

504 Help Wanted Office-Clerical

ACCOUNTANTS PAYABLE CLERK
 OPERATIONS
 for someone with Accounts Payable experience. Must be proficient in typing, 10 key, and able to be trained to computer. Must have a proven working knowledge and capable of managing and supervising others. Good salary and fringe benefits. Apply to: **ADP**, 1000 N. Main, N.H., N.H. 03055.

ARE YOU AVAILABLE FOR MAGI OR WORD PROCESSORS SWITCHBOARD

Dictaphone Short Hand

Suburban Office Services

ROCHESTER 651-1500

FARMINGTON 471-8942

CLERICAL

MAIL & STOCKROOM CLERK - Open

position available for a person with

mail & stockroom experience. Must

be a good typist. Good salary and

fringe benefits. Apply to: **ADP**, 1000

N. Main, N.H. 03055.

PERSONNEL CLERK

Individual recruiting of clerical applicants & personnel

files. Must be a good typist. Good

salary and fringe benefits. Apply to:

ADP, 1000 N. Main, N.H. 03055.

RECEPTIONIST

For Livonia real estate office.

Must have general office skills

with pleasant personality. Mature

woman preferred. Good salary and

fringe benefits. Apply to: **ADP**, 1000

N. Main, N.H. 03055.

SUMMER JOBS

NEED SUMMER WORK ONLY. We have

openings now for you. Pay top

money. Apply to: **ADP**, 1000 N. Main,

N.H. 03055.

PERSONNEL POOL

Temporary Personnel Since 1946

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

General Accounting background, costing

experience in a manufacturing environment

desirable. Attractive salary & benefits

package. Apply to: **ADP**, 1000 N. Main,

N.H. 03055.

PERSONNEL DEPARTMENT

INGERSOLL-RAND CO.

Automatic Production Systems Division

23400 Halsted Road

Farmington Hills, MI 48024

477-0800

Equal Opportunity Employer M/F/H/V

IMMEDIATE OPENING

NEWSPAPER AD PLACEMENT CLERK

Are you a hard worker? Can you keep a

log of all facts and procedures in your

head? Do you work well under the

pressure of deadlines? Do you live

in the Livonia area?

If you answer is "yes" then you may

be the person we're looking for to

join a seven-person department. This is

a full-time position with two late

nights (Tuesday and Friday) each week.

You will need to be a "detail"

person who knows how to type, work

with percentages, print well and

memorize a number of operating

procedures.

Interested?

Call Karen Farkas, 591-2300, extension

284, for an interview.

Observer & Entic

36251 Schoolcraft Road at Levan

Livonia, Michigan 48150

(an equal opportunity employer)

BORED WITH LIFE?

Are you tired of sitting around the

house? Kids all grown and away?

Husband playing golf or working? You

fill your hours (15 a week) with us.

We're looking for someone who can

give us 7 1/2 hours each Tuesday and

from 3:30 p.m. until 9:30 p.m. and the

balance of 15 hours between Wednesday

and Friday in our Livonia office.

We're looking for an AD PLACEMENT

CLERK. What's a placement clerk? He

or she is someone pretty important to

our newspaper. He must be accurate, low

detail work with names and numbers, be

able to work well under the pressure of

deadlines, and keep a number of operating

procedures in his head.

If you want to get out and earn some

extra-inflation-finding funds for your-

self or family call Karen Farkas, 591-

2300, ext. 284, for an interview.

Observer & Entic

36251 Schoolcraft Road at Levan

Livonia, Michigan 48150

(an equal opportunity employer)

TIPIST

Typists will find time to become

electronic typists. If you can type 60-70

wpm on an electric typewriter you can

learn a new, challenging occupation in

newspaper and related publication

production. Liberal fringe benefit

package. See Mr. Brown at 560 S. Main,

Northville. Apply in person Wednesday,

Thursday or Friday.

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