

500 Help Wanted

ACCOUNTS PAYABLE RECEIVABLE

growing company in the
professional hard
important individual to
Accounts Payable Receivable
calculations. General
Balance inventory &
the (American Word & Ex
Poulsen is full time
complete benefit packag
interested please submit res
Marie Vinkles, LPA Torrance
Box 1250 Miramonte,
Torrance. No phone calls please.

Accounts Receivable

Best Business Training C
in immediate opening for
accounts receivable
candidates must be strong

ACCOUNTS RECEIVABLE
 Payday for an experienced
 receivable person at a
 financial firm with
 accounting & payroll ex-
 perience. Please send
 resume with the Un-
 derhill Internship Guide to:
 (111) 261-2830

INTERIM PERSON

ACCOUNTS RECEIVABLE
 Annual office located in
 areas 2, 2120000 to 2120000
 insurance to maintenance
 work. Working in 2120000
 are self-starters, mature &
 articulate all of the team
 results in this #1232
 Governor & Governor, New
 York, 2120000
 Bureau, NY 2120000

ACCOUNTS RECEIVABLE
COORDINATOR
 A team-oriented person who
 maintains a high level of
 coordination and communication
 necessary. Good with team
 results. Coordinator role
 familiar with Quality

**OFFICE ADMINISTRATOR
FULL-TIME**

ADMINISTRATIVE ASSISTANT
 Experience professional in
 handling phones, order processing,
 general admin. Work 9:00-5:00
 Salary required.

Administrative Assistant
IMMEDIATE OPENING
Knowledge of Word 6.0
Excel 5.0, presentation & travel
experience required
TODAYS TEMPO
(810) 649-4411
LOL

ADMINISTRATIVE ASSISTANT
 Seeking motivated individual for administrative assistance in the state of Alaska. Excellent benefits, prefer 10-15 hrs. per week. M-F 9-5. No experience necessary. Please send resume to: Observer & Review, Inc. 3251 S. Fairview, Anchorage, AK 99503.

ADMINISTRATIVE ASSISTANT
\$11 per hr.

ADMINISTRATIVE ASSISTANT
1925 E. Main St.
Wichita, Kansas 67202
Wichita, KS

ADMINISTRATIVE ASSISTANT
Diverse Duties
• Reception
• Typing Letters
• General Administrative
• Computer Skills
• Experience in the
• Office Preferred
Send resumes to: AT
31255 Orchard Rd. Suite
Place, MI 48175
Or FAX 313 444 2625

ADMINISTRATIVE ASSISTANT

ASSISTANT
Tee and T. Inc. seeks
with auto finance con-
have excellent typing
experience in Windows
PageMaker, full busi-
communications, and
cover letter and resume
writing.
CONTRACT
PO BOX 1
SOUTHFIELD, MI

ADMINISTRATIVE SECRETARY BOOKKEEPER
First time for non profit
12 Mop & Greenfield an
experience in typing
Windows, Word Perfect
Call Dave, Mon Fri
(8

ADMINISTRATIVE SECRETARY
No experience for you

UNIFORM SERVICE
AUTO DEALER
Cashier / Accounts
person Experience
not necessary. Adv.
(810) 843 0