EMPLOYMENT

502 Help Wanted-Clerical Office

ADMINISTRATIVE SECRETARY

UNIFORCE SERVICES

ADMINISTRATIVE & SECRETARIAL SUPPORT

CONTEMPRA

Administrative Secretary

SINAI HOSPITAL

OFFICETEAM

ATTENTION

ATTENTION STUDENTS

AUTOMOTIVE DEARBORN AREA

AUTOMOTIVE SECRETARY

KELLY SERVICES

AUTOMOTIVE SECRETARY

BOOKKEEPER

BOOKKEEPER

BOOKKEEPER

BOOKKEEPER

BOOKKEEPER

BOOKKEEPER

BOOKKEEPER

BOOKKEEPER

APPLY TODAY WORK TOMORROW

Future Force Service Inc (810) 353-5300

ACCOUNTING ASSOCIATE

SCHOOLCRAFT COLLEGE Livonia, MI 48152

Full time position, 37½ hours per week. Responsible for accounting, and other financial duties requiring knowledge of accounting theory and of fiscal policies and procedures. Must be a high school graduate with completion of the following Schoolcraft College courses or equivalent from another institution: ACCT 201 (Principle of Accounting), ACCT 202 (Principles of Accounting), ACCT 221 (Intermediate Accounting), ACCT 222 (Intermediate Accounting). Must have two years of computerized accounting experience and proficiency with personal computers (Microsoft Word and Excel for Windows) and calculators. Interested applicants please call (313) 462-4400, ext. 5003 for application. Applications must be received by no later than 5:00 pm on Friday, June 23, 1995. EEO

502 Help Wanted-Clerical Office

ASSISTANT

BUBBLY RECEPTIONIST $8/hr Will train Antoni Teams 434-1188

AUTOMOTIVE SECRETARY

AUTOMOTIVE SECRETARY

BOOKKEEPER

BOOKKEEPER/SECRETARY

BUTLER FOR WAITER/WAITRESS

CAREER OPPORTUNITIES

Diversified Recruiters

CHURCH SECRETARY

CLAIMS

CLERICAL ADMINISTRATIVE

DATA ENTRY OPERATORS

CLERICAL

502 Help Wanted-Clerical Office

CLERICAL MARKETING DEPARTMENT

BOOKKEEPER

BOOKKEEPER PART TIME

BOOKKEEPER/SECRETARY

CLERICAL OPENING

CLERICAL OPENINGS

1-800-701-3777

SNELLING Personnel Services

CLERICAL OPPORTUNITIES

SECRETARIES WORD PROCESSORS SWITCHBOARD RECEPTIONISTS DATA ENTRY CLERKS CUSTOMER SERVICE FILE CLERKS AUTO DESIGN CHECKER

CONTEMPRA

CLERICAL

CLERICAL PART TIME

CLERICAL POSITION

RECEPTIONIST

UNIVERSAL UNDERWRITERS GROUP

Attn: HR/Receptionist Clerk II 400 Galleria Officentre Suite 217 Southfield, MI. 48034

EOE M/F

502 Help Wanted-Clerical Office

CLERICAL/STOCK PERSON

CLERICAL

Clerical

Receptionist

CLERK

CLERK

CLERK FOR Livonia based office

COLLEGE STUDENTS

CUSTOMER RECEPTIONIST

CREDIT CLERK

CUSTOMER SERVICE

CUSTOMER SERVICE REPS $25,000

UNIFORCE SERVICES

CUSTOMER SERVICE REPRESENTATIVE

CUSTOMER SERVICE REPRESENTATIVE

DATA ENTRY CLERK

DATA ENTRY CLERK/ RECEPTIONIST

DATA ENTRY

DATA ENTRY

UNIFORCE SERVICES

502 Help Wanted-Clerical Office

DATA ENTRY OPERATORS

DATA PROCESSING

DATA PROCESSOR

Office Support Assistant

HUMAN RESOURCES MANAGER THE OAKLAND CHAPTER 13 STANDING TRUSTEE

DESK CLERK HOTEL

DICTAPHONE TRANSCRIPTIONIST

ELECTRONICS

EMPLOYMENT OPPORTUNITIES

Secretaries $10-$13 hr
Word Processing $8-$10 hr
Receptionists $7-$9 hr
Data Entry $8-$10 hr

NO FEE!
LONG SHORT TERM TEMP-TO-HIRE BENEFITS!

Farmington Hills 810 615 0660
Madison Heights 810 545 2550
Rochester Hills 810 650 5440

WESTERN STAFF SERVICES

ENGINEERING SECRETARY $24-$28 PLUS

ENGINEERING SECRETARY

ENGINEERING SECRETARY

ENTRY-LEVEL Customer Service/ Data Entry

ADIA (810) 442-7800

ENTRY LEVEL POSITIONS

EXECUTIVE ASSISTANT

EXECUTIVE SECRETARY

EXECUTIVE SECRETARIES ADMINISTRATIVE ASSISTANTS

IMMEDIATE OPENING STARTING AT $10-$12/HOUR

KNOWLEDGE OF POWERPOINT A PLUS

CALL TODAY WORK TOMORROW CORPORATE PERSONNEL SERVICES (810) 362 9600

NO FEE EOE

EXECUTIVE SUPPORT PERSONNEL

FAST PACED OFFICE in Walled Lake has Part time, full time positions available. Phone, computer, and typing skills required. Call Mon-Fri between 8:30-4:30 (810) 669-4065

FILE ROOM CLERK, part time Hours are 5 pm to 9 pm. Duties include maintenance and organization of legal pleadings. Must be able to lift boxes & delivery of mail. Kitchen & bathroom minor maintenance is interested call Office Administrator in Southfield, or FAX 810 355-5270

FRONT DESK POSITION

FRONT DESK RECEPTIONIST

FRONT DESK SECRETARY $20,000

502 Help Wanted-Clerical Office

FRONT DESK $17,000 FEE PAID

FURNITURE STORE - Office Full time hours & benefits. Activity in person. Mon-Fri 10 to 4 13624 Michigan Ave Dearborn

GENERAL CLERICAL

INTERIM PERSONNEL

GENERAL OFFICE - Receiving inventory data entry. Apply at or send resume to 1000 John R Madison Hgts, MI 48071

GENERAL OFFICE ENTRY LEVEL POSITION

GENERAL OFFICE

GENERAL OFFICE

GENERAL OFFICE

GENERAL OFFICE HELP

GENERAL OFFICE

GENERAL OFFICE

Comfort Circuits Inc 37640 Hills Tech Drive Farmington Hills MI 48331

EMPLOYMENT OPPORTUNITIES

COORDINATOR

GUIDANCE ATTENDANCE OFFICE SECRETARY

Hey Homemaker!

Eric Rader 313-261-0703

HR ASSISTANT PART TIME

HUMAN RESOURCE ASSISTANT

VILLAGE GREEN COMPANIES

INSURANCE CSR

INSURANCE CSR

INSURANCE CSR

INTERNATIONAL BUSINESS CENTRAL

502 Help Wanted-Clerical Office

INCREASE YOUR JOB SEARCH OPPORTUNITIES

INTERNATIONAL TRADING ASSISTANT

LEGAL SECRETARY

LEGAL SECRETARY

LEGAL SECRETARY