502 Help Wanted-Office Clerical

ACCOUNTING CLERK - detail minded, team player needed for full time position in Livonia. Experience in computerized order entry, invoicing, cash receipts and accounts control necessary. Must experience a plus. Salary commensurate with experience & salary history. Fax or mail resume & salary history to: P.O. Box 51363, Livonia, MI 48151 3363

ACCOUNTS PAYABLE/RECEIVABLE. Experience required, good communication & computer skills. Call for interview. Due 313-663-5600

ACCOUNTS PAYABLE. Birmingham area retailer has a full time position in accounts payable department. Candidate must have computerized accounting background. Excellent benefits & great working atmosphere. Send resume to: Controller, 6536 Telegraph Rd., Bloomfield Hills, MI 48301

ACCOUNTS PAYABLE
for Highland Park distributor. Computer experience necessary. Send resume with salary history to H.R., 373 Victor, Highland Pk., MI 48203

ACCOUNTS PAYABLE Clerk
America's largest direct marketer of home decorating products is seeking individuals who take pride in our new Plymouth office. Responsibilities include matching and verification of invoices to purchase orders and company entry of invoices. Data entry experience in an office accounting environment preferred. Starting rate $7.00/hour. EOE

Call today to schedule an interview!
(313) 207-5855

ACCOUNTS PAYABLE/
ACCOUNTS Receivable Clerk
Full time position. Must be knowledgeable in AR/AP, account reconciliation, collections & computers. $8-$9 an hr. Fax resume (810) 353-7535 or call 810 353-5113

ACCOUNTS RECEIVABLE CLERK
Invoicing, data entry, some filing. Microsoft Office experience a plus. Must be available immediately. Call by Thurs. Oct 19th. 810-442-0240

Clerk Typist

Standard Federal Bank, one of the nation's largest savings institutions, has immediate openings for Clerk Typists at its main office headquarters in Troy.

The ideal candidate will possess typing skills of 30-40 wpm combined with well developed verbal and written communication skills. Familiarity with basic office machines and a minimum of six months' office experience required. These positions offer a competitive salary and attractive flexible benefits package.

Apply in person Monday through Friday, 9:30 am - 3:30 pm at:

Standard Federal Bank Savings/Financial Services Human Resources Dept. 2600 W. Big Beaver Road Troy, MI 48084

Equal Opportunity Employer M/F/D/V.

Standard Federal

ACCOUNTING
PERMANENT
• Bookkeeper/Office Manager, Royal Oak, To $25K
• Data Entry Clerk, Detroit, To $15H
• Assistant Bookkeeper, Farmington construction, 10hrs solid reimbursement. Salary to $25K

TEMP TO PERM
• Contract Administrator (government compliance experience Ann Arbor To $40K
• Billing Clerk, Oak Park, To $20K
• Payroll Bookkeeper, Canton, Livonia, Downtown, Troy, To $20K

TEMP
• Sr Accountant, Southfield public accounting firm
• Cost Accountant, Detroit
• Full Charge Bookkeeper, Redford
• Assistant Bookkeeper, Oak Park
• Jr. Internal Auditor, Oak Park
• Ap Accountant, hour, long term
• Accounts Receivable Analyst, Auburn Hills, long term
• Accounts Payable Clerks, Detroit, Redford
• Accounts Receivable Clerk, Livonia

We give our Temps first priority when recruiting for permanent openings, and our Temps are being hired at top salaries, with excellent benefits.

Accountants Ono, Inc
(810) 354-2410

ACCOUNTS PAYABLE
TROY based computer leasing company is seeking a motivated self starter for full charge accounts payable position in a fast paced office environment

Qualified candidate should possess
• Minimum of 3-5 years Accounts Payable experience
• Strong organizer
• Math and computer skills
• Very detail oriented
• Able to work with minimum supervision

Send resume, salary requirements and availability date to:
Personnel Department
G.S. Leasing, Inc
3290 W. Big Beaver Rd
Suite 200
Troy, MI 48084

ACCOUNTS RECEIVABLE CLERK
Well rounded experience in medical for Southfield based property management company. Individual must have excellent phone skills. Send resume and salary requirements to: P.O. Box 51734, Livonia, MI 48151
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Prestigious Property Management firm has position available for experienced person who is detail minded and a team player. Must be organized and possess computer skills. Send resume and salary desired to Paragon Properties, 32600 Telegraph Road, Ste 202, Bloomfield Hills, MI 48025 or Fax to 810-646-0838

ACCOUNTS RECEIVABLE
Nationwide distribution company has an immediate full time position in our Accounts Receivable Dept. Seeking promotable candidate with good customer skills. Salary plus full benefits.
Diversified Recruiters
810-344-8700 FAX: 810-344-8704

ACCOUNTS RECEIVABLE Billing Clerk for busy computer accessory firm. Computer knowledge required. Full time Mon thru Fri. Benefits. Near Livonia. Resume to: Tom Kane, 9644 Harrison, Romulus, MI 48174.

AD AGENCY
ADMINISTRATIVE ASSISTANT
We're an automotive agency seeking a friendly, empathetic professional to work in the office and on client accounts. We are looking for someone detail oriented who have excellent grammar skills. Word processing, computer knowledge required. Competitive salary and fringe benefits. Send cover letter and resume to: J. R. Thompson Co., P. O. Box 2117, Farmington Hills 48333

ADMINISTRATIVE ASSISTANT
FOR large property management firm located in Farmington Hills. Position requires detail oriented person with excellent organizational & communication skills. Must have computer experience with Word/Perfect. Competitive salary with excellent benefits. Please send Resume & salary requirements to: Administrative Assistant, Box #1834 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Southfield based property management firm looking for person with strong secretarial skills. Must be organized, efficient, have a good phone voice & enjoy dealing with people. Resume to: Personnel, PO Box 721178, Berkley, MI 48072

ADMINISTRATIVE ASSISTANT
Bloomfield area condominium management firm. Rewarding position for self starter. Word processing and computer skills. Construction background helpful. 30 hours per week. Non-smoking office. Call John Palmer (810) 645-8111

ADMINISTRATIVE ASSISTANT
For Human Resource Development Department. Full administrative/clerical services for compensation, benefits and training functions. Minimum 2 years recent clerical experience. Word-Perfect 5.1 & Lotus preferred. Send resumes only to: Lutheran Social Services of Michigan, Attention: Margie Hoy, 8131 E. Jefferson, Detroit, MI 48214 EOE

ADMINISTRATIVE ASSISTANT
International Health Care Consulting firm seeks full time assistant for our Southfield office. Successful candidate must have experience as an Administrative Assistant dealing with a professional clientele, excellent written & spoken communication skills, organizational skills, ability to multitask & strong PC skills (preferably in Lotus Suite applications). We offer competitive salary, dental reimbursement, medical $ life insurance, paid holidays, plan and more. For consideration send resume with salary requirements (no phone calls please). Dupont Consultant Company, Inc., 31731 Northwestern Hwy., Suite 150 West, Farmington Hills, MI 48334, Attn: Personnel EOE

ADMINISTRATIVE ASSISTANT
Ann Arbor co. seeking Administrative Assistant. Must have knowledge of Microsoft Word and Excel. Up to $23K to start. Send to NPASS, 31197 Plymouth Rd., Ste. 212, Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Large property management company located in Farmington Hills needs a high energy individual to handle varied administrative duties in our office. Send resume to: Director of Property Management, P.O. Box 5113, Farmington Hills, MI 48333-9134

ADMINISTRATIVE ASSISTANT
For a company in Livonia. Must have MS Word & able to handle a busy sales office. Temp to perm position. Call Pam at (313) 425-4908

ADMINISTRATIVE ASSISTANT
Temp-to-hire opportunities in Troy & Southfield. Knowledge of Microsoft Word 6.0 and Excel 5.0 is required. We offer great pay, great benefits, and great training.
TODAYS TEMPORARY
(810) 649-4455
EOE

ADMINISTRATIVE ASSISTANT
NEW opportunity! Immediate openings in the executive offices of international auto supplier division. Auburn Hills & Farmington locations. Word Perfect 5.1 or for Windows preferred. We train the right person. Temp to perm. Salary to $8.00-$13.00/hr.
Call Sara 810-646-7661 Livonia
644-7661 473-7931
UNIFORCE SERVICES

Administrative Assistant
Rapidly growing wholesale baking company has immediate opening for coordinator. Must be detail oriented, multi-task, self-motivated, and have excellent communication skills. Computer experience necessary. Applicants must have excellent communication and customer service skills, responsible work and adaptability to handle a variety of administrative duties including computer work. Excellent pay & benefits. Fax resume with salary history to: 810-427-7505 or Mail to:
Office Manager
18785 W. Nine Mile Road, #537
Southfield, MI 48075

ADMINISTRATIVE Assistant - Birmingham, heavy phones, travel arrangements. W.P., $11, DOQ, to $23,000. Temp to hire

ACCOUNTS - payable clerk, Farmington Hills, 10 experience, Lotus & W.P., $7/hr. Temp to hire

CLERICAL, Bingham Farms, filing, copying, faxing, W.P. 5.1, DOQ, to $7/hr. Temp to hire

TYPIST - Southfield, 65-70 wpm, computer literate, to $7.75/hr. Temporary position

LOIS RAY PERSONNEL
(810) 646-5580

ADMINISTRATIVE ASSISTANT
Full-time, Temp-To-Hire position available immediately in Livonia area. MS Word knowledge helpful. Must be reliable, organized, able to coordinate our busy office. Salary commensurate. Supports V.P. Experience a plus.

CALL NOW!
Farmington Hills 810-615-0660
Bloomfield Hills 810-433-5080

Western STAFF SERVICES.

Administrative
Agency Development Specialists

Nationwide Insurance is seeking full and part-time Agency Development Specialists. Excellent hourly per diem bonuses. Duties include setting appointments from lead bank and assisting agent with sales. Insurance experience is a plus — student and graduate sales are a good substitute. If you are interested in this opportunity please contact Nationwide Insurance, Patrick Toohey, 1233 N. Main Street, Suite 150, Rochester, MI 48307. Phone (810) 652-1781, ext 103. Fax (810) 652-1782. Nationwide Insurance is an equal opportunity employer. Diversity committed to a diverse workforce.

NATIONWIDE INSURANCE
Nationwide is on your side

ADMINISTRATIVE ASSISTANT
For Travel Agency in Birmingham, Mich. Please Fax resumes to:
(810) 540-3477

ADMINISTRATIVE ASSISTANT
Full time for fast paced, high growth consulting firm in Troy. Must have 2-3 year strong secretarial experience including spreadsheets, graphics & charting. Potential for advancement to a technical or professional position.
Fax resume to 810 362 8744

ADMINISTRATIVE ASSISTANT
Office in Farmington Hills requires a responsible person to assist in accounting & some operations functions. Applicants must have a college background, working knowledge of PCs & prior accounts receivable or accounts payable experience. Fax resume to 810-553-4310 or call 9 30am-4 30pm 810-553-4400

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Full time. Must have pleasant personality & be computer literate. Word/Perfect & Lotus experience preferred. Offering $3 00/hour with benefits package including medical, dental, 401k, etc. Send resume to ICEE-USA Corp., 13050 Northend Ave., Oak Park, MI 48237

ADMINISTRATIVE ASSISTANT
Full or part time in prestigious home in Bloomfield Hills. Computer, typing, writing, filing, phoning customers, research, librarian, repeatist, archival secretarial skills. Permanent at least contract. Benefits. Fax resume & references to 810-647-1565

ADMINISTRATIVE ASSISTANT
Employee benefits brokerage firm seeks person with at least 2 years of business experience. Responsibilities and tasks include word processing support, maintenance of billing system, group insurance data collection and reporting and trust preparation for group insurance market reviews. College education desirable. Strong computer skills (spreadsheets and word processing), organizational skills and communication skills required. Mail resume to Dept C, Wilson Partners, 600 Wilshire Dr., Ste 304, Troy, MI 48084

ADMINISTRATIVE ASSISTANT / SECRETARY
One of the fastest growing providers of rehabilitation services to skilled care facilities in Michigan is currently seeking a secretary/administrative assistant reporting to CEO in the Bloomfield Hills office. 10 years experience preferred. Must be familiar with computers, fax and copy machines. Complete benefit package. Salary competitive with experience/education. Ranges from $20-$16.00 per hour. Send resume to Office Manager, 1471 S. Woodward, Suite 100, Bloomfield Hills, MI 48302 or Fax resume to: 810-253-1458

ADMINISTRATIVE ASSISTANT
This International Management Consulting Firm located in the Renaissance Center is seeking a detail-oriented Administrative Assistant with strong secretarial/administrative skills. This is a great opportunity for someone with excellent secretarial skills to work in a high visibility position for a large firm. The position supports our Regional Industry Leader in manufacturing along with Sales and Marketing Professionals. Applicant must have Windows experience with Microsoft Office Suite, types at least 60 wpm, and possess strong telephone skills. Applicant must be able to work independently, prioritize well and be flexible in our fast paced environment. Qualified applicants are invited to submit a resume. Fax includes salary history to: Box #1883
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EOE M/F/H

ADMINISTRATIVE/ LEGAL ASSISTANT
For non-smoking W. Bloomfield law office. Computer experience mandatory. Legal and/or collection experience helpful. Must be willing to take the initiative to learn in a fast paced, quickly growing office. Call Robin, 810-851-0000

ADMINISTRATIVE OPPORTUNITIES
If you are dependable, self-motivated, flexible, task oriented or detailed, able to take initiative and enjoy working in a fast paced environment, the positions listed below will be of interest to you

SECRETARY
Secretarial secretary needed to assist with a variety of duties which include, but are not limited to: typing, filing, and reception duties. Working knowledge of WordPerfect 6.1 and logical office machines required

GENERAL OFFICE HELP
Assistance needed with all aspects of day-to-day office operations. Duties would include, but not be limited to, office maintenance, data entry, and errand requests

Send resumes to:
TECHNA CORPORATION
Attn: Personnel Director
44808 Helm Street
Plymouth, Michigan 48170
or fax to (313) 454-1233
An EEO Employer

AGENT STATE Farm office in Southland would like responsible person experienced in personal lines. Potential for advancement. Please send resume.
810-360-1818

AMBITIOUS AND ORGANIZED?

Are You
• Enthusiastic, self motivated?
• Energized? Dependable?
• Customer service oriented?
• Tired of working nights, weekends & holidays?

Do you want
• A great opportunity to earn a career?
• A full time position?
• Advancement opportunities?

We have openings in Clerical, Delivery and Warehouse.
Join a winning team with AMBUCHOP / PDC MEDICAL!
Call Linda at (810) 347-3444

APARTMENT SEARCH
is now hiring part time receptionist for busy sales office in Royal Oak & Southfield. Must have excellent communication and phone skills, and be comfortable with computer. Call Jan to apply (810) 625-0878

APPLY TODAY
WORK TOMORROW
We have many Data Entry positions available in the Plymouth, Farmington and Livonia areas
(DAYS & AFTER/ZOOS/S)
For an immediate appointment CALL
FUTURE FORCE SERVICES, INC.
(810) 353-6300

APPOINTMENT SCHEDULER
PEDIATRICS Previous patient registration experience needed

SURGICAL BOARDING CLERK
Surgical boarding experience required

Positions full time. Night location. Knowledge of medical insurances preferred. Submit resume to

Recruiter/Pediatrics, DMC Health Care Centers, 17040 Farmington Rd., Livonia, MI 48152. Fax 313 523 6789
Equal Opportunity Employer
Contact the Detroit Medical Center and affiliated with Wayne State University
An Equal Opportunity Employer

ARBOR TEMPS SEEKS:
DATA ANALYSTS
DATA ENTRY SPECIALISTS
$9 - $13/HR
Entry level to advanced medical background helpful. DOQ
Temporary to Permanent
ARBOR TEMPS 459-1166

RECEPTIONIST
For sports entertainment company in Troy. Must be knowledgeable in Windows & Microsoft Word, & possess organizational & communication skills. (810) 362-5800

ASSISTANT TO 3 executives in a 4 person Corporate Office. Professional appearance and communication skills required. Computer experience preferred. Lotus & WordPerfect a plus. Seeking a friendly person to join our office where we share responsibilities. Competitive salary & benefits. EEO Employer. Send resume to Corporate Controller
5455 Corporate Dr., Suite 120,
Troy, MI 48098

ATTENTION
Word Processor
Needed for Dearborn Company
$3.50 TO START
Knowledge of WordPerfect
Call Ms. Ellis
Merging, Letters, Creating Files
Motivated individuals
call or fax resumes
CORPORATE PERSONNEL SERVICES
Phone 953-4190
Fax 953-5936

AUBURN HILLS co is looking for an Administrative Assistant to support the sales staff. Full time, benefits & competitive salary. Tom (810) 853-0353
An Equal Opportunity Employer

AUTOMOTIVE BILLER
Expanding North Oakland County Dealership has career opportunity for a professional individual experienced in ALL areas of automotive billing. We offer
• Excellent Salary
• Full Benefit Package
• Professional Atmosphere
We expect and reward professionalism. To become a team member of our team, call Mary Ann for an interview appointment at (810) 852-7200

BACK OFFICE Bookkeeper/Retail
Full time. Benefits. Troy area. Some retail experience ideal.
Fax resume 810 625-1221

BARTECH PERSONNEL SERVICES
PRESENTS AN OPEN HOUSE
That includes a workday casual presentation by Hudsons
PLACE Parklane Towers
3 Parklane Blvd.
Dearborn, MI
TIME 8:30 - 7:30 PM
DATE October, 24, 1995
Wear attractive business/casual fashion show opportunities
Please bring a resume!
BARTECH PERSONNEL
313-271-5454
An Equal Opportunity Employer

BILINGUAL SECRETARY
(JAPANESE) $13-$17/hr
ARBOR TEMPS 459-1166

BLOOMFIELD HILLS law firm seeks responsible part time, long term. Flexible hours, contact Paul Torrington, Office Administrator at 810-540-7600

BOOKKEEPER
A marketing/design firm in Troy is looking for a full or part time bookkeeper. Experience in Accounts Receivable, Accounts Payable, Payroll, Job Cost. Knowledge of Great Plains & LOTUS a plus.
Call (810) 952-1930
or Fax Resume to: 810-952-1935

BOOKKEEPER
Birmingham - Experienced in P/C insurance agency. Computer skills required. Non smoker. Benefits. Mrs. Barton 810-645-6657 days, 810-681-0251 eves

BOOKKEEPER
Computer literate, accounts payable/receivable, and general accounting. Good excess & benefits with well established company. Send to Gala Electric, 34450 Stratton, Livonia, MI 48152. All responses considered.

BOOKKEEPER, FULL CHARGE
with knowledge of Peachtree, Lotus 1-2-3, FAX, etc.
810-959-8070

BOOKKEEPER - full charge, part time. Located in Warren. Call Rosemary 810-751-5600

BOOKKEEPER
FULL-CHARGE
For large fast paced Farmington Hills apartment community. Seeking enthusiastic, self organized individual with excellent Lotus, WordPerfect skills. Fax resume to 810-473-8503
Attention Joan

BOOKKEEPER/FULL CHARGE
Responsibilities include: all accounting functions utilizing Great Plains software (G.A.), Word Perfect, Lotus, Scanmaster, Designers & Windows. Experience a plus. Professional phone manners a must. Competitive salary with excellent benefits. Easy access from the freeway. Hours are 8:30-5:00 pm, Mon. thru Fri.
313-837-6321

BOOKKEEPER - Local retail store. Part or full time. Excellent pay & benefits. Latrice Volpe
Call Ms. (810) 569-5405

BOOKKEEPER
Company in Livonia Seeks Your Experience with 8hit Accounting Systems
Invoicing, & Cash Receipts
Computer Literate
$10-11.00 to start
Call Today For an Interview!
or Fax resumes to
CORPORATE PERSONNEL SERVICES
Phone 953-4190
Fax 953-5936

BOOKKEEPER - PART TIME
Mon-Fri 9-2:30. Experienced with computer knowledge for growing Troy company.
Please send resume to
Box 51857
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER - Part time, with computer background, needed for multi-sited business. Resume to: PO Box 9425, Livonia, MI 48151

BOOKKEEPER - Troy Thru Friday Statements/Receipts spreadsheet. To $25K. Full benefits. No fee. Betty Harris (Personnel) (810) 424-6470 or Fax (810) 424-8539

BOOKKEEPER
Property Management company seeking highly motivated, self starter for computer accounting. Must have ability to handle multi-tasking in a fast paced environment. Resume must state salary requirements. P.O. Box 2430, Farmington Hills, MI 48333

BOOKKEEPER/SECRETARY
Full Charge Bookkeeper for Non-Profit organization. Knowledge of Lotus and spreadsheet experience required. Pay $10.00/hr + excellent benefits. Resume to Bookkeeper
1520 S. Lauder Rd. #119,
Lake Orion, MI 48360

BOOKKEEPER/ SECRETARY
Full charge for medium sure construction company. Responsible for accounts receivable, accounts payable, general ledger, and general expenses. Fax or send resume to: Midwest Development, 19900 Stark Road, Suite 315, Livonia, MI 48152 Fax # 810-478-7078

BOOKKEEPER - Supervisor office of four. Self-starter for multi-store retailer. Knowledge of Lotus 1-2-3 Benefits. Send resume & salary expectations to
32300 Northwestern Highway
Suite #200
Farmington Hills, MI 48334

BOOKKEEPER - with strong hands-on experience to work for property management company. Must have experience with A/P payroll & sales tax. Resume to: Lakeside Realty Co. Fax resume 810-643-9635 or call (810) 645-5600

BUSY TROY based manufacturers seeks office clerical with some office sales support. Knowledge of Windows Excel, DOS and WordPerfect helpful. Please respond to
Box #1833
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CASHIER
POSITION available for an experienced Cashier who is hardworking, friendly, outgoing & enjoys working with the public. If you have these qualities call 313-453-7500. Call 281 and ask for Robin

CASPER
the FRIENDLY ghost
Wants you to know about the great job opportunities happening at the Southfield office of CASPER'S Restaurants!
• Work Tuesday and Wednesday as a check distribution clerk at Lincoln Corporation
• Switchboard Receptionist position in Southfield, Livonia, Farmington Hills
• Word Processor with Microsoft Word and Excel for the Plymouth area
• and many more ...
GET PAID THE SAME WEEK YOU WORK!!
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

$8.00 Hr. - Clerical/Data Entry Seasonal 30-40 hrs. per week. Some computer skills required. Call Denise at 810-433-0606

CLERICAL/ADMINISTRATIVE position available with pleasant Bloomfield Hills office. Employee will handle the education & the professional standard needs of a large membership association. Training is available but a background in education is helpful. Ideal candidate will be detail oriented, able to handle multiple tasks, is fast to email & a team player. Full time position with attractive benefits. Send resumes to: Judy Waugh, President, Professional Association Services, 4145 Dupont Dr., Bloomfield Hills, MI 48302

CLERICAL/ASSISTANT
Mail order company has a position for a personable homebound individual with strong communication & organization skills. Must be familiar with Microsoft Publisher 3.0. Position involves taking phone orders, checking orders, light errands. Must have car and be dependable.
Call Jayme (810) 855-0362

CLERICAL ASSISTANT
PART TIME
Valassis Communications, Inc. is looking for Part Time Clerical Assistant to work Monday through Friday. This person will be responsible for basic clerical support functions, special project work and additional functions. The ideal candidate must be able to type 35 WPM, handle multiple projects and work in a fast paced environment. Interested candidates should send a resume, cover letter, and salary requirements to
Valassis Communications, Inc.
CO Karen Bedell
36111 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL/DATA ENTRY
Big Beaver/Coolidge, Troy. Resume & salary requirement P.O. Box 835, Birmingham, MI 48012-0835

CLERICAL

DATA ENTRY OPERATORS
Days & Afternoons

Corning Clinical Laboratories, the largest diagnostic laboratory in Michigan is currently seeking DATA ENTRY OPERATORS to work full time days and afternoons. The qualified applicants must possess excellent data entry skills (45 wpm)

We offer a competitive salary and benefits package including life, health and dental insurance, 401K and CORFINO stock option plans. For immediate consideration, please apply Mon. - Thurs. 11 AM-3 PM. (please come prepared for testing) at Corning Clinical Laboratories, 8444 Cobbins Road, Auburn Hills, MI. EOE M/F/D/V

CLERICAL/DATA ENTRY
Full time position for company located at 13 & Telegraph. Successful candidate will be dedicated, self motivated and detail oriented. Computer and typing experience required. Health benefits included. Send resume to P.O. Box 44047, Detroit MI 48244-0047

CLERICAL EMPLOYEES - in need of full & part time. Evenings & weekends. Good positive attitude required. Good benefit package. Apply within, 8300 Wayne Rd., Westland

CLERICAL
Farm bureau insurance has a full time clerical opening in our W. Bloomfield office. Duties will include data entry, filing, and computer work. Typing ability of at least 40 wpm and previous data entry and public contact experience is required. Computer experience and/or insurance knowledge is preferred. We are an EQUAL OPPORTUNITY EMPLOYER. Interested candidates call Ed or Rhonda at 810-539-0770

CLERICAL - general clerical temp to perm position in Farmington. Great opportunity for a real go-getter. Call 313-464-7078
ETO Temporary Service
Equal opportunity employer

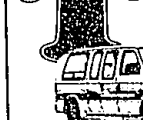
clerical/general
CUSTOMER SERVICE/SALES
Omnicom Cable seeking self-motivated, energetic individuals. Opportunity available for full time inside customer service positions with emphasis on handling sales calls, typing and phone experience. Call Peggy Monn-Fri. 10am-4pm at 313-458-7300
EOE M/F/D/V

CLERICAL HELP - Detroit area. Part time, computer background, Lotus & Windows, send resume with requirements to Box #1854
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL OPPORTUNITY
Data entry, accounts payable/receivable, filing, telephone, word processing. Computer literate. Good pay & benefits. Call (313) 781-6004

THIS Classification Continued on Page 1E.

TENT Sale Extended thru Mon. Oct. 20



MONDAY OCTOBER 16TH thru FRIDAY OCTOBER 20TH

Featuring... CONVERSION VANS

Choose from OVER 50 VAN CONVERSIONS! All with sale prices clearly marked on the window. No haggling necessary. This is the Van Sale of the Year on the highest quality van in town!

METRO DETROIT'S #1 CAR & TRUCK DEALER!

150 EXPLORERS AVAILABLE
150 WINDSTARS AVAILABLE
MUSTANGS IN STOCK
190 TAURUS AVAILABLE

TEMPORARY SHOWROOM
200 yards west of old Showroom
next to Bill Brown Truck Sign
in old Livonia Parishes Credit Union

1400
CARS, TRUCKS AND VANS TO CHOOSE FROM
Metro Detroit's Largest Inventory!

COME SEE...
• 50 CONVERSION VANS...In Stock!
• OWNER of ECLIPSE here to make DEALS!
• NO REASONABLE OFFER REFUSED!
• CAMPER VANS!

1996 F-150 Eddie Bauer
Air, power window, power locks, cruise, tilt, cab steps, chrome step bumper
Stock #61071
WAS $20,759
24 MO. LEASE $208**
4x2 & 4x4 Supercabs Also Available!

1996 WINDSTAR GL LOADED!
172 Pkg., bodyside molding, privacy glass, power windows & locks, tilt, cruise, chrome
WAS $23,936
YOU PAY $20,591* 24 MO LEASE $309**

1995 RANGER XLT
Air & cylinder, auto, aluminum, wheels, speed control, tilt, power windows/locks, playing war protector, chrome package
WAS $17,393
YOU PAY $13,663*

1995 AEROSTAR
Air conditioning, dormitor, stereo
Stock #31118
WAS $18,063
YOU PAY $14,448*

1995 ASPIRE 3 Door
WAS $6750
YOU PAY $6999*

1996 CONTOUR GL
Cassette, mats, power heated mirrors, dorlocks, Stock #C63333
WAS $16,610
YOU PAY $13,570* 24 MO LEASE $199**

MUSTANG CLEARANCE
1995 MUSTANG GT
Mach Sound System, dehroster, power windows locks & seat, CD player
WAS $21,144
YOU PAY $16,359*
1995 MUSTANG CONVERTIBLE
Auto Mach Sound System, CD, air, dehroist, remote system
WAS $25,130
YOU PAY $19,195*

1995 EXPLORER 4 Door XLT
$1500 REBATE
Running boards, trailer tow, perform axle, luggage rack
WAS $27,770
YOU PAY $23,520*

1996 TAURUS
Power windows & locks, cruise, tilt, cassette
WAS $20,308
YOU PAY $17,679* 24 MO LEASE $299**

1995 SHO
Loaded, auto, leather, moonroof, CD, JBL, power everything! MSRP $28,905
$399 DOWN!
$399 PER MO.!
24 MO. LEASE

1995 ESCORT 3 DOOR SPORT
Air, dehroist, cassette
WAS $13,808
YOU PAY $10,125*

ECLIPSE CONVERSIONS
Everything You'd Ever Hope For!
Leather Nintendo Games Video Games
• High Quality
• Total Eclipse
• Solar Eclipse
• Relaxed Roots
• LUNAR II
The Ultimate Sunny Ones Deal Buy in Town

GET AWAY WITH YOUR NEW VAN!
Receive Equipment with the Purchase of any van Delivered the week of October 16th thru October 20th
Convertible Vans Equipment Tickets for 2
Cheese Ball
Tickets for Hotel & Dinner or parking for 2
Tickets for Hotel & Dinner or parking for 2
Jackson Hole Ski Certificate Tickets

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