

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted
Office Clerical

GENERAL OFFICE
Supplier to automotive OEM's. Asst. Accounts Managers and Sales Engineers. keeps records and reports on sales performance and engineering projects. Process and follow up quotations and orders. Minimum 55 wpm typing, minimum years general office experience w/ OEM a preferred. Adaptability a must. Excellent benefits. \$22,000-25,000.

GENERAL OFFICE STAFF
needed for Medical clinic. Contact
Ann Marshall 349-91

GENERAL OFFICE
Full time, seasonal \$4. per hr.
Urbana area. Call Patricia between
10am-12 Noon: 421-08

GENERAL office person, for ma-
Bloomfield Hills corporation, type
wpm, good filing skills, \$11,400.
C. Margo at Uniforce 645-78

GENERAL OFFICE-Data entry ex-
perience required. Rushmore

GENERAL OFFICE
Flexible hours, good wages for person with typing, filing & basic office skills. Apply At Impressive Careers Inc., 12992 W. 8 Mile, Oak Park.

GENERAL OFFICE/BOOKKEEPER
Position available for construction company in West Bloomfield, MI.

GENERAL OFFICE HELP
Lronika company seeks entry level individual for phone answering. In clintonville, northham. mdt. 5500-5600. call 443-8888.

GENERAL OFFICE - FULL TIME
Versatile, dependable worker with reliable transportation. Must be willing to do a wide variety of tasks. Send resume to: IDEA, 261 Northwestern Highway, Suite 300, Southfield, MI 48034.

GENERAL OFFICE POSITION
Open for our expanding Recreation

General Office Clerk

We are seeking mature individuals with good typing, math and phrase skills for entry level position in Credit Dept. We require 2 Saturday mornings per month. Full time + excellent benefits including 401k and profit sharing. Please apply person:
PERSONNEL DEPARTMENT
Erb LUMBER CO

**325 S. Eton
Birmingham**
GENERAL SECRETARIES - (2)
type 55 wpm. Some word process-
ing. Assoc. or 4 yr degree for di-
vision of Big 3. Car Candy at Union
357-00

GOOD CORPORATE SECRETARY
needed - word processing skills,
grammar, spelling, accuracy, in-
termediate. Rayburn 476-4444

INFORMATION PROCESSORS for production division of Big 3. Associates in grease, type 55wpm & some word processing, secretarial experience mos. Potential management positions. Call Lucy at Uniforce 357-0100.

INSURANCE BILLING/Receptionist for busy dental office, 13 Mile & V. Dyke, Mon. thru Fri. No evens or S. Experienced in Medical or Dental billing or dental assisting necessary. Come to see us. www.dentals.com

UNDER DESK CLERK
g ink manufacturer
S. Bedford, manager

St. Redford requires
deal confidently with
the phone, has good
& can work with a
billing system. Send

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

SECRETARY

The Budd Company
2573 S. Rochester Rd.

**P.O. Box 1600
Rochester, MI 48063
Attention: Personnel**

RECEPTIONIST
ing company located in
experienced professional
at with a minimum of five
work on a confidential
staff vice presidents. Must
word and data processing
secretarial skills. mi

essential resume including
and references to Vic
Resources, Suburba

Corporation, 3825
onia, MI 48150.
portunity Employer