

02 Help Wanted
Office Clerk

COLLECTIONS
Immediate opening for a collections assistant in the Auburn Hills area. Must have 2 to 3 years phone collections or customer service experience. Excellent communication &

Manufacturers will send resume to: Professional Services, Inc. 3500 Telegraph Rd., Suite 1225 Farm Hills, MI 48025 (810) 847-3200	Gr ad pe in CC
MUNDELSON dedicated, experi- enced client relations phone & written Chinese Credit Counsellors Luthfield Call Jeffrey. (810) 7-3580	Dr ad ad ad ad
CUSTOMER SERVICE courteous reliable good w/ people telephone and figures Accurate attention to detail first or part time	Ti Su

CUSTOMER SERVICE REPRESENTATIVE
Manufacturing firm is seeking administrative support for fast-paced customer service department. Must have minimum 5 years experience and be proficient on Word Perfect 6.1 & Excel. Send resume to: Quacom, 20261 Concession Hwy., Madison Hts., MI 48071 810 665-6400, ext. 235

CUSTOMER SERVICE: Inside sales
entry level, great phone skills a must.
I'll earn \$0.00 per hr to start. By
turning into Human Resources
Techniques 40480 Grand
Prairie, Suite H, Niles, MI 48175

CUSTOMER SERVICE
WILL TAKE PART-TIME - Immediate
opportunities in Farmington. Troy
and Center and Auburn Hills loca-
tions for your people and computer
skills. No sales involved. Temp to
perm opportunity with training leading

outstanding benefits and financial
advantages. Days and evenings. Starting
salary to \$750K. Call Clara Loder
at 707-761-1000.
Farmington, London
C-7661 273 2931

Advantage Staffing

**CUSTOMER SERVICE
& ADMINISTRATIVE**

All three positions available. Excellent
benefits program including medical,
dental, vision, 401K, flexible
time-off. Apply in person at 20785
Madison Avenue Farmington, Conn.
(810) 478-7000

**CUSTOMER SERVICE SALES
RECEPTIONIST**
Young dynamic, rapidly growing
company is seeking dedicated indi-
viduals willing to join an organization
that is a leader in the field. We offer
training, health benefits, paid
vacations, 401K savings plan, and
growth potential. Experience
helpful but not necessary. Immediate
openings - See location.
Authorized Cellular
33500 Van Dyke
Sterling Heights MI 48312
(810) 795-9500

CUSTOMER SERVICE

Aurum-Hill's customer distributor has an immediate opening for qualified customer service representative.

Responsibilities include accepting telephone orders from dealers, showing product in our showroom, order entry and processing. Giving customer satisfactory support while providing product training will be provided if needed.

Depend on wage structure
Forward letter of interest with
resume to
Human Resources/CS
1750 N. Olympic Ave.
Alhambra, CA 91801
800 541 2222 ext. 2222

**CUSTOMER SERVICE
REPRESENTATIVE**
A per hr. plus commission PC
knowledge & communications back-
ground helpful. Full time position
including benefits. Send resume to
NCT
78202 Franklin Rd.
Denver, CO 80231

CUSTOMER SERVICE
 Audited automotive supplier company has immediate opening for our key person willing to work as a team member in a fast paced environment. Responsibilities include telephone coverage with strong written & verbal communication skills. Work with automotive purchasing & in-line automotive material control systems. Candidate must have computer skills in WordPerfect with Symphony and/or Quattro Pro a plus.

of qualified candidates please call
Mrs. Brown at (810) 358-4413 or
AX resume to (810) 358-4024
EOE

DATA ENTRY
Accounts payable/receivable experi-
ence. Good communication & com-
puter skills. Bob (313) 566-5600

DATA ENTRY
Join the professional, stimulating
and friendly atmosphere with major
advertising agency. Excellent oppor-
tunity and \$,000.00 annual salary. Preferred
candidates only. Call Doug

DATA ENTRY
Experience necessary. Wholesaler/distribution company full or part time possible. Non smoking environment. Please send resume to: Data Entry P.O. Box 2567, Southfield MI 48033-2567

DATA ENTRY
Part time professional needed. Minimum 50 exp. good organizational

DATA ENTRY / RECEPTIONIST
Entry level position: Mound & S 30am-5pm
We train All Entry
14500 JD, Plymouth, MI 48176
An Equal Opportunity Employer

DOCKNET PUBLISHING
Computer: Merge, Windows, Page
Maker, Print, Reading, Gunning.
Desk-Top Publishing, Graphics.
Helpful. \$10-12 per hour. Vision Pub-
lications. (810) 255-9740

DOCKET CONTROLLER
LEGAL SECRETARY
Busy Southside Law Office needs
experienced docket controller/legal
secretary. Benefits & benefits negoti-
able. Work Perfect & 40 exper-
ience necessary. Send resume to:
B.O. Box 260 Southfield MI

ENTRY LEVEL
Full-time Benefits listed for recent high school Graduate. Must have clear speaking voice & be outgoing. Light typing & long walk in for Boulderfield area. 810-364-0500

ENTRY LEVEL POSITION
Full time Typing required. Canton area. Excellent benefits. Please fax resume to (212) 450-6080

EXECUTIVE ASSISTANT - full time

for small office in downtown Birmingham
334-539-3636 plus benefits
Reply to Box #2208
Observer & Economic Newspapers
36251 Schockhart Rd
Lyonia, MI 48135

**Executive Assistant
to President**

Experienced, professional, mature individual with initiative, strong organizational and administrative skills needed for automotive dealership in Now. To support the President in day-to-day operations. **WORLDWIDE POWERPLAY**

needed. Send resume and salary requirements to:

Executive Assistant
P. O. Box 354
Novi, MI 48176-0354

GENERAL OFFICE
Immediate opening for motivated
computer operator for a local telephone
company. Entry level position. No
computer skills needed for multiple
lines including computer coding,
data entry, etc. Good income
and salary & benefit arrangements to
24377 W. Eagle Lake Rd.
Ottumwa, IA 52501

IMMEDIATE OPENING: Large prop-
erty management company seeks
assistent to purchasing agent. Light
typing & filing, accuracy a must.
Computer experience a plus.
Call for info: 810-356-1030
or FAX return to: 810-356-8056
An Equal Opportunity Employer

INSURANCE
Agency in Birmingham needs experi-
enced Commercial Lines or Personal
Lines C.S.R. Highly motivated profes-
sional, pleasant phone personality.
Offer-on-hand

Fax return to: (205) 866-8410