

ANYONE CAN BE A GOOD PARENT

502 Help Wanted
Office Clerks

SECRETARIES
Dynamic, fast paced Secretary is looking for detail oriented position in a growing company. Successful candidate must be excellent computer skills, excellent verbal and written communication skills and Excel skills required. Excellent company package including health insurance, 401K, etc.
Send resume or e-mail to: Ruth.Lindquist@att.net
11816 Madison
Livonia, MI 48150
313-551-1010
Fax 313-551-1011
EOE

SECRETARY/BOOKKEEPER
Full time. Small growing company seeks a motivated individual with computer skills and bookkeeping functions, including A/R, A/P, and ledger. Successful candidate must be organized, detail oriented and computer skills. Salary commensurate with experience and fast return to top of field.
Dedgans Constructors
21151 Oaks
Oak Ridge
Call 313-551-1010

SECRETARY/BOOKKEEPER
ALL phases of office work. Excellent opportunity. Send resume to: Wm. J. Kozlowski@att.net
Box 930360, Wixom, MI 48190

for both in Cleveland and in
Career Center, Fullpart
Heights & Plymouth, Hi
pm Typing, computer
skills, required.

SECRETARY
For management consulting
opportunity for night per-
formance stars.
FARMINGTON

SECRETARY FOR SMALL BUSI-
nesses. Good compensation,
young personality. FAX
817-670-9516.

SECRETARY
IMMEDIATE HIRE!
Career opportunity with
large firm in the South. This
major health care firm has
Farmington, Delhi and
Dallas offices. Excellent
spreadsheet. Call Sally
Farmington-Urban
473-2222.

Advantage SII
Call 800-451-2222

SECRETARY/INSIDE
SALES
Experience + plus - develop
self, we will invest!
817-420-8530

SECRETARY
MARKETING CONSULTANT
Creative and client service
experience required. We offer
immediate openings &
competitive salaries.

009.
Employer
TARY
Windows. Temp to hire
Call Susan today.
Birmingham Farmer
648-7681

brokerage
Advantage St
SECRETARY
Microsoft Word & Excel
answering
Crawling
Blacks, Sons, P.O.
Lyons, MI
SECRETARY
Needed for last-paced
Good typing skills & m
For appointment
SECRETARY
down town Detroit law firm
experience helpful. Some
For appointment
SECRETARY/OFFICE
Non-smoking. Birming
Floor. No phone. No
Salary negotiable
atmosphere.
SECRETARY /
ADMINISTRATOR
Must be experienced
Word & Excel office proce
patients & lab
available for Livonia Chi
Fax response to 315
SECRETARY
Part-time, home-based
experience
SECRETARY
Must be experienced
Word & Excel office proce
patients & lab
available for Livonia Chi
Fax response to 315
SECRETARY
Part-time, home-based
experience

area. Please send resume and requirements to: 751 C
Suite 102, Birmingham
Attn: Sandra Vase

SECRETARY/RECEPTIONIST
General contractor in
looking for an organized
person to handle the
system and computer
Lotus & Word
between 9-5

SECRETARY/RECEPTIONIST
Full-time for commercial
building. Must have
processing, multi-line
entry. Candidate must
be a minimum of 21
social skills. Good resume
OK. Call for interview: 313-

SECRETARY/RECEPTIONIST
2 POSITION
•Growing Dept. 30 hours
•Excellent benefits
•Downtown Plymouth
•Free parking
•Free lunch & snack
•Free phone
Call for interview: 313-

SECRETARY/RECEPTIONIST
They want a person to
full time Secretary/Recep-
tionist experience in
petroleum industry.

Send resume
Wm Mack & Assoc
10000 W. 10th Ave
Suite 100
Denver, CO 80231

Troy, MI 480

SECRETARY/TRANSC
For Canton psychia

SECRETARY/WORD PROCESSOR
Fast paced professional office with pleasant work environment. Must be experienced in word processing using Word, Outlook, Access, and Excel. Must be a team player, organized, and have excellent communication skills. Please send resume and salary history to: **Angela R. Schuchman, Director of Human Resources, 32505 Old County Road, Suite 165, Farmington Hills, MI 48334.**

SENIOR CLERICAL - SOUTH FIELD
Provides clerical support to graduates & graduate degree students. Education required: High School diploma or equivalent. 1-2 years of experience in clerical position. Must be a team player, organized, and have excellent communication skills. Please send resume and salary history to: **Angela R. Schuchman, Director of Human Resources, 32505 Old County Road, Suite 165, Farmington Hills, MI 48334.**

benefits. Minimum salary
hr. Send resume post m.
than February 14, 1999

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