504 Help Wanted Office-Clerical

A JOB WITH WORKFORCE
LETS YOU WORK CLOSE TO HOME
Long and short term and career positions in North Oakland County for secretaries and receptionists with good clerical and typing skills. Word processing helpful but not required. Pay dependent on skills.
553-0030 Rochester Hills
593-3232 Lake Orion
Workforce Never a fee

ARE YOU A PEOPLE PERSON?
If so there is a job for you. Gardner White Furniture Office. Your duties will includes Customer Service, telephone, filing, taking credit applications, etc. Full and part time positions available. Ample opportunity for advancement. Apply in person: Gardner White Furniture, 21100 W Eight Mile Rd., between Evergreen & Lahser.

ARE YOU IN THE RIGHT JOB?
REGISTERED SECRETARIES
TO $18,000 FEE PAID
Do you current skills offer variety position, excellent benefits and the ability to work independently? If not, and you have Word Perfect, wordwave word processing, call today. Outstanding office locations with friendly suburban firm. Carol Moore Inc.
851-3580
SNELLING & SNELLING
FARMINGTON HILLS

ATTENTION COLLEGE STUDENTS!
Insurance agency in Farmington is seeking dependable person for full-time, part-time clerical help. $6 per hr. I get office Call 476-9580

AUTO DEALERSHIP
Needs person to fill the position of Warranty Administrator, knowledge of computers & bookkeeping. Experience helpful. Dogmon area.
Call Nancy. 227-1761

AVAILABLE!
EXCITING NEW CLERICAL POSITIONS
Due to a rapidly expanding client base, FUTURE FORCE has NEW assignments open at some of the best companies in town. We need:
• Typists
• Word processors
• Secretaries
• Telemarketers
Call now & become part of the FUTURE FORCE team. We offer bonuses & paid vacations.
College students welcome!
528-8454
FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

BOOKKEEPER
A qualified individual with accounts receivable & payable experience. Interested candidates should contact M.P. Rutherford. 273-0510

BILINGUALS (Japanese)
• Translators/Interpreters
• Secretaries
$12.50 & UP PER HR.
Needed immediately
ARBOR TEMPS 459-1166

BOOKKEEPER-Assistant. Experienced in posting cash, balancing to cash register tapes and banking procedures. Must be able to type, spell, use Lotus 1,2,3 and WordPerfect. Tues.-Sat. If you are proficient in these areas, call the Golden Mushroom Restaurant. 559-2161

BOOKKEEPER - Detroit contractor with annual sales of approximately 3.5 million seeks a mature, experienced full charge bookkeeper. Responsibilities will include all bookkeeping, preparation of monthly financial statements, prepare sales tax & payroll taxes. Competitive salary & benefits offered. Forward resumes or salary history to: Box #940 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

AVAILABLE!
NEW CLERICAL OPPORTUNITIES
We have jobs, jobs & more jobs! Our client base is expanding & we can put your skills to work at TOP companies
• Typists
• Word Processors
• Secretaries
• General clerical (35 wpm typing)
Don't hesitate! Call now & enjoy the fastest growing company in the temporary help industry. We offer bonuses & paid vacations.
College students welcome
728-6770
FUTURE FORCE
TEMPORARY HELP SERVICES
NEVER A FEE

BIG THREE AUTOMAKER
We need experienced:
• Word Processors - 311 an hour
• Secretaries
• Accounting Clerks
• Typists, 55 wpm.
• Data Entry
SNELLING TEMPORARIES
TROY DETROIT
528-5122 871-2700

BOOKKEEPER
Busy Southfield based property management company seeks knowledgeable detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48076

BOOKKEEPER-Experienced. Dentist company seeks qualified individual to work full time. Computer literacy a plus. Send resume and salary requirements to: Roydent/Dunitz, P.O Box 1806, Troy, MI 48099

BOOKKEEPER - FULL CHARGE
Mt. Clemens, Manufacturer/rental bookkeeping. Payroll processing, maintain data entry. $20-$25K range. Full benefits. Fee paid.
B. HAMILL PERSONNEL
424-8470

Full charge, for diversified commercial business located in Southfield. Computer experience necessary. Send resumes to: Box 946 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time opening. To handle bookkeeping, correspondence, and taxes. Apply in person to see Debbie or Abdul at: Drugland, 18975 Kercheval, Grosse Pointe.

BOOKKEEPER/SECRETARY
General office experience, 2 days weekly. Property Management. Southfield 352-2550

BOOKKEEPER TO $22,000
Full charge live trial-balance. Computer experience. Suburbs. Fee paid. 772-4766 Smalling & Smalling.

BOOKKEEPER
West Bloomfield Nursing Center, near Maple & Drake, has immediate opening for Bookkeeper with minimum 3 years experience in payroll & accounts payable. Please call Mr. Dell or Mr. Spiro between 10am-3pm at 661-1000

BOOKKEEPER. Growing W. Bloomfield commercial Real Estate & property management firm seeks part time person with full charge bookkeeping skills. Must be experienced with use of pegboard & be computer literate with good Lotus skills. Position provides growth within company. Send resume to: H. W. Dresbach & Assoc P. O. Box 6068, W. Bloomfield MI. 48304

CASHIER/SWITCHBOARD/TYPIST, Bookkeeper experience, full time. Birmingham location.
Ask for Betty. 644-8400

504 Help Wanted Office-Clerical

BOOKKEEPER - FULL CHARGE
Must be experienced in books of original entry, general ledger, payroll taxes and group benefit plans. Excellent working conditions and growth potential. Send resume to: Box 852 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full time for software developer, experienced through general ledger & taxes. Send resume & salary requirements to: A.C. Computer Services, 7031 Orchard Lake Rd., Ste 303, West Bloomfield, Mich 48322

BOOKKEEPERS
Full-time Part-time
Specializing in the areas of:
Accounting Clerks
Accounts Payable/Receivable
Data Entry/Spreadsheets
Payroll/Statements
Credit/Collections
and more!
Call the nearest accounTemps office to find out how we can put you to work.
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Troy 524-3100
Ann Arbor 995-8267
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Subsidiary of
Robert Half Intl., Inc.

BOOKKEEPER
Through trial balance, 12/Southfield area. Small business. Small, well placed sales office. Requirements: pleasant phone skills, accurate typing, bookkeeping experience, computer knowledge helpful. 443-5850

VICTOR ADVANTAGE
We have a variety of opportunities at competitive wages
• Word Processors
• Data Entry Operators
• Secretaries
• Receptionists
Visit our new location
Victor Interim Services
33300 Five Mile Rd., Suite 204
Livonia.
261-3830
Equal Opportunity Employer M/F

CLERICAL/CARPET STORE
Mature experienced person needed for general office duties. Part time days, evenings & weekends. Pleasant working conditions. Must have reliable transportation. Apply in person: New York Carpet World, 2455 S. Hunter Blvd., Birmingham. (Ask for Lisa)

CLERICAL/DATA ENTRY - PC & CRT experience preferred. Customer contact experience desired. Full time position. Good wages & benefit package. Send resume & salary requirements to: Creative Industries Dept. PJR, 275 Rex Blvd., Auburn Hills, MI. 48057
An Equal Opportunity Employer

CLERICAL POSITION
Entry level opening available on clerical staff with local firm. Successful applicants should have good filing & record keeping skills. Moderate writing & some typing possible. Excellent benefits. Salary commensurate with experience. Forward resume to: Personnel Department, P.O. Box 2923, Livonia, MI 48151
An Equal Opportunity Employer

CLERICAL WORKERS
• Receptionists
• Data Entry Operators
• Positions available for short & long term assignments. Immediate openings. Good pay.
ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
Entry level. Typing, bookkeeping, people & phone skills a must. Send resume to: PO Box 3187, Farmington Hills, MI., 48333

CLERICAL
High Tech Engineering Corporation located in Farmington Hills is seeking experienced individual for immediate opening with skills in Accounting, Billing, Computer Data Entry, Communication experience & Word Processing operation. Salary commensurate with experience and education. Send resume to:
Digital Motion Systems, 27250 Haggerty Rd., C-7, Farmington Hills, MI. 48331.

Clerical Part-Time Opportunities
We have several positions for individuals with excellent communication skills. Positions involve handling inquiries from manufacturers, typing forms & reports, opening mail & other miscellaneous clerical duties. Individual must be able to work under pressure in a team oriented Mortgage banking & Spanish speaking background. CRT experience preferred. Qualified candidates should apply Mon-Fri. 8am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERK
Needed to handle order processing, shipping & receiving. Must be a positive manufacturing firm. To work in this fast-paced office you must be detailed-oriented, possess good organizational skills, be able to type well and have computer experience. Send resume to: Aquatec Chemical International, Inc., Attn. Billing Dept., 408 Auburn Ave., Pontiac, MI 48058
No phone calls accepted.
Equal

CLERKS
(FIGURE WORK)
Our corporation is seeking detail oriented individuals with strong math aptitude & light typing ability. These positions include data entry to our on-line system of mortgage payments, correcting errors on cash transaction journal vouchers and working with our lock box banks. Must be proficient in the operation of a calculator & CRT. Bank statement reconciliation experience a plus. We offer a complete benefit package. Qualified candidates should apply Mon-Fri. 9am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLOSING SECRETARY
Multi-office real estate company has opening for experienced in closing documentation and procedures. Call Doug Hardy for confidential interview. 538-2000

COLLECTIONS
Part-Time
We are seeking individuals with 1-year mortgage banking/business experience or at least 1 year of collection experience. Good verbal & written communication skills and accurate typing ability are required. A person with a positive attitude, patience and professionalism will do well in this position. Responsibilities include making calls and obtaining pertinent data to assist our collection staff. Spanish speaking would be an asset.
This job requires 5 hours per day Mon-Thurs and 6 hours on Sat. The hours are flexible. Forward resume to: Personnel Department, P.O. Box 2923, Livonia, MI 48151
We offer a complete benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CLERICAL POSITION, part time for conscientious individual for fast paced office. Mac experience a must, 60 wpm. Call Helen, 9am to 4pm. 540-2200

CLERK - for various office duties. Knowledge & use of computer, office machines & good telephone skills a must. Northland area. Call 355-3154

CLERK- Part time days, filing, misc. Must be organized, like numbers, office experience. Chuck McClain, Level IV Products. 422-5150

CLERK/RECEPTIONIST
$18,000 TO START
THE POSITION:
Enthusiastic, business like, professional.
THE CANDIDATE:
Conscientious, self starter with excellent telephone manner & secretarial skills.
THE COMPANY:
National Credit Corporation in West Bloomfield.
THE REWARDS:
Excellent starting salary, life & health care coverage, paid holidays & vacations, professional work environment, tuition reimbursement & much more.
Apply in person between 8am - 9pm to Kathy Sims.
National Credit Corporation
7091 Orchard Lake Rd.
(at W. 14 Mile)
West Bloomfield, MI

CLERK/TYPIST
Brokerage firm seeks qualified individual for Clerk/Typist position. Excellent opportunity for the right individual. Applicant must possess typing skills, phone skills & a typing speed of 50 wpm. Math skills are helpful but not necessary. Position available in Bloomfield office. For consideration, send resume.
Box 911
Detroit, MI 48231

CLERK TYPIST - Wanted to type, file, answer phones & do general office work. Must be comfortable with public in a fast paced environment. Minum typing 60 wpm accurately. Apply Mon., Tues., Thurs., Fri., 10am-3pm. At Q Office Auto Auction, 16000 Fullerton, Detroit 537-0900

COMPUTER DATA ENTRY OPERATOR - Bookkeeper Needed for Farmington Hills beauty sob. Call 855-0474

CUSTOMER SERVICE REPS
You will be responsible for serving our client dealers, entering orders by a CRT and processing orders. A full time day and part time afternoon position are available. Successful candidates will have a strong customer service background, exceptional phone skills and a minimum of 50wpm. We offer an excellent starting salary and benefit program. Apply in person or send resume to:
Human Resources Manager
United Stationers
32605 Stephenson Hwy.
Livonia, MI 48150
Equal Opportunity Employer M/F

CUSTOMER SERVICE
PART-TIME
We have an immediate opportunities for experienced individuals in our fast-paced Customer Service department. Candidates must be talent written and verbal communication skills, typing of 35wpm and the ability to work under pressure are a must. Knowledge of Lotus, phone experience required since position involves extensive approx 100 plus phone inquiries per day. Overtime required. Hours for these positions are Tuesday - Thursday 1pm - 7pm, 10.15-6.45pm or 4 days/wk. Monday - Friday 9am - 1pm, 1.00pm-7.00pm. A salary of $7.50/hr is being offered. A competitive benefit package included. Qualified candidates should apply Mon-Fri, 9am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

COMPUTERIZED ACCOUNTS receivable, also responsible for order entry, answer phones, typing. Good benefits. Experience necessary. Call between 8-12 546-3300

CO-ORDINATOR FOR SMALL non smoking, high tech office in W. Mac/Southfield area. Heavy phone work to direct large staff. Mon. thru Fri., 8:30am-5pm. Occasional Sat. and evenings & ½ $7.00/hour to start. Frequent raises. No health benefits. Call Pat Intralabs, 540-8010

CUSTOMER SERVICE - 6 mos. to 1 yr. experience, 2 shifts, Southfield, Sparks in Troy, $13,500-$15,500/yr. Plus overtime, Call Julie at Uniforce 237-0037

CUSTOMER SERVICE
Growth and expansion of Troy based international publishing company has created the following positions:
CUSTOMER SERVICE REP: duties include processing orders, solving problems, and maintaining records. Requirements include a minimum 1 year experience in customer service, typing, excellent verbal and written communication skills with an emphasis on customer satisfaction.
CUSTOMER SERVICE CLERK: entry level position providing clerical support for the Customer Service Reps. Requirements include data entry experience, general clerical skills, strong attention to detail and accuracy. Company offers excellent dental, 401(K) & ESOP benefits. If you qualify, please send resume and salary requirements to Box 942, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
...Non smoking building.
An Equal Opportunity Employer

DATA ENTRY CLERK
For small Farmington Hills professional auto service office. Must type 45 wpm accurately & have some data entry experience.
2. Clerical document processing, coding, batching.
We offer good benefits & advancement opportunities to qualified candidates. For more information please call 261-8220

DATA ENTRY
Company in Livonia looking for motivated individual to work mid-shift, Monday - Thursday, 3pm - 6pm. - must live in Wayne County (Detroit residents do not qualify) Ideal candidate will be a student. Call Eric 425-1290
An Equal Opportunity Employer

DATA ENTRY - Entry level resume with salary history to: Microlab, 23970 Farmington Rd Dr., Farmington Hills, MI 48024.

DATA ENTRY - EXPERIENCED
Mon-Fri Benefits available. Call Laura at: 272-1400

DATA ENTRY
full time position available South field location. Excellent health insurance & calculator skills needed. Previous office experience required. Call Jim for a time. 352-0378

DATA ENTRY
UP TO $7.00/HR
Call Lisa
at 358-4270
EMPLOYMENT CONSULTANT

504 Help Wanted Office-Clerical

DATA ENTRY
Customer Support Coordinator Entry level. Send resume with salary history to Microlab, 23978 Farmington Rd., Farmington Hills, MI 48024.

DATA ENTRY - long & short term positions available in Wayne & Oakland Counties. $5-$6.75/hr. Call ETD Temporary Service 425-8820
An Equal Opportunity Employer

DATA ENTRY - midnights, full time position. Must test between 50-60 wpm. Well established nationwide firm located in Westland. Excellent working conditions & benefits. Interviews by appointment. Call Pamela between 8-4, Mon-Fri. Deluxe Check Printers. 536-6363
An Equal Opportunity Employer

DATA ENTRY
Work based company is seeking a data entry clerk. Up to 1 year experience required. Send resume to: Box 1, Enterprises/Delta Fuel, 40600 Grand River, Novi, MI. 48050. Attn: Shirley Trombetta.

DATA ENTRY
$6.00/Hour No fee
Major Southfield firm! Excellent benefits! Generous raises! Need data entry experience, 10-key, communication and math skills.
PRO ASSOCIATES AGY. 540-4130

ENERGETIC, mature person for busy X-ray supply office. Excellent communication, typing, manager skills, some computer. Send resume & salary requirements to: Wolverine X-Ray, 20905 Mapleridge, Southfield, 48075

ENJOY TYPING? DATA ENTRY? Paying attention to detail? If so, we are looking for your Growing mind. We at marketing consultants in Farmington Hills seek a aggressive professional detail oriented person for a part time clerical staff. Excellent salary/benefit package. Call Jeff at 473-7447

ENTRY LEVEL Accounts payable assistant. Typing, filing, data entry. Send resume to: Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY level position. Send resume to: Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
National marketing company, in pleasant Farmington Hills, seeks experienced, professional, Executive Secretary. The successful applicant would possess excellent typing, shorthand, letter composition and spreadsheet application. Knowledge in basic computer operations needed. We offer an excellent salary package with attractive fringe benefits. Please contact Lee. 473-7431

EXECUTIVE SECRETARY
$20,000-$25,000 FEE PAID
Does a very sophisticated Detroit and New Year appeal to you? A great boss? A challenging opportunity? If you answered Yes - plus can type at least 50 wpm, and have word processing, then this opening can be yours. Arlene at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE - secretary. Nice area, nice people, nice benefits. Fast reporting to administrative assistant, sales department. Good processing, benefits, $25,000. Fee paid

TOP EXECUTIVE - northwest suburbs, work for VP International division. Word processing, skills & experience, benefits, $30,000.

ACCOUNT - administrator, Southfield, property insurance experience, good typing, detail oriented, minimum 5 years experience, good shared sheets, benefits, $19,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FILE CLERK - permanent part time. Flexible hours, evenings or weekends. Plymouth Canton area. Send resume to: Box 1, Armstrong, Box 525, Southfield, MI 48037

FULL CHARGE BOOKKEEPER
Experienced. Part time for general practice law firm in Southfield.
552-0400

FULL TIME, Duties to include: Operator at switchboard, greeting visitors, sorting and distributing mail, filing, typing and other duties as assigned. Apply in person: Jacobson's, 1001 Doheny Court, Northville.
Mon-Thurs., 9am-5pm

504 Help Wanted Office-Clerical

ENTRY LEVEL position available for highly motivated, mature individual for payroll/customer service representative. Must possess good math aptitude, related tax forms helpful. Excellent benefit package available. Send resume to: Paychex, Corp., 6360 Orchard Lake Rd., Suite 100, W. Bloomfield, MI 48322

EXECUTEC MORTGAGE, in Farmington Hills, is in need of an experienced Mortgage Closer. An opportunity to originate loans exists.
Call Andy at 855-8800

EXECUTIVE SECRETARY/OFFICE MANAGER for developmental sales agency. Requires Secretarial skills, word processing, bookkeeping experience, typing with good communication skills. Call between 9am-4pm. 642-6335

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
Sales and Marketing Executive firm established, fast-growing company located in Northwest Wayne County is seeking an experienced Executive Secretary/Administrative Assistant. Ideal candidate to have a 35 wpm minimum of 5 years Executive Secretary experience with word processing and Lotus 1-2-3 knowledge. Must be motivated self-starter with excellent organizational, shorthand and typing skills and have the ability to compete reports, handle correspondence, maintain confidential records and perform directed clerical/administrative tasks. Excellent oral and written communication skills a must. Competitive benefits package and competitive compensation package with experience offered. Send resume to: Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
National marketing company, in pleasant Farmington Hills, seeks experienced, professional, Executive Secretary. The successful applicant would possess excellent typing, shorthand, letter composition and spreadsheet application. Knowledge in basic computer operations needed. We offer an excellent salary package with attractive fringe benefits. Please contact Lee. 473-7431

EXECUTIVE SECRETARY, experienced in word processing, dictation, reception. Open salary, excellent benefits & working conditions. Send resume to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE Secretary/Receptionist needed full time for permanent position in Livonia office. Must have Word processing experience. Other PC skills helpful. Send resume:
Future Electronics 35200 Schoolcraft, Livonia, MI 48150. 261-5270

EXECUTIVE word processor, legal background. Word Perfect 5.0. Shorthand a plus. $360-$400/mo. Call Maureen at Uniforce 645-7662

EXECUTIVE SECRETARY
$20,000 PLUS
A non formalized law firm is willing to utilize your secretarial skills and background while teaching the legal profession. Call Jackie 352-2600
SNELLING & SNELLING

EXECUTIVE SECRETARY
Project oriented role in group setting. Requires WordPerfect 5.0 background. Plus compositional interest for formal correspondence. Make travel plans and schedule use of facilities, meals and other office duties. Experience preferred. Apply in person: Gerber Life, 1001 Doheny Court, Northville.
Mon-Thurs., 9am-5pm

504 Help Wanted Office-Clerical

GENERAL OFFICE clerk - light typing, data entry, will train $1083-$1213/mo. Call Uniforce 473-2911

GENERAL OFFICE - Part time, possible full time summer. Student welcome $5.00/hr. Ask for Darlene
422-7110

GENERAL OFFICE, part time, 10-15 hrs/wk. Light typing, responsible. Good phone personality. Redford Twp area. Mary. 537-0071

GENERAL OFFICE - part time, variable hours including some weekends. Typing, record keeping, switchboard. Apply Mon-Thu/Fri 9am to 4pm. Arnold Nursing Home, 18520 W. 7 Mile, Detroit

GENERAL OFFICE - typing & computer knowledge helpful, full time hrs. 8:30-5pm, wages negotiable. Livonia 425-5867

GENERAL OFFICE - part time, for sales department 11 Mile & Telegraph. Need mature, dependable person with good communication skills. Various clerical duties include accurate typing, answering phones, filing. Call Jim/Fri. 539-6333

GENERAL OFFICE - Highland Park Machinists computer experience required. Calculator, accurate typing, diversified duties. $260-$300/wk. Paid holidays and vacations, yearly bonus, Christmas wk. Fee Paid
B. HAMIL PERSONNEL
424-8470

GENERAL OFFICE/SECRETARY
Person Friday. Local leasing company in need of high energy people-oriented person to do a variety of office work. Accurate typing, filing, etc. Entry level position. Send resume to I.T.I., Attention Kathy, 29111 Northwestern Hwy., Suite 300, Farmington Hills, MI 48018

GENERAL OFFICE
$13,500 FEE PAID
Suburban Accounting company looking for an individual who enjoys a variety a lot of diversification to work as a Sales Support package with attractive benefits. Duties include: accurate typing, good Math skills, pleasant telephone voice and office experience. Re-entering work force - great! Call Mary, at 464-0999
SNELLING & SNELLING
GENERAL OFFICE/
CLERICAL
America's leader in lawn care, Chemlawn Services, has an opening for a full time clerical position. Chemlawn offers flexible hours and competitive compensation. We are a subsidiary of Ecolab (A Fortune 500 company). Please call 471-6007 or apply at: 23515 Heslip, Novi

CHEMLAWN
WE CARE ABOUT OUR PEOPLE
Equal Opportunity Employer M/F

HIGH ENERGY LEVEL, Mature individual needed for rapidly growing Southfield service organization, must be self motivated, organized and have excellent communication skills. Office and phone experience necessary including typing skills. Full time position available - day hours. Pleasant environment off office. Above average earnings, willing to train. Call Mary 948-0600

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Work clerical, industrial accounting or telemarketing assignments with our pleasant staff.
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HOME & SERVICE GUIDE

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DO IT YOURSELF
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