

To place your Classified Ad, call 313-591-0900 in Wayne County, 810-644-1100 in Oakland County, and 810-852-3222 in Rochester/Rochester Hills

502 Help Wanted-Office/Clerical

RECEPTIONIST
Must have pleasant phone voice, a general clerical skills. Computer experience valuable. Immediate opening available. For more info, call
PEOPLEMAR
810-476-1000
or fax your resume today
fax: 810-476-5388

**RETAIL
OFFICE ASSISTANT**
La-Z-Boy Furniture Galleries
Now accepting applications for
immediate opening in a full time
retail clerical position. Respond

phones, data entry, customer payments, etc. Requires varied self-starter, strong organizational ability and the ability to work with the public. Some weekend work is required. Apply in person or call:

**La-Z-Boy
Furniture Galleries**
27754 Nowl Rd.
Novi, MI (810) 349-3781
(on Twelve Oaks
Service Drive)

**RETAIL OFFICE
HELPER**
La-Z-Boy Furniture Galleries seeks a dependable individual for an immediate opening in a time retail clerical position. Responsibilities include answering telephones, customer payments, filing, data entry, and stocking. Requires a minimum of 18 months strong organizational ability and 1 year experience in basic office skills. Some weekend work required. Apply in person only.

Furniture Galleries
27754 Now Rd.
810-349-3700
(On Twelve Oaks Mall
service, drive)

Rochester Hills company
sharp, personable reception
w/assistant communication, c
national sales, (8-line phone),
daily full-time, Call Bu
810-450-9200 or fax
phone no. to 810-450-

RALES ASSISTANT

SALES AUDIT CLERK
FULL TIME
General auditing duties, details involving checking and verifying inter receipt totals and bank disbursements. Experience on 10 key calculator and basic handwriting. Letter of interest to:

SALES SECRETARY
Auto parts manufacturer
unique opportunity. Seeking
motivated individual to support
sales department. Qualified
candidate should be highly orga-
nized, detail oriented with strong
communication skills. Excellent work en-
vironment. Competitive salary
benefits, 401K, and quarterly
EOE / Drug Screening. Send re-
sume and salary requirements to:
P.O. Box 51424

SCHEDULER
Good customer relations &
experience helpful. Livonia
313-427-2070

SECRETARIAL
PART-TIME. Real estate office.
Livonia seeking a Secretary. Good
phone etiquette required. Con-
siderable plus. Schedule can be full-
but typically evenings & one week
day. Contact Anne Morris, Can-
flow at (313) 464-1111

SECRETARY/ACCOUNTANT

**SECRETARY/
BOOKKEEPER**
Needed full time to organize new
company in Bloomfield Hills. Great
place to work. Hours: 9am-5pm.
\$18,000-\$21,000 plus paid
insurance. Will consider job-seekers
Fax resume to: (810) 594-1111

**SECRETARY/DATA ENTRY
CLERK**
for one person office at Waterbury
machine shop. Mature, dependable

SECRETARY - Experienced, 10-12 hrs. per week, for person Birmingham law firm. Microsoft Word, Outlook, FileMaker Pro. Call 610-642-4444.

SECRETARY
Full-time, for personal injury firm in the Birmingham area.
FAX resume to: (810) 258-4600.

EMPLOYEE CLASSIFICATION CONTINUED

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