



EMPLOYMENT

500 Help Wanted

Telephone Reservations
\$7.10 Per Hour
Full Time

TRUCK DRIVERS
We are seeking experienced drivers for our fleet of trucks. Must have valid CDL and 2+ years experience. Competitive pay and benefits. Contact: [Phone Number]

WAREHOUSE WORKERS
We are seeking warehouse workers for our manufacturing plant. Duties include picking, packing, and shipping. Competitive pay and benefits. Contact: [Phone Number]

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502 Help Wanted - Clerical Office

ACCOUNTS PAYABLE
We are seeking an experienced Accounts Payable Clerk for our manufacturing plant. Duties include processing invoices, maintaining ledgers, and reconciling accounts. Competitive pay and benefits. Contact: [Phone Number]

ADMINISTRATIVE ASSISTANT
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CUSTOMER SERVICE

\$8 PER HOUR TO START!

Seeking a self-motivated, assertive and confident individual who is enthusiastic and anxious to join our fast-paced office staff in West Bloomingdale.

HIGH VELOCITY POSITION REQUIRES:

- Minimum 1 Year Customer Service Experience
- Excellent Problem Solving Skills
- Enjoy Working With People.
- Able To Handle Multiple Tasks.
- Computer Experience.

Call Ms. Shannon Yarbey at (810) 539-3800

Fitness Management Corp.

SALES SECRETARY

A Southfield-based company is seeking a Sales Secretary for its corporate office.

Candidate must be able to perform secretarial duties, i.e. preparing correspondence, purchase orders, shippers, prototype documentation, sales forecasts, and various correspondence. Minimum five years secretarial experience, including the use of Word Perfect 5.1. Company offers a competitive salary and benefits package.

Interested and qualified applicants may mail resume in confidence, including salary history, to:

Box 1069
Observer & Eccentric Newspaper
38251 Schoolcraft Rd.
Livonia, MI 48150

AN EQUAL OPPORTUNITY EMPLOYER

MANUFACTURING COORDINATOR

We are an automotive supplier division of a Fortune 100 corporation located in the western suburbs of Detroit.

An opening currently exists for a Manufacturing Coordinator. This position will report to our Manufacturing Managers. The successful candidate must have excellent Excel and Microsoft Word for Windows skills, typing speed 50-65 words per minute, strong physical skills and good organization skills. We offer a competitive salary and benefit package. Qualified candidates please send resume to:

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Livonia, MI 48150

AN EQUAL OPPORTUNITY EMPLOYER

EXPRESS PERSONNEL SERVICES WELCOMES YOU!!!!!!

WE HAVE SPECIFIC NEEDS FOR:

HUMAN RESOURCE ASSISTANTS
ADMINISTRATIVE ASSISTANTS
SECRETARIES
WORD PROCESSORS
DATA ENTRY OPERATORS
TELEPHONE OPERATORS
CUSTOMER SERVICE REPRESENTATIVES
SURVEY/RESEARCH POSITIONS

FRIDAY 4/21/95 11:00 AM - 8:00 PM
SATURDAY 4/22/95 10:00 AM - 3:00 PM

NO OTHER SERVICE
HAS A SWEEPSTAKES
LIKE OURS!!!

CHECK US OUT!
RAFFLE! PRIZES!!!
REFRESHMENTS!!!

Call today for more information, call 810-474-5000

Express Personnel Services
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Livonia, Michigan 48150

General Office

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