

502 Help Wanted | 502 Help W

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504 Help Wanted
Office-Clerical

ADMINISTRATIVE ASSISTANT
Established growing manufacturer seeks driven, responsible and a busy Sales Department. Acquires experience, important, comes to learn, possess professional with solid background in general, computer, a communication ability and ability to coordinate independently in a team oriented setting. Compensation, development, good people and benefits. Please send resumes in confidence to: Assistant, Sales Department, A & C Electronics, Inc. 3621 1st Ave. S.W. 55417

ADVERTISING SECRETARY
Creative department of national ad agency desires experienced experienced W & A candidates. Top pay.
Call Shirley 277-0234
Unifactor Temporary Services

ANALYTICAL OPERATIONS
Good opportunity, full-time, for a person with a BS in Chemistry. Good salary and benefits. Resumes to: 1014
Southern Research Corporation
21000 E. Lincoln Ave.
Livonia, MI 48150

APPOINTMENT SETTERS
Must be over 18 and able to start immediately. 114-PM.
313-613-6664

Auto Dealer
Auto dealer with 10 years exp. needs part-time person. Gooding Jim hasser for more info.
BOB JEANHOFF
PONTIAC/BUICK
PLYMOUTH, 443-2300

AUTO DEALERSHIP
Need a new car sales. Experienced preferred, but will train the right person. 443-2200

AUTO DEALERSHIP BILDER
Person with 10 yrs. exp. in a Buick, Thru, averages 5-8000. Additional training. 443-2200

Business Development
Experienced salesperson with 10 yrs. experience necessary. Starts at \$8 per hour. 443-2200

Call Mary at Hines Park
Lincoln Market 443-2424

HINES PARK
LINCOLN MARKET

BIG 3 OPPORTUNITY
Available for experienced office support.
• WordPerfect
• Excel
• Harvard Graphics
• Lotus
• Microsoft Word
Dearborn/Southfield locations

BARTCHE SERVICES
271-5454
BILLY CLEAK - Does include preparing invoices, updating logs, etc. Candidates must have 1-2 years accounting experience, knowledge of Lotus 1-2-3, strong organizational skills. We offer a competitive salary, comprehensive benefit package and pleasant working conditions. Please send resume to: Carlson Marketing Group, Accounting Manager, 3000 Old Dearborn, Suite 400, Troy, MI 48068

BILLING CLERK
Need an energetic and upbeat person for a communications/billing position for a busy physical therapy clinic. Job duties include: scheduling, billing, and reception area. Send resume to: Gorton, 6810 Southway Dr., Redford, MI 48229
No phone calls accepted.
An Equal Opportunity Employer

BOOKKEEPER - Must know payroll, bank computer, 20 hours per week. Matures, immediate to hire, Silverman's Office, Call Pat or Joyce or Joanne, 443-2200

BOOKKEEPER
Electronic, limited experience, 443-2200

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