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2 Help Wanted—Office Clerical

ADMINISTRATIVE/TECHNICAL POSITIONS
ADMINISTRATOR: Includes work, customer service, processing, and typing/processing. Must be computer-oriented and have excellent communication and organizational skills. Typing speed

ADMINISTRATOR: Order
taking, customer service,
recordkeeping. Must be
client-oriented and have
good communication and
organizational skills. Typing speed
30 wpm. Familiarity with

ADMINISTRATOR/TYPIST:
• Type over 40 wpm. Duties
• include using typewriter and PC
• to create and format documents.
• Heavy phone work, customer
• service. Familiarity with PC
• required. (Job Code: 3-47)

union reimbursement. Fax
and salary requirements
(34) 418-2663 or mail to:
Gage Marketing
101 Union Street
Plymouth, MI 48170
turn: ADM (Job Code)
EOE

OFFICE ASSISTANT
Duties: Answering tele-

Requires excellent organizational skills & attention to detail.
Job hours are flexible for college students. Please mail resumes to the attention of Bob Gibb at:
Maxxar Corporation
900 Industrial park Dr.
Farmington Hills, MI 48335
Fax: (248)615-4499 or
E-mail: rbobb@maxxar.com

OFFICE/CLERICAL
Large Northville/Novi area
ment complex. Good
rtnity for aggressive self-
er with people skills. Full-
position with competitive
y and benefits.
Interested applicants fax resume
248-356-3509

OFFICE CLERK
Part-time Clerk. Some pay-
ables, receivables and phone
calls. Will train the night person
benefits and 401K. Please
send resume to: Century
Mutual, 11865 Mayfield,
Iowa 48150. (734)427-5950

**OFFICE MANAGER/
ADMINISTRATOR**
For further information, call...

OFFICE MANAGER
time position for growing
shirts company in Canton.
at phone & organizational
is a must. Basic accounting.

OFFICE MANAGER
Growing company seeking
creative individual to run fast-
paced office environment. Only
qualified candidates need
apply. Full-time w/benefits.
Apply in person at: Jones &
Wm. Inc., 30957 Industrial
Ave., Alph.

OFFICE MANAGER
Immediate opening in dynamic,
paced, successful Troy
financial planning firm. Knowl-
edge of insurance, securities,
windows 95 and accounting a
must. Series 7 preferred or
willing to obtain. Fax resume &
salary requirements:
248-619-0020.

**OFFICE MATES 5
OF ANN ARBOR
PERMANENT CLERICAL
PRODUCTS**
Phone: 734-769-1720
Fax: 734-769-0035

**OFFICE SERVICES
CLERK**
Energetic, pro-active person

professional appearance. -
-ded for clerical role with -
-ny Ben-Cen office. Duties -
-clude sorting & posting mail, -
-copying, misc. errands and -
-ing mailings. Ordering, -
-cking and monitoring sup- -
-es for kitchen and mail room. -
-o. Some lifting involved. We -
-er full benefits and paid -
-rking. Fax resumes with -
-ase requirements to:

PARALEGAL
 senior partner of busy personal injury firm. Experience in medical malpractice and excel-

PARALEGAL
by law firm. Litigation experience preferred. Excellent working conditions and benefits.

PRODUCTION ASSISTANT for
fast growing marketing company
to assist with marketing pro-
grams. David: 734-451-7900

RECEPTIONIST - Answering
phones, some misc. duties
M. Glassboro, Burlington, NJ

Sharon (248) 651-4100

**EMPLOYMENT
CLASSIFICATIONS
CONTINUED**

**This Classification
Continued on**

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