EMPLOYMENT

504 Help Wanted Office-Clerical

PART-TIME/CLERICAL
A local based manufacturer's representative is looking for someone to assist in a high volume, industrial/electrical product line. Duties include filing, data entry, billing, & mail. Office duties. This is a very detail oriented position with an emphasis, but not limited to, accounting. Hours are 8:30-12:30 Mon.-Fri. Please fax resume to Greg Rosborough, P.O. Box 3341, Farmington, MI, 48333.

CLERICAL - receptionist, etc. has 2 several openings. 1 full date expert typist, calculator, 10-keying and viewing organized office. Also 1 part time position from 10am to 3pm Mon.-Thru Fri. after school support, good accuracy and light typing. Transportation. Resume and call Mon. Fri. 9-5 to 30631 Schoenherr Rd., Livonia, MI 48152. Or call 313-425-8806.

CLERICAL
Part time, flexible 24-32 hours. Clerical duties, accounting, word/excel skills a plus. Will train. Send resume to: Box 2176,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL POSITION/FULL TIME
Mon-Fri, 8am-5pm. Order taking, data entry, phones. Good typing skills. Apply in person: 39361 Schoolcraft, Livonia.

CLERICAL/RECEPTIONIST
Energetic person to work in fast paced office. Good typing, good phone skills, 486 type high speed data entry. Good starting salary and benefits. Please send resumes to 21367 W. 8 Mile, Detroit MI 48219.

CLERICAL
To $350.00/wk
Join management consulting firm & handle administrative duties. Must have good communication skills, be motivated, organized and have good telephone manners.
Diversified Recruiters
810-344-8700 FAX 344-8704

CLERICAL/Word Processor
Full time with benefits. Entry level position exposed to grow to product development. Must have good typing. Pleasant working atmosphere & plus. Send resumes to Box 272,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERK
Livonia bank seeks professional clerks for overnight shift, Sat.-Sun. in a Management.
313-591-7210

CLERK
Multiple jobs, potentially make clerks or cashiers. Flexible hours, no sales. Min. 20 hrs/wk. Includes employee discount. Apply at customer service desk in any Farmington area.
810-646-0909

CLERK/TYPIST
Excellent opportunity. Dallas Industrial seeks filing & computer literate, self motivated, detail oriented individual to work for small, diversified, family owned business. Must be able to work well with others. Pleasant atmosphere. Please send resume to: Clerk/Typist Box 2, Observer & Eccentric Newspapers, P.O. Box 3104, Southfield, MI 48037-3104.

OFFICE PERSON
In medical billing department. Experienced. Excellent benefits. Send resume: ABC Inc., 16850 W. Chefs Drive, Ste 1 Brookfield, WI 48124

ELECTRICAL CONTRACTOR needs part time general office help.
Must be steady and reliable.
Call 313-425-1011

DATA ENTRY POSITIONS
Entry level full time. Southfield location. Prior office experience preferred. Must have excellent telephone ability & 10-key calculator skills. Competitive salary & benefits package. Apply: 17199 Northwestern Hwy., Livonia 48150 or call 313-281-1818 x 125

CUSTOMER SERVICE - Immediate opening experienced customer service representative. Salary commensurate. Send resume to PO Box 7112, Bloomfield Hills, 48302.

CUSTOMER SERVICE!
FULL TIME/PART TIME
Jobs available in Farmington Hills, Troy and Auburn Hills for your pleasant and energetic personality. We need to relate well with people, have good telephone skills and be detail oriented. Banking history is $7.50/hr. Open and challenging. Call now! Ask for Cathy
Cathy 313-373-9504
Troy 689-723-4200

UNIFORCE SERVICES
DATA ENTRY/BOOKKEEPER
Temporary, part time for Troy firm beginning immediately. Must be proficient in 10-key, experienced with Lotus 1-2-3 & Word. Knowledge of accounting procedures. Pleasant work environment. Please only fax resume to Ms. Dawn Ferguson, (313) 362-2400, or mail to: Box 2, 2000 Northwestern Hwy., #172, Farmington Hills, MI 48334.

Young & Rubicam ADVERTISING
has **secretarial positions** open in our Detroit Office.
Requirements:
- Excellent typing and office skills
- Good organizational skills
- PC experience desired (Word and/or Excel)

Salary range: $18,000-$21,000
Part time positions also available.
Interested candidates should forward a resume in confidence to:
YOUNG & RUBICAM
Attn:CK
200 Renaissance Center, Suite 1000
Detroit, MI 48243
An equal opportunity employer.

Secretary
ARBOR DRUGS, southeastern Michigan's number one drug store chain, currently has an outstanding opportunity available for a Secretary.
The selected candidate will provide full secretarial support for our Director of Investor Relations located in our Troy Corporate Headquarters. Qualifications include at least one year of experience supporting senior level management activities and a minimum of 2 years' experience with WordPerfect. Strong organizational skills are required. Candidates with at least 3 years of experience in Lotus and a desire to work in a fast paced environment managing a department's investor relations responsibilities are preferred.
We offer a competitive salary and excellent benefits package. Qualified candidates should forward their resume and salary history to: Arbor Drugs, Inc., Attn: Dept. 7014, P.O. Box 7014, Troy, MI 48007-7014.
ARBOR DRUGS

504 Help Wanted Office-Clerical

COORDINATOR
Well established homebuilding/remodeling company starting second month of full time employee recruitment. Must be self motivated, detail oriented, and organizational skills. Previous homebuilding experience preferred. Excellent opportunity for the right individual. Call Debbie 810-443-1440

CUSTOMER SERVICE
Full time, Hard time seeks detail oriented person with good communication skills. Call Mon.-Fri.
Brian-Anton 810-348-8000

CUSTOMER SERVICE
Temp-to-perm 30 Customer Service/Counter positions available in Birmingham, Livonia & Taylor. Three positions open for the Holiday Season & pay $5.25 per hr. Opportunity to be hired back. 2 yr. exp. or no exp. to get your experience in today! We are also looking for permanent Customer Service/Office Clerks & Receptionists.
LATHRUP VILLAGE
25241 Southfield Rd.
Outlawn 10 & 11 Mile
LIVONIA
30240 Bustleton Ave., #99
(at Middlebelt, N. of I-96)
INTERIM PERSONNEL
DATA ENTRY CLERK

We have an immediate opportunity for a Data Entry Clerk in our Accounts Receivable Department. Applicants have strong 10-key and computer skills. For immediate consideration, please call Mary Kay at Staff Builders to schedule an interview.
810 557-2720
An Equal Opportunity Employer

DATA ENTRY DEPT.
High volume order entry department seeks highly motivated individual for this position. Must type 50 wpm and have 10 key by touch. Proofreading and Word experience a plus. $6-$8/hour based on experience.
Diversified Recruiters
810-344-8700 FAX 344-8704

DATA ENTRY!
Immediate opening for new positions with major financial services firm. Free training to build your skills and earn more money. Use your 6,000 key stroke skills in a fun, fast paced, multiple location environment.
Call Diane 248-723-4388
UNIFORCE SERVICES

DATA ENTRY
Long term positions available in Troy.
SPEED & ACCURACY A MUST!
Call Mon/Start Immediately!
TODAYS TEMPORARY
(810) 649-4455
EOE

DATA ENTRY - Part-time relaxed work where people are important. Flexible hours, you set your Call Gayle 313-459-2030

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DATA PROCESSING
Large out-county central health/rehabilitation facility in Farmington Hills is seeking a qualified individual to fill Manager assistant/support staff for the following:
DATA ENTRY CLERK - Position is responsible for general computer/clerical duties. Must have 1 year computer experience required, data processing experience preferred, data entry experience, good typing skills, speaking ability, & 10-key proficiency. Ability to work independently and flexible working schedule. Salary $7.50/hr. Open and challenging. Call now! Ask for Cathy
Cathy 313-373-9504
Troy 689-723-4200
UNIFORCE SERVICES

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10 IMMEDIATE OPENINGS
For DATA ENTRY CLERKS
In Livonia. Long term positions available. Must have at least entry level experience. Call today for an interview.
ADIA PERSONNEL
313-525-0330

DATA ENTRY/
CUSTOMER SERVICE
Part-time positions and opportunity for it to turn into full-time. Must be good typist. Call: 313-541-7563

DATA ENTRY/FILING CLERK
Growing company has an entry level position for an individual with 1 year to 18 months experience in data entry, filing, typing and general office duties. Salary commensurate with experience. Call Mrs. Brown