804 Help Wanted Office-Clerical

DATA ENTRY

Call Today - Work Tomorrow

Potential jobs for:
- Temporary to Permanent
- Long Term
- Short Term

ADIA
The Employment People
(810) 442-7800

DATA ENTRY CLERKS

CONTEMPRA

PART TIME DATA ENTRY OPERATOR

DATA ENTRY SUPERVISOR

DATA ENTRY

UNIFORCE SERVICES

EXECUTIVE SECRETARY

Call Today - Work Tomorrow

Potential jobs for:
- Temporary to Permanent
- Long Term
- Short Term

ADIA
The Employment People
(810) 442-7800

EXECUTIVE ASSISTANT

EXECUTIVE SECRETARY $26,000 PLUS

SNELLING PERSONNEL SERVICES

EXPERIENCED EXECUTIVE SECRETARY NEEDED!!!

CORPORATE PERSONNEL SERVICES

FACTORY STOCK HANDLERS

AMERICAN PLASTIC TOYS

FAST CASH

Work TODAY___ Get Paid TOMORROW

EMPLOYERS
Temporary Service, Inc.
810-353-7050

FILE CLERK

FILE/GENERAL OFFICE CLERK

FORECLOSURE TECHNICIANS

FULL-TIME OFFICE HELP

GENERAL CLERICAL/MAIL CLERK

GENERAL OFFICE SECRETARY

GENERAL OFFICE

GENERAL OFFICE SKILLS

GENERAL OFFICE

PEOPLEMARK

GROWING MANUFACTURING

Hey Homemaker!

Eric Rader
313-261-0703

GENERAL OFFICE HELP

GENERAL OFFICE

GENERAL OFFICE

GRAND OPENING

WESTLAND

LIVONIA

INTERIM PERSONNEL

IF YOU NEED TEMPORARY MONEY

CALL DAY!

ASK ABOUT OUR PERMANENT AND TEMP TO HIRE OPPORTUNITIES TOO!

DAY

IMMEDIATE POSITION

INSURANCE AENCY

INSURANCE PERSONAL LINES CSR

LEASING PERSON - PART TIME

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY, Livonia.

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARIES

LEGAL SECRETARY - For business/estate planning sole practitioner in Farmington Hills area.

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY for small practice in Troy.

LEGAL SECRETARY - Experienced

LEGAL SECRETARY TRAINEE

LEGAL SECRETARIES

ARBOR TEMPS: 459-1166

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY for Southfield

LEGAL SECRETARY

LEGAL SECRETARY

Legal Secretaries

THE KPM GROUP
(810) 988-8440

LEGAL SECRETARY

LEGAL SECRETARIES

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY $28,000-$30,000

SNELLING PERSONNEL SERVICES

LEGAL SECRETARY/PARALEGAL

LEGAL SECRETARY

★ Legal Secretary $30,000 plus!!! FEE PAID

M. BOOKSPAN & ASSOCIATES PERSONNEL SERVICES

LIVONIA INSURANCE AGENCY RECEPTIONIST

MAIL & RECORDS CLERK

An Equal Opportunity Employer

MARINE HARVEST INTL.

MEDICAL ASSISTANT

MEDICAL ADMINISTRATOR

MORTGAGE LENDER RECEPTIONIST & LOAN SETUP

NOW HIRING
- Data Entry
- Word Processors
- General Office

METROSTAFF
Temporary Personnel Services
(810) 569-8700

NO FEE EOE

PART TIME Office Assistant.

OFFICE ASSISTANT

OFFICE ASSISTANT/FILE CLERK

OFFICE MANAGER

ORDER ENTRY/RECEPTIONIST

PARA-LEGAL/LEGAL ASSISTANT

OFFICE HELP

OFFICE MANAGER/RECEPTIONIST

OFFICE PERSON

OFFICE PERSON - part time.

OFFICE PERSON

OFFICE SUPERVISOR

OFFICE TECHNICIAN

PART TIME - Receptionist/General Office

PART TIME SECRETARY

PAYROLL PROCESSOR

PAYROLL SUPERVISOR EXPERIENCED

PERSON FRIDAY

PERSONNEL ASSISTANT

ARBOR TEMPS: 459-1166

PROFESSIONAL OFFICE

RECEPTIONIST

MORE THAN A RECEPTIONIST

PART TIME RECEPTIONIST

PRIVATE COUNTRY CLUB

RECEPTIONIST/SECRETARY

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST - Full Time

RECEPTIONIST

RECEPTIONIST/WEEKENDS

RECEPTIONIST - FULL TIME

RECEPTIONIST/SECRETARY

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST
P. O. BOX 6646
PLYMOUTH, MICHIGAN 48170

RECEPTIONIST

THE REHAB TEAM

RECEPTIONIST

RECEPTIONIST - PART-TIME

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST/SECRETARY

RECEPTIONIST/OFFICE COORDINATOR

RECEPTIONIST - FULL TIME

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST/ASSISTANT

RECEPTIONIST

RECEPTIONIST

RECEPTIONIST - PART TIME

RECEPTIONIST

An Equal Opportunity Employer

RECEPTIONISTS

CONTEMPRA

RECEPTIONIST

RECEPTIONIST

ENTECH PERSONNEL
(810) 377-4980

RECEPTIONIST/SECRETARY $19,500

SNELLING PERSONNEL SERVICES

Receptionist/Secretary

PERMANENT STAFF

RECEPTIONISTS (2)

CUSTOMER SERVICE

LOIS RAY PERSONNEL
810-646-5580

RECEPTIONIST

(810) 489-0555

RECEPTIONISTS

$7+ Hour!

LONG/SHORT TERM
FULL/PART TIME
TEMP-TO-HIRE

W E S T E R N STAFF SERVICES

RECEPTIONIST

Human Resources
GARDEN CITY HOSPITAL

MANUFACTURING REP

SALES SECRETARY

NEW CONSTRUCTION Co.

RADIO BROADCASTING CONSULTANCY

QUOTE SECRETARIES

Moeller Manufacturing Co.
43938 Plymouth Oaks Blvd
Plymouth, MI 48170-2584
(313) 416-0000

Secretarial

SECRETARIES

UNIFORCE SERVICES

SECRETARIES NEEDED

TODAYS TEMPORARY
(810) 649-4455

SECRETARIES

THE KPM GROUP
(810) 988-8440

LEGAL SECRETARIES

TECHNICAL SECRETARY ASSISTANT

CLIENT RELATIONS SECRETARY

SECRETARY/ADMINISTRATIVE ASSISTANT

SECRETARY/ADMINISTRATIVE ASSISTANT

CONTEMPRA

SECRETARY/BOOKKEEPER

SECRETARY/BOOKKEEPER

SECRETARY

SECRETARY

SECRETARY

SECRETARY

SECRETARY, full time, Mon. thru Friday.

SECRETARY/HUMAN RESOURCES

SECRETARY - Immediate opening.

SECRETARY - Immediate position.

SECRETARY

SECRETARY

SECRETARY needed for Troy ad agency.

An Equal Opportunity Employer

SECRETARY needed full time

SECRETARY PART-TIME

Secretary Part-Time

TOKOS Clinical Services

SECRETARIAL

An Equal Opportunity Employer

SECRETARY

DIEBOLD

SECRETARY - Full-time

SECRETARY - Part-time.

SECRETARY - PART-TIME

SECRETARY - Plymouth.

SECRETARY - Position available

SECRETARY

SECRETARY

An Equal Opportunity Employer.

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY TEMPORARY PART TIME

Secretary

SALES SECRETARY

CALCOMP

SECRETARY

UNIFORCE SERVICES

SECRETARY

SECRETARY

SECRETARY

PERMANENT STAFF

SECRETARY/RECEPTIONIST

SECRETARY/RECEPTION

SECRETARY/RECEPTIONIST

SECRETARY

SECRETARY/WORD PROCESSOR

SECRETARY $10 & UP

313-591-1100
Acro Service Corp.

SECRETARY

An Equal Opportunity Employer

SWITCHBOARD OPERATOR

TELEMARKETING POSITIONS

TELEPHONE ANSWERING/RECEPTIONIST

TWO IMMEDIATE OPENINGS

National Structured Settlement firm located in Tel-Twelve area has two immediate positions available.

OFFICE SECRETARY

ADMINISTRATIVE ASSISTANT

Send personal resume with salary requirements & references to:

Personnel Director
P.O. Box 440200
Aurora, CO 80044
Or call 1-800-354-4098

VETERINARY CLINIC RECEPTIONIST

WORD PROCESSING

WORD PROCESSING SECRETARIES

Needed with knowledge in any of the following areas:

Microsoft Word
Excel
WordPerfect
Lotus
Harvard Graphics

ADIA
PERSONNEL SERVICES
(313) 525-0330

EOE NO FEE

WORD PROCESSOR

WORD PROCESSORS NEEDED

TODAYS TEMPORARY
(810) 649-4455

EOE