504 Help Wanted Office-Clerical

★ ATTENTION ADMINISTRATIONS/ PERSONNEL COORDINATOR
• Payrolling
• Receivables & Payables
• Accounting
• Interviewing & Job Placement
$8 per hour. Benefits available.
MasterStaff
442-2255

ADMINISTRATIVE ASSISTANT
Full time for busy computer/photography studio in Troy. Experience in computers, typing, 10 key, billing & bookkeeping. Must be friendly & flexible with excellent people skills. We offer a good salary with benefits. Call Donna, 9am-3pm at 362-0640

ADMINISTRATIVE/ASSISTANT
Word Processing, travel planning and customer contact. Send resume and salary requirements to 14744 Flamingo, Livonia 48154 or ☎ 810-432-8000 6161 Box 8137

ADMINISTRATIVE ASSISTANT
International Fortune 500 company's new suburban facility has new openings with top pay and temp to perm possibilities in Canton.
Word Perfect a must.
Call Sandy at 473-2931
Uniforce Temporary Services

Administrative Secretary
$23,000 Plus Benefits
Wonderful opportunity with one of our finest companies. PC and strong communication skills needed. Evening and Saturday appointments available.
Call Immediately 355-2440
THE KPM GROUP

ADMINISTRATIVE SECRETARY
Prestigious Plymouth MI corporate headquarters. Minimum 5 years Excel required. Tuition reimbursement program. Salary to $27,500 Mail or fax resume to
ACA, Inc.
189 E Big Beaver #302
Troy, MI 48083
Fax 810-528-3335

APARTMENT SEARCH
SOUTHFIELD/CANTON
Full time position with exciting opportunity with Apartment Search, the leading apartment locators. We are seeking candidates who are self organized with good communication skills, computer literate, able to provide follow up and administrative support to our rental consultants. Hourly wage with commission potential. Call Apartment Manager at 1-800-777-5418 Mon. thru Fri. 9am to 5pm to arrange an interview. EOE

ADMINISTRATIVE COORDINATOR
Automotive based engineering company is looking for a person to assist our general operations and project manager in coordinating activities for several departments and tracking progress on new facilities. MUST HAVE EXCELLENT computer background in Windows with spread sheets, graphics & word processing. Must be able to compose business letters. Full benefits package.
Apply in person or send resume to
ROUTH INDUSTRIES
11886 Market Street
Livonia, MI 48150
Phone 313-591-1010
Fax 313-591-4333
An Equal Opportunity Employer

ADVERTISING SECRETARIAL
Great opportunity for the right person. 3 years experience. Microsoft and Excel a plus. Excellent salary and benefits. CALL TODAY!
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720
Farmington Hills 737-5750

APARTMENT SEARCH
PART TIME
ADMINISTRATIVE ASSISTANT
Apartment Search is a 27 year old company in Livonia. Our ideal candidate will have a pleasant telephone manner & professional person to join our receptionist/office team located in Royal Oak. 2-3 years minimum data entry experience. Call 482-7474 for 20 hours a week position. Ask for Linda or Gail Munn between 9-11 a.m. or 1-4 p.m.
☎ 810-414-9552
An Equal Opportunity Employer

ADVERTISEMENT COORDINATOR
Progressive Canton dental office is looking for outgoing self starter to join our team. Dental experience helpful but not necessary. If you are a team player with a positive attitude and truly enjoy helping people we need you! Call 455-0480

ASSEMBLY
QUALITY CONTROL
MACHINE OPERATORS
Watkins Assembly has immediate assignment potential long term employment. Flexible weekends to perform Rochester Hills and Walled Lake.
TempExchange
(810) 332-8000

Attention
SECRETARY
Growing manufacturing firm needs your sales and service for important project management position. Work with key accounts and help make Growth opportunity.
Call Sally 799-3844
Uniforce Temporary Services

AUDITING CLERK
Troy based company seeks experienced person with accounts payable and computer skills. Call 275-7600 Fax resume 641-3611 Attn: Sandy 528-3649

BRANCH MANAGER
FERMINGTON/LIVONIA
Rapidly growing company seeks self starter with excellent people skills. Must have 2 years management experience. Full benefits package. Salary commensurate with experience. Fax resume to Robert 477-3418

Clerical
CUSTOMER SERVICE COORDINATOR
National Company seeks an outgoing, energetic, organized person to join our team in a fast paced office. Must have excellent communication & phone skills. To be considered for this immediate opening, send resume to:
Portfamedic
P.O. Box 488
Dearborn, MI 48121
Attn: Kristin Brown

CLERICAL/GENERAL OFFICE
Good typing & phone skills. Plymouth/Livonia area. Dates: Mon. between 10-2pm. (313) 835-6700

CLERICAL HELP wanted, flexible part time hours, Mon-Fri, some personal property, $6.00-$6.50 per hour. Call betw. 9am-5pm, 779-8500

CLERICAL HELP/PART TIME
Perfect for high school. Typing, filing, phones, computer experience a plus. 546-2040

504 Help Wanted Office-Clerical

AUTO DEALERSHIP
Immediate opening for an individual with Accounts Payable experience. AS/400 Computer System? Non-smoking office. Please fax resume to:
JOE FANNAN CHEVROLET
39111 Telegraph
Southfield

BILLING CLERK - Part Time
West side automotive supplier seeking part-time, detail oriented, cash receipts clerk. Excel and basic math skills required. Spreadsheet/Excel knowledge preferred. Wage commensurate with experience.
EOE
Send resume and wage history to:
Accounts receivable
P.O. Box 5
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ART GALLERY, Plymouth. Full Time. General duties include bookkeeping, payables, purchasing. Also retail sales involved. Send resume: Wild Wings, 978 W. Ann Arbor Trail, Plymouth, MI 48170

BOOKKEEPER/DATA ENTRY
Part time. Skyline knowledge preferred. Send resume to: XL Manufacturing, 6230 Orchard Lk. Rd. Suite 200, West Bloomfield MI 48322, Attn: Carolyn.

BOOKKEEPER - Experienced only. Farmington/Novi area. Knowledge Peachtree. Excel & Word Perfect preferred. Call Mrs. Davis. 476-7808

BOOKKEEPER for medicare certified home health agency in Canton. Knowledgable in payroll, billing, taxes, computer. Excellent pay & growth potential for short individual. Call Cathy at (313) 397-6300

FAMILY NURSE CARE

BOOKKEEPER
Full time. Experience necessary. 20411 W. 13 Mile, # 201, Southfield. Call Kashak Accounting at 352-5820

BOOKKEEPER - Full time position to handle payables, receivables, journal & payroll for a group of small professional companies in Farmington Hills. Call Ms. Pic Mercury e mail. Salary in the mid 20's with a good benefit package. Submit resume to: T.F.D.C., 1140 Campbell, Ferndale, MI 48220, Attention CFO.

BOOKKEEPER & GENERAL OFFICE for small Livonia company. Permanent 3 days per week, experienced only. Call 8:30am to 3pm, Mon. thru Fri. 427-4343

BOOKKEEPER & GENERAL OFFICE
Part time. 1 person Farmida manufacturing company. Responsible for general ledger through trial balance, payroll, A/R, A/P, communication skills to provide follow up and administrative support to our rental consultants. Hourly wage with commission potential. Apartment Manager at 1-800-777-5418 Mon. thru Fri. 9am to 5pm to arrange an interview. EOE

BOOKKEEPER
Immediate opening, experienced in accounts payable, general ledger, bank reconciliation & general office. Good benefits. Apply in person on Tues. June 21st. Michigan Motor Exchange, 36391 Ford Rd., Westland or Fax resume to
313-595-7056

BOOKKEEPER needed for busy downtown Detroit restaurant. Full time position. Send resume or apply in person at: Chop One, 543 E. Larned, Detroit, MI 48226.

BOOKKEEPER POSITION available immediately. Full-time. Full charge through trial balance & financial statements for real estate management firm in Plymouth Township. Salary commensurate with experience. Call 362-0666

BOOKKEEPER - thru trial balance and payroll with possible conversion to computer. Send resume to: Livonia Beaver Contractor
E. A. S.
34701 Seven Mile Rd.
Suite 243, Livonia, MI. 48152

BOOKKEEPER with experience in payroll, accounts receivable, accounts payable & Customer Service. Rep for property and casualty independent insurance agency. Full & part time positions available. Send resume to: Box 8126
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPING
A growing Livonia based company has one full time position available. Pay to commensurate with experience. Send resume to: ACA Inc., 189 E. Big Beaver, Troy, MI 48083, Attn: John Morris

BUBBLY RECEPTIONIST
Temp & temp-to-perm. Several openings. $4.50 to $5/hr. Fast paced firm needs flexible, dependable person.
ARBOR TEMPS 459-1166

BUSY REAL ESTATE AGENT seeks Assistant for home office duties including computer. Ask for Katie 831-4400

CASH BONUS $100
IMMEDIATE OPENINGS
Secretaries
Administrative Assistants
Data Entry Clerks
Must be proficient at Microsoft Word, Lotus WordPerfect Excel and/or Lotus
Typing 50wpm
Data Entry - 10,000 Keystroke
Call
SPENCER
PERSONNEL, INC.
559-0110
EOE NEVER A FEE
★ 910-432-4800
8181 Box 8275

CLAIMS REP
Suburban office of national insurance company needs experienced person. Experience with new modern claims center, immediate hire. Temp to perm. Candidate needs light computer and excellent people skills. Call Colleen 473-2932
Uniforce Temporary Service

OFFICE IN FARMINGTON HILLS needs mature person with secretarial, computer and basic books keeping knowledge for full time position. Fax resume to J.M. 1848 Whitlock Dr., W. Bloomfield, MI., 48324

LIVONIA AREA
FULL TIME
ENTRY LEVEL CLERICAL
Detail oriented and personable individual with a professional image needed to handle certain clerical responsibilities and office procedures. Some word processing experience helpful, along with filing and everyday multi-line phone duties. Position offers $6 to $7 to start, benefits and a chance for upward mobility. To apply, please phone 1-800-950-5EMY between 9 AM & 3 PM - Mon. through Thurs. or send your resume to: TEMTAR LONG DISTANCE, INC., 38777 W. 6th Mile Rd., Suite 202, Livonia, MI., 48152.

CLERICAL
Construction company seeking hard-working, self-motivated individual for full time Secretarial/Receptionist position including light typing, answering phones, filing, photocopying, etc. WordPerfect & Lotus a must. Send resumes to: Attn: Controller, 30800 Telegraph Rd., Suite 4290, Bingham Farms, MI 48025

CLERICAL - Full time position available immediately. Experienced in manufacturing environment required. Must have good organizational skills, ability to work with minimum supervision, computer experience preferred. Good starting salary. Send resume to: P. O. Box 201, Northville, MI., 48167.

Clerical
CUSTOMER SERVICE COORDINATOR
National Company seeks an outgoing, energetic, organized person to join our team in a fast paced office. Must have excellent communication & phone skills. To be considered for this immediate opening, send resume to:
Portfamedic
P.O. Box 488
Dearborn, MI 48121
Attn: Kristin Brown

CLERICAL/GENERAL OFFICE
Good typing & phone skills. Plymouth/Livonia area. Dates: Mon. between 10-2pm. (313) 835-6700

CLERICAL HELP wanted, flexible part time hours, Mon-Fri, some personal property, $6.00-$6.50 per hour. Call betw. 9am-5pm, 779-8500

CLERICAL HELP/PART TIME
Perfect for high school. Typing, filing, phones, computer experience a plus. 546-2040

504 Help Wanted Office-Clerical

CASHIERS
& PROOF OPERATORS
Financial institution located in Livonia. Skills required:
• Cashier experience, 6 months.
• 10 key calculator.
• 7,000-8,000 kph per hour
PART TIME
Days and evenings. Students, homemakers welcome. Flexible hours. Drug & credit check will be required.
BARTECH, INC.
PERSONNEL SERVICES
313-271-5454
An Equal Opportunity Employer

CLERICAL - full time, small casual office, general office duties, good knowledge of computers & billing. Call for appt. 810-660-3070

CLERICAL
Needed for daytime, evenings, weekends & holidays. Call Candy, 823-3410

CLERICAL PART-TIME
4 hrs. a day, Mon-Fri. Customer assistance, light filing, general office. Small office in Canton. 397-5801

CLERICAL - part-time. Answering phones. Computer knowledge & communications helpful. Send resume to: Box 914
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL/DATA ENTRY Part Time. Flexible hours, office experience required. Apply at: UB Industrial Tool, 18101 Deval, Plymouth.

CLERICAL -Purchasing Dept. in growing manufacturing company in Northville. Full-time position available. Experience necessary in areas of data entry, organization, bound skills, communications, analytical skills, computer literate, knowledge of Lotus. APPLY IN PERSON AT BELANSKI INC., 1001 DOHENY CT. NORTHVILLE

CLERICAL - Southfield industrial distributor seeking experienced clerical. General office duties. Send resumes to: PO Box 7087, Dearborn, MI 48121

CLERICAL
Troy law firm seeks full time entry level position with experience in Word Perfect. Applicant must be meticulous, dependable, organized, self motivated, and have good communication skills. Salary commensurate with experience. APPLY IN PERSON AT BELANSKI INC., 1001 DOHENY CT. NORTHVILLE

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CLERICAL
Large Southfield CPA firm has full & part time positions available for all clerical duties. Candidates will be energetic, professional & hardworking. Position involves filing, mail duties, photocopying & heavy calendaring. A pleasant environment with excellent benefits. Call Debbie Fisher between 9am-11am & 2-4pm at:
(810) 354-4138
An Equal Opportunity Employer

CLERK
Troy company seeks Clerk with 10 key skills to work afternoons, part & full time available. Call HR Management. 649-0909

CLERK TYPIST - FULL TIME temporary. Some evening hours. Duties include typing, filing. Should know WordPerfect 6.1 experience, addressing envelopes, copying, filing. Send resume to: Executive Secretary, 6912 Merriman, Garden City MI 48135.
EOE

COMPUTER/CLERICAL
Seeking a detail oriented person with good organizational & communication skills. Must have supervisor with personal responsibility & be committed to task completion. There are 2 full time positions available, with excellent benefits.
APPLY IN PERSON AT:
RS Electronics, 34443 Schoolcraft, Livonia, MI 48150.
An Equal Opportunity Employer

Computer Operator
Do you have excellent Lotus skills? Microsoft Word experience? Do you feel you familiar with a windows environment? We have many job opportunities for your Call Office Team today and work tomorrow. Temporary Administrative Specialists.
OFFICETEAM
(810) 358-0222 Fax 358-0641
26588 Northwestern Hwy. #250
Southfield, MI 48034
EOE

COMPUTER SOFTWARE SECRETARY
Fast pace and exciting environment in the Windsor area is seeking a computer word-processing administrative pool. Support engineers in areas environment and apply organizational skills to project coordination. Must be proficient in Excel, WordPerfect and Freelance Software in an IBM PC environment. Excellent pay and benefits. Submit resume or FAX to:
Process Development Corporation
Attn: Human Resources CBS
6750 Telegraph Road
Suite 200
Taylor, MI 48180
EOE

★ Corporate
Administrative/Clerical
• Strong Communication Skills
• Data Entry
• Type 45 wpm
• Computer Knowledge
• Basic Office Skills
• Dependable Team Player
• Bad Starter
• $7.00-$8.00 per hour
• Benefits included
CALL NOW
MasterStaff
442-2255

$ Customer Service Representatives
Telephone Customer Service positions you will work with a state of the art computer network for a growing, fast-paced company. Shift times are 11:7:30, 12:8:30, 1:30-10:00PM, and we must be available for weekends as we respond to our customers. We prefer individuals with a sales focus. We have a professional atmosphere and a lot of fun while working. If you enjoy your customers, are comfortable with computers, have typed at least 25 WPM and like speaking on the phone, you may have the job. Great opportunity for an interested in marketing or information industry. We offer competitive salary, paid health benefits after 6 months.
Call 810-627-1432 or write:
Consumer Market Analysts
2301 West Big Beaver, Suite 411
Troy, MI 48084

CUSTOMER SERVICE REP
USA Today has an immediate opening. Applicants must have good communication skills, 1 yr. customer service experience, typing 30 WPM, PC literate & $5-6/hr. experience helpful. No phone calls accepted. Please send resume to: USA Today, attn: Leslie Lance, P. O. Box 3308, Farmington Hills, MI. 48332.

CUSTOMER SERVICE
Company on Livonia and Hills to join the most important department of the promotions company. Data entry experience and excellent phone skills required.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE
Multi-project openings to work with Fortune 500 companies for both professional and new candidates. Training in both Troy and Southfield locations. Temp to perm opportunities. Training. To $7.50/hr.
Call Cathy 646-7964
Uniforce Temporary Services

CUSTOMER
SERVICE
TO $20,000
Variety, growth and advancement are offered by expanding firm. Use your 2 years exp. in customer relations form W. B. & Warren a plus. Great benefits. Call Jackie 884-0500.
SHELLBO PERSONNEL SERVICES

504 Help Wanted Office-Clerical

CORPORATE ATTORNEY
LEGAL SECRETARY
TO $28,000
Top skills and solid work history sought for corporate law firm. Must know Redmond, 401K, L & B stability, and posting expend. Evening appointments available. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2250, Southfield 48075 354-4140

CUSTOMER SERVICE REP
for large auto leasing company in Troy. Part/full time. Basic PC skills required. Call Judy 810-362-8400

CUSTOMER SERVICE/SALES REP
Outgoing organized person needed full time for insurance agency office in Westland. Must be detail oriented, willing to grow with agent. Some prior sales & customer service experience preferred but not required. Call Karen or Lisa 722-2927

CUSTOMER SERVICE
Part time position available at Southland Corporation. Responsibilities include dealing with the public, some secretarial skills will be helpful.
Apply in person: Southland corporation, 5901 W. Big Beaver (Coolidge) in Troy

CUSTOMER SERVICE
International Cutting Tool Company is seeking responsible Customer Service representative. Handle customer inquiries, various data entry projects & daily office functions in a busy regional sales support office. Must be self starter, able to work as a team member, familiar with personal computers, using windows, word processing & spreadsheet software. Knowledge of carbide & cutting tools a plus. Full benefit package offered. No phone inquiries will be accepted. Send resume to:
Iscar Metals, Inc.
29568 Stephenson, Ste 200
Southfield, MI 48076
Or fax resume to: 1-800-447-8618

CUSTOMER SUPPORT
Subject matter expert, part time entry level openings. Good communication skills. Flexible hours. Some computer experience a plus. Will train. Call Carol 795-2847
Uniforce Temporary Services

DATA ENTRY CLERK, experience preferred, full time, excellent benefit package. Send resume or apply in person to: Box 896
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK
Livonia firm seeks detail oriented and detail oriented individual for alpha/numeric data entry on an IBM AS/400. Hours are from 8:30am to 3:30pm, 12, some Saturdays and overtime. Must be a team player with ability to handle changing priorities and high volume workload. Experience with Inventory, Shipping, and/or Purchase Orders a plus. Must be reliable & willing to accept work hours. Send resume in confidence with salary requirements to: Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DATA ENTRY
CUSTOMER SERVICE
GENERAL OFFICE
Immediate job opportunities. Earn top $$ for your skills & experience.
CALL NOW
SNELLING
PERSONNEL SERVICES
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

DATA ENTRY
FULL/PART TIME. Immediate openings for long term positions. Flexible schedules. Must be detail oriented. Positions available and the ability to communicate well with others. Send resume with salary requirements to: Knight Enterprises/Delta Truck, 40600 Grand River, Novi 48375, Attn:
Shirley Trombetta

DATA ENTRY - long term, full time, 3 positions available. Call Sally at
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Many positions in Southfield office of major financial service firm. Use your 8000 key strokes and be paid accordingly. Call Debbie, Ann or Jackie
Uniforce Temporary Services

DATA ENTRY
Part time days flexible hrs Marriott Health Services. Call between 8-4
458-4238

DATA ENTRY, Receptionists
Word Processors, Clerks
Apply now for
Long & short term assignments
PEOPLEMARK
CALL 476-1000

DATA ENTRY
This opening requires good computer skills and light bookkeeping experience. The successful firm desires someone who enjoys a fast paced office. Top benefits.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DISTRIBUTION CLERK
Full time position available in our Distribution Department. Hours 10:30am-7pm, Mon-Sat, with a day off during the week. Full benefits offered. Candidate must be a self starter, be a fast paced worker, able to receive customer complaints on the phone, have good attitude, have knowledge of calculator, word processing, & typing. Knowledge of Lotus 1-2-3 helpful. Excellent health, benefit package. Call Ann Marie at 559-0500 Mon-Fri, 8:30am to 12:30pm.

MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Dynamic person to assist president and manage operations. Duties including investments, finances, and communications. Strong communication, organizational skills & experience at the executive level. Excellent salary & benefits.
EOE fax resume 477-4800
8181 Box 8136

EXECUTIVE - assistant, northern suburb, WordPerfect with Windows 6.0 knowledge, high level references, bookkeeping, payroll & banking, benefits. To $30,000

ASSISTANT - to executive secretary, excellent administrative & organizational skills. Word for Windows, Word Perfect for Windows & Lotus. $25,000 plus benefits

RECEPTIONIST - word processor, 10 hours a week. Microsoft Word for Windows & Excel. $8.50/hr. Temp to hire

SECRETARY - receptionist, Southfield, computer literate, multi-phone lines, letters, invoicing, calculations, a good opportunity for office management

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE
SECRETARY
Expanding Detroit offices of major international firm needs experienced secretary with excellent Windows software. Harvard Graphics preferred. Excellent earning potential. Call Shirley. 646-1862

Uniforce Temporary Services

EXPERIENCED RECEPTIONIST - needed for fast paced, Farmington Hills Eyecare Center. Pleasant phone skills required with strong ability to prioritize. Computer experience preferred. Call Ann at 810-737-7111

FAST-PACED office needs mature individual with general business secretarial, word processing skills. Must be team player, accurate, detail oriented. Individual returning to work after raising family. Call Janet Dunlap at Pension Consultants 810-855-8310

504 Help Wanted Office-Clerical

EMPLOYEE SERVICE
MANAGER
Professional, self-motivated person needed to join a creative, hard-working staff. Must have 5 years exp. with people, give 110%, stay organized & get the job done. Entry level Word Perfect knowledge helpful. Send or experience in making personnel decisions. Fax or submit resume:
Spencer Personnel
24001 Southfield Rd
Suite 102
Southfield, MI 48075
Phone 569-0110
Fax 569-0980

ENTRY LEVEL Receptionist position for law office. Good phone manner helpful. Please call 569-8630

EXECUTIVE SECRETARY
Southfield broadcasting company seeks Secretary with knowledge of Word for Windows, Lotus 1-2-3 & Quickbooks. Call HR Management. 649-0909

EXECUTIVE SECRETARY
Legal experience & must. Knowledge of WordPerfect, Lotus, PC applications, dictation & bookkeeping. Physical required. Salary commensurate. Call Kathleen, 6400 Sterling Dr. N, Sterling Hts MI 48312

FRONT DECK SPOTS
Several positions available for qualified applicants. Full time, good pay. Starting at $10,000 to $20,000.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-6750
Troy 585-2720

GENERAL CLERICAL
Must be dependable and efficient, a self starter, some knowledge of computers essential, full or part time positions available.
NEWTON FURNITURE
30411 Schoolcraft, Livonia

GENERAL LABORERS
Multiple Openings
Work in Livonia, Plymouth, Canton, Farmington, Walled Lake & Northville
ALL SHIFTS AVAILABLE
Call today
SNELLING
PERSONNEL SERVICES
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

GENERAL OFFICE Sherry, energetic, well spoken, detail oriented, office and computer skills who is willing to learn. Full time, benefits. Fax resume 453-8 or apply: New Craft, 13501 Ashurst, Livonia MI 48150. 522-3350

GENERAL OFFICE CLERK
Experience in data entry, collections & word processing desirable. If you enjoy helping a growing company, send your resume with salary requirements to: Human Resource Director, PO Box 441548, Detroit, MI 48232. Non-smoking office

GENERAL OFFICE
CLERKS
Positions available in Troy & Southfield. Must have office experience. Duties include filing, photocopying, typing. Typing helpful, but not necessary. (Short & long term assignments. Call for an appointment today!
CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

HIRING
COORDINATOR
Great opportunity to join the fulltime staff at Bob the Painter & leading staffing services. Duties include recruiting, interviewing, evaluating skills, customer service, management, sales, and marketing. Excellent pay & benefits. Call today for interview & start tomorrow. Temporary Administrative Specialists.
OFFICETEAM
(810) 358-0222 Fax 358-0641
26588 Northwestern Hwy. #250
Southfield, MI 48034
EOE

HUMAN RESOURCES
Immediate opportunity in human resources with training, training and growth established automotive supplier. Excellent interpersonal skills & ability to handle many tasks at once. Strong communication & computer skills required. Full-time job offers excellent position for team player. Good salary & excellent benefits. Send resume to
Box 918
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Human Resources
Assistant
Express Personnel Services is an international company with over 200 offices around the world. We are the fastest growing personnel service for the past three years, with annual sales of $ 1 billion. Due to expansion, we are looking for a hardworking individual to interview applicants, and assist our clients in filling their current job needs. The ideal candidate will have 2 yrs. clerical experience and a degree in Human Resources or related field; have knowledge of employment laws, be computer literate, professional and courteous. We offer competitive salary, medicals, 401k, bonuses and friendly, professional work environment with opportunity for advancement. Send resume in confidence to
1740 W. Big Beaver Rd., Ste 220
Troy, MI 48084
EXPRESS
Personnel Services
IMMEDIATE
OPENINGS
• Data Entry
• Receptionists
• Clerks
• Word Processors
Full or part-time.
Positions in Livonia,
Plymouth, Canton
areas.
ADIA
Personnel Services
525-0330
EOE

IMMEDIATE
OPENINGS!
WORD PROCESSING
SECRETARIES
Needed in Troy & Southfield. Experienced in one or more of the following:
• WordPerfect 6.1
• WordPerfect 6.0 with windows
• Microsoft Word with Windows
• Lotus 1-2-3
• Excel
Typing 40wpm +, short & long term assignments.
CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

STATE FARM INSURANCE AGENCY - is looking for an experienced insurance representative to handle customer service. If interested, send resume to William Reilly, 29278 Ford Rd., Suite 30, Farmington Hills, MI 48334

INSURANCE
Bloomfield Agency looking for a top notch sales/service representative. Must have 3-5 yrs. exp. with a diverse personality. Interest in confidence to: State Farm, 6443 Inkster, Suite 280, Bloomfield Hills, MI 48301

INSURANCE - Customer Service Representative, permanent part time, State Farm Insurance office in Union Lake area. MUST have previous STATE FARM experience. All replys confidential. Call 360-0215

504 Help Wanted Office-Clerical

HUMAN RESOURCES
DEPARTMENT
$21-$22,000
FEE PAID BY COMPANY
Highly visible position with strong stable company. Your career starts here! Good personnel and phone voice a must. Will be dealing with a fast paced department. Please send or experience in making personnel decisions. Fax or submit resume:
Spencer Personnel
24001 Southfield Rd
Suite 102
Southfield, MI 48075
Phone 569-0110
Fax 569-0980

ENTRY LEVEL Receptionist position for law office. Good phone manner helpful. Please call 569-8630

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Legal experience & must. Knowledge of WordPerfect, Lotus, PC applications, dictation & bookkeeping. Physical required. Salary commensurate. Call Kathleen, 6400 Sterling Dr. N, Sterling Hts MI 48312

FRONT DECK SPOTS
Several positions available for qualified applicants. Full time, good pay. Starting at $10,000 to $20,000.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-6750
Troy 585-2720

GENERAL CLERICAL
Must be dependable and efficient, a self starter, some knowledge of computers essential, full or part time positions available.
NEWTON FURNITURE
30411 Schoolcraft, Livonia

GENERAL LABORERS
Multiple Openings
Work in Livonia, Plymouth, Canton, Farmington, Walled Lake & Northville
ALL SHIFTS AVAILABLE
Call today
SNELLING
PERSONNEL SERVICES
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

GENERAL OFFICE Sherry, energetic, well spoken, detail oriented, office and computer skills who is willing to learn. Full time, benefits. Fax resume 453-8 or apply: New Craft, 13501 Ashurst, Livonia MI 48150. 522-3350

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Experience in data entry, collections & word processing desirable. If you enjoy helping a growing company, send your resume with salary requirements to: Human Resource Director, PO Box 441548, Detroit, MI 48232. Non-smoking office

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• Microsoft Word with Windows
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STATE FARM INSURANCE AGENCY - is looking for an experienced insurance representative to handle customer service. If interested, send resume to William Reilly, 29278 Ford Rd., Suite 30, Farmington Hills, MI 48334

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INSURANCE - Customer Service Representative, permanent part time, State Farm Insurance office in Union Lake area. MUST have previous STATE FARM experience. All replys confidential. Call 360-0215

504 Help Wanted Office-Clerical

LEGAL ASSISTANT/SECRETARY
Southfield law firm seeks legal assistant/secretary with 7-10 years experience for busy plaintiff's personal injury practice. The applicant should have working knowledge of no fault & litigation practice, position requires excellent self starter. Competitive salary with benefits. Send resume to Box 834
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LEGAL/EXECUTIVE SECRETARY
For Farmington Hills law firm. Should be organized, self starter, skills and WordPerfect 6.1 experience. Send resume to: Hooty, Gaskin, Ann Arbor Trail, Suite 200, Fifteen Ave., #360, Farmington Hills, MI. 48333 or call Jessica at 932-0510 appointment.
(810) 442-0510

LEGAL SECRETARY needed for non smoking law firm in Bloomfield Hills. 1-3 years experience in litigation, type 60-80wpm, computer skills, knowledge of Word Perfect. Personnel, 2530 Telegraph Rd., #250, Bloomfield Hills, MI 48302

LEGAL SECRETARY, full time, experienced, must have computer skills, excellent salary, benefits. Farmington Hills area. Send Resume to:
31800 Northwestern Hwy, Suite 180, Farmington Hills, MI 48334

LEGAL SECRETARY
Commercial/Corporate practice law firm. Excellent communication and organizational skills, proficiency with WordPerfect required. Send resume with salary requirements to: 3000 Town Center, Suite 2980, Southfield, MI 48075

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Observer & Eccentric Newspapers

LEGAL SECRETARY - Southfield defense litigation firm. Must have high skills, 1 word processing experience. Fine working conditions. Salary commensurate. Call 354-6644

LEGAL SECRETARY
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LEGAL SECRETARY - 1 yr. experience Bloomfield area. Excellent salary & benefits. Send resume: Westfield & McKinney P.C., 3120 Crooks, Troy, Mich. 48083. Or Call 288-2248.

LEGAL SECRETARY - for Southfield law firm. 3 to6 months open, litigation & corporate. Must have minimum of 5 yrs. experience. Excellent benefits. Please call Office Administrator, 354-4140

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TO $30,000
Suburban legal firm seeks polished secretary for personal injury section. Comprehensive benefits. Call or send resume to Human Resources, 3000 Town Center, Suite 2333, Southfield, MI 48075 355-4140

LEGAL SECRETARY
Bloomfield title litigation firm seeks experienced, responsible secretary, non-smoker. Excellent salary & benefits. Send resume: Box 912
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Livonia MI 48150

LEGAL SECRETARY - Southfield firm. Minimum requirements, excellent word processing skills, strong organizational ability, 3 yrs legal experience, knowledge of Word Perfect. Please send resume & salary requirements to Box 918
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