EMPLOYMENT

504 Help Wanted Office-Clerical

BOOKKEEPER

Bloomfield Hills residential builder & property management firm has opening for an individual with bookkeeping experience. Will also handle other general office & computer duties. EOE.

Send resume to The Benecka Group, 200 E. Long Lake Rd. #185, Bloomfield Hills, MI 48305. Attn. Barbara

BOOKKEEPER

Credit Union seeks Audit Person, full-time 2 yrs minimum financial experience only. Send resumes only to: Accounting Mgr., 660 Plaza Dr, Ste 2370, Detroit, MI 48226

BOOKKEEPER/DATA ENTRY

Flexible hours, weekends available, must be dependable, strong accounting skills, work well under pressure, must type at least 40 wpm. Send resumes to: Trading Times, 33523 W. 8 Mile, Livonia, MI 48152. Attn: Accounting Dept.

BOOKKEEPER - EXPERIENCED

Resumes should include experience working with books of original entry for cost centers and preparing financial statements, preparing budgets and working with payroll and related taxes. Must be computer literate and prefer experience with computer networks. For information and make application call Dev: (313)660-2111

BOOKKEEPER - Full time. Experience necessary. Call W. 12 Mile, Suite 201, Southfield. Call Kashat Accounting at 352-5520

BOOKKEEPER

Growing home building company seeks experienced person interested individual to handle all financial matters including computerized accounting system. 3 years previous experience preferred. Proficiency w/ computerized accounting mandatory. This is a full time position with a tremendous amount of responsibility & growth potential. Send resume: PO Box 99343 Troy, MI 48099-9313

BOOKKEEPER

Leading property management company seeks a full-charge bookkeeper for our Belleville apartment community. Successful candidate must have excellent communication skills, a bachelor degree in accounting and knowledge of general office procedures. Non-smoking office. Send or fax resume to:
49000 Denton Road
Belleville, MI 48111
Or FAX to:
313-697-5550

BOOKKEEPER needed for Southfield medical office. Part-time, Mon. & Wed. afternoons. Experience with Quicken necessary. Call: 559-2417, leave message.

BOOKKEEPER

Oak Park Florist - Full charge to financial statement. Experience required. Call between 3-5pm. 399-7306 , Ask for Vickie

BOOKKEEPER/OFFICE MANAGER

Plymouth area. Skills must include heavy bookkeeping on computerized system with payroll, general ledger, accounts payable & receivables. Pleasant working environment. Excellent customer service & phone duties. Only experienced, organized individuals need apply. Call 453-1040

BOOKKEEPER/OFFICE MANAGER

Busy Northville law firm needs personable, knowledgeable, efficient individual to assist in bookkeeping tasks (4 hrs. per day). Salary & benefits negotiable. Resumes to Dave at: 313-349-6030

BOOKKEEPER: Part-time for busy Southfield law firm. Must have bookkeeping, typing & filing experience. Hours & days depending on qualifications. Send resume to:
Office Administrator
PO Box 2530
Southfield, MI 48037

BOOKKEEPER/PART TIME

Working knowledge of payroll. Word, Perfect & Dac Easy. Call between 8-12 noon only. 335-3900

BOOKKEEPER

Part-time, start immediately. Travel agency experience mandatory with bookkeeping computer knowledge of ARC report essential. Southfield area. Call 851-9350

BOOKKEEPER. PART-TIME

3 days a week in Livonia
Fax/Send resume to:
CORPORATE PERSONNEL SERVICES
11756 Newburgh Rd.
Livonia, MI 48150
FAX: (313)953-0368
NO FEE E.O.E.

BOOKKEEPER/RECEPTIONIST

For small Birmingham law firm. Call Debbie 642-7177

BOOKKEEPER - South/wide Computerized Accounts Payable, Accounts Receivable, Payroll, Monthly reports & posting. 8 weeks. Start ASAP
TEMPORARY RESOURCES
737-1711

BOOKKEEPER (Inv trial balance & payroll). Skills required include Fluent in Microsoft, 1-375/School, craft area, high smoker, 8a-4:30p. Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER with some management responsibilities for a real estate in Livonia area. Send resume to Shindel, Schwerz, Rock, 30230 Orchard Lake Rd. #250, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

Bookkeeper/Restaurant

Must have full service restaurant accounting experience, expertise. $8-$10/hour, full time. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

BOOKKEEPER/SECRETARY

Chaldean firm seeking permanent position for motivated individual. Ideal candidate will possess minimum 2 years experience in full charge bookkeeping and word processing. Experience in Microsoft Word for Windows and Great Plains Accounting Software are highly desired. Duties will include office management, bookkeeping through financial statements, and secretarial work. This is an excellent full-time position for the right individual. Please send resume and salary requirements to:
SELECTIVE ELECTRONIC, INC.
21654 Melrose Ave. Southfield, MI 48075. Attn: Personnel

BOOKKEEPER
with experience. Apply at:
ABC Hardware Dealer,
4405 Highland Road, Waterford.

BOOKKEEPER - with 5 or more years experience in books of original entry for cost centers and preparing financial statements, preparing budgets and working with payroll and related taxes. Must be computer literate and prefer experience with computer networks. For information and make application call Dev: (313)660-2111

BOOKKEEPER - Full time. Experience necessary. Call W. 12 Mile, Suite 201, Southfield. Call Kashat Accounting at 352-5520

BOOKKEEPER

Growing home building company seeks experienced person interested individual to handle all financial matters including computerized accounting system. 3 years previous experience preferred. Proficiency w/ computerized accounting mandatory. This is a full time position with a tremendous amount of responsibility & growth potential. Send resume: PO Box 99343
Troy, MI 48099-9313

BOOKKEEPER

Leading property management company seeks a full-charge bookkeeper for our Belleville apartment community. Successful candidate must have excellent communication skills, a bachelor degree in accounting and knowledge of general office procedures. Non-smoking office. Send or fax resume to:
49000 Denton Road
Belleville, MI 48111
Or FAX to:
313-697-5550

BOOKKEEPER needed for Southfield medical office. Part-time, Mon. & Wed. afternoons. Experience with Quicken necessary. Call: 559-2417, leave message.

BOOKKEEPER

Oak Park Florist - Full charge to financial statement. Experience required. Call between 3-5pm. 399-7306 , Ask for Vickie

BOOKKEEPER/OFFICE MANAGER

Plymouth area. Skills must include heavy bookkeeping on computerized system with payroll, general ledger, accounts payable & receivables. Pleasant working environment. Excellent customer service & phone duties. Only experienced, organized individuals need apply. Call 453-1040

BOOKKEEPER/OFFICE MANAGER

Busy Northville law firm needs personable, knowledgeable, efficient individual to assist in bookkeeping tasks (4 hrs. per day). Salary & benefits negotiable. Resumes to Dave at: 313-349-6030

BOOKKEEPER: Part-time for busy Southfield law firm. Must have bookkeeping, typing & filing experience. Hours & days depending on qualifications. Send resume to:
Office Administrator
PO Box 2530
Southfield, MI 48037

BOOKKEEPER/PART TIME

Working knowledge of payroll. Word, Perfect & Dac Easy. Call between 8-12 noon only. 335-3900

BOOKKEEPER

Part-time, start immediately. Travel agency experience mandatory with bookkeeping computer knowledge of ARC report essential. Southfield area. Call 851-9350

BOOKKEEPER. PART-TIME

3 days a week in Livonia
Fax/Send resume to:
CORPORATE PERSONNEL SERVICES
11756 Newburgh Rd.
Livonia, MI 48150
FAX: (313)953-0368
NO FEE E.O.E.

BOOKKEEPER/RECEPTIONIST

For small Birmingham law firm. Call Debbie 642-7177

BOOKKEEPER - South/wide Computerized Accounts Payable, Accounts Receivable, Payroll, Monthly reports & posting. 8 weeks. Start ASAP
TEMPORARY RESOURCES
737-1711

BOOKKEEPER (Inv trial balance & payroll). Skills required include Fluent in Microsoft, 1-375/School, craft area, high smoker, 8a-4:30p. Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER with some management responsibilities for a real estate in Livonia area. Send resume to Shindel, Schwerz, Rock, 30230 Orchard Lake Rd. #250, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

CLERICAL

Mature individual for small professional office in downtown Plymouth for approximately 30 hrs. per week. Duties include answering phone, making appointments, filing, computer entry. Will train on our system but MUST have basic computer knowledge. Word Perfect or other software experience helpful. Send resume to: P. O. Box 6233, Plymouth, Mi., 48170.

CLERICAL

Small suburban office has an immediate entry level position available. Responsibilities include general office duties. Word processing experience helpful. Send resume & salary requirements to:
ATTN: GENERAL MANAGER
7600 W 14 Mile RD.
CLAWSON, MI 48017

CLERK- Mature, Needed part-time for busy office. Duties include filing, light typing, bookkeeping. Some computer experience necessary.
659-7100 ext. 226

CLERK/TYPIST - Farmington
12 Openings - 35WPM
Long term assignments
TEMPORARY RESOURCES
737-1711

CLIENT SERVICE ASSISTANT

For Southfield brokerage firm, experienced Series 7 license preferred plus. Experience on PC & various software needed. Send resume to: Box 924
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

COMPUTER OPERATOR

Experienced in IBM AS400 environment, to operate all computer & insurance benefit program work. Located in Auburn Hills. Full time position. Wages & benefits commensurate w/experience. Send resume to: B.I.S., Inc., PO Box 214869, Auburn Hills, MI 48321.
Or call for interview: 373-5804

CUSTOMER SERVICE/CLERICAL

Livonia distributor has full time position; order entry, inventory, reception and general office. Must have high School education & experience. Apply in person: Mon thru Fri 9:00 - 5:00, Allied Electronic Systems, 12110 Hubbard, Livonia, or Plymouth Rd/E of Farmington.

CUSTOMER SERVICE

Full/part time, long term opportunities with prestigious Troy and Auburn Hills firm. Light computer experience. Two shift opportunities. Call Jane 646-7664
Livonia Temporary Services

CUSTOMER SERVICE

Immediate opening for an upbeat, high-energy people person! Work with one of Michigan's largest distributors of office products. Must be dependable, motivated, & have common sense. Fast paced environment with heavy phones & data entry. Apply in Person at Business Resources, Inc., 41854 Koppernick, Canton, MI.
An Equal Opportunity Employer

Customer Service

Entry level openings available in the Customer Service Department of the World facility of the nation's largest copier company. We are looking for personable people who are self-motivated and have good phone skills. Positions involve some evenings and some weekends. Full benefits. Apply in person 10am-3pm, Mon. thru Fri.
QUALEX, INC.
43045 W. 9 MILE RD.
(just east of Novi Rd.)
Northville

CUSTOMER SERVICE
(Part-time)

We are seeking individuals with pleasant phone manner, excellent customer service assistance. Responsibilities will include responding to over 100 telephone inquiries per day & general clerical duties. 16hrs/week, Mon, Tues, Thurs, Fri 10am-6:45pm. We offer a competitive benefit package. Interviews Wednesday, Call or apply Mon-Fri 9am-4pm

SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27333 Farmington Road
Farmington Hills, MI 48334
(corner of 12 Mile)
Equal Opportunity Employer M/F/D

CUSTOMER SERVICE REPRESENTATIVE

Dilco Laboratories, a world leader in products for the microbiology laboratory has an immediate opening for a Domestic Customer Service Representative.

This position, located at our Administrative Center in Livonia, is responsible for assisting customers, coordinating order fulfillment, maintaining customer files and other related duties. Qualified candidates should possess excellent interpersonal skills, computer experience and excellent writing skills. Previous experience is desirable.

If you enjoy people and are a team-player, submit your resume and salary requirements in confidence to:
Dilco Laboratories, Inc.
Attn: Human Resources-CSR
P.O. Box 331058
Detroit, MI 48232-7058
An Equal Opportunity Employer

DATA ENTRY/CLERICAL

$6-$8/hr. Temporary positions in Pontiac, Auburn Hills & Livonia. General office, filing, phones. Banking experience helpful.
EmploymentGroup
583-1919
Never a Fee CO.E/M/F/H

DATA ENTRY 6:00 AM - 8PM to Midnight, Mon-Fri. Self-motivated, dependable clerk needed for fast-paced part time position to process market research survey materials via computer processing. $5.15/hr., plus holidays and vacation. Will train. Automated Marketing Systems, 26533 Evergreen Road, Suite 400, Southfield, MI 48076. FAX (810) 352-0765. EOE.

DATA ENTRY CLERK

Large company located in Troy seeking individual with good alpha/numeric skills. Great pay and benefits.
CONTEMPRA
583-9500

DATA ENTRY/GENERAL OFFICE

Entry level position in Southfield. Full time. Call Sandra 559-1549

DATA ENTRY

General office, full time Established Plymouth business. Call Diane. 453-4567

DATA ENTRY

Major suburban corporation has immediate short/long term needs for experienced data entry operators with 9,000 key strokes & attention to detail. Excellent benefits potential. Call Donna 799-9917 or 646-7663
Livonia Temporary Services

DATA ENTRY POSITIONS available immediately. Part time, 8:30am-12:30pm or 3pm-7pm, $6.75 per hr. to start. Full time $7 an hr. to start. Must be experienced self starter. Apply in person, Mon.-Fri., 10am-2pm. City Transfer Company, 15001 Fogg St., Plymouth Mt

DESK TOP PUBLISHING

Apple Macintosh specialist. Experience with Page Maker, Adobe Illustrator, Excel, and File Maker Pro wanted to join our business team. Working knowledge of pre-press requirements for art work preferred. If you enjoy working with people, have creative designs skills, and are willing to work beside the hours, apply or send your resume to:
Artographics
43378 Joy Rd.
Canton, MI 48187

504 Help Wanted Office-Clerical

DATA ENTRY

Experience Required
Accounting Skills Helpful
Detroit Location
Immediate Openings/Part Time
$6.00-$8.00/hour
CALL TODAY
EXPRESS
PERSONNEL SERVICES
Farmington Hills. 474-5000
Troy 643-8590

DATA ENTRY OPERATOR/ BILLING CLERK

AFTERNOON SHIFT, 3-11:30PM, Weekdays and Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 372-2020
(313) 982-2342

DICTAPHONE/TYPIST - needed with WordPerfect and legal experience. Full time, good benefits. Call Laura Mulkey 645-2446

ENGINEERING SECRETARY
PART TIME POSITION

Duties include coordinate typing, filing, print distribution, maintaining department files, assisting staff, daily telephone communications. Requires typing skills of 50 wpm minimum. WordPerfect 5.0/5.1, good telephone skills and excellent phone skills. Neat appearance and interpersonal skills are a must. Flexible hours and opportunity for advancement for the right person. Send resume to: Dram Tite Inc. 30 Mary Donovan, 4500 Van Dorne Rd., Canton, MI 48188

ENTRY-LEVEL CLERICAL

Career opportunity with Southeastern Michigan's leading distributor and supplier of high-tech telecommunications equipment. Competitive salary, medical, life, 401(k) sharing, and full medical, dental, and optical insurance. 26450 Northwestern Hwy Rd. Farmington Hills, or call 489-0000 ext. 202 for appointment.

ENTRY LEVEL Office Assistant - Good communication skills, typing 40 w.p.m. required. Full and part time. $7 per hour. 646-0690

EXECUTIVE ASSISTANT

Dynamic suburban advertising agency has immediate need for experienced secretary. Word Perfect used. Temp to perm opportunity. Salary $25,000-$30,000/year. Call Sloane 799-3945
Unforce Temporary Services

EXECUTIVE RECEPTIONIST
$20,000 FEE PAID

Busy front desk operator needs backup for Executives WordPerfect and organizational skills needed. Excellent benefits and opportunity for advancement. Call
649-3330
or FAX resume to 649-FAX-2
M BOOKSPAN & ASSOCIATES

EXECUTIVE SECRETARY

Fast faced female executive, in 137 Temp/Perm years well organized individual with shorthand or court reporting experience. 60 wpm. We prefer full-time afternoon schedule from 1:30pm-10pm or alternating 3 days & 2 afternoons. Strong shorthand, word processing & filing skills required. Excellent benefits & negotiable salary. Send resume & cover letter with salary history to: Personnel Manager, P.O. Box 1102, Birmingham, MI. 48012-3039.

EXECUTIVE SECRETARY

Immediate opening, proficiency in shorthand is full time position. Word Perfect required. Knowledge of other PC based software helpful. Position requires self-motivated, poised professional with excellent written & verbal communication skills, ability to maintain confidentiality, & attention to detail preferred. Salary is competitive. Fax or mail resume with salary history & salary requirements to: Berger Realty Group Inc., 31700 Middlebelt Road, Suite 100, Farmington Hills, MI 48334. (FAX)313-737-2484

EXECUTIVE SECRETARY
$22 to $25K

Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3, excellent verbal & written communication skills.
ARBOR TEMPS 459-1166
9443 Haggerty, Plymouth

EXTENSIVE, PART TIME

GENERAL OFFICE
3's hours per day, 5 days. Typing essential. Computer entry helpful. Must be dependable. Since-driven environment. Call 937-3350 or send resume to Attn: Office Mgr. PO Box 39009, Redford, MI 48239

DATA ENTRY
OPPORTUNITIES
With a minimum of $500
KSH Investment Limited Area.
DYNAMIC PEOPLE
484-6500

FILE CLERK/MESSENGER for Southfield law firm. Full time position. Reliable transportation. Send resume J. Bennett, Carter & Hals, Maccabees Center, 9th Floor, 25800 Northwestern Highway, Southfield, Michigan 48037-0197

FINANCIAL secretary for Wayne General Office. Bookkeeping experience, general office, filing, phones. Banking experience helpful.
EmploymentGroup
583-1919
Never a Fee CO.E/M/F/H

FREE TRAINING

Fast growing, established national corporation looking for Customer Service Representatives to call on commercial accounts from our Livonia office. Staff a career that has a solid future. Entry-level position starts at $7/hr. + bonus. 1st year potential $18K. Career advancement for representatives after 3 yrs is $35,000. Benefits include:
• Medical/Dental
• Paid Vacation
No experience necessary, but must be a smart & hard worker.
Call Mr. Hall TNA AT 482-8411

FRONT DESK

Interact with clients in this fast paced professional position. Qualified candidates will greet people, answer phones, and perform a variety of clerical tasks. We need your recent experience in office work. Vacations plus holidays.
Call Sandy 473-2933
Unforce Temporary Services

FULL TIME SECRETARY

Mature dependable person with neat and Excellent telephone manner and filing skills. Some bookkeeping skills necessary. Send simple resume to: Attn: Controller, P. O. Box 939, Royal Oak, MI 48068

GENERAL OFFICE Help

Needed immediately. Part time, flexible hours. 398-6512

GENERAL OFFICE/Part Time Accounts Payable, Accounts Receivable; some experience, Plymouth. 4-5 hrs. per day, Call Ann 420-7200

GENERAL OFFICE

Permanent position for person to do various office duties. Data entry helpful. 8 Mile & Lahser area. Call Mr. Cern, 353-0180, ext 471

GENERAL OFFICE HELP - Approximately 20-30hrs/week. $7/hr. Computer literate, good phone voice, pleasant personality for pleasant store. Farmington. 471-0320

HIRING NOW!

Word Processors: $8-$12
Receptionists: $6-$8
Data Entry Clerks: $6-$8
Switchboard Operators: $6-$8
Short & long term assignments
CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

504 Help Wanted Office-Clerical

GENERAL CLERICAL

Position starting in January with health care agency. Minimum 1 year experience in word processing/BM-PC for correspondence & documentation. Strong grammatical, organizational & verbal skills. Medical terminology helpful. Duties include phones, filing, fax & photocopy. Include salary history & resume with resume by December 15, 1993.
Encore-Care Department PS,
550 Forest, Suite 15,
Plymouth, MI 48170
(No Phone Calls Please!)

GENERAL CLERICAL - PART TIME 15-20 hours per week. Duties include assisting in mail room, filing vendor invoices, mailing invoices, etc. Send resume with salary requirements to:
Personnel Department
Michigan Cat
24800 Novi Rd.
Novi, MI 48375
Affirmative Action Employer

GENERAL OFFICE

Creative area of advertising agency wants candidate with general office experience, high energy level and computer skills. Temp to perm.
Call Sandra 799-3948
Unforce Temporary Services

GENERAL OFFICE

Mature, ambitious, self-starter able to work with arbitration. Nonsmoker work in a smoke-free environment in the Livonia area. Duties include billing, construct bank deposits, accuracy a must working in a busy office. Pleasant working environment. Excellent salary & benefits. Send resume & salary requirements to: P. O. Box 1680, Troy, MI 48099-1680

Immediate openings!

DATA ENTRY

Both part-time, full-time this call to use your 9,000+ key strokes and attention to detail for short-term & long-term assignments with expanding firm. Training, 3 pm shifts. If you are looking for excellent hourly pay.
Call Donna 646-7664
Livonia Temporary Services

IMMEDIATE OPENINGS

ADIA has immediate openings for:
• Word Processors
• Data Entry Operators

Earn money for the holidays - call TODAY for an immediate interview!
ADIA
313-442-7800

IMMEDIATE OPENINGS IN LIVONIA

Kelly Temporary Services need high production data entry operators to work 20 hours per week, 1 hour shifts per day between 8AM and 5 PM. These assignments could lead into 20 hour per week permanent positions.

Call Diane or Maureen for an appointment.
522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

A growing Farmington Hills agency is seeking a full time receptionist/clerk G S F. This person must have a minimum of 2 years commercial insurance experience. Call Carol Don or Lynn at. 553-7333

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial Lines Expediter
Part Time Positions to $10/hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

INVENTORY CLERKS

Large manufacturing company in the Plymouth area is seeking outstanding candidates to work on a long-term temporary assignment. Must have some clerical background and be able and willing to do lifting in a warehouse environment. Excellent benefits and a proven track record of attendance.

Shifts vary and must be able to work 50-55 hours per week. Reliable transportation is a must.

Call Maureen for an appointment.
Livonia 522-4020
29125 Buckingham
Suite 4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

JUNIOR SECRETARY

Exciting atmosphere of suburban advertising agency needs your client office experience and excellent people skills. Light typing, bad breaks & good humor. Call 646-6168
Unforce Temporary Services

KEYPUNCH OPERATORS

Experienced only. Must be proficient in numerical data entry. Excellent benefits. Ideal for qualified operators Farmington.
474-1138

LEASING AGENT

with knowledge of computer billing needed full time. Southfield Area. Call 356-8844

LEGAL ASSISTANT, Suburban Detroit location for Plymouth/Canton area. Salary commensurate with experience, non-smoker. Send resume to:
BOX 920
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY

Immediate opening for pleasant Farmington Hills office. Bankruptcy business law practice desires mature, organized individual experienced with WordPerfect 5.1 & transitional knowledge & knowledge of computers and light bookkeeping. Medical background also preferred. Salary commensurate with skills and experience. Send resume c/o Dale 140, 31700 Middlebelt Rd., Farmington Hills, MI 48334

LEGAL SECRETARY

Legal Secretary with 1-3 years experience needed for Farmington Hills personal injury law firm. Please send resume to: Office Manager, 31700 Middlebelt Rd., Suite 240, Farmington Hills, MI 48334

LEGAL SECRETARY - Southfield plaintiff law office. Minimum 2 yrs. experience in workmens comp, have excellent office skills. Salary commensurate with experience. Send letter with resume to: Box 904
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - PART TIME for small Farmington Hills general practice law firm. Legal experience preferred. Word Processing & dictaphone skills required. Salary negotiable. Please send resume to:
Harvey K. Babcock,
30955 Northwestern Hwy., Ste. 200,
Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

LEGAL ASSISTANT

needed for non-smoking law firm. Looking for recent graduate with top academic credentials. Send resume to: Personnel, 2150 Telegraph Road, Suite #250, Bloomfield Hills, MI 48302.

LEGAL

FILE CLERK-Fast paced law firm seeks a organized individual to perform clerical duties. Must have excellent telephone skills and be detail oriented. Previous experience preferred. Please send resume to:
Box 944
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES

needed for Southfield law firm. Trainee Secretary - recent high school graduate preferred with high academic skills.
Experienced Secretary - 1-5 years experience preferred. Word Perfect must have computer skills & type 60-80 wpm. Send resume to: Box 10,
2550 Telegraph Rd., Suite 250,
Bloomfield Hills MI 48302

LEGAL SECRETARY, part time, experienced. Computer literate, 5.1, Southfield area. Call Ann, Wed. & Fri. Mail resume to: Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY

Experienced in bankruptcy and practice form, Southfield Town Center. Word Perfect 5.1 proficiency is essential. Call Mrs. Baxter 353-8100

LEGAL SECRETARY, PART TIME

Needed for Southfield law office. Must have previous experience. Curriculum vitae required. Send Good typing skills including proficiency with WordPerfect required. Fax resume to: 948-0314 Attn: Jo

LEGAL SECRETARY/TEMPORARY.

Full time position thru Feb. Must have excellent word processing & dictaccasing skills. Westland. 326-2869

LEGAL SECRETARY-PART-TIME.

15-20 hours per week. Experience necessary. Flexible hours; can work weekdays, evenings &/or weekends. Call: 355-0000

LEGAL SECRETARY

Some legal experience preferred. Full or part-time for small firm. Send resume to: 31600 Telegraph Ste. 230, Bingham Farms, MI 48025.

LEGAL SECRETARY

for Troy litigation firm. Pleasant, non-smoking work environment. Must be knowledgeable in WordPerfect & willing to be part of a cohesive team. Salary commensurate with experience. 244-8858

LEGAL SECRETARY

Needed for Bingham Farms law firm. Minimum 3 yrs. experience in litigation. Word Perfect 5.1 preferred. Send resume to:
30100 Telegraph Rd.
Suite 250
Bingham Farms, MI 48025
Attn: Cheryl Trudeau

LEGAL SECRETARY

Two attorney office in Livonia seeks experienced secretary. Duties include Word Processing, filing, billing & other general office duties. Good typing skills required.
Please send resumes to: Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY

ADAS Group
2 years legal, 5 years secretarial sought for managing partner position. Strong computer and communication skills sought. Salary based on experience. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2400, Southfield 48075.
355-4140

LEGAL SECRETARY
$24,000

Prominent Bloomfield County firm, 2 years medical malpractice experience. Great organization skills a must. Word Processing. Opportunity to advance, immediate opening. Benefits include Medical, Life, Dental, Life, 401K, prescription, 12 personal days, deferred payment, 35 hour week. Call 772-8766
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY

Sterling Heights law firm seeks legal secretary with minimum 5 years litigation experience. WordPerfect or comparable computer experience required. Excellent salary & benefits package. Send resume with salary requirement to: Personnel Manager, P.O. Box 1102, Sterling Heights, MI 48311-1102

MARATHON MORTGAGE

Has position available in the Final Documents Department. Experience helpful. Send resume to:
P.O. Box 430, Southfield, MI 48037.
Attn: B. Griffiths.

MEDICAL SECRETARY

LONG-TERM position available in Southfield.
• Knowledge of WordStar 6.0 or WordPerfect 5.1
• Medical terminology or medical billing a must.
• Type 50 wpm

DON'T MISS THIS OPPORTUNITY!
TODAYS TEMPORARY
649-4455
EOE

MORTGAGE company, Southfield, needs energetic individual for processing assistant/general office assistant. Will train. Good typing skills necessary. Light typing and general computer knowledge preferred. $6.00 per Hr. Fax cover and resume, Attn: Personnel, Fax 352-0022

new openings
DATA ENTRY
Full/part time, major Livonia and Novi insurance firm has many opportunities for your attention to detail and 9,000 key strokes. Optional hours. Call Dana 473-2932
Unforce Temporary Services

ALL ACCOUNTS PAYABLE Manager. Must have 3 yrs experience, must be good typist, have good phone manner & be dependable for multi-service repair company. Good wages & more for right person. 535-7662

OFFICE ASSISTANT for doctor with Plymouth & Detroit offices 2 positions available. Ideal candidate is high office basic office skills, will train specifics. Part time with flexible hours. 455-0770

OFFICE CLERICAL

Livonia-based company has immediate opening. Candidate must have office experience to include: Answering telephones, WordPerfect, Lotus 123, filing & customer service. This is a full-time position with company-paid health benefits. Send resume to:
JDS
12658 Richfield Ct.
Livonia, MI 48150

OFFICE CLERK/CASHIER

Experienced, part time evenings & weekends. Apply in person:
Lasty Furniture, 29055 Plymouth
E. of Middlebelt, in Livonia.

OFFICE HELP - Computer experience & plus, some typing, filing, billing, etc. 10 to 6 Mon, thru Fri., some Sats. Plymouth. 455-7930

OFFICE HELP-PART TIME, Mon-Fri 10m-5pm. Light bookkeeping, typing, filing & phones. Livonia. Call between 9am-1pm. 591-6777

OFFICE HELP, Part Time
High school or college students earn extra money for the Holidays working part time. Answer phones for Corporate office. Typing and computer experience required. Salary $5.25 per hr. Call Vonda for interview: 357-8251

504 Help Wanted Office-Clerical

OFFICE ASSISTANT

Entry level, full time, Southfield location. Must have excellent math ability & 10-key calculator skills. Send resume to P. O. Box 5091, Southfield, MI, 48086.

OFFICE ASSISTANT

Full time, Farmington area, excellent typing skills with knowledge of WordPerfect. Accounts payable/receivable experience helpful. $6 per hour. Could lead full time. Please call to schedule an interview. 422-8660

OFFICE ASSISTANT

Full time for small construction company. Send resume to: John King & Co., Inc., 6900 Haggerty, Suite 110, Canton, MI 48187.

OFFICE/CLERICAL

Data Entry position at Troy area office, consisting primarily of processing accounts payable vendor invoices for payment. Entry level position but requires basic office skills including filing and basic knowledge on a computer and adding machine. Pleasant working environment, accounts payable & plus. Position offers base salary; and office profit sharing program; paid days off; tuition reimbursement and medical, life & disability insurance.

Send resume to:
Personnel AP Position
1940 Kirkpatrick Dr.
Troy, MI 48084

OFFICE MANAGER - part time needed by Birmingham law firm. Bookkeeping, typing, computer and excellent organizational skills. Please send resume to: P.O. Box 146, Troy, MI 48099-0146.

OFFICE PERSONNEL

Immediate openings for the following clerical positions:

Word Processors/Any Software!
Data Entry Clerks (IAM & PM)
Receptionists/Switchboard
Customer Service Representatives
File Clerks

We offer: Top pay, Holiday Pay, Bonuses, Temp-to-Hire Insurance. Call Today for an appointment!

SNELLING PERSONNEL
NEVER A FEE

Livonia, 464-2100
Southfield, 352-1300
Auburn Hills, 373-7500
Taylor 284-0777

ORDER ENTRY

Experience necessary, full time, pleasant, fast paced office. Multi-line phone experience. Non smoker. Ask for Linda 737-8400

PART TIME Secretarial position available. Birmingham Insurance office. Experience preferred. Flexible hours. Call 642-5595

PAYABLE/CLERICAL

Accounting and computer experience a plus. Tuesday thru Saturday 9-5pm. Send resumes only to:
Birmingham County Club, 1750 Saxon, Birmingham, MI 48009

PAYROLL ASSISTANT

Entry level opening in financial company servicing offices nationwide. Ideal candidate will have knowledge payroll experience. ADP or Kronos packages a plus. We will train the right individual. Basic accounting knowledge helpful. Duties include data entry, filing, payroll verifications, time cards, opening mail, & other duties as need. Send resume to:
Payroll Assistant
P.O. Box 737
Detroit, MI 48231

PAYROLL Clerk/Accounting/Entry Level. Basic skills clerical, good with numbers. Send resume to: The Gerald Group, 2000 Town Center, Beaver, Suite 2000, Troy, MI 48084

PERM/TEMP POSITIONS
• Quality Control Clerk
• Word Processors - Dictaphone
• Insurance/Accounts
• Bookkeeping Clerk
• Bingwalds Systems Help/Write
• Purchasing Agent
• Executive Secretaries
Call today for Appointment
OFFICE SUPPORT DIVISION
MICHIGAN BEST SEARCH PLUS
(810) 471-8110

Receptionist/Veterinary
Full time, Mon-Fri & Saturdays
Must deal with people & animals. Computer skills required.
Apply at:
RECEPTIONIST
Growing machine tool manufacturer seeks a sharp individual to fill a highly visable position. Requirements include: 4 yr. degree, pleasant phone manner & computer skills. Duties include: Answering multi-line phone system, sales department support, & misc. duties. Great opportunity for recent college graduate.

For immediate consideration, please submit resume with salary requirements to:
Human Resources-R
P.O. Box 430
Redford, MI 48239

RECEPTIONIST
MODEL TYPE

Office Assistant/Receptionist for public relations. Must have great attitude & dealing with people.
Call Monica 459-7070

RECEPTIONIST

Experienced in Salon operation. Mature, friendly. Light clerical duties.
539-1234

RECEPTIONIST

part time, 1-3pm for small non-smoking office. $6.50/hr.
Call - 539-1900

RECEPTIONIST - Part time, 20 hours per week. Southfield area. Good telephone skills a must. Call for appointment 559-0200

RECEPTIONIST - needed for a long term assignment in Livonia.
Call Tammy 464-7078
An Equal Opportunity Employer

RECEPTIONIST/CUSTOMER SERVICE PERSON for Farmington Hills office. Phones, typing, computer input, misc. office duties. Send resume to: Human Resources, 28000 Grand River, Farmington Hills, MI 48333

RECEPTIONIST

Multi-line phones, typing, WordPerfect, mail, plus. $7/hour plus benefits. Send resume to:
Controller, 1604 E. Davis
Madison Hts., MI 48071

RECEPTIONIST - Law firm is seeking a professional and energetic receptionist immediately to answer phone, take messages, type 60 wpm, plus with knowledge of Word-Perfect 5.1, file and post mail. No phone calls. Please send resume by 12/10 to: Southfield Ave., Suite 103, Royal Oak, MI, 48067.

Receptionist/
Switchboard Operators
High pay for good experience.
ADIA
PERSONNEL
Livonia. 525-0330

RECEPTIONIST

A growing company is looking for someone to do full-time office/clerical work. Must be able to type. Duties include filing, answering phones & taking messages, along with other clerical work as required. Apply at: 44700 Grand River in Novi between 7 am-4 pm.

504 Help Wanted Office-Clerical

RECEPTIONIST - PART TIME for busy Farmington Hills real estate office. Phones, light typing, general office. Real estate experience preferred. Call Maureen Bagnoni, Mon.-Fri. at 855-2000

RECEPTIONIST/TYPIST

Full time position for receptionist for downtown law firm. Gathering commonwealth with experience, health & life insurance offered. Send resume, including grade point average and graduation date, education (good grades required) to:
Office Manager
2000 Book Building
535 Griswold
Detroit, MI 48226

RECEPTIONIST Office Clerk for computer software company in Rochester Hills. Candidate must have pleasant phone manner & good organizational skills. Salary $12,000 plus bonus plus benefits. Ask for Tammy 312-852-0068

RECEPTIONIST for Bloomfield Hills law firm. Light typing & messenger duties required. Must have good driving record. Call Kacie 645-1450

RECEPTIONIST - For fast paced Westland office. Need excellent communication skills. NO FEE. PANTERA 549-7171

RECEPTIONIST to $17,000 + Bonus & benefits. Top 1 person W. Bloomfield office. PC literate, type 50-60wpm. Full time. 473-7210
STEVEN J GREEN PERSONNEL

RECEPTIONIST for Birmingham investment firm. Light typing, Word Processing, type 60wpm and have pleasant phone manner. Pay depends on exp.
647-7863

RECEPTIONIST - Farmington Hills Multiple system - busy phones Long term - Professional office.
TEMPORARY RESOURCES
737-1711

RECEPTIONIST

Busy home based professional, experienced Receptionist. Call