

02 Help Wanted-
Office Clerical

Administrative Assistant

are currently seeking an Administrative Assistant to work in our Watson. Candidate will act as a busy support person to our Sales and Marketing. Primary responsibilities will include such administrative duties as entry, composition of correspondence, answering telephones and answering mail. In addition, the individual will also be involved in all aspects of the real estate development and leasing process concept through building completion as well as tenant location.

Individual we seek will be an enthusiastic self-starter who has the ability to successfully handle a variety of duties simultaneously. PC proficiency is a plus.

Human Resources
Generalist #89A
Dart Container
Corporation
500 Hogsback Road
Mason, MI 48854
EOE

**ADMINISTRATIVE
ASSISTANT**

part-time. Mature. Strong shorthand, typewriter, follow-up. Auto-

ADMINISTRATIVE ASSISTANT
or part-time clerical person
needed. Must be organized & enter-
prising. Basic computer knowl-
edge in person or send resume to:
Dawn or Mr. Gray, Upstairs
Innkeepers, 275 E. Maple Rd., Ber-
kham, MI. 48009

ADMINISTRATIVE ASSISTANT
CEO of small company. Corporate
liquoraires located in Plymouth at I-
& M-14 corridor with multi loca-
tions throughout the Midwest & South.
We travel more than 4000 miles a
week. Computer knowledge, ex-
perience, opportunity. Could lead to
other opportunities for the right
person. Fax resume to: 810-4371692

**ADMINISTRATIVE
ASSISTANT**

firm has an immediate opening
open offers competitive salary,
fringe, retirement, flexible hours,
for advancement. Candidate
be confident, friendly, self-starter
strong communication & com-
puter skills. Submit resume to: VP,
111 Central Park Blvd., Suite 300,
Livonia, MI 48078.

**ADMINISTRATIVE
ASSISTANT**

have career opportunities with
stated companies for experienced
administrators who are positive and
friendly atmosphere. Opportunities
both long and short term assign-
ments. Temp to perm available
any day 8:30-5:00. Paid holidays and
vacation. Call Sarah
Livonia/Droming 662-7651

Advantage Staffing

ADMINISTRATIVE

ADMINISTRATIVE ASSISTANT
 administrative and organizational skills required. Position includes retrieval and accounting client consultancies. Must have proficiency Microsoft Office, Excel & Word. Knowledge to detail and professional personal skills a must. We offer a relaxed, friendly atmosphere and full benefits. Send resume with salary requirements to:

ADMINISTRATIVE ASSISTANT
 A third-level CP firm is seeking a professional, organized secretary to work a team of individuals. Duties include wordprocessing of presentations, memos and reports, creation of schedules, coordination of meetings and other administrative tasks. Must possess excellent communications and organizational skills. Some sporadic overtime required. Excellent salary/benefits. High priority. All inquiries apply to Hays Hicks, P.O. Box 581, Springfield, MA 01103.
 Or fax 810-352-0018.
 An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
 Time, All office duties. Strong accounting skills. Must know how to use a computer. Send resume to:

SCHOOL DATES

working in a fast-
environment with
on performance,
y to:

Employer

**2007
REAL AWE**

opportunity