone skills. PC experience would be a plus and you must be detail oriented. We offer competitive pay and benefits. For consideration, please send your resume and salary requirements to: Viasic Foods, Inc., Human Resources Dept. CO, 32300 W. 14 Mile Rd., Bloomfield Hills, MI 48302. No phone calls. Principals only please. Equal Opportunity Employer.

504 Help Wanted - Office-Clerical
ADMINISTRATIVE ASSISTANT
For Lincoln Corporation. Knowledge of word processing and shorthand a must. We offer a good benefit package. Send resume to: Administrative Assistant, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
TSI Office Services
ADMINISTRATIVE ASSISTANT
Full-time job with opening in hospital. Must have 2 years experience in order processing & computer data entry. Send resume to: Administrative Assistant, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
SMELLING & SNELLING
ADVANCED OPPORTUNITY
Experienced in order processing & computer data entry. Must have 3 years experience in order processing & computer data entry. Send resume to: Smelling & Snelling, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
ACT NOW DATA ENTRY
We are looking for experienced data entry operators to work in our Detroit office. You must have 2 years experience in data entry. Send resume to: Data Entry, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
IMMEDIATE OPENINGS
One of America's top Fortune 500 firms has an opening in its Detroit office. We are looking for experienced order processing & computer data entry operators. Send resume to: Immediate Openings, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
ENTECH SERVICES, LTD.
Sole Source Division
568-5810
ADMINISTRATIVE ASSISTANT
Long and short term assignments available in order processing & computer data entry. Send resume to: Entech Services, Ltd., P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
ADMINISTRATIVE ASSISTANT
For Lincoln Corporation. Knowledge of word processing and shorthand a must. We offer a good benefit package. Send resume to: Administrative Assistant, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
EXECUTIVE SECRETARY
Southfield real estate office is looking for an Executive Secretary with top-notch skills. Job skill requirements: typing 80 wpm, shorthand 100 wpm, prof. in English, excellent communication skills as well as excellent background helpful. Competitive benefit package. Please forward resume in confidence to: Share, P.O. Box 287, Southfield, MI 48037.

504 Help Wanted - Office-Clerical
ACCOUNTS PAYABLE
Freudenberg Engineered Components Group needs an accounts payable clerk at its brand new headquarters located in Plymouth, Michigan. Individual's responsibility will include maintenance of purchase orders, vendor accounts, travel advances, petty cash, filing, and various other miscellaneous responsibilities along with the accounts payable duty. Familiarity with personal computers and a knowledge of Lotus is a plus. Interested, send resume to: Accounts Payable, P.O. Box B, Briot, NH 03222.

504 Help Wanted - Office-Clerical
ARE YOU ARTICULATE?
TALK TALK TALK
TELESALES NEEDED Flexible Hrs.
10:00 AM - 6:00 PM
GMS needs all levels of clerical skills for short & long term assignments. Top Pay - Best Benefits include Vacation & Holiday Pay. Call today 427-7660
General Management Services
14700 Farmington Road, Suite 1014
Livonia, MI 48154

504 Help Wanted - Office-Clerical
ADMIN. SECT'Y
FEED PAID - \$10-\$20,000
Experienced in order processing & computer data entry. Must have 3 years experience in order processing & computer data entry. Send resume to: Admin. Sect'y, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
ATTENTION
CAREER OPEN HOUSE
Wed. March 8, 10am-7pm
Thurs. March 9, 10am-7pm
39093 W. M10, Suite 210
Livonia
(corner 6 Mile & Haggerty)
Administrative Assistant \$24,000
Executive Secretary \$20,000
Sales Assistant \$18,000
Purchasing Clerk \$16,000
Word Processor \$15,000
Secretary \$14,000
Great benefits plus tuition
These plus many more job opportunities. Resumes accepted daily. ALL RESUMES COMPANY PAID PERMANENT STAFF 591-2221

504 Help Wanted - Office-Clerical
BE A STAR
You're a star in more ways than one when you work for us.
Typists
Secretaries
Word Processors
Data Entry Operators
Top Pay - Benefits - No Fee
TEMPORARY RESOURCES
737-1711
Southfield - Livonia - Taylor - Troy - Ann Arbor - Farmington Hills

504 Help Wanted - Office-Clerical
BIG THREE AUTO MAKER
100% Year Free Franchise
Experienced in order processing & computer data entry. Must have 3 years experience in order processing & computer data entry. Send resume to: Big Three Auto Maker, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
SMELLING & SNELLING
TEMPORARIES
CALL TODAY 528-5122
TROY advertising co seeks media buyers. Person who is highly organized in a somewhat stressful environment. Duties include: scheduling, copy, layout, and production. Send resume to: Smelling & Snelling, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
BOOKKEEPER
Landscaping company in Westland looking for a bookkeeper with cash and accrual accounting experience and excellent organizational skills. Send resume to: Bookkeeper, P.O. Box 1000, Detroit, MI 48201.

504 Help Wanted - Office-Clerical
BOOKKEEPER
Growing manufacturing rep located in Livonia has an immediate opening for a full-time bookkeeper. Applicant must have computer experience and excellent organizational skills. Send resume to: Bookkeeper, P.O. Box 1000, Detroit, MI 48201.

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Person who is highly organized in a somewhat stressful environment. Duties include: scheduling, copy, layout, and production. Send resume to: Bookkeeper, P.O. Box 1000, Detroit, MI 48201.

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504 Help Wanted - Office-Clerical
BOOKKEEPER/SECRETARY
Your future is bright with a job that offers a challenge and a great benefit package. We are looking for a bookkeeper/secretary with excellent organizational skills and a strong attention to detail. Send resume to: Bookkeeper/Secretary, P.O. Box 1000, Detroit, MI 48201.

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CAREERS!
ALL LEVELS COMPANY PAID RECEPTIONIST TO \$14,000
Jr. EXECUTIVE SECRETARY TO \$20,000
EXECUTIVE SECRETARY TO \$18,000
FULL CHARGE BOOKKEEPER TO \$14,000
LEGAL SECRETARY TO \$24,000
These are just a few of many current openings available. Call today to see our list of openings. Call today to see our list of openings. Call today to see our list of openings.

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