

302 Office Clerical

Corporate, Franchise, Entrepreneur, small and large are all

RECEPTIONISTS 2469-0497 Troy, MI 48064 484-949-496	BILL REVIEW Fulltime in home position \$30,000 - \$35,000 EOE	Accounting 27055 Farnsworth Rd. Farmington Hills, MI 48334 Fax: 248-438-7121	Accounting 35000 Country Club Drive Farmington Hills, MI 48333	FILE CLERK Experienced, must be strong and light. Working 8:00 a.m. to 4:00 p.m. 35000 Country Club Drive Farmington Hills, MI 48333
LYONIA 17199 Laurel Park Drive Farmington Hills, MI 48334 313-481-7010	Need new people, strengthen your staff and level up your production knowledges. We need individuals with strong communication skills & computer knowledge.	Or for other available positions, contact the company at 248-438-7121 or call our Openings Manager at 248-438-7121	Needed for full packed residential construction. The company ideal candidate should be well organized, motivated, and able to work independently. Please send resume and cover letter to: 31721 Northwestern Hwy. Suite 100, Farmington Hills, MI 48334, Attn: H. Wardley, EOE	DATA ENTRY OPERATIONS 10000 E. 12 Mile Rd. Farmington Hills, MI 48334 \$7.50/hour
INSIDE SALES Come work at home for individuals who prefer to make commission. No experience necessary. Training provided. (telemarketing, self-starters, fast learners)	Bookkeeper/ Administrative Experienced computer, accurate & dependable. Knowledge of accounting software is a plus. Send resume to: C. Gloscher, 10000 E. 12 Mile Rd., Ste. 400 Farmington Hills, MI 48334, Fax: 313-591-4554	Equal Opportunity Employer M/F/V/M	CUSTOMER SERVICE REPRESENTATIVE \$8.50/hour	Adco 10000 E. 12 Mile Rd. Farmington Hills, MI 48334 (248) 382-2992

regarding this temporary opportunity \$10/

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AMERITECH
A Star Division

JOIN OUR TEAM!!

If you have experience in the following areas:

- Books Literature: Very flexible working times/days. W. Bloomfield area. Part-time (8 up to 40 hrs. per mo./year)
- PG&I: Middlebelt, Romulus, MI. 48174, Attn: Julie

Subcontractors, please call the number at 248-489-8000. MHS values diversity in the workplace/EOE.

CUSTOMER SERVICE REPRESENTATIVE

For the most frequent contact with our customers and is responsible for recommending solutions to our customers.

Outpatient mental health clinic, Birmingham area. Send resumes to: **Human Resources**

Busy home office in Livonia. PI firm needs energetic individuals for world-wide sales positions. **Send resumes to: Human Resources**

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MURPHY AMERICA HANDICAPPED/VET

REPLY TO PERSONNELIST

... must be completed in its entirety and the form must be received in the Personnel Division office by April 30, 1987.

... resume and salary history in confidence to:

Personnel Manager

... excellent data entry skills
... basic math skills
... experience in handling many lines, and used to handling many tasks at once! Experience in retail or customer service helpful. Send your resume to:

Novi, MI 48375
Attn: Debbie Mason-LAK

Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet & Check our Classifieds at this Internet address:

<http://oeonline.com>

and 810-852-3222 in Rochester/Rochester Hills

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