

EMPLOYMENT

504 Help Wanted Office-Clerical
ACCOUNTS PAYABLE
 Accounts Payable experience & knowledge of Microsoft required for this full time position. Send resume to: B. Darnell, 3820 County Club Dr., Ste 210, Farmington Hills, MI 48334-2379

ADMINISTRATIVE ASSISTANT
 The Trace Golf Club is now hiring an Administrative Assistant. Duties include making word processing, preparing correspondence, maintaining files, scheduling, and other administrative tasks. Please send resume to: Trace Golf Club, 3820 Pine Trace Blvd., Rochester Hills, MI 48309, Attention: Julie

504 Help Wanted Office-Clerical
ACCOUNTS PAYABLE CLERK
 Part-time position available immediately in our Southfield corporate headquarters. Duties include assisting with various clerical duties in our Accounts Payable Dept. Must be detail oriented and possess accurate skills for figure work. Accounting background with permanent position. \$11.00 per hour, 4 full days per week. P.O. Box 2277, Southfield, MI 48037

ADMINISTRATIVE ASSISTANTS
 UP TO \$11/Hr.
 + Microsoft
 + MicroSoft
 + WordPerfect 6.1
 Call Gary
WOLVERINE STAFFING
 358-4270

BOOKKEEPERS CLERKS
 How long it takes to enter in accounts payable, accounts receivable, payroll, O.R. collections, etc. is not what started you. We need for hourly calls, and we have \$17,000 plus great benefits including health insurance. Hourly \$11.00. Excellent benefits. Please send resume to: G. E. G. P.O. Box 2277, Southfield, MI 48037

CALL TODAY! 354-2410
ACCOUNTANTS ONE Agency
 Full time
CHURCH SECRETARY - Full time, 13 hours. Woodbridge Hills, MI. \$11.00 per hour. Send resume to: Mrs. Clark, 14140 Woodbridge Court, #413, Woodbridge Hills, MI 48095

CLERICAL/PART TIME
 Mature, reliable operator. \$7/hr. Typing, long computer. Work from home. Mrs. Clark, 14140 Woodbridge Court, #413, Woodbridge Hills, MI 48095

CLERICAL SUPPORT
 Auto parts supplier seeks full time clerical support. Experience with Word Perfect 6.1 preferred. Send resume to: J. J. G. P.O. Box 2277, Southfield, MI 48037

504 Help Wanted Office-Clerical
ADVERTISING SECRETARY
 Enjoy using your skills in the advertising industry. We are currently hiring a Secretary. Duties include: typing, proofreading, and handling correspondence. Must have excellent telephone skills and be able to work under pressure. Salary: \$11.00 per hour. Send resume to: G. E. G. P.O. Box 2277, Southfield, MI 48037

APPLY NOW WORD PROCESSORS
 We are seeking individuals with a minimum of 1 year experience in word processing. Must be able to use Microsoft Word 6.0 and WordPerfect 6.1. Salary: \$11.00 per hour. Send resume to: G. E. G. P.O. Box 2277, Southfield, MI 48037

ADIA PERSONNEL SERVICES
 722-9000 or 382-2342

504 Help Wanted Office-Clerical
CLERICAL POSITION
 Full-time, entry-level clerical position currently available at our corporate headquarters. Position requires excellent telephone skills and basic clerical abilities. We offer a competitive benefit package and advancement opportunities. Resumes by submitting resumes with salary expectations.

504 Help Wanted Office-Clerical
DATA ENTRY
 Seeking a sharp individual to work in our data entry department. Must have excellent typing skills and be able to work under pressure. Salary: \$11.00 per hour. Send resume to: G. E. G. P.O. Box 2277, Southfield, MI 48037

504 Help Wanted Office-Clerical
OFFICE MANAGER
 Exciting opportunity for an Office Manager. Must have a minimum of 5 years experience in a similar position. Must be able to manage a staff of 10-15 people. Salary: \$18.00 per hour. Send resume to: G. E. G. P.O. Box 2277, Southfield, MI 48037

505 Help Wanted Food-Beverage
BAR STAFF, COOKS
 Wait Staff, Bus Staff
 Main Office: 3820 County Club Dr., Ste 210, Farmington Hills, MI 48334-2379
 Bar Staff: 3820 Pine Trace Blvd., Rochester Hills, MI 48309
 Wait Staff: 3820 Pine Trace Blvd., Rochester Hills, MI 48309

506 Help Wanted Sales
SALES REPRESENTATIVE
 Seeking individuals to represent our products in the Detroit area. Must have a minimum of 1 year experience in sales. Salary: \$15.00 per hour. Send resume to: G. E. G. P.O. Box 2277, Southfield, MI 48037

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Secretary/Receptionist

Secretary/Receptionist needed to work in Division headquarters of Fortune 500 company. This person will be responsible for handling incoming phone calls, receiving visitors, and assisting sales and engineering staff as needed.

Qualified candidates should be able to type 60 wpm. Must be knowledgeable in WordPerfect and Lotus. College education highly desirable. Must present a professional image and be able to work well with people.

Qualified applicants should send resume to: Personnel.

INGERSOLL-RAND
 Worldnet Cutting Systems Division
 23425 Industrial Park Dr.
 Farmington Hills, MI 48325
 No phone calls please.

INGERSOLL-RAND
 Equal Opportunity Employer

CLASSIFIED will find a buyer

...for your bike, banjo, blender, bed, binoculars, boat, and leather coat...for your car, camper, clarinet, couch, camera, cat and top hat...for your tent, typewriter, trumpet, T.V., table, tires, tools, and bar stools...for your stereo, saxophone, scooter, swingset, stove...

Observer & Eccentric
 CLASSIFIED ADVERTISING
 444-1070 OAKLAND COUNTY 591-0900 WAVERLY COUNTY
 852-3222 ROCHESTER-ROCHESTER HILLS
 Deadlines: 5 p.m. Tuesday for Thursday edition - 5 p.m. Friday for Monday edition

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