502 Help Wanted-Office Clerical

AVFUEL CORPORATION

The nation's leading independent supplier of aviation fuels and services is seeking an enthusiastic individual for the following position:

ACCOUNTANT. Immediate entry level opening - Report four year Accounting/Finance degree preferred. Lotus, General ledger account experience, tax experience helpful. Very detailed, high volume work.

Please send resume and salary history to:
T. Kenyon Hallock, Fuel Corporation
47 W. Ellsworth Rd.
Ann Arbor, MI 48108
M/F EOE

BIG 3 OPPORTUNITIES AT BARTECH

Currently hiring Administrative Assistants and Secretaries for immediate long and short term assignments at a leading automotive company in Dearborn.

- WORDPERFECT
- EXCEL
- GRAPHICS
- MICROSOFT WORD

Come join our team
The Bartech Team

BARTECH
313-271-5454
Evening appointments

BOOKKEEPER - experienced, full time position, will include payroll, general ledger, accounts receivable/payable & clerical work. Computer skills required & knowledge of Dealer's fully paid. 401K & profit sharing. Send resume to: Goodwin Motors, PO Box 637, Walled Lake MI 48390

BOOKKEEPER
Full charge bookkeeper for a multiple entity organization. 2-3 years. Real estate experience plus Experience with Peachtree helpful.

Send Resume
Arbor Corporation
Attention: Director
P O Box 214537
Auburn Hills, MI 48321

BOOKKEEPER FULL CHARGE/ ASSISTANT CONTROLLER
Must have excellent organizational skills and a strong background in all aspects of payroll, accounts receivable, general ledger, general accounting & benefit package. Send resume & salary requirements to: Human Resources, P.O. Box 214537, Suite 200, Bingham Farms, MI 48025. Attn: Steve S.

BOOKKEEPER - Local general contractor seeking bookkeeper for accounts payable. A/R & billings certified payroll. Lotus & computer literate. Send resume & salary requirements to: Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER - Nine area property management co. needs full charge bookkeeper. Approximately 25 hrs per week. Experience with Skyline Accounting package required. Send resume & salary requirements to: Box 7525
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Part time, flexible schedule. Excellent compensation. Computer experience required. Troy location. Call Sue Curry
(810) 649-1111

BOOKKEEPER - PART TIME
For Oakland County Lane Farm Bend. Resume to: Mary Ann Grasso, Assist. 30150 Telegraph Rd., Suite 345 Bingham Farms, MI 48025-4322

BOOKKEEPER/RECEPTIONIST
Bookkeeping experience necessary. Computer experience helpful. Send resume to: Jerry Grasso, Assist. Karen, 340 Main St., Plymouth MI 48170

BOOKKEEPER/SECRETARY
Part time for small office. Computer experience required. Downtown Mount Clemens. $7.50 per hour. Please call (810) 585-3280

BOOKKEEPER
TROY level bookkeeper, detail oriented, A/R/AP, bank recs. Send resume and salary history to: 401 W. Big Beaver, Suite 750, Troy, MI 48084

BOOKKEEPER
Well established Oak Park firm looking for an energetic person with strong bookkeeping skills. 2 yrs. exp. req. Must be familiar with all accounting functions. Knowledge of Lotus a plus. Direct accounting experience preferred. Excellent benefits. Please send resume with salary requirements to: P.O. Box 38266, Sta. A, Oak Park, MI 48237

BOOKKEEPER
Full charge bookkeeper position for a fast growing service company in Troy. Individual candidate must have at least 3 yrs. experience in accounts receivable & accounts payable. Appropriate candidate will have knowledge of common computerized accounting software. Excellent benefits package. Salary commensurate with experience & position software knowledge. Please send resume with cover letter, salary history, and salary requirements to: Bookkeeper, 1400 Rochester Rd., Troy, MI 48083

BUBBLY RECEPTIONIST
TO $7.00/HR
ARBOR TEMPS 450-1188

CAREER OPPORTUNITIES
Start a new career in Residential Real estate. Insurance industry! Southfield firm has openings for self-motivated team players with outstanding customer service skills, typing 40-50 wpm and general office skills. Insurance background helpful (exams, licensing, 401(k)). Call Kathy to schedule an interview.
(810) 353-1803 ext 330
An Equal Opportunity Employer

CLERICAL SUPER/JUNIOR
for mid-sized Oakland County insurance agency, experience in commercial lines property & casualty preferred. Knowledge of coverage a must. Excellent salary & benefits. Fax resume/cover letter to: (810) 698-0679

CLERICAL ASSISTANT
Dynamic, fast paced individual to process professional documents for health care staff. Position requires a detail oriented individual with high skills in Lotus & WordPerfect (both DOS). MCI Mail experience helpful. Open, pleasant phone voice & excellent communication skills. Excellent benefits package. Salary commensurate with experience. Call (810) 848-1136

CLERICAL - Busy Troy Office Trees has full time position. Call per hour depending on experience. Troy Call Judy for 24/7/2.

CLERICAL CSR
Leading Southfield based insurance agency has opening for limited CSR. Attention to detail, accuracy, spelling, and typing skills a must. Insurance background and fast paced. Resumes to: Jeff Smith at fax (810) 358-0411

CLERICAL/DATA ENTRY
Big Beaver/Coolidge, Troy. Receive salary equivalent to P.O. Box 530, Birmingham, MI 48012-0530.

CLERICAL for Farmington Hills company. Sr. years experience handling order entry, inventory, and accounts payable. Knowledge of Lotus preferred. Salary commensurate with experience. Fax resume to: (810) 553-1696

CLERICAL
Looking for a part time or full time position, flexible hours, 20-25 hours/week, entry level pay 20-25 hours/week, entry level pay. Do you have dental, need prescription drugs? Do you have a flexible schedule? Do you have a family? Do you want to work with people? Do you have dental, need prescription drugs? Do you have a family? Do you want to work with people? Do you have a flexible schedule