504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Ann Arbor, Novi, Southfield, Troy and Auburn Hills for your professional positions. Nationwide, we are a leading staffing firm with training leading to outstanding opportunities. Call today! Starting salary to $7,000/year. Call Sandy.
Call Today!
810-473-1554
810-645-7844

UNIFORCE SERVICES

CUSTOMER SERVICE REP & RECEPTIONIST NEEDED - Expert-ised, full time positions. Customer service rep. must have 1 year customer contact. Must have good telephone manner. Receptionist must have 1 year of general office experience. Must have good telephone manner. Call today!
Call Today!
810-473-1554
810-645-7844

UNIFORCE SERVICES

CUSTOMER SERVICE REPRESENTATIVES
Full & part time positions, to handle inbound customer service & telemarketing calls. Must have good phone organization & follow up skills. Call today!
Call Today!
810-473-1554
810-645-7844

DATA ENTRY/FILING CLERK
Growing company has an entry level position available. Must have 1 year office experience. Must have the ability to type 35 wpm. Phone experience. Some computer experience a plus. Excellent typing skills required. 40 hour to start. Excellent benefits offered. For interview 313-535-6266

DATA ENTRY FULL/PART TIME
Immediate openings for data entry operators. Temp to perm. Flexible schedules. Three shifts available. $7.50/hour to start. Excellent benefits. Call Debbie today.
UNIFORCE SERVICES

DATA ENTRY!
Immediate openings for part time positions with major financial services firm. First shift, Monday - Friday. Some and earn more money. Use your 10-20 key skills. Must be computer literate. Multiple locations.
Call Debbie
810-723-4300
UNIFORCE SERVICES

DATA ENTRY OPERATOR
PART TIME
We are seeking an individual to work temporary (at least 8 months) at our Lake Orion plant. The successful candidate will be responsible for entering production data, keep data entry skills, and be available to work at least 3 months. Hours are varied. We offer flexible hours and excellent pay. Please call our Human Resources Department for a phone interview at
810-377-4969

DATA ENTRY PERSON
Needed for growing medical billing company. Typing and 10-key skills preferred. Will train. Send resume to:
South Oakland Billing
533 W. Lincoln Ave. Ste. 8
Royal Oak, MI 48067
Attn: Nancy Price

DATA ENTRY
Plymouth Firm seeks 2 full or part-time people with good typing skills. $4 an hour & up with cash bonuses.

DATA ENTRY/RECEPTIONIST
for general business office in Farmington Hills. Full time, $5 an hour.
810-932-8920

DATA ENTRY
We now have 50 data entry positions in Northwest Detroit & the Northern Suburbs. These positions are full time, with full benefits and full time. We are also hiring part-time telephone surveyors with 30 WPM. We also have temp-to-perm. If you are experienced in WordPerfect, Excel or Lotus, call today!
LATHRUP VILLAGE
26241 Southfield Rd.
810-559-0111
LIVONIA
29240 Southfield Rd., #98
(at 8 Mile)
810-557-1940
PONTIAC
254 North Perry St. #204
Bagley Square Mall
INTERIM PERSONNEL

DATA ENTRY
$7-$9/hr
Dependable people needed for great long and short term assignments with top companies. Vacation pay, paid holidays, $7 an hour while and 40 to available. Many jobs are "TEMP-TO-HIRE". CALL TODAY!
Farmington Hills . . . (810)615-0660
Madison Heights . . . (810)585-5150
Rochester Hills . . . (810)852-8080
WESTERN STAFF SERVICES

DATA INPUT - Long term, Part time positions, days, nights & weekends. Could be permanent part-time. Starting at $5.25 hour. Call Debbie, at: 313-215 Donald, S. of School-craft, W. of Telegraph.

DATA PROCESSING
Large out-patient mental health/substance abuse facility located in Westland is full benefits and has immediate support staff for the following:

DATA ENTRY CLERK - Position in our mental computerized billing unit. In Westland office. Must be computer experienced required, data entry experience required, data entry experience a plus but will train. Good interpersonal skills required.

Send resume to:
Behavioral Psychological Clinic, P.C.
Attn: OE/A/DE, 2050 S. Wickham, Ste. 102, Bloomfield Hills, MI 48302
E.O.E.

DATA PROCESSOR - Part-time, flexible schedule, 20-25 hours, $7/hour. Organic Store across from Fairlane Town Center.
Call Ann
313-441-0100

EXECUTIVE ASSISTANT
Wanted for Southfield Manufacturer. Related to the President. Challenging position requiring strong communication, organization and computer skills. Full benefits package. Call Mary 353-7-Career Inc. Leader for candidate interview
810-737-7111

EXECUTIVE SECRETARY
Need excellent communication/organizational skills. Experience preferred. Send resume with salary history to:
SECRETARY
P.O. Box 5066
Farmington Hills, MI 48057

EXECUTIVE SECRETARIES
LONG TERM
ARBOR TEMPS: 459-1166

EXECUTIVE SECRETARY
Wanted for Southfield Manufacturer. 1-2 years experience. Must have good typing skills. Pleasant working environment. Call Sandy at
810-557-1940

EXECUTIVE SECRETARY
Fast paced atmosphere with opportunity for advancement. Must have excellent typing skills and the ability to work independently. Responsible for numerous functions in support of corporate management staff. Computer literacy is mandatory, strong knowledge of spreadsheet, payroll and word processing applications. Benefits package offered. Send resume and salary history to:
Human Resources Department
P.O. Box #790467
Lathrup Village, MI 48075

EXPERIENCED WORD PROCESSORS NEEDED
In Dearborn, Mahlmbide & Romulus. Must be proficient in one or more of the following: WordPerfect 6.0, Word for Windows, Pagemaker.
Top Pay
For Interview call
ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-0060
Taylor: (313) 291-3100

FILE CLERK
Busy N. Oakland county law firm seeking in-house file clerk to maintain filing system. Experience in keeping filing current. Qualified candidate will possess good organizational & knowledge of filing systems & will excel in filing documents, phoning files & light typing. Respond by fax, attention: Robin. Include cover sheet, resume & availability.
(810) 336-3346

FILE CLERK
Local CPA firm looking for ambitious individual for a part-time clerical position. General office duties and bookkeeping experience required. If interested, please send resume to: Box 99
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERKS NEEDED
IN SOUTHFIELD AREA
10 to 15 POSITIONS AVAILABLE
Benefits include:
• Holiday Pay
• Vacation Bonuses
• Same Week Pay
• Flexible Hours
OLSTEN STAFFING SERVICES
810-354-0555

FRONT DESK POSITION
Small office in Farmington Hills needs someone with professional manner and computer skills to answer 8 lines. Various other office duties. Resumes must prefer letter to: Box 312, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK RECEPTIONIST for EOE company in Farmington. Light typing, 5-3 p.m. secretarial experience, WordPerfect 6.1, typing 60 wpm. Full benefits. Fax pay, Y-M Personnel
(810) 488-9412 Fax: (810) 488-4802

GENERAL OFFICE
Wertheim Furniture has a part time office clerical position. Hours are flexible, $7.00 an hour. Some bookkeeping and some clerical duties needed. Apply at Wertheim Furniture, corner of Wayne Rd., S. of Schoolcraft.

GENERAL OFFICE
Southfield Town Center Apartments is seeking a high energy, people person who loves a fast paced atmosphere to support a sales staff. Computer skills helpful but on part-time, can work around school schedule. $6.00 an hour to start. Send resume in confidence to Box 310,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL CLERICAL POSITION
At library resource company in Livonia. Part-time, 20-30 hours per week possible full-time, whenever until 5:00 pm. Phone, position starting then, flexibility.
Call Kerr
313-458-8080

GENERAL CLERICAL
Opening for person experienced with telephone, dyna mites & 10 key. Microsoft Word, Auto trucking transportation helpful, but not necessary. Background check conducted. Please fax: CTI/NAJ, 517/440 Franklin, Southfield MI 48034.

GENERAL OFFICE
Experienced. Light bookkeeping, 1 person office. 3 days weekly, Southfield.
810-663-7981
Leave message.

GENERAL OFFICE
Posting calls to update files, computer entry, 20-25 hrs per week possible full-time, whenever until 5:00 pm. Phone, position starting then, flexibility.
Call Kerr
313-458-8080

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Call Kerr
313-458-8080

GENERAL OFFICE ASSISTANT
Temporary full time office assist & relief work with good driving record is required. Responsibilities for bi-monthly errands, general office maintenance and light clerical duties. Must be able to represent company in a professional manner. Pay is $6.25 hourly negotiable along with resume to: P.O. BOX 190,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Part time, diversified duties, individual with good attitude. Experienced only, send resume with salary requirements to: 27475 W 6 Mile Rd., Livonia, MI 48152

GENERAL OFFICE
Part-time office clerk. Duties: filing, phone relaying, mail & postage meter, light bookkeeping, 7.50/hr. Resume & references to P.O. Box 250126, West Bloomfield, MI 48326-0126

GENERAL OFFICE
Small industrial corporation is looking for a full or part time person to work in our non-smoking office. Duties include answering phones, light typing, use bookkeeping & clerical work. Call
313-278-1660

GLOS COMPANY has CLERICAL POSITIONS available full time opening in Customer Service, telephone sales & general office. Ideal candidate is friendly, will train. $6 per hour plus benefits. Apply in person: 11660 Hubbard, Livonia, off Plymouth Rd. between Farmington & Merriman.

GROUNDS PERSON
Needed part time for luxury apartments in Southfield in downtown Birmingham. Hours are Mon-Fri, 7am-11am.
313-645-1191

HUMAN RESOURCES ASSISTANT
Large Southfield Manufacturer. Personnel, insurance, 401k, workers comp & benefits. Typing 5 + years required. Computer literate, 6 + years required. Competitive wage & benefits package. Fax resume & salary requirements to: Human Resources, Fax 313-352-3678

INSURANCE AGENCY seeks Customer Service Representative. Send resume to: Agent, 9220 Drake Harbor Dr W., West Bloomfield, MI 48324.

LARGE RV DEALERSHIP
Clerical help for Service Department. Must be reliable, motivated, organized, and have good phone skills. Full benefits package offered. Call David
810-624-2000
or send resume to General Trailer, 30000 Grand River, Farmington, MI 48336

504 Help Wanted Office-Clerical

INSURANCE CLERK
Independent insurance adjusting company seeks dependable self-starter with typing skills of 60 words per minute. Computerized experience a plus. Workers Comp. experience a plus. Medical, Dental & other benefits offered. Send resume to:
Adjusting Bureau Inc.
27 Christina
17177 N. Laurel Park
Livonia, MI 48152

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $24K
Part Time Positions to $10/hr.
Personal Lines Assistant to $24K
CONCORD PERSONNEL
478-2200

INTERNATIONAL Trading Assistant College graduate & fam. 3 yrs. work experience for new non-smoking office. Accounting, contract maintenance, document preparation, customs, transportation & logistics. Must be self-motivated, organized, innovate & computerize office functions required. Forward resume & salary requirements to: Human Resources, 39477 Northwestern Hwy #215, Southfield, MI 48034.

INVOICE CLERK, for large volume company in Madison Heights. $6.50/hour. Some Benefits. Computer, calculator & math skills necessary. Hours 8-4. PO Box 194
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

JUNIOR SECRETARY
Outstanding opportunity to develop your career and learn two skills in this major service company with offices in both Detroit and suburbs. Good experience and office skills required. Two shifts.
Call Mike at
810-646-8188

UNIFORCE SERVICES
Junior secretary

LAW OFFICE in 13/Telegraph area, Southfield, has full time position available. Must have 1 year of Word Perfect 5.1 with knowledge of filing systems & will assist in filing documents, phoning files & light typing. Respond by fax, attention: Robin. Include cover sheet, resume & availability.
(810) 336-3346

LEGAL
• Corp. Legal Depts.
• Temp Long/Short Term
• Perm - Temp to Perm
Call Mail or Fax
In Confidence to:
Personnel At Law
313-THE-TEMP
810-358-0060
3000 Town Center #2580
Southfield, MI, 48075
Fax 358-0235

LEGAL ASSISTANT
11 lawyer insurance firm in Bloomfield Hills. Experienced Legal Assistant to assume immediate responsibility in all facets of the management & adminstrative process. Reports to: Legal Assistant
900 Maccabees Center
25800 Northwestern Hwy.
Southfield, MI 48075

LEGAL/EXECUTIVE SECRETARY
For Troy firm. Must have good typing, word processor, computer literate. Please send resume to: Office Manager, 601 W. Big Beaver Rd., Suite 500, Troy, MI 48084

LEGAL SECRETARY
Minimum 3-5 yrs. experience. WordPerfect 6.1, good personality. Competitive pay, benefits package. Fax resume 851-1738. Or send: 31275 Northwestern Hwy. Ste. 103, Farmington Hills, MI 48334.

LEGAL SECRETARIES
Our reputation for integrity has opened the doors in many of the best law firms in the area.
Temporary, temp-to-perm, direct placement. Register now with the agency that's Legal Secretary Friendly.
FEE DAYS PAID
HILLSTROM & ROSS AGENCY, INC.
810-626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county. ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
763 W. BIG BEAVER
SUITE 208, TROY, MI 48084
810-362-5430
Fax 810-362-4581

LEGAL SECRETARY
Farmington firm seeking oriented, ten attorney firm, seeks legal secretary with 3 yrs. experience to join team. 60 WPM typing, WordPerfect 5.1 preferred. Word processing experience. Will train. Excellent benefits package. Fax resume to: Mrs. Cline
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Full time for large suburban insurance defense litigation firm. Excellent benefits. Resume: P.O. Box 3046, Farmington Hills, MI 48332

LEGAL SECRETARY for law firm. Computer & typing experience a must. Hardworking, self-starter. Excellent opportunity.
810-363-6000

LEGAL SECRETARY
Southfield law firm, must have word processing experience. Salary commensurate.
810-557-9844

LEGAL SECRETARY
Litigation, Medical malpractice. Excellent salary. Full/part-time. Immediate opening.
810-354-2600

LEGAL SECRETARY - Busy South-field PI/PR attorney. Full time with benefits. 1-3 years experience. WordPerfect 5.1. Non-smoking office.
810-637-7000

LEGAL SECRETARY Oakland County Bar Association has firm in Troy. 2-4 years legal experience necessary, word processing experience. Salary commensurate. Send resume to: 5155 W. Big Beaver, Suite 115, Troy, MI 48084

LEGAL SECRETARY
Southfield law firm seeks secretary with at least 1 years personal injury experience & WordPerfect.
Fax resume to:
810-362-6364

LEGAL SECRETARY
Litigation attorney with emphasis in insurance law firm seeks experienced person with WordPerfect 6 capable of handling heavy caseload. Troy location area. Call
810-640-0877

LEGAL SECRETARY
For busy Southfield consult practice. Injury law. Word 6 minimum 5 years experience required. Competitive salary & benefits. Fax resume to: Gordon, Dolan & Hallaran
810-443-1908

LEGAL SECRETARY
Bloomfield Hills law firm seeks experienced Legal Secretary to work for 1 of our partners. Must have good typing skills, Word Perfect 5.1 preferred. Excellent benefits package. Please fax resume to:
Legal Secretary Position
3970 Westbury Circle
25800 Northwestern Hwy.
Southfield, MI 48075

LEGAL SECRETARY
Bloomfield Hills law firm seeks highly motivated, independently skilled paralegal. Real estate experience preferred. Excellent benefits package. Fax resume to: