

2 Help Wanted.

Office Clerical

INSTRUMENT ASSISTANT-RECEPTIONIST
The Instrument Office of a multi-company is beginning operation. Office will consist of sales, instrument, and receptionist. The receptionist will greet customers, answer questions, purchase, schedule, price, and deliver instruments. Must be a general office clerk. Must have experience, ability to use a typewriter, and be able to make a good impression. Must be a native born, white female. Salary \$10.00 per hour. Send resume to: 771 West 10th St., Brighton 18

Administration
We require entry level positions in our administrative department or accounting department. We are a non-discriminatory company. We are looking for individuals with strong personalities. Candidates must possess good communication skills, organizational skills, and a strong desire to provide excellent service. We offer a competitive salary, a benefits package, and a secure salary. Please send your resume to:
Paychex Inc.
ATTN: C.R.
20000 Lakeside Rd.
Suite 110
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
combination office & book-keeping, computer literate, experienced in preparing documents, prepare payroll records. Must know 10-key and questions to 0-300-8255 for interview.

ADMINISTRATIVE ASSISTANT
to cover all aspects of the inventory, AP/AR, secretarial duties. Also, P.O. with PC software such as: Expert, Word, and Lotus. A strong is required. Full related experience not necessary but a minimum 1 year. Please send cv to: P.O. Box 700954, Plymouth, MI 48170-0950

ADMINISTRATIVE ASSISTANT
Partner in busy downtown firm. Excellent full and part-time opportunities. Working with excellent verbal, typing and computer skills. Wordperfect, Excel, Windows 95 a must. Computer reducing medical and administrative work and compensation for the right person or for less experienced and requirements to

Barrett & Associates
Suite 370 A

De Pointe Farms, Inc. 447236
Fax 313 681-3120

Administrative Assistant
ADAMS MORTGAGE COMPANY
an affiliate of REAL ESTATE
ADAMS is seeking a high
individual to join our staff.
Sales must be computer literate
and have experience handling multiple
for sales staff and
owners.
We offer a competitive salary and an
exciting benefit package.
If interested, please send your
resume to:
Boraman
ADAMS MORTGAGE CO.
10000 Orchard Lake Rd. Ste. 101
Farmington Hills, MI 48334

Opportunity Employer

ADMINISTRATIVE ASSISTANTS
TECH OPEN HOUSE
NOVEMBER 4, 5, 6
9am-6pm
DELEGATES WELCOME
OR
Representatives looking to work for the
major automobile industries
MUST BE PROFICIENT
IN THE FOLLOWING
SOFTWARE PACKAGES:

JOE WORK, WordPerfect,
Local, Powersoft
a resume and register
to a free bureau
to be given away daily

BARTECH GROUP
313-271-5454
Fax: 313-271-3027
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
\$10 per week, computer knowl-
edge, typing, good communication
skills. Good benefits. Confidential
Church. (612) 348-7152

ADMINISTRATIVE ASSISTANT
any to low position Seeking
experienced individuals with
experience. Excellent pay. Call for
interview
(810) 350-9772

ADMINISTRATIVE ASSISTANT
experienced experience required. Same
excellent experience. preferred
same to
810-737-9911

ADMINISTRATIVE ASSISTANT
(Part-Time)
hours. Strong secretarial
skills. Excellent experience. preferred
paid office. Fax resume to
810-045-9933

ADMINISTRATIVE ASSISTANT
energy person who enjoys
priority. Salary \$10.00

ADMINISTRATIVE ASSISTANT
ing telephone, interviewing & orienting new employees & plus. Good resume.
Personal Devices, 32950
St. 2, Uxmal, MI 48184.

ADMINISTRATIVE ASSISTANT
Autonomous Good income
administrative supplier sales office
in Southeast, looking for
person with 10 yrs. exp. in
Office Word, Excel & PowerPoint.
Great pay. Great future.
Resume to Jan 810-799-3569

ADMINISTRATIVE ASSISTANT
\$30,000
Autonomously Fast paced, con-
sistent. No legal experience
needed. Must have top organiza-
tional and people skills
including on call. Mr. Branch at
(810) 932-1234

ADMINISTRATIVE ASSISTANT/-
Normale property manage-
ment. Heavy call volume. A
great position for self-starter
computer oriented. Property
& estate, word processing &
training experience are a big plus.
Send resume to
Phone Call 810-346-9100.

ENTER & ASSOC.

ADMINISTRATIVE ASSISTANT
6 months temporary assign-

to \$12 per hour. Westlake
Employees are offered a 401(k) plan,
year experience with a strong
work environment. Most Call
299-3450.
or FAX to 810-299-3532.
Personnel Services
Administrative Assistant
Senior firm, headquartered in
Chicago, needs a full time assistant
of operations. Must motivated,
self-starter, individual with Word
and Excel, a managerial background
and a strong background in sales. Min-
2 yrs. experience required. Full
package. Outstanding oppor-
tunity. Send resume to: The
Engle Co., Attn: Admin., P.O. Box
11, Plymouth, MI 48170.

**Administrative Assistant
Healthcare**
An opportunity to assist Vice
President of personnel placement
in the health care industry. This
position involves client and human
resources. Resources client & com-
munity. Must have a minimum
(1) year, dynamic personality
desires to grow.
810-299-3450, 810-299-3532
or Associates, 20670 Middlebelt
Farmington Hills, MI 48334.