502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE (position available - full time) Applicants have good typing experience. Please apply to: Don Massey, Calstar, 40950 Woodward Ave., Bloomfield Hills, MI 48304 EOE

ACCOUNTS RECEIVABLE
Accounts receivable position for high volume wholesale auto parts business. Must have accounts receivable, collections, and computer experience. Windows Desktop computers. Send resume to: Attn: Carolyn Ma, 48188 Ann Carolyn

ACCOUNTS RECEIVABLE
Experienced person needed to review customers, make collections, follow up delinquent accounts. Call Donna, Mon. thru Fri. 10-3 only. Resumes in lieu of salary requirements will be considered. Interested candidates should complete and submit resume to:
Medar, Inc.
46100 Grand River Ave.
Farmington, MI 48335
ATTN: Donna

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Excellent area. Dynamic, property management firm seeks people oriented individual and certifiable multi-line telephone experience, word processing and computer experience helpful. Excellent benefits. Please mail or fax resume to:
Sun Realty
100 Galleria Officentre
Suite 426
Southfield, MI 48034
Fax: 810-358-3770

ADMINISTRATIVE ASSISTANT
Seeking individual with computer & accounting skills to assist president. Salary $20,000 + and benefits. Send resume to:
Box 2662
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Work friendly environment with Detroit area businesses. Responsibilities include: Outstanding customer service, Temp to Perm opportunities. Call Kelly Services at 810-433-2331

Advantage Staffing

ADMINISTRATIVE ASSISTANT
Welcoming corporate position. Seeking a fast paced, detail oriented, Administrative Executive Secretary. Call Sue at Kincaid at (810) 350-9777

Administrative Assistant

Physician based corporate office seeks an administrative assistant. Ideal candidate will have excellent Medical Secretary skills, Medical Terminology, Transcription, Medical Billing, Insurance Billing, Medicare Billing, Medicaid Billing, Medical Transcription, Medical Insurance, Medical Bookkeeping, Medical Accounting, Medical Payroll