504 Help Wanted Office-Clerical

CLERK/TYPIST
Excellent typing skills, Lotus & WordPerfect a plus. Duties include mail, filing, computer terminal operations. 8:30-4:30, 5 days. Benefit field. Benefits include medical/dental, life insurance, profit sharing. Please send resume to: Gallagher Benefit Services, Inc., P. O. Box 5136, Southfield, Mi., 48086-5136.

CONTRACTOR EXPERIENCE-Managerial ability. Excellent typist. Neat appearance for front desk. Permanent position. Wordprocessor with some computer knowledge. Benefits, profit sharing. Equal Opportunity employer. 353-0690

Highland Superstores has immediate openings for customer service representatives for in-home service located at its Plymouth Mt Service Dept. These full time positions are Mon. thru Sat. with some flexibility in scheduling. The responsibilities include handling of incomming calls from customers, researching any delivery or repair concerns, setting up appointments with the dispatcher, and other clerical support that is needed. The qualified candidate should have excellent customer relation skills, retail store &/or customer service experience, data entry & the ability to handle several tasks simultaneously. If you are interested in a fast paced challenging work environment please apply at:
HIGHLAND SUPERSTORES, INC.
906 N. Sheldon Rd.
Plymouth, Mi 48170
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY Computer Operator
For large distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Data Entry, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Experience required. Short & long term assignments. Call 464-7078
ETO Temporary Service

DATA ENTRY - pleasant Birmingham firm. $7/hr. Call Mary Jo at Uniforce 646-7664

DATA ENTRY
Temporary position, approximately 1 month. Typing a must. Apply within: Judou Designs, 45657 Helm, Plymouth, Mi. 48170 459-3300

DATA ENTRY
$7.50 per hour
EXCELLENT BENEFITS INCLUDING TUITION REIMBURSEMENT. Professional dress & appearance. College background & plus. Duties include