

{O}1E

Help Wanted Office-Clerical

EXECUTIVE SECRETARY
National advertising agency
your excellent skills and
perfect experience. To 3876

**MINGTON HILLS
ADMINISTRATIVE
ASSISTANT
\$19,000 FEE PAID**

**ARMINGTON HILLS
FRONT DESK
RECEPTIONIST
\$14,000 FEE PAID**
Not just another job where
you sit for the phone to ring. This
position offers lots of variety and

ALL TIME OPENINGS

SALARIES COMPANY PAID	
Engineering Coordinator	\$17,500
Secretary	\$24,000
Japanese speaking Translator	\$30,000
Director	\$14,000
Board	\$16,600
Office Manager	\$25,000
Processor Trainee	\$14,500
Processors	\$18,000
Level	\$13,000
Assistant to VP	\$17,000
Environmental Secretary	\$18,720

more money, better benefits or advancement potential. No further, we have more opportunities than applicants. Type 350. Call for an appointment 360.

FINANCIAL PERSONNEL SERVICES

FINANCE CLERK I

City of Wayne is accepting applications to establish a Finance I eligible list, based on computer examinations. Salary range \$15,733.61 to \$18,444.80.

Opportunity Employer and
all qualified candidates are encouraged to apply.
Applications are available at:
www.opportunityemployer.com

FULL & PART TIME
enjoy customer contact
today for full or part time positions
(salary commensurate with
experience). First of America
is the 2nd largest bank holding
company in the country.

WOMAN, self motivated individual to perform accounting, secretarial & general office duties. Please send resume with ability 451-0775.

General mathematical skills. Good communication skills. Send resume and references to: 333-1896. Equal Opportunity Employer

GENERAL OFFICE WORK
Full-time position. Monday-Friday, 9:00 a.m. to 5:00 p.m. Typing and order entry. Teatran Corporation, 10000 Highway 10, Union, Illinois. 581-2272

GENERAL OFFICE IN LYNDIA
Full-time position. Pleasant phone work and good typing necessary. Computer experience helpful. Call 333-1896

GENERAL OFFICE
time position with benefits.
typing necessary. Apply
9am-5pm at
National Mortgage Corp. 8733 Ter
n, Suite 303, Birmingham.

EDUCATE POSITION - bright, energetic, strong personality to work in a deal position, able to deal with people, must have strong communication skills.
resumes to P.O. Box #53054
Chicago, IL 60653
Call Manager at 471-04

INSURANCE JOBS • 812-825-
Property/Casualty, Personal
Commercial C&A & Bond Clea-
renant & Temporary. Call
1-800-368-1111.

KING PERSONNEL, INC.
1700 W. TEN MILE #125
SOUTHFIELD, MI 48075
(313)733-1224

INVENTORY/INSIDE SALES
COORDINATOR
Supplier located in Plymouth

ing for a hands-on individual. As a liaison between our customers & plant to insure timely shipments & maintain inventory accuracy & records. Must have strong communication & computer skills. Knowledge of EOE for customer & release requirements a plus. This experience helpful, but not necessary. Excellent benefits. Send resume to: Box #912, Observer-Graphic Newspapers, 38200 Telegraph Rd., Livonia, Michigan 48150.

AL SECRETARY needed, to
work full time, to cover material
in Small personal injury law firm.
February through the end of
the year. Ask for Debbie. 354-58

...opening for an
...in our Southfield
...seeking must have
...skills, proficiency
...puter software
...num of 5 years of
...ion and provides an
...e and full benefit

Health and Dental,
stating employment,
educational history
Insurance Company
Attention: Tom Nevers
P.O. Box 994
Field, Michigan 48037-0994

Journal of Management Inquiry 22(1)