

Office-Clerical

CLERICAL JOB OPPORTUNITIES

If you are Dependable & hardworking and are looking to work in a professional office setting we have a variety of opportunities available.

**SECRETARIES
WORD PROCESSORS
SWITCHBOARD
RECEPTIONISTS
DATA ENTRY CLERKS
CUSTOMER SERVICE
FILE CLERKS**

We offer: vacation pay, holiday pay, referral bonuses. Please call for an appointment today!

CONTEMPRA

10-263-8600 Madison Heights
 10-850-8000 Rochester Hills
 12-643-6800 Dearborn

CLINICAL/LABORATORY
 Environmental Consulting firm is now opening for a full-time clinical laboratory person. Position includes sample control and data input. Applicant must be well-organized, self-motivated, and have good computer typing skills. Please send resume to: E. Lipson, Co. #2345 Forest Drive, Detroit, MI 48217. No phone calls. **EE/AE/MT/TV**

CLEANER - DAYTIME Lyons area. Full time
entry level position. Full benefits.
Must be detail oriented. Word pro-
cessing (Microsoft helpful). 7:30-
4:30 light typing. Call 810-883-8445 or
between 9am-noon or 6-7pm. E.O.

CLEANER - PART TIME
\$7.50 an hour to start! Looking for
responsible individuals to job 4
to 4 1/2 hours per day, Fast-food
workplace. B.I., history phone
computer, some typing and in-
voicing. Farmington Hills area.
Call 313-498-0001

CLEANER PERSON needed

general bookkeeping, est. \$10
hr. starting. Experienced & return
as needed. Full or part time. Pay
only area. 312-455-0

CLERICAL POSITION require
good numerical skills and pleasant
phone manners. Basic compu-
tation help. 810-548-0

CLERICAL

- RECEPTIONISTS
- DATA ENTRY
- WORD PROCESSORS

PEOPLEMARK, INC.
CLERK
 Experience with computers, editor for, bookkeeping for a South-CPA office. \$10-350-2

CLERK TYPIST/RECREATION
 2 positions available, 1 full time minimum, 40 hours per week, 1 cell position, 20 hours per week more. Duties include: typing news, accounts, secretarial

**COLLECTIONS
CUSTOMER SERVICE**

Call Condo 810-446-
UNIFORCE SERVICE
COMPUTER APPLICATIONS &
TION. Must know DOS and
beam. Starting Heights. 810-254-
CUSTOMER SERVICE Repres
five - See our ad under #500.
(313) 261-8220
CUSTOMER SERVICE
Join a team of professionals
the automotive related com
industry's in

UNIFORCE SERVICE

Customer Service Representative

Immediate opportunities! We are seeking professional, articulate and personable individuals with excellent interpersonal skills. Minimum of 2 years experience required. We offer competitive wages, a comprehensive benefit

Entech Personnel
(810) 528-8011

CUSTOMER SERVICE
Keyboard experience.
Career positions.

SECRETARY
WordPerfect and Lotus for
doses. Temp to perm position.

Day and evening shifts
experience necessary.
OAKTEC
Professional Staff
Farmington Hills 810-48
Auburn Hills 810-37
CUSTOMER SERVICE/Order
for busy high tech repair &
Friendly, organized, well-stocked
computer, typing, phone &
office equipment. Full-time.
Excellent benefits. Westland.
813-33

DATA ENTRY CLERICAL
Full/part-time positions in
Co-op students welcome.
Mrs. Orser benefits. Utica area
for appointment 810-21

DATA ENTRY CLERICAL
Full-time entry level Data
Clerical needed for fast-paced
business office. Good benefit
package. 30788 Grand Pkwy. Farm
ville. 810-4

DATA ENTRY CLERICAL

DATA ENTRY/KEY DIAL
Experienced operators for a
afternoon shifts. Full, steady
work, none your own hours
voluntary overtime. Good pay
plus, non smoking environment.
Perry (313) 280-1700

DATA ENTRY/OPERATOR
Full & part time & seasonal
Term, longer available/seasonal
The, disability & life insurance
plan & 100% tuition reimbursement
available. Excellent salary
program. Must have good typing
Excellent customer service
are considered & necessary.
the right people. \$10.00

DATA ENTRY
We need your services
10,000 households and re-
sponses for our multiple sur-
veys. 1 year in North

with starting salary to be
Paid holidays and vacation
Call Doria 810-
BOE UNIFORM SERV