504 Help Wanted Office-Clerical

ACCOUNTING
BOOKKEEPERS

Interested in using your skills on an ongoing or short term project? Let Accountemps do the job! Call us today for more information on assignments that have a balance for your convenience. Some flexibility in your schedule.

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
PAYROLL
DATA ENTRY NUMERIC
FULL CHARGE BOOKKEEPING
SPREADSHEETS

accountemps
Metro Detroit's largest temporary staffing service specializing in accounting, bookkeeping, spreadsheets and finance. Find out what's happening in your area. Ann Arbor (313) 995-5347 777 E. Eisenhower Pkwy, Suite 100
Detroit (313) 240-8220 1249 Washington Blvd. #1600
Southfield (810) 357-8367 26555 W. Nevada #250, 48034
Troy (810) 524-8050 701 W. Big Beaver #310, 48084
Bloomfield Hills (810) 540-0300
E.O.E.

ACCOUNTING CLERKS

- Accounts Payable clerk, entry level bookkeeping helps. Temp-to-Perm.
- Learn to Accounting Clerk, pending Data Entry. Learn to Accounting, temp assignment. Bonus offered for perfect.

If you have proven or transferable experience, excellent data entry skills, please call. Temp pay range $7 & Hour.

354-2410
ACCOUNTANTS ONE
AGENCY Ask pay

ACCOUNTING
Fast growing real estate development company needs experienced controller or high-powered bookkeeper with strong background in accounting software. Construction or real estate experience a plus. Small Development Company. Call (810) 31555 West Four Mile Road, Suite 101, Farmington Hills, MI 48334

ACCOUNTS CLERK, BOOKKEEPER
Knowledge of data entry
Small Livonia office
313-9040

ACCOUNTS Payable/Receivable Clerk - Growing in Southfield area, a small welcome company to assist the partner in performing accounting functions. Must have at least 2 yrs successful accounts payable/receivable experience and a computer literate. A bit willing to learn. Background checks conducted. Resumes to CTS/AP 27630 Franklin, Southfield, MI 48034

ACCOUNTS PAYABLE to $8.50/hr + benefits. Full time. PC this job. 8 hours/day. Livonia. Call 313-261-1700 STEVEN GREENE PERSONNEL

ACCOUNTS PAYABLE - Part time/full time. Detail oriented required. Salary commensurate with experience. Call 261-2100. Ext. 113

ACCOUNTS PAYABLE
Personnel company seeks Accounts Payable Clerk for Livonia facility.
HR Management, 649-0808

ACCOUNTS PAYABLE
for multi state building supply company. Must be able to do payables from receiving purchase to nonprinting reports & billing checks. Some background of accounts receivable also necessary. Radford area. Send resume to the job
Owner & Economic Newspapers
34251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE Assistant - Typist Inc. a growing computer consulting corporation headquartered in Troy is looking for an entry level assistant for its busy accounts receivable/billing dept. The position requires a minimum of 1-2 yrs previous processing experience, data entry & reading billing problems/disputes, all associated with billing or collecting or related is required. For consideration please send resume with cover letter stating salary requirements to: Attn: Ms. Lori Ann Hunter, 1100 Rankin Mill Manger, RE A/R Assistant, 5700 Crooks, Rd #301, Troy, MI 48098 No phone calls please. EOE Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Computer leasing company, Southfield area. Benefits package. Mon.-Fri. 1-5pm. 352-2915
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Southfield management firm has an immediate opening for a customer service representative in their Accounts Receivable Dept. Experience with reasonable property accounts or collections is a must. Benefits included. Send your resume to
ACCOUNTS RECEIVABLE
Box 1
Southfield, MI 48037-0308

ACT NOW
Word Processors
Knowledge in
- Microsoft Word for Windows
- WordPerfect 5.1
- Lotus

START IMMEDIATELY!
TODAYS TEMPORARY
649-4455
EOE

AD AGENCY
EXECUTIVE SECRETARY
President of major advertising firm has immediate opening for a secretary. Temp to perm. Salary in high 18's + 2 yrs. temp high profile position. Send resume to Dynamic Staffing, Attn: Dept. 1, 1000 Maplelawn, Troy, MI 48084
Uniforce Temporary Services 796-3940

AD AGENCY
SECRETARY
Use your great skills to the dream-weave world of advertising. Entry at $20,000 for a large and large personality. Great benefits package. Call Jeanne at
BRO LINO PERSONNEL SERVICES

WORD PROCESSING SECRETARIES
Livonia, Plymouth area
- Excellent pay - all software
- Assignments are needed. Many job openings. Temporary & Permanent.

Call ADIA
525-0330
Never a Fee

ADMINISTRATIVE ASSISTANT
Exciting Management Position
Contact Position not organized by detail. Position requires good communication & good typing skills. Apply in person. Wonderwood Inside Service Inc.
[illegible] Grand River
Suite 200
Southfield, MI 48084

ADMINISTRATIVE ASSISTANT
Sub-contractor field has immediate opening. Apply in person Chevrolet 30200 Michigan Ave Wayne. Ask for Linda

ADMINISTRATIVE ASSISTANT
Growing Southfield area engineering firm seeks a flexible minded individual with good organizational skills & flexibility needed for multi tasking. Must have good attitude, Basic Word and more for the right person. Call Ms. Dawn at (810) 352-8000 Brookfield Drive, Suite 200 Southfield, MI 48189

Administrative Assistant
Will-call Process for medical client. Will train. Excellent compensation will pay $8.00/hr. Contact Ms. Lynn Hoffman in Westland and Ms. Jackie Hoffman in Southfield and resume with salary requirements to: Fax 261-8000 Attn: Ms. Hoffman

ADMINISTRATIVE SECRETARY
$20,000
Well established Southfield, Bloomfield Hills, Westland and Livonia area. Great benefits, Bonuses, Company to choose. Full Service Agency. Call Ms. Lynn
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

MEKING hardworking individuals to fill variety of permanent and temporary services. Company with national potential. Company is also looking for sales or management trainee. Experience a plus. Will train the successful candidate. Job duties. Light typing and reception work. Positive attitude and good resume is a MUST. 2000 N. Woodward, Ste 110, Bloomfield Hills, MI 48304. Attn: Deborah D. Wright, Esq. to request interview.

ADMINISTRATIVE ASSISTANT to work with financial consultants. Candidates will assist clients (heavy phone contact), be detail oriented, well organized, excellent client service, perform word processing, spreadsheet and resume to Patty Darby, 600 REN Center 1400, Detroit, MI 48243. EOE M/F/D/V

ADMINISTRATIVE ASSISTANT
Consulting company seeks energetic individual for assistance in payroll, filing, research, training support and word processing. Part time, flex hours. Send resumes to
Consultants Inc., 29677 W 12 Mile, Southfield, MI 48034

ADMINISTRATIVE SECRETARY
Work in the exciting atmosphere of Farmington Hills auto world processing and secretarial skills are needed for this part time position.
Excellent salary and benefits.
Call Sara
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Needed for Farmington Hills Dur ease candidates should have knowledge of Microsoft Word and Excel, proficiency in office equipment, basic accounting skills, multi-line switchboard. Accounting background a plus. Send resume to Assistant, 27855 Southwicket Road, Suite 130, Farmington Hills, MI 48334

ADMINISTRATIVE SECRETARY
$24,000 FEE PAID
Farmington Hills area, high energy, busy position in suburban firm. Specializing in immediate position. Call Mark at
248-3330
or FAX resume to 649-FAX-2
M BOOKSPAN & ASSOCIATES
PERSONNEL SERVICES

ADMINISTRATIVE
Multiple financial and secretarial positions available. Spread sheet experience helpful. Temp to perm opportunities. We offer top pay, paid holidays, bonuses, & networking opportunities. Call today for an appointment.
OFFICETEAM
(810) 358-0223 Fax 358-0843
26588 N western #230
Southfield, MI 48034
E.O.E.

ADMINISTRATIVE SUPPORT
UTS, an innovative training/consulting firm, is seeking an administrative assistant who is an organized self-starter. Excellent attitude a plus. Have solid administrative support background, the ability to generate professional documents, maintain records, & be proficient in WordPerfect, Paradox, Excel, Harvard Graphics, Power Point and Windows. Please send resume to UTS, 17320 W 12 Mile, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Leading company in Southfield has an immediate opening for someone with LOTUS, ALWAYS AND MICROSOFT SKILLS.
$10.00 an hr + benefits.
Please call Stacey at 352-8220

KELLY SERVICES
An Equal Opportunity Company

ADMINISTRATIVE ASSISTANT
Air cargo company seeks a full time administrative assistant. Qualified individuals should have excellent interpersonal skills, and a minimum of three years experience in Lotus/Excel and WordPerfect based computer. Duties include but not limited to: perform multiple tasks, work well under pressure, and will need to work overtime occasionally. Selected individuals should send resume and salary history to:
American International Airways, Inc., 2171 N. Lapeer Dr.,
Romeo, MI 48065
Mon - Fri., 8-3:30 Pm.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Resume Preparation
Growing resume service company has position for individual in resume preparation department. Strong writing, typing, proofreading and grammar skills a must. Desktop publishing a plus. Hourly growth potential for right person. Send resume to Personnel Department, Attn Resume Specialist, 30300 Civic Center Drive, Suite 207E, Southfield, MI 48076.
Only resumes with salary history will be considered.

ARE YOU EXPERIENCED?
We need experienced Word Processors with knowledge of Microsoft Word for Windows and WordPerfect. Must be self motivated, professional and ready to start work.
Call today for an appointment.
OLSTEN STAFFING
Southfield: 354-0555

ASSISTANT TO CUSTOMER SERVICE MANAGER
For professional company in 13 Mile/Greenfield area. Small, friendly, non smoking office. Call Chris at 557-3020

ASSISTANT TO Customer Service Manager. For a promotional company in the 13 Mile/Greenfield area. Small Friendly non-smoking office.
Call Chris 557-3020

APPLY TODAY!
START TOMORROW
Experienced Word Processors at this largest temporary help & permanent placement firm. We have jobs offers in the metro area. We specialize in full time jobs and we hold long term temporary. Dynamic, we need:

Secretary
Very company looking for someone to do filing, 10-key, and Word for Windows, must be able to type accurately. Accounting process involved. $7.00 to $8.00/hr start.

Receptionist
Prestigious Hills company needs full time experienced person to answer 10 line phone. Hours 7 am 30 to 4:30. Mon-Fri. Starting between $7-$8 hour based on experience. Benefits available.

File Clerk
Job is in Farmington Hills area. Need of full time person to pull, up and deliver medical records. Hours are 8:30 to 5:00. Ideal for college students.

Mail Runner
Metro Detroit company in need of full time person to pick up and deliver business mail. Hours are 8:30 to 5:00. Ideal for college students.

There are all positions that lead into full time employment with our offices. Stop by or call today. Ask for Terri. There is NEVER a fee to join. Call personally to speak with one of our consultants to discuss your career.
810-643-4361 Troy
810-474-6000 Farmington
EXPRESS
PERSONNEL SERVICES

Attorney
OFFICE COORDINATOR
NEEDED
For Prestigious Hills company. Position requires a self motivated with an ability to work independently. Must have strong skills in plan
- Word Perfect 5.1 or higher
- Lotus/Excel
- Microsoft Word
- 40-50 wpm

To schedule an appt. Call Donna 471-1870

MANPOWER
The world's largest temporary and permanent help service
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
You will be an integral team member of a Fortune 400 company that provides financial services to the elderly in the hospitality & healthcare industries. Candidate should have 3 years or more secretarial experience and will assume a variety of duties in our office located in the Northwest suburbs. Responsibilities include: Word processing, reports, sales figures, filing, telephone, typing, dealing with customers & sales personnel & much more. Candidate should expect will possess 3 years of secretarial experience with extensive computer skills. Windows, Word Perfect, Lotus 1-2-3 preferred. A polished manner, self-starting approach & outstanding communication skills are a must. We offer a competitive benefit package & competitive salary! Please submit your resume to:
Personnel
P O Box 173843
Covington, KY 41017-5843
An Equal Opportunity Employer

ADMINISTRATION ASSISTANT
Home for the good in Wayne seeking individuals who enjoy working with people. Apply in person or send resume. 31720 Van Born Rd., Wayne, MI 48184

APPLY TODAY!
Experienced FILE CLERKS needed in Southfield area for short term and long term assignments. Must be dependable and hardworking.
Call today for appointment.
OLSTEN STAFFING
Southfield: 354-0555

ARBOR NEEDS
DATA ENTRY/CLERKS
GENERAL OFFICE
Your skills can mean good opportunities at prime companies.
Temp & temp-to-perm
ARBOR TEMPS, 459-1166
8433 Haggerty Rd., Plymouth, MI

Attention
SECRETARY
Your of around skills and experience are needed for long term opportunities in Southfield area.
Candidates should have Word Perfect or Microsoft Word Beginning at $6.25 paid vacation. Call Sandra 646-1983
Uniforce Temporary Services

AUTO DEALER has immediate opening for a full time Title Clerk. Previous experience necessary! Excellent company benefits. If you are interested in joining our team submit a confidential reply to:
Toyota Ann Arbor, P O 940,
Ypsilanti, MI 48197

AUTO DEALER LOOKING
for 2 full time self-motivated, general office clerks. Dealership experience helpful, but will train. Must have 3 years clerical background. Fringes including 401k, paid holidays, vacation & sick. Send resume to PO Box 305, Wayne, MI 48184.
(No phone calls please)

AUTO DEALERSHIP BILLER
Don Massey Cadillac is looking for an experienced car biller. Please fax or 40475 Ann Arbor Road, Plymouth, Michigan 48170

AUTO DEALERSHIP
ACCOUNTS RECEIVABLE CLERK
Don Massey Cadillac is looking for an experienced accounting clerk. Please fax or apply at 40475 Ann Arbor Rd. in Plymouth, MI 48170

BANK ACCOUNTS PROCESSOR
Growing community Bank seeking Accounts Processor Trainee for the Bookkeeping Department. Successful candidate will be self starter, detail oriented, patient and anxious to learn. Requirements include typing, good hours 9-3. Ideal candidate should have computer literacy. Banking experience a definite plus.
METROBANK
37000 Grand River Ave, Ste # 365
Farmington Hills, MI 48335
Fax 476-4400
EOE
We do drug testing.

BILLING CLERK
Immediate position available for Data Entry Billing Clerk for fast paced engaging office in our suburban location. Must type 60-80 w.p.m. Supervisory experience a plus. Must have recent CRT experience and billing experience. Self starter, motivated, dependable, attention to detail are critical attributes necessary for this position. Day shift and some mandatory overtime. Full range of benefits. Send resume including salary history to: Dept. 145, P O Box 38114, Redford, MI 48239

BILLING CLERK
Michigan's largest Canon dealer has an opening for a billing clerk in their home office. We are looking for a self-starter with prior office experience and an attention to detail.
We offer competitive benefits including profit sharing through 401K. If you are interested in working in a positive environment with high emphasis on customer service and quality please send your resume to:
Office Manager
Job Reference #94-028
HOVRDA Business Systems, Inc.
41140 Grand River Street
Novi, MI 48375
An Equal Opportunity Employer

CARLOS MURPHY'S
is now hiring part-time bookkeeper for Sat. and Sun. Restaurant experience preferred. Apply in person at 29115 Five Mile, between Merriman & Farmington Hwy., Southfield.

BOOKKEEPER/ACCOUNTANT
Full time position available for small construction company in Novi. Experienced only need apply. Send resume to: P.O. Box 6, Novi, MI. 48376

BOOKKEEPER/Accountant-Newly formed company has part time accounting, Small office, flexible hours. Ideal for retired person. Accounts Payable thru General Ledger. VSC Inc. 40200 Grand River, Ste F, Novi, MI 48375.

BOOKKEEPER - Full time, experience necessary. 30411 W. 13 Mile, Suite 301, Southfield. Call Kestrel Accounting. 352-8430

BOOKKEEPER
full charge, computer literate, familiar with all phases of accounting, full time, salary commensurate with experience. Benefits package. Send resume or call for appointment
Dynamic Logistics, 30500 Telegraph Rd., Livonia, MI 48150

BOOKKEEPER - Part time, full shift, accounts payable & general ledger. Fax resume & salary requirements to 313-937-4002
An Equal Opportunity Employer

BOOKKEEPER - 2 days a week for busy Bloomfield law firm. Call our home blast number. Send resume to
@ 810-433-4800
6161 Bee 2527

BUSY Livonia area Optometrist's office looking for part time dental receptionist. Flexible hours. Call with phone screening and resume.
Fax 425-6174

BUSY real estate office needs experienced bookkeeper. Full time position. Call 737-0300

CASHIER/CLERICAL
Applicants being interviewed. Full time plus benefits. No phone calls please.
SATURN OF FARMINGTON HILLS
34730 Haggerty Rd.
Farmington, MI. 48335

CHURCH SECRETARY - part time, business manager, bookkeeping experience required. Send resume to Church of our Savior, 9441 Middlebelt, W. Bloomfield 661-8262.

CLERICAL
Adecco Corporation has opportunities for full and permanent, including:
- Order processing
- Typing
- PC data entry
- Word processing
- Clerical support

All positions require excellent skills, flexibility, and a pleasant attitude. Please send resume with salary requirements to:
ADECCO CORPORATION
Human Resources
101 Union
Plymouth, MI 48170
EOE

504 Help Wanted Office-Clerical

BOOKKEEPER
Responsibilities include accounts payable and receivable. Must have knowledge of payroll, general ledger and computers. Experienced only need apply.
Ask for John Bucher 661-8840

BOOKKEEPER
Trade show decorating company is seeking a full charge bookkeeper for fast paced office, requirements are 5 years bookkeeping with computerized accounting software, payroll, accounts receivable, accounts payable, financial statements & some clerical duties. Competitive salary & benefit package. Send resume to: Bryson Displays
Attn: Connie Waters, 31164 Seeley Rd, Novi, MI 48375

CAREER OPPORTUNITIES
Many assignments and leads for permanent jobs including:
- Administrative Assistant
- Microsoft Word, Excel, Lotus, Access and Harvard Graphics Southfield
- Receptionist and Receptionist Clerks. Reverse operators.
- Data Entry Clerks
- Switchboard, ATT Dimensional, Proportional Switchboard Hills office

CALL NOW FOR YOUR INTERVIEW
OAKTEC
Employment Services
810-468-0464 810-377-4070

TEMPORARY
EMPLOYMENT SERVICE
Seeking individual for Madison Heights temporary office. Must have excellent necessary skills: calculators, adding machines, typing, data entry, 10-key, and 35 wpm. Mon-Fri 8am-5pm.
CONTEMPRA
583-9500

ALL
SKILLS
NEEDED
Receptionists
Clerks
Data Entry
Phone Surveyors
CORPORATE
PERSONNEL
SERVICES
953-4190
EOE NO FEE

CLERICAL - Entry level position needed for Livonia office. Will train. Call Vanessa at Greig, Nick 478-5090

CLERICAL HELP - Immediate openings for part time filing help in Auburn Hills area. Typing or computer skills helpful. Call Mrs. Fox, West Bloomfield area. For more information, call 661-7106

CLERICAL
Non-Smoker for data entry, light typing & answer phones. Word Perfect & accounting experience helpful. Apply at 36851 Schoolcraft, Livonia, 48150

CLERICAL
Part time office help needed. Automotive experience helpful.
536-2100, George or Terra

CLERICAL - Part Time
Office Clerk - Computer literate, good typing skills a must. 10-667-9696
@ 810-433-4800
6161 Bee 2587

CLERICAL POSITION open in Livonia. Kitchen & bath showroom. Hours 9-3. Duties include typing, computer literacy. Banking experience a definite plus.

CLERICAL POSITION
Data entry, phones, filing, light typing. Pleasant attitude, reliable. Redford area.
810-557-6400
6161 Bee 2533

CLERICAL POSITION
Part-time days. Mon.-Fri., 10-4 employee discount. Benefits. Interviews needed. Send resume to
Ceramic Tile Distributors
Attn: Tracy Rendal
31740 Schoolcraft
Livonia, MI. 48150
An Equal Opportunity Employer

CLERICAL/RECEPTIONIST - for busy Farmington Hills office. Have to full-time. Will train. Call between 8am-12pm. 737-7300

CLERICAL STOCK PERSON - Hand distributor full time permanent, Mon-Fri. 8-4 30 hr. Benefits. Will train.
810-360-8260

CLERICAL
We have excellent opportunities for individuals interested in entering the world of financial services. Qualified applicants will vary according to background, but may include data entry, call information on the CRT, receiving customer calls, filing, balancing entries, responding to telephone inquiries, and other duties as assigned. Qualified candidates must have previous office experience, typing skills and 10-key calculator skills. We offer an excellent benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
HUMAN RESOURCES
SOURCE ONE MORTGAGE
SERVICES CORPORATION
27555 Farmington Road
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

CLERK
Air Cargo company seeks a full-time Clerk. Qualified individuals should have excellent knowledge of Quattro Pro, Word Perfect, Lotus and Dbase. Duties include, but are not limited to maintaining rates, data entry, filing, and processing time cards and payroll. Qualified candidates should send resume or apply in person at: Airborne Express, Attn: Human Resources, 2701 N. I-94 Service Dr., Ypsilanti, MI. 48198.

CLERK
Air Cargo company seeks a full-time Clerk. Qualified individuals should have excellent knowledge of Quattro Pro, Word Perfect, Lotus and Dbase. Duties include, but are not limited to maintaining rates, data entry, filing, and processing time cards and payroll. Qualified candidates should send resume or apply in person at: Airborne Express, Attn: Human Resources, 2701 N. I-94 Service Dr., Ypsilanti, MI. 48198.

CLERKS
Positions available in Royal Oak, day & evening shift.
START IMMEDIATELY!
TODAYS
TEMPORARY
649-4455
EOE

CLERK TYPIST
Full time. Must be computer literate, experienced only. Call 362-2397

CREDIT SERVICE needs Data Entry Clerk. Excellent opportunity, part time or full time. $7.0 /hr. W.J. Schoolcraft, 348-2640

CONTEMPRA

to assisting highly motivated & dependable people with various skills:
- Word Processors $6-10/hr
- Telephone Operators . . . $5-6/hr
- Receptionist $5-12/hr
- Data Entry Clerks $5-6/hr
- Data Entry Clerks $6-6/hr
- Short & long, temp to perm positions

CONTEMPRA
583-9500 - Madison Hgts
583-5900 - Dearborn

CPA FIRM SEEKING a full-time receptionist/bookkeeper. Must be proficient in Word Perfect 5.1 & 10-key. Interpersonal & people skills a must. Fax resume & salary requirements to: Attention: Ms. Fox, 1191 Southfield, MI 48075.

CUSTOMER REPS
Immediate openings for people with customer service experience. Must have
- Good computer skills
- Typing ability
- Excellent communication skills

Training provided. Part time, days & evenings, 30-35 hours.
O/E
Management Services
968-6100 Fax 828-5107

504 Help Wanted Office-Clerical

COMPUTERIZED ACCOUNTING TECHNICIAN TRAINING
(College Credit)
Last call workers and unemployed, including veterans may qualify for FREE computerized accounting technical training and job placement assistance. Call Robert Dipaolo at GED required.
Call 645-9867
Henry Ford Community College
Office of Corporate Training

COMPUTER PROGRAMMER
needed for company in Livonia. Must have experience with relational database, preferred knowledge of Paradox, SQL, Windows & Novell Netware. Position has an opportunity for an entry level Data Entry Clerk in the Purchase Department. Responsibilities include checking invoices, coding bills, filing, data entry and general office work. Typing, 10 key and CRT experience required. For immediate consideration, please call Mon-Fri, 3pm-5pm
852-3731

DATA ENTRY CLERK - position with long rate office located in Troy for data entry clerk. Minimum qualifications: 40 wpm, 10 key, computer literate, organized. Resume only to: Ms. C. MacDougall, 1550 W Big Beaver, # 500, Troy, MI 48084

DATA ENTRY CLERK
Self-motivated person who is detail oriented and enjoys data entry is needed for growing investment management firm. Knowledge of computer & 10-key experience a must. Non-smoking environment. Send resume with salary requirements to Personnel Director, 3883 Telegraph Rd., Ste. 300, Bloomfield Hills, MI 48302

DATA ENTRY CLERKS
A.M. & P.M. SHIFTS
Immediate openings for your data entry skills. We offer: Top pay, holiday pay, bonuses, temp-to-perm opportunities. Full time, Full benefits. Call today for an appointment
COLLEGE STUDENTS WELCOME

SNELLING
PERSONNEL SERVICES
NEVER A FEE
Livonia 464-3100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 294-0777

DATA ENTRY/Customer Service Position in Farmington Hills immediately. Must test at 10,000 key strokes per hour, experience required, contact with members and services. Please send resume to Jeanne Minter Call 24706 Haggerty Rd., Ste. 325, Livonia, MI 48153-9064. Attn: Jeanne Minter, Customer Service Manager. No phone calls.

Data Entry
Customer Service
Requirements
- 40000 KEYSTROKES
- GREAT PHONE VOICE
- EXCELLENT WORK HABITS

Positions
- EXCELLENT WORK ASSIGNMENTS
- PART-TIME AND FULL-TIME
- GREAT PAY!

CALL TODAY!
SYNERGY STAFFING
489-0700

DATA ENTRY
Experience in payroll data entry IBM AS400 background an asset. Knowledge of Auburn Hills office. Wages & benefits commensurate with experience. Call for an interview
810-377-1900

DATA ENTRY
FULL/PART TIME. Enjoy your experience in the world's leading service phere of a new expanding company. Long term positions. Two shifts available. To $7.50/hr.
473-2932
Uniforce Temporary Services

DATA ENTRY - long term full time, must have 8000 keystrokes, days, promotions, or evenings.
464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Marketing Research firm in Livonia seeks fast, accurate individual for part time, day/evening positions. Flexible hours.
Must have interest person should call
8 30-5, Monday-Friday 425-6582

DATA ENTRY
National company seeks Data Entry/Customer Service Clerk for Livonia office. Must have 10-key required. HR Management, 649-0808

DATA ENTRY OPERATORS
We have 40 openings for Data Entry Operators skilled in both Apple and 10-key entry to work in our Livonia office. Full or Part-time, long and short term assignments available. Must key a minimum of 8,000 keystrokes.
This 30 week project beginning the 1st of May could lead to permanent positions. To schedule an appointment, call Jeanne at 261-8000 Mon-Fri 8 a.m. and 5:00 p.m. at 261-8220

DATA ENTRY PERSON
Full time position. Responsible for invoicing & cash posting for 7 locations. Start at $6/hr. Apply at Sportsmen, 46700 W. 12 Mile Rd., Novi. 349-7600

DATA ENTRY/Receptionist - our non smoking Livonia office is looking for a Data Entry/Receptionist. Must know the ins & outs of 10-key, 40-50wpm, and be organized. $8-75 to start. Send resume: P O Box 2948, Livonia MI 48151

DATA ENTRY
Work in fun, fast paced office of one of the Big 3. Use your 10,000 key strokes in this friendly work environment. Ideal for a student. Great benefits plus paid vacation.
Call Deniece 796-3847
Uniforce Temporary Services

DATA ENTRY, Full or part time. Flexible hours. Apply 48-40 Ryan, Plymouth.

DATA ENTRY/Receptionist - Our non smoking Livonia office is looking for a Data Entry/Receptionist. Must know the ins & outs of 10-key, 40-50wpm, and be organized. $8-75 to start. Send resume: P O Box 2948, Livonia MI 48151

DATA ENTRY
Immediate openings for data entry clerks. Work in the friendly work environment. Great benefits plus paid vacation.
Call Deniece 796-3847
Uniforce Temporary Services

DATA ENTRY, Full or part time. Flexible hours. Apply 48-40 Ryan, Plymouth.

FILER NEEDED - Part time, evenings. Apply in person: Detroit Bloomfield Hills Chevrolet, 4000 Telegraph, Bloomfield Hills.

Call Carla after 7pm 471-4111

DEPENDABLE student person needed to do filing, typing & general office work. Hours are 3-5 pm. In person 7447 Inkster Rd, Garden City

ENERGETIC ASSISTANT - for real estate office, flexible hours and detail oriented. Must enjoy working with people. Read estate license a plus. Salary range $18,000 to $18,000. Contact Linda Sullivan, LYNN GILLINGHAM 953-2600

ENTRY LEVEL position available. Full or Part time. Good telephone & communication skills, plus pleasant personality. $6.50 + $6.75. Will train for right person. 360-1300

EXECUTIVE SECRETARY
Farmington Hills based real estate/property management company seeks a self-starting individual with strong organizational skills & computer literate. Salary based on experience. Send resume to: P.O. Box 5004, Farmington Hills, MI 48332

EXECUTIVE
Secretarial Positions
- Permanent & temp work
- Professional positions open
- Word Perfect
- Microsoft Word
- Excel
- Training available

Farmington Temporary Services
740-3420

FARMINGTON HILLS
Staffing Specialists is looking for a full time Secretary for the Farmington Hills office. Must have 5 years secretarial experience and be proficient in Word Perfect 5.1. Send resume and salary requirements to:
STAFFING SPECIALISTS
4147 W. Maple Road
West Bloomfield, MI 48322-3139

FILE CLERKS NEEDED - Permanent work. Full time, some Saturdays. Knowledge of phone helpful. Medical background helpful. Salary dependent on experience. Apply in person. Medical Building, Inquiries & work. Call Sandy, Mon-3pm, for more information. 434-8810

FRONT DESK
Fun, responsible position. Need good phone & some computer skills.
ARBOR TEMPS, 459-1166

504 Help Wanted Office-Clerical

ENTRY LEVEL secretary/receptionist training for promotion in growing Hard Hat world of Mt. Front Warrior, bonus. Bend prior to Mon 3 to 5 pm. Observer & Eccentric Newspaper
34251 Schoolcraft
Livonia MI 48150

EXECUTIVE SECRETARY
For principal of medium sized legal practice. Must have excellent word processing, transcription & knowledge of WordPerfect 5 1 required. Confidentiality & trust. Reply with experience & compensation requirements to: P. Box 400,
Northville, MI 48167.

EXECUTIVE SECRETARY
Proficient on WordPerfect 5.2 for Windows. Benefits paid.
Temporary Resources 737-1711

FINANCIAL PLANNER Assistant, part time, secretarial position. Rate commensurate on skills.
Call Bob Bohm 313-981-0086

FULL ON PART TIME - typing & math skills required, some phone & light typing. Apply in person. Ford Motor Credit, Phase Montgomery Corp. Livonia. 953-7969

GARDEN CENTER supply yard needs Office help for deposits/telephone position. Full time. Apply in person Langlin Supply, 42150 Grand River, 1/4 mile E. of Novi Rd

A GARDEN CITY & CANTON
PERSONNEL AGENCY
needs part-time generic office help with good people skills. 8-12 & 3-5 M-F. Will train. Call 522-1127

GENERAL OFFICE in dental leasing office. 12-30 hr 30 PM. Mon.-Fri. Filing, phones and paperwork.
Farmington. 478-3355

GENERAL OFFICE
Permanent position for person to do various office functions. Must have good typing skills. Long range benefits helpful. $ Mid-Lathrup area. Call Sue 353-0180 ext 671
An Equal Opportunity Employer

GENERAL OFFICE - Telephone sales, light typing, computer. 30-40 hours. $4 hour. Benefits. Please apply 26614 W Seven Mile, Redford.

GENERAL OFFICE
Full or part time. 3 years experience with Accounts payable/receivable and general ledger. Downtown Plymouth. Call Vial. 453-8250

GENERAL OFFICE
1 person office for small construction company. Typing, bookkeeping & computer experience required.
347-2350

GENERAL OFFICE
Dynamic Logistics, 30500 Telegraph Rd., Bloomfield Hills, MI 48025-5422

GENERAL OFFICE
Data Entry
Customer Service
Requirements
- 40000 KEYSTROKES
- GREAT PHONE VOICE
- EXCELLENT WORK HABITS

Positions
- EXCELLENT WORK ASSIGNMENTS
- PART-TIME AND FULL-TIME
- GREAT PAY!

CALL TODAY!
SYNERGY STAFFING
489-0700

DATA ENTRY
Experience in payroll data entry IBM AS400 background an asset. Knowledge of Auburn Hills office. Wages & benefits commensurate with experience. Call for an interview
810-377-1900

DATA ENTRY
FULL/PART TIME. Enjoy your experience in the world's leading service phere of a new expanding company. Long term positions. Two shifts available. To $7.50/hr.
473-2932
Uniforce Temporary Services

DATA ENTRY - long term full time, must have 8000 keystrokes, days, promotions, or evenings.
464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Marketing Research firm in Livonia seeks fast, accurate individual for part time, day/evening positions. Flexible hours.
Must have interest person should call
8 30-5, Monday-Friday 425-6582

DATA ENTRY
National company seeks Data Entry/Customer Service Clerk for Livonia office. Must have 10-key required. HR Management, 649-0808

DATA ENTRY OPERATORS
We have 40 openings for Data Entry Operators skilled in both Apple and 10-key entry to work in our Livonia office. Full or Part-time, long and short term assignments available. Must key a minimum of 8,000 keystrokes.
This 30 week project beginning the 1st of May could lead to permanent positions. To schedule an appointment, call Jeanne at 261-8000 Mon-Fri 8 a.m. and 5:00 p.m. at 261-8220

DATA ENTRY PERSON
Full time position. Responsible for invoicing & cash posting for 7 locations. Start at $6/hr. Apply at Sportsmen, 46700 W. 12 Mile Rd., Novi. 349-7600

DATA ENTRY/Receptionist - our non smoking Livonia office is looking for a Data Entry/Receptionist. Must know the ins & outs of 10-key, 40-50wpm, and be organized. $8-75 to start. Send resume: P O Box 2948, Livonia MI 48151

DATA ENTRY
Work in fun, fast paced office of one of the Big 3. Use your 10,000 key strokes in this friendly work environment. Ideal for a student. Great benefits plus paid vacation.
Call Deniece 796-3847
Uniforce Temporary Services

DATA ENTRY, Full or part time. Flexible hours. Apply 48-40 Ryan, Plymouth.

FILER NEEDED - Part time, evenings. Apply in person: Detroit Bloomfield Hills Chevrolet, 4000 Telegraph, Bloomfield Hills.

Call Carla after 7pm 471-4111

DEPENDABLE student person needed to do filing, typing & general office work. Hours are 3-5 pm. In person 7447 Inkster Rd, Garden City

ENERGETIC ASSISTANT - for real estate office, flexible hours and detail oriented. Must enjoy working with people. Read estate license a plus. Salary range $18,000 to $18,000. Contact Linda Sullivan, LYNN GILLINGHAM 953-2600

ENTRY LEVEL position available. Full or Part time. Good telephone & communication skills, plus pleasant personality. $6.50 + $6.75. Will train for right person. 360-1300

EXECUTIVE SECRETARY
Farmington Hills based real estate/property management company seeks a self-starting individual with strong organizational skills & computer literate. Salary based on experience. Send resume to: P.O. Box 5004, Farmington Hills, MI 48332

EXECUTIVE
Secretarial Positions
- Permanent & temp work
- Professional positions open
- Word Perfect
- Microsoft Word
- Excel
- Training available

Farmington Temporary Services
740-3420

FARMINGTON HILLS
Staffing Specialists is looking for a full time Secretary for the Farmington Hills office. Must have 5 years secretarial experience and be proficient in Word Perfect 5.1. Send resume and salary requirements to:
STAFFING SPECIALISTS
4147 W. Maple Road
West Bloomfield, MI 48322-3139

FILE CLERKS NEEDED - Permanent work. Full time, some Saturdays. Knowledge of phone helpful. Medical background helpful. Salary dependent on experience. Apply in person. Medical Building, Inquiries & work. Call Sandy, Mon-3pm, for more information. 434-8810

FRONT DESK
Fun, responsible position. Need good phone & some computer skills.
ARBOR TEMPS, 459-1166

504 Help Wanted Office-Clerical

INSURANCE
Full time customer service representative needed for insurance company in Novi. Must have at least 2 years personal lines experience. Knowledge of Windows and word processor. Please send resume to: PROGUARD P.O. Box 1943 Orchard Hills Place, Novi, MI 48375. 810-380-8190

LEGAL SECRETARY - Experienced with good typing to work in a law firm specializing in personal injury. Call Mrs. Liebschner. 810-347-3660

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Salary commensurate with experience. Fax resume: 661-0136 or call 661-0135 Bloomfield Hills Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY for Farmington Hills law office. Personal injury exp. preferred. Salary commensurate. Call homemaker Ask for Mark 737-4400

LEGAL SECRETARY
For Southfield firm. Must be experienced in insurance defense. Word Perfect 5.1 preferred. Salary commensurate. Immediate opening. Bryna 353-9680

LEGAL SECRETARY
Southfield law firm seeks experienced legal secretary with strong organizational, industry experience & word processing skills. Please send resume & salary requirements to:
Mr. Jason Bermeister & Bermeister, P.C.
30000 Northwestern, Suite 1601, Southfield, MI 48076
(No phone calls please)

LEGAL SECRETARY
Experience wanted for expanding Southfield law firm. Word processing, experience required. Salary commensurate with experience. Send resume to Stockton & Gastens Sandy (810) 948-7700

LEGAL SECRETARY for Southfield law firm. Must have minimum of 5 years experience in litigation. Excellent salary & benefits package. Send