504 Help Wanted Office-Clerical

General Clerical

General ledger clerical position available with regional headquarters in Southfield. Ideal candidate will have 3-5 years cost math and organizational skills. Good telephone manner and ability to meet excellent benefits, including medical, dental, pension, life & tuition reimbursement. Send resume to:
Personnel Manager
P.O. Box 222
Southfield, MI 48037

SECRETARY
Hours 9AM-4PM, $5.00 per hour.
427-7414

CIRCUIT BOARD manufacturer seeks non smoking office help. Must have good math skills $5/hour with been annual reviews. Paid benefits vacation life insurance, hospitalization, medical, dental, holidays, & profit sharing. Apply in person before 12:30 or after 3:30 at 32700 Capitol, off Farmington Road, Livonia.

CLAIMS ADJUSTERS - National insurance company needs experienced Claims Adjusters to work in new Southfield office. Only applicants with at least 2 years claim adjusting experience need apply. Salary commensurate with experience. Fringe benefits. Send resume to: Claims Manager, 29777 Telegraph, Suite 2200, Southfield, MI 48034.

CLERICAL ASSISTANT to work in Livonia Insurance office. Full or part time. Typing required, word processing helpful. Pleasant working environment. Call Mrs. Ryan 591-3150.

CLERICAL
Full time, Monday-Friday, 8 to 5. Light typing, filing, and some phone calls. Pleasant office. Call Mrs. Ryan 591-3150.

CLERICAL
Data entry & general office duties. Pleasant Farmington Hills