

504 Help Wanted

Office-Clerical

DAVE TO CONTINUE
growth & expansion we need for
personnel, full or part time, to
general office & clerical duties.
Qualifications for person desired:
qualifier job market as part time
could be flexible.

Ideal qualifications would include
experience in computer, typing,
highspeed, matching, packaging,
customer service, and ability to
interview, call, assist in finding
Specialists, 313-777-7777.

EASTERN UNION
SINGING TELERADIO CO
432-2300

RECEPTIONIST

must have pleasant, outgoing
personality, good communication
skills, and ability to handle
multiple tasks. 552-8897 552-8898

EXCELLENT OFFICE POSITION

Requires accounting/bookkeeping data
processing, experience. Professional
service firm in Northville area has
opening for person in managing a team
of clerical, general ledger, accounts
payable, and financial matters. Must be
able to work with a team and have
high quality customer service skills.
Interested persons should contact
Hynes & Associates Inc., 313-777-7777.

EXECUTIVE ASSISTANT

A very successful and busy partner at
this Southfield professional firm needs
an experienced Executive Assistant to
manage his work load. Must have a
strong background in administrative
management. Salary \$25,000 to
\$30,000. Call 313-777-7777.

EXECUTIVE ASSISTANT

Southfield MI 48067
An Equal Opportunity Employer

EXECUTIVE SECRETARIES

TYPISTS
PUNCH PUNCHERS
BILINGUAL SECRETARIES
Typist for temporary service
crisis for assignments available
thru our office. 313-777-7777.

Barclay-Diversified Services

We Guarantee NO FEE
313-777-7777

FILE CLERK NEEDED

For Southfield Law Firm. No
experience needed. Call
313-777-7777

FOURTEEN DAY

for Southfield
Experience preferred. No
experience needed. Call
313-777-7777

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GENERAL OFFICE

Various office duties. Must be good
with 10 key. Call 313-777-7777

Wayne Arden

1265 Wayne Rd. #100
313-777-7777

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Legal Secretaries

TEMPORARY PERMANENT

These positions are available for
Legal Secretaries seeking temporary
positions. Work 1, 2, 3, 4, 5 days a
week. Detail and advertisement
information are available. Call 313-777-7777.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 300
SOUTHFIELD, MI 48067
313-777-7777

RELOCATION ASSISTANT

Permanent Relocation Management
Company. Immediate openings for
service provided middle management
level. Excellent benefits. Call 313-777-7777.

MANPOWER

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