504 Help Wanted Office-Clerical

BILLER-TITLE CLERK
No auto dealership experience, but you have auto dealership experience, we will train. Apply in person to Central 2 and continue to 86 Cass Buick, 37811 Grand River, Farmington Hills. 48336. Attention Office Manager. No phone calls please.

Fast Growth Company
GROWING WHOLESALE distributor in Oak Park needs full charge bookkeeper. 5 yrs. p/r, benefits, vacation, 401k, medical insurance. Bring Credit & 40 hrs. bond insurance. Send resume to: Bookkeeper, P.O. Box 472541, Berkley, MI 48072

BOOKKEEPER
New based construction company seeking experienced bookkeeper. Responsibilities: Bookkeeper, Salary & benefits. Send resumes to Box #138

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER PART-TIME
Full charge bookkeeping experience a must. Resume to JOHN SOMMA 33 Wolverine Professional Building, 30445 Northwestern Hwy. # 330 Farmington Hills, MI 48334

BOOKKEEPER - PART TIME. Experienced in all phases of accounting. Strong general ledger & based. References. Immediate opening. Call 313-453-4830 6161 Box 2713

BOOKKEEPER - Head bookkeeper position. Looking for entry level full time accounting clerk. Computer experience a plus. Duties include receivables & accounts payables. Call between 8am & 11am only.

CASHIER
★ High volume fast paced sales seeking cashier & other office personnel. Experience helpful but will train. Good benefits. Apply in person:
BOB SELLERS CHAPMAN
CAR TRUCK
34000 Grand River
Farmington Hills

CLERICAL ASSISTANT
Full time position in Farmington/Farmington Hills. Work thru Fri. 8am-5pm. Emphasis on phone. Must be a self-starter. Attention to detail & good personality. Ability to work well in a team environment. Salary commensurate with experience & have relocate transportation. Send resume to Box 1 Observer & Eccentric Newspapers, Attn: Box 1 P.O. Box 70267, Plymouth, MI. 48170

CLERICAL ASSISTANT for local home office in Farmington Hills area. Responsibilities duties include inventory, mailing, light typing, filing, data entry, adaptability to new computer software. Phone personality required. Must be able to work in a small office setting. Interested applicants send resume or resume to Office Administrator, 32999 Hamilton Ct. Suite 115, Farmington Hills, MI 48334

CLERICAL & BILLER
Rapidly growing dealership, in the Livonia/Westland area, is seeking a full or a Biller Clerical person that can bring job skills to a fast paced sales office. If you are an individual, hard-working, dependable, self-motivated or willing to learn, we have the perfect position for you. Please call Bob Bellingham, Service Manager, Carl Carter, 313-261-8700

CLERICAL DATA ENTRY CLERK
Experienced data entry clerk with accounting line, knowledge of Lotus 1-2-3 or Excel preferred. Full benefits. Send resume & salary requirements to: Box 1 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, MI 48150

CLERICAL. Full time position. Some basic accounting, accounting and computer experience helpful. Call Sam Bonakdar Livonia area. Call Darlene between 7:30am and 12:30 pm. 313-422-7110

CLERICAL
Full time computer experience helpful. $5 hr. Thru area. Call Kathy 528-1830

CLERICAL
FULL TIME POSITION available immediately. Experience in manufacturing environment helpful. Ability to work in a fast paced office. Ability to work with minimum direction, computer skills are a must. Salary and benefits commensurate with ability. Send resume to: P. O. Box 41, Livonia, MI 48151

CLERICAL - Mature, efficient person with typing, computer & telephone skills to assist in accounting & customer service operations in a small, friendly office. Call Kathy, 313-464-0300

CLERICAL & CASHIER - Full time position, part-time, flex experience necessary. Some computer knowledge helpful. Please Email Sherry 543-8630

CLERICAL PART TIME
for action oriented Troy office, approximately 20 hrs. a wk. Duties include: Phone, type, filing, or better & file. Computer knowledge helpful. Call Dutch Interior & dependable with a pleasant personality. $7/hour. Bend Resume to:
Human Resources, Manager, P.O. Box 5006, Troy, MI 48007-5006

CLERICAL POSITION
Data entry, phones, filing, light typing. Positive phone personality preferred. Rodney Area.
☎ 810-423-4800
6161 Box 7116

CLERICAL
RECEPTIONIST/
WORD PROCESSORS
Needed for long and short term assignments. Call Today.
Call: 476-1000
PEOPLEMARK

CLERICAL/SECRETARY
Northwestern suburban company looking for an experienced, dependable individual with strong clerical skills, good communication skills, ability to work independently in a fast paced, fluid work setting. Salary commensurate with experience. Send resume to Carol Depoy, Sullivan, Inc., 31275 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334

CLERICAL SUPPORT
Olde Discount Corporate is a large Detroit based stockbrokerage firm, needs staff persons to fill various positions for entry level positions. Some clerical experience and typing at 35 w.p.m. Advancement opportunities for the right individuals. Excellent benefits package and salary commensurate.
Call Deborah Brown
Human Resources
Olde Discount Corp.
Detroit, MI 48226
An Equal Opportunity Employer

CLERKS
Royal Oak Dodge/Jeep/Eagle Peacock Clerks for day & afternoon shifts. Full time. Overtime, benefits. Call 546-5000 today and start tomorrow.
Ask for Service Department

COLLECTIONS CLERK
Bookkeeper experienced with aging of accounts receivable. Must have professional telephone manner, organized, detail oriented, self-starter, computer literate. Knowledge of accounting software helpful. Competitive salary & benefits package.
Send resume to:
Human Resources Dept.
6464 Kensington
Canton, MI 48187
Attn: Cindy
An Equal Opportunity Employer

COLLECTIONS
Use your problem solving and customer service skills in this Professional Collections position. Ford Motor Credit offers a competitive salary and excellent benefits package. Interested candidates should fax resume to Ford Motor Credit at 313-594-7670 for the east. Temp to perm. To fax 313-594-7670. Call Cassandra 313-594-3046

COLLEGE STUDENTS
Spring/Summer office positions available. Word Processing, Clerical, Phone. Non-smoker, dependable, pleasant personality. Apply at: 26899 W. 8 Mile, Bloomfield.

COMPUTER BUSINESS Advertising firm seeking experienced for Office Manager. Must have Pagemaker, Quark every, Word Processor, Spreadsheet, Accounting. 1-40-689-5016 or fax resume 1-40-689-5017 or mail to: 2661 Telegraph Rd., Bloomfield Hills, 48302.

DATA ENTRY
Work in modern office south of area at the Big 3. Use your 10,000 key to 8hr flexible week endpoints and to call employment.
Call Dawn
Uniforce place pool contact.
Call Dawn 795-9047
Uniforce Temporary Services

504 Help Wanted Office-Clerical

CLERKS
Positions available in Royal Oak, evening shift.

START IMMEDIATELY!!
TODAYS TEMPORARY
649-4455
EOE

COLLEGE STUDENTS
Have work that sales sales support in our busy office. $8 per hour.
Call Pat 810-348-7900
An Equal Opportunity Employer

COLLEGE STUDENTS!
ADMINISTRATIVE SUPPORT STAFF
Dependable people needed for long-short term assignments at top companies. Administrative assistant, receptionist, customer service clerks and data entry positions. Flexible hours, excellent pay and benefits.
Medical Heights (810)543-2530
Farmington Hills (810)615-0880
Western
TEMPORARY SERVICES

CORPORATE SECRETARY
Lil-Z-Boy Showcase Shoppes has an opening for a professional Secretary to the Marketing Director. Must have extensive staff. Strong office skills & experience with Word, Wordperfect 5.1 & Lotus required. Must be a highly organized, dependable, self-starting individual who can handle multi tasks in a busy environment. Prior secretarial experience with references. We offer a pleasant non-smoking environment, competitive salary, comprehensive benefits package, and a team player reputation to
21350 Commerce Dr. Farmington Hills, MI 48335. Attn: Ms. Thomas.

CREDIT ASSISTANT
Brighton Area company needs a Credit Assistant to help monitor Accounts Receivable. Must have excellent skills & call customers. Must have good clerical, analytical & computer skills. Excellent salary, benefits & opportunity for future growth. Send resume & salary requirements to Box #444
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
South Lyon Manufacturing firm. Responsibilities include Customer Service, Accounting, Bookkeeping and Payroll. Qualified candidates must have:
• Excellent people skills
• Commitment to long term assignment
• Light computer skills
Thorough training and be provided to selected candidates. $8-10 hr. Call Cathy 473-2934
Uniforce Temporary Services

CUSTOMER SERVICE
Part-Time
Entry level position. Flexible shifts between 8am & 6pm, (approximately 24-32 hrs. per week) which includes Saturday and some holidays. Position requires typing and 10 key pad production for order entry. Knowledge of computers helpful. Must contact experience a must. Interested applicants apply Mon-Fri between 8-12:30pm only.
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE ASSISTANT
Eager person with flair or word processing experience for busy Livonia office. Bright & cheerful with strong communication skills preferred. Salary & benefits commensurate. 443-2230

CUSTOMER SERVICE REP.
Experienced in typing, Computer literate with sales & data. Phone skills required. Send resume to:
Prestige Express, Inc.
3295 Franklin Rd., Ste. 150
Bloomfield Hills, MI 48302
Attn: Chris McBride

CUSTOMER SERVICE
Progressive company seeks a customer service/order entry. Must possess computer skills and possess telephone ability. Strong communications and desire to be a team member.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE
Growing national company seeks motivated Phone Representative for small construction & service project. Previous experience skills. Computer experience a must. No travel. Competitive salary and benefits. Send resume Job preferred over phone.
Human Resources
Construction Services
Corporation, 13425 Beck Road, Livonia, MI 48150. No walk-ins.

Customer Service

OPERATORS
Full-Time, Temporary
Positions in Plymouth
AT&T currently has openings in Plymouth for Telephone Operators. Along with excellent and competitive salary, skills, you must be able to work 37-1/2 hours/week in our 7 day/week, 8am-3am operation. Availability to work any shift, weekends and holidays is required.
We offer a starting salary of $238.80 per week plus shift differentials, paid training and holidays. To schedule an interview appointment, call 1-800-843-7288 between the hours of 7am & 7pm. Appointments will be scheduled on Tuesday, May 10th. For express announcement, use recruiting code 93047. An EOE.
AT&T
The right choice

DATA ENTRY
★ To $6.75/hr. Assignments required Livonia area. Mon-Fri, 8-5pm, full benefits. Paid by employer. Employment Connection Agency. 689-1636

DATA ENTRY
Be self-motivated and rewarded with personal attention and assignments tailored to your skills and interests. Excellent pay and benefits. Now accepting resumes for data entry, word processing, clerical, PC support, customer service, and temp to temporary assignments. Non-smoking office. Fax resume to Plan Line Corporation, Oakland Lake, MI. 810-681-1404

DATA ENTRY CLERK
Part time position, 20-25 hours per week. Pay commensurate. Send resume to 12 Mile & Telegraph. Should be able to type 35wpm, but will accept slower and organized. Duty entry and minimum computer experience. Call Mr. Bell 557-7700 Telegraph Rd. Ste. 1675 Bloomfield Center, for details.

DATA ENTRY
Immediate positions available in Livonia, Plymouth, Canton and Northwest Detroit. Data entry & phone experience. PC experience required. Call today! Temporary and temp to temporary assignments. Flexible schedule. Call Dawn 728-8320
E.O.E. FOSTER-DAVIS PERSONNEL

DATA ENTRY/RECEPTIONIST
Small, friendly Farmington Hills office seeks bright, energetic individual with basic math skills, excellent telephone manner and basic typing skills. Call Ms. Jones, 661-0500, Mon. or Tues. 10AM, 2PM, 4PM.

DATA ENTRY
Work in modern office south of area at the Big 3. Use your 10,000 key to 8hr flexible week endpoints and to call employment.
Call Dawn
Uniforce place pool contact.
Call Dawn 795-9047
Uniforce Temporary Services

504 Help Wanted Office-Clerical

Customer Service
CMA needs 7 to 15 telephone customer service reps to take and make telemarketing calls from customers who have purchased cable television. Must have and learn how to use our state of the art computer information systems. Candidates should have pleasant voices, typing skills of at least 35 WPM, and a customer focused attitude. As we are open for extended hours to serve our clients, you will be required to work evenings and weekends. This is a full time opportunity. Some part time hours may open in other job classifications.
We are a growing information services company. Full time compensation package, paid health benefits, 401k, and a pleasant working environment. Great job for people who recognize the importance for school or other responsibilities. Call 637-1434 for more information, or send your resume to CMA, Director of Recruitment, 2301 West Big Beaver, Suite 111, Troy, MI 48084

DATA ENTRY
FULL/PART TIME. Entry your experience in the world family atmosphere. Flexible hours, excellent pay. Long term positions.
Call Ann Arbor 973-2932
Call Donna 473-2932
Uniforce Temporary Services

DATA ENTRY - long term full time, 3 shifts available. Call 464-7079
ETO Temporary Service
An Equal Opportunity Employer

DATA ENTRY/
WORD PROCESSING
Experienced operator
All software's packages
Local Farmington & Detroit Business
Short & long term assignments
CALL MANPOWER NOW!
740-3420

ENTREPRENEUR, person with general office skills, to work through a Student Farm insurance office in Southfield. Part time.
☎ 810-433-4800
6161 Box 7173

ENTRY-LEVEL CLERICAL
Career opportunity with Southeast Brighton. Learn Excel, AT&T VAX. Apply 764-30 Haggerty Rd. Farmington Hills or call 478-0000, ext. 202 for an appointment.

ENTRY LEVEL FILE CLERK
for insurance agency in Plymouth. Hours 9am-3pm Mon-Thru Fri.
433-6120

ENTRY LEVEL job opportunity. Growth potential. Pleasant working environment. Call Mr. Bell 557-7700 Telegraph Rd. Ste. 1675 Bloomfield Center.

EXECUTIVE ASSISTANT wanted for real estate management firm in West Bloomfield, non-smoking building. Resume and salary to P.O. Box 250194
West Bloomfield, MI 48325-0128

JOB HUNTING?
START HERE!
ADIA has immediate part-time & full-time positions available at top companies. Positions available:
DATA ENTRY
RECEPTIONISTS
WORD PROCESSORS (MS Word, Lotus, Excel, Wordperfect)

EXECUTIVE SECRETARY
Professional, self-motivated, detail oriented person, strong Wordperfect & Lotus knowledge. Phone, bookkeeping skills required. Full benefits, non-smoking office. Salary commensurate. Fax resume & salary requirements to.
Fax 313-459-7086, Box C
Plymouth Twp., MI 48170-9023

EXECUTIVE SECRETARY
Administrative Assistant to president of regional reseller. Must possess good stenographic skills, Basic computer literacy, word processing & Lotus. Ability to function independently as well as interact with executive & managers at all levels. Minimum 5 years secretarial, accounting functions & statistical gathering. Salary commensurate with experience. Call Ann Marie 800-238-6401 ext 103

EXECUTIVE SECRETARY Bloomfield Hills area growth company. Ideal seek experienced Secretary. Excellent skills required. Wordperfect 5.1 required. Knowledge of Lotus helpful. Good communication and phone skills a necessity. Ideal background a plus. Please send resume & salary requirements to: PERSONNEL, 1400 N. Woodward, Suite 204, Bloomfield Hills, MI 48304.

FARMINGTON HILLS - Insurance agency has opening for clerical position. Good typing skills. Salary for advancement. Call 661-1330

FILE CLERK/COURIER
Small law firm seeks part time file clerk/courier. Responsibilities include maintain office filing, records management & courier duties. Position requires must be able to type & preferably have prior computer experience. Call Kathy, 644-4433

FITNESS USA
HEALTH SPAS
Corporate Headquarters
CUSTOMER SERVICE/
RETENTIONIST
$14,500 - $16,000
Life and health care coverage, paid holidays, vacations, health and fitness facilities, tuition reimbursement and much more. Salary commensurate with experience, advancement potential and benefits.
We are a 27 year old company with approximately offices in West Bloomfield seeking an energetic, assertive individual who are creative, have a desire to join a professional, fast-paced office environment.
High-visibility positions require:
• Minimum 1 yr. Customer Service experience.
• Strong communication skills (written and verbal).
• Ability to handle multiple phone lines.
• Excellent problem solving skills.
• Computer literate.
Call J. Berry today!
737-7200

FRONT DESK PERSON - needed in busy Farmington chiropractic office. Person needs to be energetic, personable, organized & detail oriented attitude. Some bookkeeping helpful. Please call 810-477-5664

GENERAL OFFICE - Part time, Mon-Fri, office hours 8:30-5:30. Duties including, but not limited to, filing and data entry. Computer knowledge preferred. Apply in person at Elizabeth Park, 28600 Grand River, Livonia, off Farmington Rd., S. of I-96.

GENERAL OFFICE DUTIES
Cheerful attitude and good phone manner. Light typing, computer knowledge helpful. Oak Park area, part time hours. Please call 542-0630

GENERAL OFFICE
Help needed in busy collision shop. Clerical experience preferred. Apply in person at Accident Collision, 440 or 660 S. Telegraph, Pontiac, Mich-Fri. 8am-4pm.

GENERAL OFFICE/
AD AGENCY
Creative area of advertising agency needs assistant with English or Journalism background, computer literate, can type, willing to work. Call Ellen 646-0900
Uniforce Temporary Services

GENERAL OFFICE
Midtown manufacturing company, Farmington & 8 Mile Rd area. Hours: 8-4:30, Mon-Fri. Non-smoking office. Apply in person 28775 Cherry Dr., Farmington. 810-478-7788

GENERAL OFFICE
Part time position beginning at 20 to 30 hours per week. Flexible hours. Must know Wordperfect & Lotus. Call 557-8844

LEGAL SECRETARY/Receptionist
Bloomfield Center Bloomfield Hills area of law office. 75 words. Minimum requirements. 99-1-1044

LEGAL SECRETARY - part time, Superior area attorney. Ideal person for party, flexible hours. Salary. 354-0099

504 Help Wanted Office-Clerical

GENERAL OFFICE/Receptionist
Wonderful, small, friendly office needs person willing to perform multiple tasks. Light typing with typing speed knowledge of Word Perfect Windows 6.0 a must. Ability attentive to detail good telephone manner required. Bookkeeping experience required some bookkeeping. Ideal candidate presents an excellent opportunity for an energetic individual. Please Send resume to: Office Manager, PO Box 63154, Westland, MI. 48185.

GENERAL OFFICE
Responsibilities include: phone relief, Typing skills required. Send resume to: 31 Kerry Rd., Grosse Pointe Farms, Mi., 48236.

GENERAL
OFFICE
Your future is balanced in this friendly company. Nice variety and minimum stress. Wordperfect 5.1 or Word with. Fast paced! Good benefits. Hurry! Call today!
BALLENTINE PERSONNEL SERVICES

GENERAL OFFICE
CLERK COMPUTER OPERATOR
Farmington area company requires full time general office position to handle a variety of office duties, including: phone, computer, typing, shipping, shipping & receiving. Computer experience required. Please send resume & salary requirements to: Box 484
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $34K
Personal Lines Rep to $15K
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

INSURANCE
Expanding Birmingham P&C agency has opening for CSR in areas, telephone, typing, filing & general secretarial duties as an assistant to our current customer service representative. Insurance background helpful, however, we will train the right person. Salary commensurate with experience. Send resume, salary, and cover letter to:
J.J. O'Connell & Associates, Inc.
725 S. Adams Rd., Ste. 135
Birmingham, MI 48009

INSURANCE RISK MANAGER
Real estate management firm in West Bloomfield, non-smoking building. Resume and salary to
P.O. Box 250194
West Bloomfield, MI 48325-0128

JOB HUNTING?
START HERE!
ADIA has immediate part-time & full-time positions available at top companies. Positions available:
DATA ENTRY
RECEPTIONISTS
WORD PROCESSORS (MS Word, Lotus, Excel, Wordperfect)

LEGAL SECRETARY
Full time for 2 partners in Farmington Hills general practice firm. Experience helpful. Excellent typing, knowledge of Wordperfect 5.1. Basic bookkeeping skills helpful. Salary commensurate to fine 642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Temp to Perm. 3 years experience in litigation. 9 word perfect. Type 70 wpm. Call Patrice 535-2299

LEGAL SECRETARY
Established law firm seeks Legal Secretary with heavy litigation experience. Very busy office. WordPerfect 5.1 a must. Please Send resume to: 28201 Telegraph Rd., Box 622, Southfield, MI. 48034

LEGAL SECRETARY - Experienced. Wanted for Oakland County medical malpractice/products liability defense firm. Must be self-starter, willing to thing of all types of pleadings including Motions and Discovery. Send resume to Donna Winnes, 3883 Telegraph, Suite 202, Bloomfield Hills, MI 48302

LEGAL
SECRETARIES
382-3430; Fax 362-4681

LEGAL WORD PROCESSOR/
SECRETARY
Need 1 yr. experienced, word processing & other secretarial duties. Experience in Wordperfect 5.1 & Lotus. Temp-to-perm assignments. Tri-county.
ALL FIELDS PERSONNEL
JOANNE
MANSFIELD
Legal Personnel