

[illegible][illegible][illegible]

AN Equal Opportunity Employer

CLERICAL ASSISTANTS
 Entry positions needed for all qualified persons to detail medical terminology & public relations. **DATA ENTRY - Deaton**
 Experienced operators. Day/night shifts. **EXPERIENCE POSITION**
 313-242-4500 FAX 313-242-1638

CLERK POSITION
 313-242-4500 FAX 313-242-1638

GENERAL OFFICE
 Bon sales required. **INFORMATION TECHNOLOGY**
 Windows/Word/Excel. **LEGAL SECRETARY**
 Assistant to owner. General clerical duties. **OFFICE ASSISTANT**
 Assistant to owner. General clerical duties. **LEGAL SECRETARY**
 Assistant to owner. General clerical duties. **OFFICE ASSISTANT**
 Assistant to owner. General clerical duties.

	JOYCE W. WOOD, 2703 S. W. Main St., Detroit, MI 48202 www.jrwgsm.com	JOE MITCHELL DATA ENTRY / KEY PUNCHING \$33,000-\$35,000 GEOGRAPHIC: National CEO/OWNER: Christopher seeks professional Personal Secretary Opening: Full-time, 100% 2016-2017, 2018-2019	JOE MITCHELL EXECUTIVE SECRETARY \$33,000-\$35,000 GEOGRAPHIC: National CEO/OWNER: Christopher seeks professional Personal Secretary Opening: Full-time, 100% 2016-2017, 2018-2019	LEGAL SECRETARY \$24,500-\$26,000 GEOGRAPHIC: National CEO/OWNER: David seeks professional Legal Secretary Opening: Full-time, 100% 2016-2017, 2018-2019	LEGAL SECRETARY \$24,500-\$26,000 GEOGRAPHIC: National CEO/OWNER: David seeks professional Legal Secretary Opening: Full-time, 100% 2016-2017, 2018-2019	LEGAL SECRETARY \$24,500-\$26,000 GEOGRAPHIC: National CEO/OWNER: David seeks professional Legal Secretary Opening: Full-time, 100% 2016-2017, 2018-2019
--	--	--	--	--	--	--

Excellent opportunity for aggressive person for a multi-million dollar business. Must be a self-motivated, aggressive person. Must be a self-motivated, aggressive person. Must be a self-motivated, aggressive person.	10 Hours/Week 246-335-3350 COMPUTER ACCOUNTS PAYABLE/RECEIVABLE FULL-TIME Must have computer skills, accounts payable, accounts receivable, various. Good verbal skills. Full-time position working for the V.P. of Finance. Send resume & salary history to: DATA ENTRY SPECIALIST For last page: Medical Coding	SECURITY Guard Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job.	Zep Manufacturing Company 34462 Glendale Avenue Southfield, MI 48068 Call 482-2255 or Fax to 482-2255	LEGAL SECRETARY City of Southfield Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job.	LOOKING FOR mature person Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job.	Manufacturers Plant Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job. Must be a self-motivated, aggressive person for a part-time job.
--	--	--	---	---	--	--

[illegible]

Advantage Staffing CUSTOMER SERVICE REPS Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer. CUSTOMER SERVICE/CLERICAL Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer.		DENTAL BUSINESS ASSISTANT Duty: Durable office. Exempt position. Must be a US citizen. We are an Equal Opportunity Employer. Customer Service Reps Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer. Customer Service/Clers Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer.	PLEASE FAX YOUR RESUME TO: 313-277-1234 Fax: 313-277-1234 Attention: Human Resources Dover & E. 100th Avenue Livonia, MI 48150	LEGAL SECRETARY Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer. Medical Billing Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer. Medical Billing Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer.	OFFICE MANAGER Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer. Office Manager Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer. Office Manager Full-time, permanent position for the US Health Department. Training, entry, drug, recovery history and background checks required. Must be a US citizen. We are an Equal Opportunity Employer.
--	--	---	--	---	--

CLERICAL - responsible for performing administrative tasks. Positions available: Full-time, evening and night shifts. Apply to: Personnel Department, 301 S. Grand River, Farmington Hills, MI 48334.

CUSTOMER SERVICE REPS. - DESKTOP PUBLISHER - responsible for preparing and editing all company promotional materials. 10 hours per week. Apply to: Personnel Department, 301 S. Grand River, Farmington Hills, MI 48334.

EMPLOYERS SERVICES DEPARTMENT - responsible for providing information and services to employers. Apply to: Personnel Department, 301 S. Grand River, Farmington Hills, MI 48334.

JOB OF THE WEEK - LEGAL SECRETARY - responsible for providing legal support to the company. Apply to: Personnel Department, 301 S. Grand River, Farmington Hills, MI 48334.

OFFICE MANAGER/BOOKKEEPER - responsible for managing the office and keeping the books. Apply to: Personnel Department, 301 S. Grand River, Farmington Hills, MI 48334.

CLERICAL Known as "The Winstate People," The Account Fund Company, Incorporated, is a leading national provider of life insurance and annuities. We are seeking individuals who are motivated, energetic, and have a strong desire to succeed. We offer a competitive salary and benefits package. For more information, please call 1-800-333-3333 or write to: The Account Fund Company, Incorporated, 10000 N. 10th Ave., Suite 100, Scottsdale, AZ 85260.	CUSTOMER SERVICE / UNDERWRITER Individuals with a strong background in customer service and insurance are needed. We offer a competitive salary and benefits package. For more information, please call 1-800-333-3333 or write to: The Account Fund Company, Incorporated, 10000 N. 10th Ave., Suite 100, Scottsdale, AZ 85260.	FRONT DESK CASHIER Individuals with a strong background in customer service and cash handling are needed. We offer a competitive salary and benefits package. For more information, please call 1-800-333-3333 or write to: The Account Fund Company, Incorporated, 10000 N. 10th Ave., Suite 100, Scottsdale, AZ 85260.	LEGAL SECRETARY Individuals with a strong background in legal research and writing are needed. We offer a competitive salary and benefits package. For more information, please call 1-800-333-3333 or write to: The Account Fund Company, Incorporated, 10000 N. 10th Ave., Suite 100, Scottsdale, AZ 85260.	MORE OPENINGS THAN PEOPLE Individuals with a strong background in sales and marketing are needed. We offer a competitive salary and benefits package. For more information, please call 1-800-333-3333 or write to: The Account Fund Company, Incorporated, 10000 N. 10th Ave., Suite 100, Scottsdale, AZ 85260.
--	---	---	--	---

CUSTOMER SERVICE
\$10.50 Per Hour
 Plymouth County seeks a customer service representative to assist a experienced customer service representative in the processing of all customer inquiries. The successful candidate must possess a minimum of one year of office experience in a customer service position. Excellent knowledge of word processing and computer skills is required. Please send resume to:
ACCOUNTS PAYABLE/RECEIVABLE CLERK
 \$10.50 Per Hour
 Plymouth County seeks a customer service representative to assist a experienced customer service representative in the processing of all customer inquiries. The successful candidate must possess a minimum of one year of office experience in a customer service position. Excellent knowledge of word processing and computer skills is required. Please send resume to:
ENGINEERING CLERK
 \$10.50 Per Hour
 Plymouth County seeks a customer service representative to assist a experienced customer service representative in the processing of all customer inquiries. The successful candidate must possess a minimum of one year of office experience in a customer service position. Excellent knowledge of word processing and computer skills is required. Please send resume to:
GENERAL OFFICE ASSISTANT
 \$10.50 Per Hour
 Plymouth County seeks a customer service representative to assist a experienced customer service representative in the processing of all customer inquiries. The successful candidate must possess a minimum of one year of office experience in a customer service position. Excellent knowledge of word processing and computer skills is required. Please send resume to:
RECEPTION OPERATORS
 \$10.50 Per Hour
 Plymouth County seeks a customer service representative to assist a experienced customer service representative in the processing of all customer inquiries. The successful candidate must possess a minimum of one year of office experience in a customer service position. Excellent knowledge of word processing and computer skills is required. Please send resume to:
OFFICE MANAGER
 \$10.50 Per Hour
 Plymouth County seeks a customer service representative to assist a experienced customer service representative in the processing of all customer inquiries. The successful candidate must possess a minimum of one year of office experience in a customer service position. Excellent knowledge of word processing and computer skills is required. Please send resume to:

an excellent compensation and benefits package. Interested and qualified candidates should submit resume and salary requirements to:

Accident Fund
 17159 N. Central Exp., Suite 301
 Olathe, KS 66061-3535
 or Fax to 313-923-3625

INTRACORP
 850 Manufacturers Dr.
 Suite 200
 Olathe, KS 66061-4106
 Fax to 313-923-3625

GENERAL OFFICE/BOOKKEEPER
 248-544-4263

Legal Secretary
 Farmington Hills is looking for a part-time Legal Secretary for the City of Farmington Hills. The position involves preparing legal documents, conducting legal research, and maintaining legal files. The position is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The salary is \$18,000 per year. The position is open until filled. For more information, please call 313-251-3550.

MORTGAGE ASSISTANT PART TIME
 Farmington Hills is looking for a part-time Mortgage Assistant to work in the Community Bank at Farmington Hills. The position involves processing mortgage applications, conducting credit checks, and preparing loan documents. The position is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The salary is \$18,000 per year. The position is open until filled. For more information, please call 313-251-3550.

OFFICE MANAGER
 Farmington Hills is looking for a part-time Office Manager to work in the Community Bank at Farmington Hills. The position involves managing office operations, scheduling, and maintaining office records. The position is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The salary is \$18,000 per year. The position is open until filled. For more information, please call 313-251-3550.

9:30-3:30 for Southern Ohio adult education. For more information, please write: Regional Mgt. Program, 10000 W. 12th, Cincinnati, Ohio 45234. EOE.	and clerical aids to assist our mission. Candidates are screened for drug use. Must be persistent in MCI office. Excellent growth potential. Good educational aids and be pleasant. Fax resumes only to: (248) 578-7232. Farmington, Ind.	HUMAN RESOURCES AN EQUAL OPPORTUNITY EMPLOYER We are seeking a person with previous legal experience to join our legal team. The ideal candidate will have a law degree, be a member of the State Bar, and have excellent communication skills. Salary commensurate with experience. Send resume and references to: (248) 578-7232. Farmington, Ind.	37000 Grand View, Ind. 46227 37000 Grand View, Ind. 46227 37000 Grand View, Ind. 46227 37000 Grand View, Ind. 46227
CLERICAL POSITION We are seeking a person with previous clerical experience to join our clerical team. The ideal candidate will have a high school diploma, be a member of the State Bar, and have excellent communication skills. Salary commensurate with experience. Send resume and references to: (248) 578-7232. Farmington, Ind.	GENERAL OFFICE We are seeking a person with previous general office experience to join our general office team. The ideal candidate will have a high school diploma, be a member of the State Bar, and have excellent communication skills. Salary commensurate with experience. Send resume and references to: (248) 578-7232. Farmington, Ind.	PERSONNEL SERVICES We are seeking a person with previous personnel services experience to join our personnel services team. The ideal candidate will have a high school diploma, be a member of the State Bar, and have excellent communication skills. Salary commensurate with experience. Send resume and references to: (248) 578-7232. Farmington, Ind.	LEGAL SECRETARY We are seeking a person with previous legal secretary experience to join our legal secretary team. The ideal candidate will have a high school diploma, be a member of the State Bar, and have excellent communication skills. Salary commensurate with experience. Send resume and references to: (248) 578-7232. Farmington, Ind.

LEADERS, offering an opportunity for personal and professional growth. We are seeking individuals who are committed to the future of the state and who are willing to take on the challenge of leading a team of professionals. The successful candidate will be responsible for the overall management of the organization, including the development and implementation of strategic plans, the supervision of staff, and the representation of the organization in the community. The position is a full-time, permanent position with a competitive salary and benefits package. For consideration, please submit your resume and cover letter to the Human Resources Department, 1000 North Main Street, Suite 100, Tallahassee, FL 32301. Phone: (904) 488-1234. Fax: (904) 488-5678. Equal Opportunity Employer.

Our Classifieds are now on

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>
