504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
ACCOUNTS RECEIVABLE CLERK
for data entry. Part time only, flexible hours. Computer skills, accounting background helpful. Reply to: Box 286
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTANT/BOOKKEEPER
Large, growth oriented company seeking an accountant/bookkeeper. Accounts Payable experience and experience required. General Ledger experience preferred. Must have 1,2,3 a plus. Send resume and salary requirements to: Attn: Mr. Mangel, Box 2030, P.O. Box 2030, Bloomfield Hills, MI 48303-2030
An Equal Opportunity Employer

ACCOUNTING CLERK
Small firm, with multi state operations, looking for a detail oriented person with Accounts Payable experience. Position requires a high school grounded, computer literate individual.
Send resume and salary requirements, to: P.O. Box 2400(AE) Birmingham, MI 48012.
An Equal Opportunity Employer

ACCOUNTING CLERK
6pm - 11pm, 2-3 weeks researching permits. 737-1171
TEMPORARY RESOURCES

ACCOUNTING/
DATA ENTRY

Republic Bancorp Mortgage Inc. one of Michigan's most diversified mortgage lenders, has entry level accounting/data entry positions available at Livonia headquarters location. Candidates must have 10-12 Lotus 1-2-3 proficiency. If you are an energetic, motivated individual who thrives on challenging, rewarding opportunities in a growing organization, please send resume & cover letter with salary requirements to:
Human Resources (AcDa)
Republic Bancorp Mortgage Inc.
31153 Northwestern Highway
Farmington Hills, MI. 48334
An Equal Opportunity Employer

ACCOUNTING DEPT. CLERK with filing & data entry experience needed for active office in Farmington Hills. Nov/. Resume with cover letter to:
Accounting Office Manager
7380 Meadowridge Circle
W. Bloomfield, MI 48322

ACCOUNTING
Experienced accounting clerk needed for Farmington Hills office. This part time opportunity will lead to full time employment. The ideal individual Must have experience in multiple state sales tax preparation and garnishments, state and federal tax returns, accounts payable, accounts receivable, and general ledger. Employee benefits coordination helpful. Start at $10/hr. Send resume to:
OAKTEC
EMPLOYMENT SERVICES
33117 Hamilton Ct.
Farmington Hills, MI 48334
488-0484

ACCOUNTING firm in Southfield seeks part time person with firm experience. Send resume to:
Maples, Rubin & Southfield Rd., Suite 100, Southfield, MI 48076

ACCOUNTING
POSITIONS
AVAILABLE
NOT NOW!
OAKLAND/MACOMB AREA.
• Accounts Payable/Accounts Receivable Clerks
• Bookkeepers
• Collection Clerks
• Payroll Clerks

Call today for an appointment.

OLSTEN
Accounting Services
Southfield: 354-0555
Troy: 583-3232
Auburn Hills: 441-3182

ACCOUNTING
We're recruiting for TEMP-TO-PERM assignments: some leading to PERMANENT:
• Full/charge Bookkeeper, Detroit CPA firm, must have 1 year.
• Accounting Clerks, Lotus, Suburbs, $4/hr.
• Clerk-typist, short term, Mahindale
• Software Specialist Consultants: Open Systems, Creative Solutions, Peachtree, Solomon, Platinum, etc.

PERMANENT openings include:
• Accounts Payable Clerk, suburbs, to $18K
• Collections Clerk, Detroit, to $19K
• Accountant/Office Manager, Detroit to $32K
• Bookkeeper to trial balance, suburbs to $23K
• Office Coordinator, suburbs, to $18K

Put Permanent recruiter places all temp positions! Let us work with you on your job search, while you temp for us.
Ask about TEMP-MED group health insurance
354-2410
ACCOUNTANTS ONE
agency fee paid

ACCOUNTS PAYABLE
Southfield manufacturing company has an immediate opening for an accounts payable clerk. Applicants must only need apply. Send resume to: Accounts Payable, P.O. Box 5303, Southfield, MI 48037-5303

ACCOUNTS PAYABLE - 2 years experience for fast paced Farmington office. Excellent benefits & competitive salary. Send resume & salary requirements to: Box 284,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE
Department hiring for 8 new openings for major retailer located near Brighton area. Full benefits & advancement available. Respond to:
Box 284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Retail accounting office seeks individual for entry level accounts payable position. Basic bookkeeping & computer skills required. Individual should possess good organizational skills. Send resume with salary to: PSP A/P Clerk, 31313 Northwestern Highway, Ste. 218, Farmington Hills, MI 48334.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Local accounting firm seeking needs mature individual to handle accounts receivable. Prior experience should be familiar with automotive purchase orders. Exp. For a EES system. Will also perform credit checks & some accounts payable. Administrative duties. Applicant must possess prior collection experience. Typing, computer & calculator skills a plus. Please send resume & salary requirements to: Regional Vice President, 31722 Grand River, Wixom, MI 48393

CLERICAL
★ Administration
• Typing • Reception
• Computer skills
• Report generators
• Livonia area
• $7.50/hr.
• Benefits

MasterStaff
442-2255

ADMINISTRATIVE ASSISTANT
Real estate office. Organized, detail minded person. Accounting & computer skills a plus. 539-1880

ADMINISTRATIVE
ASSISTANT
Expanding executive offices of major manufacturer has needs for talented administrative assistants. Windows, word and Harvard Graphics proficiencies. Excellent starting potential. Call Sharon 646-1987
Uniforce Temporary Services

ADMINISTRATIVE/
BOOKKEEPING ASSISTANT
Self motivated, detail oriented person needed for detail oriented position. Computer experience & strong communication skills are necessary. Bookkeeping experience & attractive starting salary commensurate with experience. Send resume & salary requirements to: Human Resources, 5750 E. Kemper, Warren, MI 48184.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Full time, W. Bloomfield.
WordPerfect 6.0 preferred.
Call 953-2000
Voice Mail # 7137

ADMINISTRATIVE ASSISTANT
Part-time for growing manufacturing office. Word Perfect proficient. Respond with salary requirements/experience: P.O. Box 612, Bloomfield Hills, MI. 48303

ADMINISTRATIVE ASSISTANT
Immediate opening for experienced individual with good math and computer skills. Must be proficient in Lotus & Word Perfect. Excellent pay and benefits. Resume to: P.O. Box 2480, Farmington Hills, MI 48333

ADMINISTRATIVE POSITION
Outstanding - part-time, Mon.-Fri. 9:30-2:30. 35 hrs per hour. Southfield Automotive Manufacturers Rep.
Resume to: Personnel, 26000 Telegraph Rd., Ste. 208, Southfield, MI. 48034. Fax 810-799-3589

ADMINISTRATIVE ASSISTANT
Medical equipment company is looking for an experienced administrative assistant. Word Perfect 5.0 & 5.2 & Windows required. Please send salary requirements along with resume to: Human Resources, PO Box 1240, Dearborn, MI 48121.

ADMINISTRATIVE
SECRETARY
Work in the exciting atmosphere of suburban ad agency. Word processing & secretarial skills are needed for this long term position. Excellent salary & benefits. Sloane 799-3946
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/
SECRETARY - small architectural firm requires administrative assistant with minimum three years experience. Must be experienced on WP5.1 DOS, accurate with 10 key, including minimum 50 wpm, bookkeeping and letter writing ability. Excellent communication skills are essential. Competitive salary range and salary requirements to Merritt McCallum Cieslak, P.C., 33750 Freedom Road, Farmington, MI 48335. No calls please

ADMINISTRATIVE
ASSISTANT
Birmingham Real Estate Development firm has Administrative Assistant position available. Candidate must have WordPerfect experience, communication skills & excellent phone manner. Growth potential to Assistant Property Manager. Salary range to high 20's. Please send resume salary available commencement date to: M. Logan, 250 Martin, Ste. 201, Birmingham, MI. 48009-3383.

ADMINISTRATIVE ASSISTANT/
RECEPTIONIST
Small Farmington Hills firm is seeking a experienced self starting individual with an excellent phone manner. Job responsibilities include travel arrangements, seminar planning, word processing, filing, ordering products and other various office duties. Must have positive personality and good work ethic. Send resume and salary letter to: Box 199
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
If you possess strong organizational & word processing skills, work well under pressure & have the ability to assist technical staff with administrative tasks, we would be very interested in speaking with you. Please reply if you meet these requirements: advanced Word Perfect and Lotus or Excel, excellent typing & 8 yrs of executive level secretarial experience. Excellent benefits package & wage to the right candidate. Send resume to: Human Resources, 44808 Helm, Plymouth, MI 48170.
An Equal Opportunity Employer

ADMINISTRATIVE SUPPORT
Olde Discount Corporation seeks clerical support persons for its rapidly expanding Livonia, Detroit operations department. Candidates should be detail oriented, self motivated with excellent communication and organization skills. College degree preferred. Excellent opportunities for advancement. Compensation includes full benefit package. For consideration send resumes to:
Olde Discount Corp.
Human Resources
751 Griswold St.,
Detroit, MI 48226

ADMINISTRATIVE ASSISTANT
Livonia based company. Competitive salary. Duties include: Answering phones, typing, light accounting. Call him.
Kelly Services 522-3255

ADMINISTRATIVE ASSISTANT
Full time. Must know WordPerfect and data entry. Benefits, paid vacation. Please send resume, with references to: Administrative Assistant, 23535 Northwestern Hwy, Suite 202, Southfield, MI 48075.

ADMINISTRATIVE
ASSISTANT
Organized, flexible individual with strong bookkeeping & secretarial skills. Responsible for detail support of fundraising events. Computer literate: WordPerfect, Quattro Pro, Q & A. Benefits. Send resume to:
Cystic Fibrosis
1133 E. Maple
Suite 201
Troy, MI 48083
No calls please

ADMINISTRATIVE
ASSISTANT
Small firm seeks experienced individual to perform receptionist duties, typing, filing, & general office tasks. Applicants must possess strong written & verbal communication skills, exceptional grammar & be proficient in either Word or WordPerfect. Send resumes to:
L.E.S.
29261 Wall St.
Wixom, MI 48393
Attn: Business Manager

ADMINISTRATION - Warranty department is looking for a full time person on construction site in busy office. Computer skills, word processing & works well with people. Good benefits. Call 737-8800

ANOTHER TEAM MEMBER is needed with strong telephone skills, typing, PC experience, for data entry & word processing. Must be reliable, detail oriented. Hours 8-5. Call Mr. Fleener at 354-5590

ASSISTANT TO CUSTOMER
SERVICE DEPT./TOOL
Entry level position with national manufacturer of household products. We are looking for an organized & flexible person to provide clerical support. Filing, typing, phone & general office skills required. Send resume with salary history: PSP A/P Clerk, 31313 Northwestern Highway, Ste. 218, Farmington Hills, MI 48334.
An Equal Opportunity Employer

ASSISTANT
Well organized, highly motivated administrative assistant needed for Troy based national property management firm. Applicant must be detail oriented, a team player able to work independently, know advanced WordPerfect, advanced Lotus and machine transcription. Send resume with salary history to:
The Hanover Group
PO Box 7777, Troy, MI 48007
No phone calls accepted.
Non-smoking building.

Attention!
SECRETARY
Your all around skills and experience are needed for long term opportunities with suburban firm. Candidates should have Word Perfect or Microsoft Word. Benefits and paid vacation. Call Sabrina 399-2946
Uniforce Temporary Services

ATTENTION
LOOK NO FURTHER
EXCELLENT
JOB OPPORTUNITIES

• Word Processors
• Data Entry Operators
• File Clerks
• Medical Sisters

Call today for an appointment.

OLSTEN
Staffing Services
Southfield: 354-0555

BILLING CLERK. Competitive salary, excellent benefits. Send resume: Office Mgr., UBEC, 27005 Hills Tech Ct., Farmington Hills, MI 48331

BIRMINGHAM AREA CPA office needs part-time clerical help. Call Carole at: 647-4008

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
TO CHAIRMAN

The Village Green Companies, a leading residential developer, builder and property management firm is seeking a professional, top notch, experienced administrative assistant. Responsibilities will include all office administrative duties as required by the chairman. The ideal candidate must be extremely organized, possess excellent verbal and written communication skills and able to handle a variety of job responsibilities. Must be proficient in Word Perfect 5.1 and experienced. Qualified candidates please forward resume with salary history to:
VILLAGE GREEN COMPANIES
30903 NORTHWESTERN HWY.
3RD FLOOR
FARMINGTON HILLS, MI. 48334
ATTN: HUMAN RESOURCE DEPT.
An Equal Opportunity Employer

AUTO BILLER
Dodge dealer looking for experienced clerk with benefits, 8 day work week. Call Cheryl for appointment:
TOWN & COUNTRY DODGE
31015 Grand River
Farmington Hills, MI 48336
474-8750

AUTO DEALER - A/P, A/R billing person needed. Experience preferred but not necessary.
Call for appt. 810-227-5552

ONE PERSON OFFICE - Bookkeeping experience a must. Computers helpful. Hours negotiable. Salary requirements to: H & R Producers, 32150 John R. Madison Hts, MI 48071. No phone calls.

SOUTHFIELD BOOKKEEPING/Accounting Firm has an opening for a full-college Bookkeeper. Must be able to complete books through financial statements for a variety of different companies. Salary commensurate with experience range up to $10/hr. Send resume to: 25180 Lahser, Suite 251, Southfield, MI 48075. Attn: Rose

BOOKKEEPER
ASSISTANT
Part time, to assist bookkeeper with accounts receivables, accounts payable, and other duties. Light typing required. Send resume or fax out application to:
38680 Grand River
Farmington Hills, MI 48335

BOOKKEEPER/Clerical, part time with flexible hours, approx. 15 hours weekly, flexible schedule possible. Contact Marty 462-1808

BOOKKEEPER
Dearborn Manufacturer has full charge bookkeeper thru trial balance & financial statements, heavy computer experience, $23-$25,000. Company pays fee

#1 Personnel
274-4230

BOOKKEEPER - experienced, part time. Flexible work schedule, smoker welcome. Resume & salary requirements to: C. Fendell, 23240 Franklin Rd., Southfield, MI 48034.

BOOKKEEPER
Full-time for CPA firm.
Ask for Janet:
352-3230

BOOKKEEPER - FULL-TIME.
Immediate opening for take charge person. Some duties include: accounts payable, payroll & sales, adjusting entries, bank reconciliation. Must be computer literate.
Salary & fringes.
Call 553-2000
Voice Mail # 7147

BOOKKEEPER
Needed for drive-in business, part time, helpful. Computer skills helpful. Send resume to box #214,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Northwest Suburban contractor seeks individual with at least three years accounting work experience. Demonstrated ability to perform and/or manage billing, collection, accounts payable, payroll and general ledger functions. Construction accounting and P.C. network experience preferred. Excellent compensation and benefit package along with work environment offering diversified duties. Send cover along with salary requirements to: Box #258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - PART-TIME
for building materials company in Bloomfield Hills. Call Peter for interview.
810-540-2258

BOOKKEEPER/SECRETARY
Part-time for 2000 CPA firm. CPA firm experience preferred. Some bookkeeping. Send resume to: P.O. Box 2134, Livonia, MI 48151.

BOOKKEEPER with secretarial experience for medical office. Must be detail oriented, knowledgeable & at least 3 years working experience. Excellent working conditions. 557-1929

BOOKKEEPER/SECRETARY
Birmingham Architect/Developer needs full-charge person with computer skills. 647-5600

BRANCH SECRETARY
Growth oriented, progressive wholesaler seeks experienced individual to perform secretarial duties. Strong computer aptitude and organizational skills a must. Please send resume with salary requirements to: P.O. Box 1445, Ann Arbor, MI 48106-1445.
An Equal Opportunity Employer

BUSY AIR FREIGHT trucking company Service Representative Collection and Customer Service Clerk. Please forward resumes to: Attn: Office Manager, P.O. Box 42491, Detroit, MI 48236

CASH DEPARTMENT

Handling cash, accounts receivable, report card & test depts. Computer experience & math skills a plus.
Corporate headquarters located near Greyhound area. Full benefits & advancement available. Please respond to:
Box 284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CASHIER/WARRANTY CLERK
Auto dealer needs full-time Cashier/Warranty Clerk. Dealership experience preferred. Apply in person at: Bob Sakes Motor Mall, 31200 Grand River, Farmington Hills.

CINTAS
"THE UNIFORM
PEOPLE"

Has immediate openings for the following positions:
• General Secretary/Administrative Assistant
• Receptionist
• Accounts Payable Assistant

Qualifications:
• Friendly, positive attitude.
• Computer Experience.
• Excellent phone skills.
• Attention to detail.

We offer:
• Clean, friendly work environment.
• Health Insurance
• Profit sharing & 401K plan.
• Excellent opportunity for advancement.

Please call Sean at: 326-0600
Cintas Corporation
38145 Webb Dr.
Westland, MI, 48185

GENERAL CLERICAL
Basic office skills required.
Must be dependable. Call:
DYNAMIC PEOPLE
454-8503

CLERICAL FOR CARPET STORE
Alert, reliable person needed to handle general office duties. Full time, evenings & weekends. Pleasant working conditions. Apply in person at New York Carpet World, 29566 Orchard Lake Rd., Farmington Hills.

CLERICAL HELP NEEDED
Part time. Please apply at:
Sunset Dispensing
19941 Stark Rd., Livonia MI 48150
An Equal Opportunity Employer

CLERICAL INDIVIDUAL needed for Livonia office. Approximately 20 hours a week. Possibilities of more. 40 hours a week. Please send resume with salary requirements to: Cynthia, Pulaski, Pervin & Usanof, 6000 Town Center, Ste. 900, Southfield, MI 48075.

504 Help Wanted Office-Clerical

CLERICAL
Entry level position for reliable individual with excellent keyboard skills. Duties include answering phones, computer entry and filing. Must be good with numbers & 10 key. Call Jim Roberts Service Inc.
Human Resources, P.O.Box 39220
Redford, MI 48239

CLERICAL, full-time position available immediately. We are looking for a responsible, detail-oriented hard working person. Evenings & weekends required. Apply in person at: Scott Sportshirts, 4110 Telegraph, Bloomfield Hills, MI. 48302.

CLERICAL ORGANIZER/FILING.
Computer spreadsheets, word processing. One day/week, flexible hours. Call Office Resume, 738, availability to: TMS Consulting, 33128 Grenada, Livonia, MI 48154

CLERICAL - PART TIME. Small office, 3 days. Max experience helpful. Good organizational and phone skills a must. 471-3900

CLERICAL SUPPORT
Olde Discount Corporation has immediate opening in our Livonia office. Candidate should have good phone manner, strong organizational skills, and general office support skills. Compensation $1000 monthly, and a full benefit package.
For consideration send resume to:
Olde Discount Corporation
Clerical Support
751 Griswold St.
Detroit, MI 48226

CLERK - PART-TIME
(Tues., Thurs). Law and rental office (Detroit Riverfront). Word Perfect, Quick-on, Auto needed. 526-1200

CLERKS
NEEDED
• FILING
• GENERAL
• TYPING

Call Now!
WOLVERINE
STAFFING
Troy: 879-9070
Southfield: 358-4270

CLERKS/
RECEPTIONISTS
Immediate positions available in the Troy area. General clerical, 35 hours per week, flexible schedule possible. Excellent benefits package. Call Kathy at 362-1808

ENTECH
PERSONNEL SERVICES
(810) 526-8090

CLOSING SECRETARY
for real estate company, experienced in processing deals from start to finish. Comfortable working atmosphere in Western suburbs.
Call Doug Harris at 533-2000

MANUFACTURING company needs accurate self motivated individual to do customer input for PC Quotation Department. Must have computer input experience, good math skills and phone skills. $6-$8 hr. Health insurance, paid holidays. Send resume to Personnel Director, 23030 Industrial Rd., Livonia, MI 48150

Credit/Collections

Long term assignment in Troy. Typing, computer literate, must have knowledge in UCC filings, bank/lending institution experience helpful. Great pay, great benefits!

CONTEMPRA
583-9500

CUSTOMER SERVICE
Inside sales order desk for T-shirt advertising specialty company. Various office duties. Experience only. Send resume to: Box 283,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE Representative needs outgoing, friendly professional office. Must have good communication skills and at least three years office experience. Send resume to: Human Resources, 5750 E. Kemper, Warren, MI 48184. Fax 776-8008

CUSTOMER SERVICE
Clerical person needed to schedule drapery installers. Must have knowledge of Detroit area. Professional phone manner, multi task oriented. Must be able to deal with customers. Full time benefits.
Call for more details 435-4400

CUSTOMER SERVICE
International auto related supplier has unique long term openings for your recent graduate. Excellent career opportunity available up to $9.50/hr. College degree preferred.
Call Corine 646-7864
Uniforce Temporary Services

CUSTOMER SERVICE
Progressive company seeks a career minded individual for customer service/order entry. Must possess computer skills and problem solving ability. Excellent benefits package and desire to be a team member.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE
Dictaphone Corporation, Specialty Firm seeks individual to work 30-40 hrs./wk. Position requires personality to handle customer service, telephone skills, attention to detail, problem solving abilities. Typing & computer skills a plus. Starting pay $5.00/hr. Call Jay at: 253-1990

CUSTOMER SERVICE
Large medical electronics distributor is looking for an entry level customer service representative. Excellent benefits. Mon-Fri. work hours. Please forward resumes to: Attn: Office Manager, P.O. Box 42491, Detroit, MI 48236

CUSTOMER SERVICE
Financial institution client needs part time person who can juggle many tasks at one time while working at a fast paced and busy desk work in customer service department.
Telemarketing is part time. Send resume to: Dearborn Financial Institute, 26200 Lahser Rd., Suite 202, Southfield MI 48034, Attn: Personnel

CUSTOMER SERVICE
Part time, to assist in Production Office, light typing required. Duties include processing orders, filing documents. Send resume or fax out application to:
38680 Grand River
Farmington Hills, MI 48335

GENERAL CLERICAL
Immediate opening for versatile-energetic person, computer knowledge necessary, word processor experience preferred. Full time position with benefits. Resume only, no phone calls or apply in person to:
Kent Corporation, 883 Manufacturers Dr., Westland, 48185, Attn: Human Resource Dept.

GENERAL CLERICAL
TELEPHONE RECEPTIONIST
Join the fashion leader in the home furnishing industry. Telephone receptionist with general office duties. Computer knowledge helpful but important. Outgoing personality a must. Pleasant place to join a growing company that knows how to take care of its associates as well as its customers, apply at: Gardman, 29145 Telegraph at 12 Mile Rd. in Southfield.

GENERAL CLERICAL
Basic office person to answer phones, perform mailings & manage office supplies. Min. 60 WPM. Candidates will possess excellent detail, & attention to organizational skills. Computer skills helpful. Qualified applicants only need apply. Send resumes to: Employment Opportunity, Dual-Ingraham, 6333 Ecorse, Ypsilanti, MI. 48197.

HOST/SECRETARIAL ASSISTANT
for new home subdivision. Weather permitting hrs. are 8 or 9 days per week, 12-6pm. 960-0770

IMMEDIATE JOB OPENINGS for people who have accounting and computer skills. Must know Word-Perfect 5.1 and Lotus. Must be coming on an IBM compatible computer. Positions are for Data Entry, Billing, Inventory, accounts payable & receivable, bookkeeping, record keeping, etc. Applicant must be able to work independently, be self motivated and exceptional work ethic. Send resume to: P.O.C. GARVER, P O Box 51158, Detroit, MI 48221

PERSONAL LINES SERVICE REP
Insurance agency in Northville needs Customer Service Rep. Personal lines experience helpful. Competitive salary & benefits package. Send resume: 349-3020 or 474-1610

504 Help Wanted Office-Clerical

DATA ENTRY • experienced person for busy accounting department. Accounting background needed. Looking for a dependable person with good attendance & able to do fast paced work environment. If qualified call. 543-5100

DATA ENTRY
Full-time clerical position available. General office duties, with strong data entry skills. Will train the right experience. No calls. Resume to: Header Heat Treat, 35613 Clinton Drive, Wayne, MI 48184. Fax # 721-0906

DATA ENTRY
New full/part operations with major Livonia corporation. Short term or long term opportunities for your attention to detail and 5,000 keystroke per hour ability. Call Diane 473-2932
Uniforce Temporary Services

DATA ENTRY position available with small publishing company. 24 hours per week, flexible schedule, M-Sat. day assignment. Looking for a positive detail oriented person who can type 5,000 keystrokes per hour. Salary approx. $7 per hour. 961-4000

DICTAPHONE/TYPIST needed for Farmington Hills office. Must have good benefits. Ask for Mike Muller, Sloane Temporary Services 645-3440

ENTRY LEVEL Position. Multiple job responsibilities. Good phone skills, computer literate, organized. Starting sums with salary requirements: Sedgwick Claims Management Services, Dir. S., Farmington Hills, MI. 48334.

EXECUTIVE ASSISTANT
Chief executive officer of influential Detroit financial institution has requires experienced assistant. MS Word and Excel $25,000 - $27,000/yr. Year to start. Call Sloane 646-7662
Uniforce Temporary Services

EXECUTIVE SECRETARY
full time salaried position with full benefits package. Must be proficient with WordPerfect 5.1, Quattro Pro 3.0 (or equivalent spreadsheet/database) & Windows environment. Position received an outgoing professional attitude with strong interpersonal individual with an eye for detail. Please send resume with salary requirements & resume to: Executive Assistant, LPR Land Company, 17199 N. Laurel Park Dr., Ste 20, Livonia, MI 48152.

EXECUTIVE SECRETARY
($22-$25K)

Career opportunity. Requires proficiency in Word, Wordperfect 5.1, 1-2-3, no fee. Temp to perm
ARBOR TEMPS 450-1166

EXECUTIVE SECRETARY with legal experience. Must be detail oriented, able to type. Must be experienced & proficient in Word Perfect. Typing, shorthand & preparation of documents. Send resume & salary requirements to:
Box #270
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK
Fast-paced office looking for a file clerk able to work a switchboard and to use an alphabetical system for errands. Must be able to lift heavy boxes of paper. Benefit package. Please send resume to: Box #274
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK
Now! based company needs 2 persons to fill entry level positions. Responsibilities include: filing, organizing, copying & various office duties. Excellent benefits & advancement. Contact Eileen or Tim, Prater Personnel Inc., 810-244-8300

FOOD BROKERAGE is looking for highly motivated quick learner for sales support/customer service position. Also need reliable outgoing professional person for a switchboard/receptionist position. Send resume & salary requirements to: O.M., P.O. Box 3304, Livonia, Michigan 48151.An Equal Opportunity Employer

FULL-TIME position available immediately. Experience in manufacturing environment preferred. Must have good organizational skills & ability to work with minimum direction. Computer experience preferred. Good starting salary.
Send resume to: P.O. Box 476
Northville, MI 48167

GENERAL OFFICE
Vandevelde Gortite is accepting applications for part time general office assistant. Duties include: typing, clerical, and full time general office personnel in its Detroit office.
Please fax to: 531 W. Fort St., Ste. 1800, Detroit, MI 48226. Attn: Human Resources.

GENERAL OFFICE
Candidates for this desirable position need recent office experience and be detail oriented. Filing, opening mail, etc. Advancement opportunity. Call Gerry 348-4040
Uniforce Temporary Services

GENERAL OFFICE • Wixom manufacturer has immediate openings for front office/warehouse position. Applicants must be organized, detail oriented, clerical. Willing to train on computer. Call Pat Mon.-Fri. 9-5 at 624-2550 Ext. Senior citizens welcome. Call Metal/Coatant Merchants, Inc.

GENERAL OFFICE
Part time, 3 days a week. Flexible hours. Downtown Birmingham. Full time or part time. Excellent wage package. Call 645-5430

LEGAL SECRETARY
Full time for large suburban defense firm. Litigation experience required. Send resume to: Kohl, Secrest, P.O. Box 3040, Farmington Hills, MI 48332

LEGAL SECRETARY - Full time for afternoon shift and Saturdays. Workers Comp. & Litigation experience in litigation. Resumes only: Box 2030, 26000 Evergreen Drive, Southfield, Michigan 48076.

LEGAL SECRETARY
with worker's compensation and litigation experience. Knowledge of WordPerfect 5.1 desired. Send resume and salary requirements to: Office Manager, Law Offices, 1441 West Long Lake Road, Suite 223, Auburn Hills, Michigan 48326.

LEGAL SECRETARY
Southfield law firm seeks busy office looking for part time Secretary. Flexible hours. Must have at least 3 years experience personal injury and WordPerfect. Send resume to: 3000 Town Center, Suite 2010, Southfield, MI. 48075.

LEGAL SECRETARY
For Southfield law firm. Litigation & WordPerfect 5.1 experience necessary. Salary commensurate with experience. Send resume to: Box #240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY needed for Birmingham law firm. Litigation experience necessary. WordPerfect 5.1 experience preferred. Salary and benefits. Resume to Box 229,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

LEGAL
SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms in the area. We are for permanent and temporary positions. Call today and ask for THE SECRETARY LADY.
FEES EMPLOYER PAID
HILLSTROM & FOSS
AGENCY, INC.
626-8168

LEGAL SECRETARY
Experienced needed, for busy insurance Defense firm in Clarkston.
Call Karen 648-7704

LEGAL SECRETARY
Bloomfield Hills with WordPerfect 5.1 and Timeslips experience preferred. Dress Casual Another 334-1707

LEGAL SECRETARY - Part time, Mon.-Fri. 1-6pm. Excellent typing. Send resume to: 35135 Nankin Blvd., Ste 102, Westland, 48185

LEGAL SECRETARY TRAINEE
Good typist. Downtown Detroit. Start $6.00 per hour. Full or part time. 963-7788

LEGAL SECRETARY
Birmingham firm. $6 WPM. WordPerfect and litigation experience. Call Beth. 258-1500

LEGAL SECRETARY for Southfield medium sized law firm. Excellent WordPerfect skills and litigation experience necessary. Good salary and benefit package. 356-4480

LEGAL SECRETARY
Experienced legal secretary needed for Farmington Hills Law Firm, skills and knowledge of Word Perfect 5.1 and knowledge of Word Perfect 5.1 macros. Salary commensurate with experience preferred. Salary commensurate with experience. Call or send resume to:
Contact Kim: (810)442-0810.

LEGAL SECRETARY
Southfield law firm seeks personal injury firm requires secretary with WordPerfect and plaintiff experience preferred. Salary commensurate with experience. Call Gerry 348-4040
Uniforce Temporary Services

LEGAL SECRETARY - TROY
Seeking a secretary with litigation experience required. Must have excellent office skills, typing, filing, etc. Salary commensurate with experience. Send resume to: Box 2134, P.O. Box 2134, Troy, MI 48084.

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INSURANCE
Experienced Commercial CSR needed part-time for general agency, 2/3 days a week. Call Laura 451-7792

INSURANCE - Farmington Hills agency seeks Commercial CSR. Must have word processing experience. Knowledge of insurance helpful. Salary commensurate with experience. Fax resume to: 851-7333

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Immediate position available with suburban tool manufacturer. Successful company offering paid benefits. Experience should include computer, preferably Hurry! Call Bernice, 464-0969.
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Exciting atmosphere of suburban advertising agency needs your recent office experience and excellent people skills. Light typing, paid holidays, Call Ann 548-4313
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LAW OFFICE requires experienced legal secretary/paralegal. Must have supervisory/busy general practice firm in Southfield. Send resume to: 28411 Northwestern Highway, Ste. 740, Southfield, MI. 48037 Fax 355-1809 313-352-4495

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3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone: 358-0080

LEGAL SECRETARY - for personal injury litigation. Experience required. Excellent salary. Call Sue 354-2500

LEGAL SECRETARY
Part time Secretary for small Southfield law firm. Legal and WordPerfect experience preferred. Call Mary Ann for interview at 354-1900

LEGAL SECRETARY
Southfield law firm. Flexible hours. Downtown Birmingham. Full time or part time. Excellent wage package. Call 645-5430

LEGAL SECRETARY
Full time for large suburban defense firm. 3-5 years litigation experience. Must type 50 wpm and know Word Perfect 5.0 and Lotus. Manpower offers free training on all these programs and many more
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NATIONAL PARAMEDICAL company seeks Office Coordinator. Must have clinical office, $1,200 per month salary. Applicants must have excellent phone and communication skills. Send resume to: Coordinator, P.O. Box 2246, Southfield, MI 48037. Attn: Glenn Poker
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GROWING medical equipment company seeking 2 full time candidates for office/clerical work.
Openings are newly created positions. Ideal candidates will be people from hospitals, clinics and doctors offices. Candidate must be a self starter, detail oriented, as well as typing skills. You must be detail oriented and an independent worker and worker.
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Great opportunity to grow with young aggressive company. Benefits package and salary.
Qualified applicants only - mail resume and salary requirements to:
Metro Medical Equipment, Inc.,
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No phone calls, please.

PROPERTY MANAGEMENT FIRM seeks part time office assistant, typing or & office skills helpful, will train, in Rochester/Birmingham. 852-8221

RECEPTIONIST
For litigation firm - 7 lawyers. Emphasis on financial, mortgage foreclosure, real estate and general office management. Experience and degree in a related field required. Please send resumes in confidence to: Box 244
Observer & Eccentric Newspapers
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Livonia MI 48150

OFFICE CLERICAL - Must have computer skills, knowledge of billing. Computer skills necessary. Send resume: P.O. Box 1717, Ann Arbor, MI 48106

OFFICE MANAGER - Part-time, for interior design/antique shop. Must have good bookkeeping and clerical skills, Some design background, knowledge of antiques, and/or retail experience helpful.
848-2323

OFFICE MANAGER
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OFFICE MANAGER/
FULL CHARGE B