EMPLOYMENT

502 Help Wanted-Office Clerical

BOOKKEEPER
Experienced with general ledger, sales tax, payroll tax. Westside location. Send resume to 22300 W Warren, Detroit, MI 48239

BOOKKEEPER
Full charge for Keego Harbor community recreational company. Experienced in all phases of bookkeeping. Related experience required. Send resume with salary requirements to Ann Marie, 30230 Orchard Lake Rd., Suite 210, Farmington Hills, MI 48334

BOOKKEEPER - needed for law firm. Experienced person to do payables, receivables, payroll, etc. 20-25 hrs/wk. Send resume PO Box 369, Northville, MI 48167-0369

BOOKKEEPER
needed for Oakland insurance agency. Full or part-time. Must have Applied experience. Competitive salary and benefits. 248-641-7600. Ext. 254

BOOKKEEPER/PART-TIME
Experienced in general ledger and Lotus 1-2-3. Possibility to full time after 1st 90 days. Fax resume to JFA, 27100 W 10 Mile Rd., Oak Park, MI 48237. Attn: Controller.

BOOKKEEPER EXTRAORDINARY
Full kitchen & Bath Showroom w/some sales background. Full time, benefits. Livonia. Call Mary 313-462-1350

BROKERAGE
Smith Barney's Birmingham office offers an opportunity for licensed sales assistant. Must have experience in the brokerage industry, be an excellent typist and have extensive computer skills. Send to PO Box 3008 Birmingham, MI 48012
Smith Barney is an Equal Opportunity Employer M/F/D/V

CAREER OPPORTUNITIES
- Permanent
- Temp to Hire
- Temporary

• Receptionist/Secretary - Individual with clear cut phone skills to answer 15 line phone. Secretarial duties include word processing, filing, Word Perfect & Excel $19,000 $20,000
• Executive Administrative Assistant - Seeking individual to be the professional to support top executive. Strong executive experience along with word processing, spreadsheet & typing skills. Should be self starter with good communication & organizational skills. Exceptional salaries depending on experience
• Market Research - Southfield Company offering part time evening shifts available. Professional, upbeat phone skills needed for outbound survey calls. Computer skills & typing 25wpm.
PERMANENT STAFF TROY 248-585-7700 Fax: 585-2725
FARMINGTON HILLS 248-737-5750 Fax: 737-5878
TEMPORARY RESOURCES 248-737-1711 Fax: 737-5878

CENTRAL MICHIGAN UNIVERSITY SENIOR CLERK
College of Education/Learning Media Office. Provides support to faculty, staff, and graduate students. Knowledge of Micro Soft Word, Windows and Excel important. Possess also knowledge of computer hardware. Possess also knowledge of computer hardware. Possess also knowledge of computer hardware