504 Help Wanted Office-Clerical

ADVERTISING FIRM in Southfield seeks mature, experienced sales secretary growth opportunity. CRT experience helpful. Salary negotiable. Call anytime 557-8881

APPS-needs a person 9am-5pm, Mon-Fri, in Southfield. Must be good on phone. No typing or shorthand needed. Medical background helpful. Call, 644-0303

504 Help Wanted Office-Clerical

RECEPTIONIST SWITCHBOARD OPERATOR

Full time (8 a.m.-5:30 p.m.) for fast paced office in Southfield. Must be reliable, cordial and have a clear phone voice. 6 months switchboard operator experience preferred. Light typing. Full benefit package. Send resume and salary requirements to:

RSO
P.O. Box 267
Southfield, MI 48037

OFFICE MANAGER/SECRETARIAL ADMINISTRATIVE ASSISTANT

National computer consulting firm headquartered in Orchard Lake Rd-14½ Mile area seeks special individual for responsible position as Office Manager and Administrative Assistant.

The firm is the leader in its market and currently employees approximately 50 full time professionals. The company has expanded at a rate of 100% annually in staff size and revenues, and expects accelerated growth in 1988 and beyond. Office support has grown from a single-person function to 3 Administrative Assistants/Secretaries and a Financial Controller.

This key position will involve support of most facets of the business including proposal preparations, employment and personnel records, correspondence, client records, employee and customer relations, billing and accounting. The selected person will employ personal computers for word processing, electronic mail and spread sheet applications.

The position requires strong organizational skills, an ability to design and implement office procedures, excellent oral and written communications, and prior management of secretarial/clerical personnel. Personal computer, word processing, composition, executive scheduling and book/record keeping skills are highly desirable, as is experience with establishing and managing branch offices.

If you have proven experience in a similar position with a 50 to 200 person, $5 to $10 million professional firm and the flexibility to manage as well as do, you'll receive a premium salary, bonus and full company-paid benefits plan. Please submit resume and salary requirements in confidence to:

CONSULTING FIRM
P.O. Box 8041
W. Bloomfield, MI 48304
Equal Opportunity Employer M/F/H

ARE YOU PROFICIENT ON XEROX 6020 MEMORYWRITER?
Experience secretary & experience bookkeeper with secretarial skills needed by small consulting organization in N. Royal Oak. Challenging opportunity for self starters who can work with minimal supervision, stay on top of details & juggle 6 things at one time. We are looking for two special persons. Salary will meet demands of job. If you are one of these persons please call, Roberta Holladay, between 10am-2pm, Mon-Fri. 280-1212

504 Help Wanted Office-Clerical

OFFICE HELP

Busy Southfield business office looking for full time office help. We are offering a great opportunity with potential for future growth. Job skill requirements: typing 55 wpm accurately, light bookkeeping, professional image and good communication skills. Office environment is professional and upscale. This may be the opportunity you are looking for. Please forward resume in confidence to:

FT-E
P.O. Box 267
Southfield, MI 48037

SECRETARY

National printing ink manufacturer located near Schoolcraft & Telegraph has an immediate opening for an experienced Administrative Secretary. Qualifications required include typing of 65+wpm, shorthand of 80+wpm and proficiency with word processing software on a PC. Send resume or pick up an application between 9 a.m.-4 p.m.

Flint Ink Corporation
25111 Glendale Ave.
Detroit, MI 48239
Attn: Personnel Dept.
Equal Opportunity Employer

ASSISTANT BOOKKEEPER full time, general ledger experience, payroll, computer experience helpful. Call Lisa 478-0005

AUTOMOTIVE SALES OFFICE
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ADMINISTRATIVE SECRETARIAL ASSISTANT
A growing Farmington Hills service organization seeks a sharp Administrative Secretarial Assistant for highly visible full time position. Responsibilities are administrative & general secretarial (daily mail, airline reservations, invoice review & special projects). The right person is energetic, responsible, organized & works well in a fast-paced environment. Must possess typing & shorthand skills, work directly with Executive Staff. Salary between $16-$18K. Please send resume with salary history in confidence to: PAE/Human Resources, P.O. box 9072, Farmington Hills, MI 48333-9072

AUTO DEALER BOOKKEEPER
GM DEALER, Seeks, to fill an entry level Bookkeeping position in its business office. Individual with recent experience or college student will be considered. Contact Larry Malinowski, Business Manager, at Gordon Chevrolet, 31850 Ford Rd. Garden City, 427-6200

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS

Things are changing at Vlasic Foods, Inc. We're expanding into new areas, adding new products and making new acquisitions. This all means rapid growth for us and new career advantages for you. Right now we need Accounting Clerks.

Positions are available in payables, receivables, credit, billing and cost accounting. To qualify, you must be a high school graduate with 1-4 years' accounting experience, a keen eye for detail, excellent communication skills and calculator proficiency. Some college would be an asset.

We offer a competitive salary, complete benefit package and opportunity for advancement. If your credentials match our requirements, become a part of our exciting changes. Send your resume, including salary requirements to: Human Resources Dept., **VLASIC FOODS, INC., 33200 W. 14 Mile Rd., West Bloomfield, MI 48322.** Applications will also be accepted between 9 a.m. and 3 p.m. (No Phone Calls Please.) Equal Opportunity Employer.

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- Data Entry/Word Processors
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Redford, MI 48239

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BILLING CLERK-CRT & typing experience. Must be organized, responsible & have a good attitude. Resume to: Box 526 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING
Growing Troy consulting Engineering firm needs billing/accounts receivable person. The individual selected should have a minimum of 3 years experience with a firm involved in job costing, consulting and project invoicing, in a computer environment. We offer a competitive salary and solid fringe benefits package to individuals seeking a challenge and want personal and professional career growth. Please *respond with your current compensation to:*
P. O. box 532 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

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BOOKKEEPER- Accounts Receivable. 30 yr. Livonia co. with IBM System seeks dependable & experienced person. Resume to: J. B.- P.O. Box 9065, Livonia, MI. 48151

BOOKKEEPER - for multi location retail store. Experience required. Livonia. Send resume & salary requirement to: 34095 Plymouth, Rd., Livonia, Michigan 48150.

BOOKKEEPER ASSISTANT - seeking outgoing person with well rounded background to assist Bookkeeper. 2 to 3 days/wk, with strong possibility of full time employment. Must be knowledgeable in Accounts Payable/Receivable & bank reconciliations, etc. Hrs. 8am-5pm. Salary negotiable. Newport Construction Ltd. after 1pm. 489-0205

BOOKKEEPER/CLERICAL
Full charge bookkeeper. Need mature individual with organizational skills to work in 2 person office in Dearborn area. Some clerical skills required. Transportation background helpful. Good salary plus benefits. Send resume to: Box 510 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
For Southfield CPA firm. Public accounting experience required. 352-3230

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Challenging opportunity in a growth oriented real estate development firm located in downtown Birmingham. Need a mature experienced person who is extremely organized & a self-starter. Computer experience necessary. Excellent benefits. Qualified individuals should send resume stating salary requirement to: Office Manger, 770 S. Adams, Suite 107, Birmingham MI 48009.

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Mount Clemens manufacturer seeks experienced bookkeeper. Prefer 3-5 years experience thru trial balance. Computer experience a must. Generous salary and benefits. If interested, please send confidential resume and salary requirements to: Ms. Nichols, P. O. Box 891, Southfield, MI 48037.

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BOOKKEEPING ASSISTANT
Growing Northville firm has full time position available in the Accounting Dept. Some knowledge of bookkeeping required. Data entry experience helpful. Apply in person at Belanger, Inc., 1001 Doheny Ct., Northville.

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