

502 Help Wanted.

ENGINEERING COORDINATOR:

Grass Craft Manufacturing Co. has an immediate opening. Essential job functions include a demonstrated PC literacy, and the ability to analyze and resolve problems or questions relating to all change requests, bills of material & routings. Job requirements include 2 yrs. minimum experience in an office environment, above average analytical & organizational skills; excellent written & interpersonal skills.

Epoch Enterprises, Inc.
A Restaurant Management
Company located in Bingham
Farm is now accepting

resumes for:

**ACCOUNTING
CLERK**

Duties include accounts payable, payroll, cash work. Full time, Mon-Fri. 8:30-5. Prior experience in Bookkeeping or Accounting a Plus. Good with numbers and computer skills. Send resumes to:

Corporate Controller
EPOCH ENTERPRISES, INC.
31000 Telegraph Rd.
Suite 120
Dingham Farm, MI. 48025
or FAX to: 810-594-0505

Executive Secretaries
\$30-\$35K, Great Benefits
Many Presidents & CEO's rely on

Harper to find their Administrative Assistants/Executive Secretaries. If you enjoy a posh, professional environment & have terrific clerical & people skills, we may have the unique opportunity you've been looking for. Call/ fax resume to: Gloria, 810-932-1170. Fax 810-932-1214. Harper Associates, 29870 Mid-Siebek Farmington Hills, MI 48334.

FAST CASH!!
WORK TODAY....
GET PAID
THE SAME WEEK!!!
Read more... See Below

POSITIONS AVAILABLE
for experienced

- Word Processors
- Data Entry Operators

(810) 353-7050

EMPLOYERS
TELECOMMUNITY SERVICES, INC.

E.O.E.

FILE CLERK
for large law firm. Strong computer skills. Extensive benefit package. Salary commensurate with experience. Reply to: File Clerk, Box 43932, Detroit, MI 48220.

FILE CLERK
Lyons area. Typing skills necessary. SA on-site. No exp. req. Exp. benefit.

FILING CLERK-MESSENGER
for Town Center law firm. Prior law firm experience preferred. This full-time position offers health insurance, life insurance, and disability insurance. Excellent starting salary for the right candidate. Please send resume to C/O Administrator, Mason, Steward, Jacobs & Perlman, 4000 Town

FULL/PART TIME for entertainment company. Responsible individual w/excellent communication skills & computer knowledge 810-477-3327

FULL TIME Executive Assistant needed at our fast growing Tech Center located in Plymouth. Qualified w/ posses excellent organizational

Word Processing and customer service skills. Excellent salary & benefits. Please send resume to Attn: Office Manager, 47785 W. Anchor Court, Plymouth, MI 48170.

GENERAL OFFICE CLERK
Entry level position. No experience required, will train right person. Candidates should be energetic, dependable and a high school graduate. Full time position, Mon-Fri, 8:30-4:30am.

GENERAL OFFICE - clerical, full time. Phone, fax, data entry. (810) 348-0550

GENERAL OFFICE CLERK needed for Farmington Hills law firm. Must have excellent organizational & communication skills. Call Kim at (810) 442-0510 or fax resume to:

(810)442-0518 or forward to 37000
 Grand River Ave., Suite 350, Farmington Hills, MI 48335
GENERAL OFFICE
 Filing, phones, other duties. Must be friendly & outgoing for busy Dearborn doctors' office. Bob: 313-565-5600
GENERAL OFFICE/RECEPTIONIST
 in Livonia and Farmington, Gre

opportunity for a real go-getter.
 Call 313-464-7070

 An Equal Opportunity Employer
 GENERAL OFFICE
 1 person office incl. direct line and

GROWING MOVIE Communications firm is seeking an entry level Clerk to provide general clerical support. Two to three years experience in a business or technical environment. Microsoft Office experience preferred. Answer phones, responsible for daily operations. Bookkeeping and computer experience. Fax resume and salary to: (810) 737-6581.

Clover Communications, Inc.
41290 Vincent Ct
Novi, MI 48375
Attn: Debbie Mason-C

EEO

HEATING/AIR CONDITIONING

TECHNICIANS needed for construction company. Must have experience in refrigeration and recovery. Send resume to: P.O. Box 308, Southfield, MI 48037.

HUMAN RESOURCE position available in Warren area. Experience in benefits program necessary. Send details of education, training, previous job duties and earnings to: P.O. Box 1001, Warren, MI 48090.

KEYPUNCH/DATA ENTRY OPERATORS
We are looking for experienced operators for our day & afternoon shifts at our Uxonia office. Full-time. Call for appt. INFO DATA CORP. (313) 422-8900