

CLASSIFIED DIRECTORY

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CLASSIFIED DIRECTORY

SECTION

Auto For Sale C

Help Wanted C-G

Home & Service Directory C

Merchandise For Sale C

Real Estate G

Rentals G

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This classification continued from Page 165 in B.M.A.T.

502 Help Wanted Office-Clerical

Accounting ASSISTANT CONTROLLER

Position available in a large, established, successful business. The Controller is seeking an Assistant Controller to assist in the preparation of financial statements, tax returns, and other financial reports. The successful candidate will have a B.S. in Accounting and 2-3 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

502 Help Wanted Dental-Medical

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time RNS, LPNs, and GPNs. Competitive wages & benefits. Flexible hours. Call for appointment. **Marlene Folsom, RN, 522-1444**

502 Help Wanted Office-Clerical

Accounting CLERK

We need your skills, all levels with computer experience for temporary assignments. **354-2410**

RN's/LPN's WANTED

Are you tired of all the time you have to spend at home? Do you want to work for a company that offers a great benefit package? Do you want to work for a company that offers a great benefit package? **354-2410**

R.N.

Position available in full-time position. The successful candidate will have a B.S. in Nursing and 2-3 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

X-RAY TECHNICIAN

Two full time and one part time positions available. The successful candidate will have a diploma in X-ray technology and 1-2 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

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ACCOUNTANTS

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CLERICAL WORKERS

Part time position available in a large, established, successful business. The successful candidate will have a diploma in Office Administration and 1-2 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

CLERK/TYPIST PART TIME

Part time position available in a large, established, successful business. The successful candidate will have a diploma in Office Administration and 1-2 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

COMPUTER DATA ENTRY

Part time position available in a large, established, successful business. The successful candidate will have a diploma in Office Administration and 1-2 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

COMPUTER OPERATOR

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LEGAL CORPORATE

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CROSSMATCH LEGAL SECRETARIES

Part time position available in a large, established, successful business. The successful candidate will have a diploma in Office Administration and 1-2 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

HILLSTROM & ROSS AGENCY INC.

Part time position available in a large, established, successful business. The successful candidate will have a diploma in Office Administration and 1-2 years of experience in a similar position. Salary commensurate with experience. Send resume to: **354-2410**

EXECUTIVE SECRETARY

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CLERICAL

If you're a top notch clerical professional, we have the job for you. Our highly responsible clerical positions require that you have the ability to work with minimum supervision. You must have office experience, an aptitude for numbers and good interpersonal skills. Pay is very competitive. To apply, send your resume to **Office Manager, P.O. Box 1247, Warren, MI 48090-1247.**

Equal Opportunity Employer

REACH FOR THE FRIENDLY SKIES

Secretary

When you work for United Airlines at our Dearborn Reservations Center, you can accumulate a lot of miles on the ground as well as in the air. We'll keep you busy with our executive secretarial duties during the week. Then use your time off to take advantage of our extensive travel program worldwide.

Requires at least 2 years of secretarial experience, ability to type 35 wpm, and 10 years of office experience. You must have excellent communication and organizational skills and the ability to work with minimal supervision.

In return, United offers an outstanding compensation package including company and insurance, and generous travel benefits for you and your family. For consideration, send a resume to: **UNITED AIRLINES, ENR13, P.O. Box 10419, PO Box 66140, Chicago, IL 60666.**

Equal Opportunity Employer

UNITED

OPEN HOUSE

If you're looking for a Secretarial or Accounting Clerk position—we'd like to meet you!

We're Valassis Inserts, one of the nation's largest sales promotion companies. Valassis is a progressive company, where your communication, organizational and clerical skills can really pay off.

So, please stop by and let us tell you about the excellent opportunities currently available with our growing organization. We may have just what you're looking for including competitive salaries and excellent benefits.

Valassis Inserts Open House
Wednesday, April 25th, Between 5:30 & 7:30 pm

Our office complex is located at: **30111 Schoolcraft Rd., Livonia**

591-3000

Off 95 Between Levan & Farmington (next door to Valassis Printing Co.)
 Please use the visitor's entrance.

We look forward to meeting you!

VALASSIS INSERTS

BUSINESS OFFICE CLERK

Our Livonia Business Office is looking for someone who:

- Can provide switchboard relief and has pleasant telephone manners.
- Can operate a calculator and is good with numbers.
- Has basic computer knowledge.
- Can perform various clerical duties efficiently.

If this is your background, a position is available now. Excellent salary program and fringe benefit package. Applications accepted.

SECRETARY RECEPTIONIST WORD PROCESSING ACCOUNTING

NAME: _____ **PHONE #:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAYS AVAILABLE: _____ **HOURS AVAILABLE:** _____

CIRCLE SKILLS IN WHICH YOU ARE EXPERIENCED

SECRETARY RECEPTIONIST WORD PROCESSING ACCOUNTING
 GENERAL LABOR TELEMARKETING DATA ENTRY

THE Observer & Eccentric

NEWSPAPERS, INC.

36251 Schoolcraft
 Livonia, MI 48151

We are an equal opportunity employer

OFFICE SERVICES

A CDT Transportation Group Company

OFFICES IN:
 TROY 768-2888
 FARMINGTON HILLS 489-8990
 AUBURN HILLS 489-8710
 DETROIT 393-1890

MAIL FORM TO:
 B. MACKINNON
 TSI OFFICE SERVICES
 1350 JOHN R.
 TROY, MI 48063