504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT TO COMPANY PRESIDENT
Enjoy diversity? Thrive on challenge? High Tech manufacturing company seeks energetic self-starter for key position. Polished smarts, typing 35wpm, general accounting skills, knowledge of spreadsheet & word processing programs. Starting salary $17,000 to $19,000, company paid benefits. Push now, office in Troy. Contact Marie Montante 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

ACCOUNTING CLERKS
Needed for TEMPORARY positions coming in daily. Computer skills needed
• Lotus
• Peachtree
• Brightworks
• Platinum
• Simkins
• Open systems
• Autjac
• Dacasy
• Excel
If you have experience in ANY of these software's, call or send resume to Diane
ACCOUNTANTS ONE
24133 Northwestern Hwy. Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTS RECEIVABLE CLERK
Southfield based property management firm seeks full time clerk to handle accounts receivable clerk. Computer & Lotus 1-2-3 experience required. Good benefits. Send resume to: T. Hinson, P.O Box 35425, 7-Oaks Station, Detroit, MI 48235
Attention

EXCITING CHALLENGING REWARDING
That sums up our clerical positions whether your re in need of a career change or in between jobs. Kelly Temporary Force can help. We offer full and part-time jobs on either a long or short term basis. Take advantage of the flexibility temporary work has to offer. You can also practice your computer skills at our office before accepting a job.
Call now & let us get you started
• Data entry
• Dictaphone
• Word processing
• Typist - 45 wpm
• Legal secretary
• General clerical
WESTLAND - 728-6770
YPSILANTI - 481-8760
FUTURE FORCE
TEMPORARY HELP SERVICE

ATTENTION!
PROFESSIONAL SECRETARIES
Excellent opportunities are available in NW Suburban area. Offering excellent benefits, competitive salaries and potential growth. Must have strong secretarial skills, typing 60 + computer literate. WordPerfect 5.0, Lotus 1-2-3, Desktop Publishing, and/or graphics a plus.
Please call Pam Janson for immediate interview - 553-2444
AMERICAN PERSONNEL
All fees Paid by employer

AUTO SWAPPER is currently hiring Customer Service Representatives to staff its Farmington Hills office. Responsibilities include answering incoming phone calls, answering customer inquiries, solving customer problems, entering advertising information & setting appointments. Good phone voice a must. Apply in person at 32615 Folsom Rd., Farmington Hills. Or call Kevin Evans 474-3310 ext. 57

BLUE CROSS BILLER
Full time position in the Central Business Office for a hospital Outpatient Blue Cross Biller. Must have experience in initial and follow up hospital billing. Must be able to type 40-50 wpm. Requirements include one year experience with HBPP and Blue Cross forms and use of CRT's and PC's. Please send resume to:
HORIZON Health Systems
26100 American Dr.
P.O. Box 5153
Southfield, MI 48086-5153
Attn: Human Resources
NO PHONE CALLS
An Equal Opportunity Employer

RETAIL STORE looking for full time Bookkeeper. Couple of years experience. Send applications with wage requirements to: Box Keeper, P.O. Box 279 Farmington, Mi. 48335

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Part time, 9-12, Mon.-Fri., computer background. Farmington Hills. Call IDS/American Express 626-1600

ADMINISTRATIVE SECRETARY
Major metropolitan health care system has an immediate opportunity for an experienced Administrative Secretary reporting to the Associate Administrator for Human Resources. Responsibilities include processing personnel actions for all management and physicians staff, preparing a variety of complex correspondence and providing administrative support for the Human Resources Management Staff.
Requirements include 5 years Administrative/Executive Secretarial experience (Associates Degree and experience in a human resources environment preferred), strong typing, shorthand, computer (WordPerfect and DOS/HR Mi and interpersonal skills and the ability to work independently in a demanding fast paced environment.
We offer a competitive wage and a comprehensive benefits package. Please respond with resume, including salary history, to
BOX 326
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
Headquarters of leading national multi-plant company. Requires experience & excellence in word processing, personal computers, correspondence, organizational & audit skills, confidentiality & ability to perform various tasks for executive group. Compensation dependant upon past experience & capabilities. Complete resume to Mr. Kent, Lifetime Doors, Inc., 30700 Northwestern Hwy., Farmington Hills, MI 48334. 851-7700

ADVERTISING agency needs experienced word processor with Office, or equivalent training. Call Violet at UNIFORCE 357-0644

BILLING OFFICE MANAGER - rapidly expanding medical practice needs a take charge person. Management & medical billing a must, salary based on qualifications, excellent fringe benefits. 561-6420

BOOKKEEPER
Busy Southfield based property management company needs bright detail-oriented Bookkeeper. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI 48086

BOOKKEEPER - Established sports marketing company in need of person to handle high volume accounts receivable/payable and misc. administrative duties. Requirements: college accounting, pride work habits, Lotus 123 and word processing. Must be organized and efficient. Competitive salary, health, dental and the opportunity to travel. Send resume with references to 303 Kenyon, Troy, MI 48083

BOOKKEEPER
Full Charge. Mature person for full-time future. Experience on computer. Excellent salary. Send resume to: Box 340 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge manufacturing company in Troy, computer experience in payables, payroll & receivables, high record experience, all bookkeeping, permanent position, competitive salary & benefits. Send resume to Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - part time, with secretarial, salary 3-5 yrs experience in knowledge of Lotus & Quicken or similar accounting program for RE. Salary commensurate with experience. Send resume to Burlington, 23870 Middlebelt, Farmington Hills, MI 48336 or call 478-0322

BUSINESS OFFICE MANAGER
An exciting opportunity exists in our long term care facility for an aggressive individual to manage the operation of our business office. Responsibilities include A/R billing, A/P & payroll with residents & families. The ideal candidate will be very organized and experienced at billing for Medicare, Medicaid & Blue Cross. Computer experience is preferred. Please send resume or apply in person to Alexander Manor Living Center, 718 W. 4th St. Royal Oak, MI 48067
An Equal Opportunity Employer

CASHIER/CLERICAL
OLDE DISCOUNT Corporation seeks a sharp professional person for our Detroit, Livonia, W. Bloomfield & Troy offices. Duties include typing (40wpm minimum), light filing, answering phones, & some customer contact. Candidates will have the potential for advancement in the brokerage industry. Compensation includes full benefits. Qualified candidates should send resume to:
Olde Discount Corporation, National Sales Dept., 751 Griswold St. Detroit, MI 48226. Attn: Tony Gauge or call 1-800-937-6606

Claims Reviewer immediate full time with medical specialty. Background data entry experience preferred. Resume and salary requirements to PO Box 547 Lathrup Village 48076

504 Help Wanted Office-Clerical

LAW FIRM BOOKKEEPER needed full time for 6 months and part time there after. Requires knowledge of personal injury law and general accounting. Must be proficient in computer operations, knowledge of McIntosh a plus. Send resume/salary requirements to Office Manager, 260 East Brown St. Suite 260, Birmingham, MI 48009

BOOKKEEPER
Full charge
Through financial statement
Strong computer experience. North-east Oakland county location
Salary to $28,000
Call Terry
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER/SECRETARY
Part time position for photography studio. Bookkeeping experience a must. Computer experience necessary including WordPerfect. Send resume to: Bookkeeper/Secretary, 26877 Northwestern Hwy., Ste. 200, Southfield, MI 48034

CASHIERS
FINANCIAL SERVICES
Part time positions available. Must be available weekdays, evenings and holidays
Qualifications include 35wpm accurate typing and 1 year related experience in a health care centered environment or related banking function. Additional experience with various health insurance plans preferred.
Please send resume to:
PROVIDENCE
16001 W. Nine Mile
Southfield, MI 48075
An Equal Opportunity Employer

CLERICAL
Computer/copy aggressive individual for entry level clerical position with major transportation company. Needs good math aptitude, typing and data entry helpful. Excellent benefit package. Send resume & salary requirements to:
Clerical Position, Box #315, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - CPA firm looking for clerical help with very flexible schedule, part time. Resume to:
Clerical 23917 Cass
Farmington, MI 48335

CLERICAL/CUSTOMER RELATIONS position available in fast paced sales office. Seeking a mature individual with good communication skills. Varied responsibilities processing orders, filing, phones and light typing. Call Carol at Select Communications 683-2600

CLERICAL
ENTRY-LEVEL
Full time (days, 8-5) entry level position open at our Troy headquarters. We offer an excellent benefits package, competitive pay and advancement opportunities in an attractive modern office setting. Respond by submitting a resume with salary expectations to:
General Office Clerk - KK
P.O. Box 7024
Troy, MI 48007-7024
An Equal Opportunity Employer

CLERICAL - Part time mats. Top industrial company. Typing must. Experience helpful. Call between 8am-4pm 475-4600

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to accurately order pressure sticks to work with little supervision & have handwriting recognition. WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Flexible provides for a competitive salary & benefits package. Qualified candidates forward resume in confidence to Clerical Support, P.O. Box 779, Detroit, MI 48231

CLERK
Full time in Canton for well organized person. Knowledge of Datatrek. Call after 12noon 981-2325

CLERKS
Full time positions in Troy, Southfield and Farmington. Gen mainte. Light assembly, light filing, typing and typing. Positions pay $5.00 per hour and up. Call Phil for a personal interview.
TSI OFFICE SERVICES 559-7088

CLERK - With office experience. Filing & clerical a must. Full time days. Benefits. Livonia area 532-9640

504 Help Wanted Office-Clerical

Non smoking Farmington Hills office seeks a telemarketer, evening shift 2pm-8pm Mon.-Fri., 30 hrs. week. $5.00 an hr. plus commission. Post Card Clerk. Mon.-Fri., 30 hrs. week, entry level handwriting. $6.00 an hr. Apply in person Mon.-Fri., 28264 Ford Rd., Garden City or call 522-5678. EQUAL OPPORTUNITY

CLERICAL POSITION with Livonia kitchen and bath design firm. Knowledge in computer and word processing helpful. Call 271-4900 or 422-1100

COMPUTER OPERATOR
For Southfield CPA firm. Light bookkeeping, knowledge helpful. Part time 20 hrs. a week, afternoon hours. Call 354-4044

COMPUTER OPERATOR - mature individual needed for full time position - Southfield location. Hours 10:00pm-7:00am. Must have previous experience in computer operations. Excellent math ability needed. Must be able to work independently & with minimal supervision. Salary commensurate with experience. Good resume including salary requirements to: P.O. Box 5093, Southfield, MI 48076

CREATIVE advertising agency requires word processing secretary. Multi-task environment. Call Chris Cash at UNIFORCE 357-0644

CUSTOMER SERVICE REPRESENTATIVE
Fast paced health insurance agency has full time position for individual with good personality & strong clerical skills. Please send resume to the attention of Linda Gordon, 39555 Orchard Lake Road, Suite #400 Farmington Hills, MI 48334

DATA ENTRY CLERK
A contingency position is available in the Quality Assessment Department. Requirements include 40 keystrokes per minute. Will also train for secondary position.
Candidate must have 2 years experience in data entry and solid knowledge of medical terminology. Please contact Ann Marie Bergman at 471-8596 or send resume to Human Resources Department
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336
An Equal Opportunity Employer

DATA ENTRY CLERK, Entry level position available. Requires strong 10 key skills. Pleasant manner, general bookkeeping. A non smoking environment. Call 476-8010 PO Box 2845 Livonia 48151

DATA ENTRY
Growing mail order company has positions for motivated Data Entry Personnel. Must type 65 wpm accurately with excellent typing skills, some or general office duties a plus. Work in air conditioned comfortable Canton office. 20300 Civil Center Dr. Suite 200 Southfield (10 Mile & Evergreen) 948-9820

DATA ENTRY OPERATORS needed immediately. Light typing. Flexible hours. Temporary to perm. Must be age/mature 55 again. For appointment Call 595-4774

DATA ENTRY/
RECEPTIONIST
Full time position available at our Detroit office. Must possess excellent telephone skills, have data entry experience (Data Entry is strong clerical support function necessary). Excellent benefit package. Please fax resume to CONTRACT INTERIORS (248)355-

ENERGETIC, self-motivated clerks desired by major Southfield insurance company. $5/hr.
Call Heather at UNIFORCE 262-0048

ENTHUSIASTIC Outgoing Telemate for reception desk at beautiful Farmington Hills office. Special office. Good clerical skills helpful. Good to new sales a plus. Some computer experience helpful. Call Mary Ann Kay 9am to 4pm 433-3639

EXECUTIVE LEGAL SECRETARY
With excellent typing, word processing and transcription skills wanted. Includes sole position in a practice. Must have excellent knowledge of Word Perfect 5.0. Organization, dedication, confidence and a pleasant manner a must. 344-1900

EXECUTIVE SECRETARY
Leading corporate secretarial position. Typing 60wpm. Four years in recent history. Send resume to:
DIVERSIFIED CHOICES CO.
22700 Haggerty Road, Suite 106
Novi, MI 48377 Fax 348-8777
An Equal Opp. Empl. 344-6262

EXECUTIVE SECRETARY
Large corporation agency is seeking a skilled secretary with excellent typing, shorthand/Filepro typing 70 WPM.
Excellent benefits
Excellent salary
Excellent environment
Executive Secretary

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Perform all duties required of an Executive Secretary to the Plant Manager, Production Manager and other staff. Prepare confidential reports, minutes, agendas. Type 60 wpm. Shorthand 80-90 wpm. Knowledge of Lotus 123. Ability to prioritize and organize work with little or no direction. Supervise and coordinate clerical and processing workload. Transcribe finished copy from a dictaphone. Minimum 5 years in Business or equivalent. Excellent skills in grammar and writing skills. Experience in word processing, computer, business and office practices. Require two or more years experience as an executive secretary.
Mail resume to:
Hoover Corporation
Box 6727 - Plymouth, MI 48170
Attn: Mrs. O Malley - Dept. 1090-10
An Equal Opportunity Employer

FAST PAYMENT - Insurance company requires customer service representative. Call Sherry at UNIFORCE 473-2931

FRETTER, INC. - Currently has a full time general office position available. Duties include: typing, phones and math aptitude required. Individuals should be detail oriented and have good communication skills. Send resume to: Fretter, Inc., 39001 Schoolcraft Road, Livonia, MI 48150

TIRCY based mortgage co. looking for Processing Assistant. Experience helpful but not necessary. Word processing a - Call to
Mrs. Stevens 37100 ext. 130

GENERAL CONTRACTOR seeks mature individual, experienced in coordinating multi-phase jobs. Good typing a must. Send resume to: 2290 Auburn Rd., Auburn Hills, MI 48326
An Equal Opportunity Employer

GENERAL OFFICE
Great opportunity for a mature experienced individual to join our corporate office in Northville. Must have professional telephone manner, excellent typing skills, good organizational skills. Some computer experience helpful. Pleasant work environment. Send resume to:
General Office, P.O. Box 819
Northville, MI 48167

GENERAL OFFICE
Southfield firm in need of inquiries, typing and expansion to typing 50 wpm & good with figures. Beginners in company. Hours 9am-5pm. Apply in person at 26400 W. 8 Mile Southfield (between Beech Daly & Inkster)

GENERAL OFFICE CLERICAL. Non smoking, fast paced, Professional Office. Part-time 20-25 hrs. a week. Light data entry, accounts, copy machine, introductions, letter or phone. Call Ann 244 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GROWNETS Worldwide manufacturer in Farmington Hills seeks stationery advice. 1-2 years inside sales experience, typing necessary. $15,500 to start. Call Debbie at UNIFORCE 473-2934

HEALTH CONSULTANT CLERK
Has an immediate opening for a part time Secretary/Receptionist. Must have excellent typing skills, knowledge of medical terminology, excellent telephone dictation, computer literate, ability to multi-task. Ideal candidate must demonstrate minimum 60 wpm accurate typing, excellent grammar, proficiency in dictaphone experience, effective verbal & written communication skills, ability to work independently, high energy, organized, & focused detail. Please fax resume to: Training Coordinator 313-459-8180 or mail to: 250 Mill St., Plymouth, MI 48170

HEAVY DUTY sales man. Hours 7am-3pm. Minimum 2-3 years experience. Apply in person. Ken Nelson Ford, 27777 Franklin Rd. Suite 1400, Southfield, MI 48034 or call 352-3730

HUMAN
RESOURCE
ASSISTANT
Troy based international company seeks an experienced Secretary/Receptionist to assist the Human Resources staff. Strong interpersonal organizational skills are required. This position offers excellent opportunity to expand previous office experience in a growing environment. This is an entry level position with a competitive wage and fringe benefit package. Qualified candidates forward resume to: Human Resources, 1950 Kirkpatrick, Troy, MI 48007-3951
An Equal Opportunity Employer

PROPERTY CASUALTY INSURANCE company looking for part time data entry. Knowledge of insurance experience. Mon. Fri. 1-5. Call Sherry at UNIFORCE 535-8300

INSURANCE AGENCY in Southfield needs experienced personal lines CSR. Individual salary & working conditions. Job may be permanent or temporary. Call Sherry at UNIFORCE 473-2931

INSURANCE AGENCY in Southfield needs experienced personal lines CSR. Individual salary & working conditions. Job may be permanent or temporary. Call Sherry at UNIFORCE 473-2931

INTERNATIONAL engineering firm requires word processor with Dca Star experience. Call Kathy or Cal Jennifer at UNIFORCE 646-2644

LEADING technology company seeks experienced receptionist/switchboard operator. $7/hr. Call Margaret at UNIFORCE 649-9340

LEGAL Administrative Secretary. W. Bloomfield law firm seeks experienced WordPerfect 5.1. 683-1000

504 Help Wanted Office-Clerical

LEGAL ASSISTANT - Must have experience legal research skills. Duties include research in a state area and support of Assistant General Counsel for CIGNA companies. Excellent fringe benefits. Send resume to: Paul Kaplan, 27777 Franklin Rd. Ste 1315, Southfield, MI 48034 or fax 352-3730

LEGAL
SECRETARIES
Let our 10 years of service and expertise work for you. Temporary to permanent, regular hours available. The agency for Legal Secretaries.
ALL FEES TEMPORARY PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY experienced. For Pleasant Southfield Personal Injury Practice. Must be detail oriented, excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to: Bradley, Wilson & Ross, P.O. Box 2267, Southfield, MI 48037-2267. All replies confidential

LEGAL SECRETARY
For Trusts & Estates. Word processing and at least 3-4 yrs. legal experience. Knowledgeable (planning) required. Non smoker. Send resume to: Secretary, Box 1000, P.O. Box 9048A, Troy, MI 48084

LEGAL SECRETARY
Farmington Hills sole practitioner with general practice & emphasis on collection matters seeks high skills, knowledge of court procedures & ability to handle office management. 737-7700

LEGAL SECRETARY - Part Time with possible future full time. Good typing & filing skills a must. Farmington Hills area. 932-4000

LEGAL SECRETARY
For Plymouth law firm. General practice experience, excellent skills required. Benefits and salary commensurate with experience. 453-4044

LEGAL SECRETARY 3 attorney law firm in pleasant Farmington Hills office. Must be self motivated, mature person with 60+ wpm. Word Perfect 5.1 preferred. Salary commensurate. $7.00-$8.50 hr. 553-8310

LEGAL SECRETARY
Experienced only for Birmingham Southfield area. Must know Word Perfect. Workers Compensation experience helpful. Benefits available. Call Diane 646-2211

LEGAL SECRETARY
Downtown Detroit law firm seeks an experienced legal secretary. To be considered candidate must demonstrate minimum 60 wpm accurate typing, excellent grammar, proficiency in dictaphone experience, effective verbal & written communication skills, ability to work independently, high energy, organized, & focused detail. Please fax resume to: Training Coordinator 313-459-8180 or mail to: 250 Mill St., Plymouth, MI 48170

LEGAL SECRETARY - Experienced Trusts & Estates. Word Perfect 5.1. Non Smoker. Call 932-2130 Farmington Hills

LEGAL SECRETARY
Immediate opening for a full time Secretary. Must have good typing skills. Word Perfect 5.1 preferred. Salary commensurate with experience. Call Barbara 851-8787

LEGAL SECRETARY
Busy Troy firm, mainly corporate, seeks candidate with 2-3 years experience. Word Perfect 5.1 preferred. Salary commensurate with experience. Call Barbara 851-8787

LEGAL SECRETARY