

**504 Help Wanted
Office-Clerical**

BIRMINGHAM INVESTMENT FIRM
looking for responsible individual to
work in operations handling incoming
mail and outgoing checks, securities,
and new accounts. Experience re-
quired, but not necessary. People
skills & must be accurate.
Send resume to:
**PRUDENTIAL SECURITIES,
P.O. Box 1558,
Birmingham, AL 35209**

CHIRAPRACTIC ASSISTANT posi-
tion, full time. Must be energetic,
personable and a team player.
wpm. Call: 404-421-0101

CHURCH SECRETARY
Shorthand, typist, and computer
skills. Livonia area. Contact:
408-241-1111

CLAIMS EXAMINER - Experienced
individual wanted for position.
Requires the ability to analyze, compute
and authorize payment of claims
and thereby claims. Would also
handle accounts community re-
lated. Send resume to: P.O. Box 5002,
Dunwoody, GA 40085-1588

**CERLICAL DIVISION
MANAGER**

A Large Westside Temporary Help
Service Center is seeking a Manager
for its expanding Clerical Division

YOU NEED:

- High Energy Level
- Employee Evaluation Skills
- Computer Skills
- Knowledge of PC Systems
- 2-3 Years Experience
- Payscale, Symphomy, Super Calc,
- Display Unit

WIFE/ED:

- Salary Commensurate skill/experience
- Vacation & Holiday Pay
- Medical Benefits
- Life Insurance
- Bonus's

Please send resume to: Human Re-
sources, Inc., 7000 W. MacDyke,
#702, Warren, MI 48093

CERLICAL
Immediate part-time position avail-
able. Duties include hand, reception
and data entry. Apply in person:
Tech Staff Clerical, 1400
Herald Lake Rd., West Bloomfield.

CERLICAL - Oriented toward
sewing lab or plant floor position. IBM
pc/2 - based system. Must have
working conditions, reply to:
Haven, 4188 Orchard Lane,
Orchard Lake, MI 48323

CERLICAL POSITION available in
growing insurance office. In-
crease pay. Send resume to:
51507, Greenleaf & Schodorsky,
Scottsdale, Arizona

CERLICAL SUPPORT position for
growing CPA firm. Must have
computer & computerized tax sys-
tem. Good benefits. Send resume
with salary history & requirements to:
C&K, 6500 Orchard Lake Rd.,
P.O. W., Bloomfield 48322

CUSTOMER SERVICE REP
Part-time, flexible hours after 4pm.
They are: light typist, examine
phone calls.

CUSTOMER SERVICE CLERK
Entry level position. Must be
able to operate a computer and
present phone manner. Send re-
sume to: Representatives,
5002, Dunwoody, MI 48085-9836

DATA ENTRY
Excellent. Apply in Humanic skills.
Each day, detail oriented, ability to ana-
lyze. Full & part time (days, even-
ings). WAs for Jett or Lita
Plumchom

DATA ENTRY
Part time, interesting. Phones, filing,
etc. Send resume to: ATFL, P.O. Box
967, Dunwoody, MI 48327

DATA PROCESSING CLERK
Growing and dynamic cultural
company is seeking an independent and
self-motivated individual to
entry. Individual will be responsible
for Data Entry and maintenance of
our marketing databases. A minimum
of 2 years in the clerical
with GENTRA and proficiency on
the Jett, Jetted and Accu-
MATE II and 4831 program. If you
are looking for a position
in a growing company,
please send your resume and cover
letter to:

CUSTOMER CARE MANAGER
1524 WOODWARD AVE.
BIRMINGHAM, AL 35209

DOWNTOWN LAIRY seeks Ac-

Observer & Eccentric
CLASSIFIED ADVERTISING
644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills
DEADLINES 5 P.M. TUESDAY FOR THURSDAY EDITION/5 P.M. FRIDAY FOR MONDAY EDITION