504 Help Wanted Office-Clerical

POLICE CLERK
The Novi Police Department is searching for an individual with excellent clerical skills and good working relationship with the public. WordPerfect knowledge preferred. Salary is $19,822 with a comprehensive benefit package. Obtain and submit an application by December 2, 1994 at the Personnel Department, Novi Civic Center, 45175 W. Ten Mile Road, Novi, MI 48375

CLERICAL POSITION
(Temporary/Full or Part-Time)
Temporary position through the Holiday Season. Duties include: process transactions, credit reports, gift-wrap, etc. If interested in a full or part-time (temporary) position at our Westland Center location, please contact CHERYL ORSINI, MANAGER, for an appointment.
MEYER JEWELERS
Westland Center: (313) 425-7670
or write:
35000 W. Warren, Space 422
Westland, MI 48185
Equal Opportunity Employer

CLERICAL/ COMPUTER LIBRARIAN
Full time/flexible hours. Medical/dental benefits. Training provided. Apply in person only:
MICHIGAN DATA STORAGE
30645 Northwestern, E. of 13 Mile.

CLERICAL POSITION
Duties include: greet customers, filing, answer phone, data entry & cashier. Weekdays, noon until 7pm in upbeat team atmosphere. Must have good organizational skills & friendly personality. Apply in person: David Auto Care, 807 Doheny, Dr., Northville, MI 48167. 810-348-6115

CLERK - temporary full time position available immediately for clerk in Primary Resources located in Southfield. 2 yrs secretarial experience preferred. Word processing experience a plus. Position pays $8/hr & provides no fringe benefits. Please send resume to: Carolyn Sutherland, Business Manager, Primary Resources, 20300 Civic Center Dr. Ste 430, Southfield, 48076.
An Equal Opportunity Employer

CLERK TYPIST - for non profit Jewish organization. Excellent communication skills, word processing, Excel & transcribing. Excellent benefits. Send resume to: Personnel Director, PO Box 2030, Bloomfield Hills, MI 48303-2030

COLLECTIONS/BILLING
AirTouch Paging has an immediate opening in the Collection/Billing Department. Responsibilities include computer billing, collection accounts, specialized reports, researching customer files and general accounting duties.
Candidates should have at least 2 years experience and computer experience a must. AirTouch Paging offers a competitive salary and benefits package including medical, dental, life, tuition reimbursement and 401K company savings plan. Please send resume with cover letter stating salary requirements to:
AIRTOUCH PAGING
Att'n: Accounting Manager
28800 Orchard Lake Rd., Ste. 200
Farmington Hills, MI 48334
No Phone Calls Please
An Equal Opportunity Employer
Pre-employment drug screening required

WIXOM BASED COMPANY - has 2 full time customer service positions available. Good communication, clerical & data entry skills a must. Sales experience helpful, benefits & competitive wages. Send resume to: AVD, 29044 Center Oaks Ct., Wixom, MI 48393.

CLERICAL PERSON - Needed. General office duties in pleasant work environment. Phones, filing, etc. Resume to: Clangler Equipment, 33347 Schoolcraft Rd., Livonia, MI 48150. No calls or walk-ins please

COMPUTER OPERATOR
Retail establishment needs full-time computer operator. Some retail sales. 810-661-6460

CONTEMPRA
Is seeking highly motivated & dependable people with various skills.
- Secretaries . . . $8-$13
- Word Processors $8-$10
- Switchboard . . . $6-$ 8
- Receptionists . . $5-$ 8
- Data Entry Clerks $6-$ 8
- Customer Service $5-$ 8
- File Clerks . . . . $5-$ 6

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Controller's Assistant
This position reports directly to the Corporate Controller. Strong PC and clerical skills with Word for Windows and Excel. Duties include spreadsheets and maintaining accounting reports, etc.
Diversified Recruiters
810-344-6700 FAX 344-6704

CREDIT/COLLECTIONS
Background in credit/collections, accounting or customer service, for Credit Dept. Must be organized, have good communication skills and computer experience. Send resume to Credit Manager, 1471 E. 9 Mile Rd., Hazel Park, MI 48030

CUSTOMER SERVICE COORDINATOR
Moving company needs highly organized, self-starter with good listening and verbal skills. High volume position responsible to identify services needed by customers and to schedule and monitor services nation wide. Salary commensurate with education and experience. Full range of benefits. Send resume to: 1900 Stephenson Hwy., Troy, MI 48083 Attn: Personnel

CUSTOMER SERVICE
West side retailer seeks customer service rep to make payment arrangements & set-up new accounts. Eves. & weekends. Will train. H R Management. 313-581-7210

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FULL TIME/PART TIME
Immediate opportunities in Southfield and Troy for your people and computer skills. No sales involved. Temp to perm opportunity with training leading to outstanding benefits and financial rewards. Days/evenings. Starting salary to $7.50/hr. Call Clara now: 800-723-4298
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Must have excellent phone skills and people skills. Good computer skills on Lotus with or without windows and micro soft, word or works. Need a "Team Player" who is not opposed to miscellaneous office duties.
SNELLING PERSONNEL SERVICES
Livonia, 313-464-2100

CUSTOMER SERVICE
Dynamic progressive firm is looking for a sharp Customer Service Rep. who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented, and possess good grammar skills and penmanship. Previous office & computer experience preferred. Excellent opportunity for a team player who enjoys helping others. Position is full-time and offers excellent benefits including health & dental coverage, 401K

Send resume with salary requirements to:
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P.O. Box 71043
Madison Heights, MI 48071-0043

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Call for immediate consideration: (810)614-6400

★ **DATA/SECRETARY** Accurate typist. Computer skills necessary. Word processing, database, desktop publishing. Full-time, benefits included. Send resume to: 17220 W. 12 Mile Rd. Suite 100, Southfield, MI 48076.

DATA ENTRY CUSTOMER SERVICE
Join a team of professionals with our new Farmington Hills and Plymouth client. Temp to perm, full or part time opportunity for your 8,000 keystrokes. Starting salary to $8/hr. No sales involved.
Call Darlene 810-473-2933
UNIFORCE SERVICES

DATA ENTRY
Interim Personnel now has 15 Data Entry positions available in Northwest Detroit. These are morning & midnight shifts at $7/hr. We also have telemarketing, word processing & switchboard positions available.
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LATHRUP VILLAGE (810) 557-7444
PONTIAC (810) 682-4510

DATA INPUT
Livonia bank seeks production clerk to work part time eves. All numeric entry. $7 per hour to start. H R Management. 810-669-0287

CUSTOMER SERVICE
Rochester based 13 year old telecommunication firm seeks a detailed oriented individual with strong communication & organizational skills. Call 810-853-3070 ext 112

★ DATA ENTRY person needed for fast-paced construction news operation. Entry level position with competitive salary & benefits. Experience with computers preferred. Send resume to: Managing Editor, P.O. Box 7018, Troy, MI 48007-7018.

DATA ENTRY
Fast paced office looking for data entry clerk to do sales letters. Must know WP 5.0 & type at least 50 wpm accurately, 10 key calculator knowledge a must. Mon. thru Fri. 8-6.
Call 313-873-5000

DATA ENTRY
New career positions with major financial service firm. Long term and temp to perm. Detroit & Rochester locations. Pay rates up to $10.00/hr. for top Lotus experience.
Call Doris 810-646-7663
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Part time, 20 hrs/wk. Working knowledge of Lotus & WordPerfect required. Excellent organizational and communication skills.
810-988-6641, ext. 482

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Make all your holiday wishes come true by earning $8-$10/hour in professional office environments in Livonia, Plymouth, and Canton.
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313-525-0330

★ **EXECUTIVE ASSISTANT**
Fast paced Birmingham communications firm seeks capable, personable, mature, experienced individual with strong secretarial & office organizational skills. Must have strong computer skills; Macintosh a plus. Non smoking office. Send resume & salary requirements to: Sarah Walt Associates, 355 S. Woodward, Ste. 703, Birmingham, MI 48009.

EXECUTIVE ASSISTANT $34,000
Executive level skills and poise needed for this top spot in large corporation. Shorthand a plus. Call
THE KPM GROUP
810-355-3440 Fax 810-355-5899

EXECUTIVE ASSISTANT
Major tooling firm located in Farmington is seeking an Executive Assistant with at least 2 years experience. Qualified candidate should possess strong typing skills (60 wpm minimum), experience on WordPerfect &/or Microsoft Word, excellent organizational & phone communication skills as well as a positive attitude. Complete benefits & compensation package. Please Fax or send resume to: Human Resources, 33001 Nine Mile Rd, Farmington, MI 48336. Fax# 810-478-7114

EXECUTIVE SUPPORT PERSONNEL
- Administrative Assistant
- Secretary
Temp & Perm. $20K-$40K
TempStaff No Fee 810-645-0900

DATA PROCESSING SUPPORT PERSON
Data entry (ten key) experience required. Must be motivated, flexible & hard working individual. Experience in financial institution a plus. Send resume with salary history to: Personnel, 3056 Plymouth Rd. Suite 102, Ann Arbor, MI. 48105. No phone calls please.

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Word Processors . . . . $8-$10/hr
Receptionists . . . . . $7-$9/hr
Data Entry . . . . $7-$9/hr
Office Clerks . . . . . $6+/hr
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Real estate development corporation has immediate opening for a full-time Executive Secretary/Administrative Assistant. Property management responsibilities. Opportunity for advancement. WordPerfect and transcription experience required. Send resume with cover letter stating salary requirements and available commencement date to:
Ms. Carlson
200 E. Brown St., Suite 101
Birmingham, MI. 48009

FINANCIAL/INSURANCE Coordinator desired for team-oriented Livonia dental practice. Full/Part Time. Bookkeeping experience helpful. Call Tues. or Thurs. from 12-5. 810-477-7546

GENERAL OFFICE
Full time, non-smoking office. References & experience necessary. Starting wage based on ability. Call for interview. 313-729-8050

GENERAL OFFICE
Part-time. Diversified duties including word processing. Experienced only. Send resume with salary requirements to: 27475 W. 8 Mile Rd. Livonia, MI 48154

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Permanent position for person to do various office functions for large retailer. Must be good with figures. & Mise & Lahser. Mr. Carr: 810-353-0180 x 471

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- Word Processors
- Receptionists
- Switchboard Operators

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Moving company needs highly organized, self-starter with good listening and verbal skills. High volume position responsible to identify services needed by customers and to schedule and monitor services nation wide. Salary commensurate with education and experience. Full range of benefits. Send resume to: 1900 Stephenson Hwy., Troy, MI 48083 Attn: Personnel

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Needed for bankruptcy department of Oakland County law firm. Solid computer, communication & organizational skills required. Willing to train right candidate. Excellent salary & benefits. Send resume to:
Bankruptcy Supervisor,
Dodd, Spath & McKelvie P.C.,
5443 Corporate Drive,
Suite 170, Troy, MI 48098

LEGAL SECRETARY
Downtown law firm has openings for 2 Legal Secretaries with at least 3yrs. experience. Positions open include Litigation Secretary & a Probate/Estate Planning Secretary. We Offer competitive salary and benefits. Send resume and salary history to: Director of Administration, Berry, Moorman, King & Hudson, 600 Woodbridge Pl., Detroit, MI. 48226

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Temporary part-time positions for local stamping plant. Must have experience with typing, filing, & WordPerfect 5.1. Apply in person to E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Unysis)

★ **LEGAL SECRETARIES** needed for non-smoking law firm. Trainee Secretary: recent high school graduate preferred, with high academic skills and Experienced Secretary: one to three years experience in Litigation. Both must have computer skills and type 60-80 wpm. Send resume to M. O'Brien, 2560 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

LEGAL ADJUSTER
To handle plaintiff cases. 2 years experience. Send resume to: Gene Zamler, 23077 Greenfield, Ste. #557, Southfield, MI 48075.

LEGAL/EXECUTIVE SECRETARY
For Troy law firm, experienced, mature, self starter, computer literate. Please send resume to: Office Manager, 801 W. Big Beaver Rd., Suite 500, Troy, MI 48084

LEGAL SECRETARY - computer experience required. Full time. Experience a plus. Small office.
810-380-4848.

LEGAL SECRETARY
for Bloomfield law office, 2-3 yrs. experience, good computer skills. Call 810-645-6770.

LEGAL SECRETARY
With minimum 5 years experience for personal injury firm in Royal Oak. Please call 541-3500

LEGAL SECRETARY
Full/part time. Pl/litigation experience required.
Substantial salary. 810-354-2500

LEGAL SECRETARY - Full-time. Farmington Hills. Experienced desired. Word Perfect proficiency. Send resume & salary requirements to: 30500 Northwestern Hwy #500, Farmington Hills, MI 48334

LEGAL SECRETARY
For Birmingham patent law firm. Position requires good clerical & organizational skills.
Call Bonnie: 810-647-6000
Or FAX resume: 810-647-6210

LEGAL SECRETARY
Word Perfect experience necessary.
Call 810-645-1003.

LEGAL SECRETARY - Part-time. WordPerfect 5.1/6.0. Flexible hours. Pleasant personality. Good communication skills a must. 810-645-6400

LEGAL SECRETARY
Part-time. Pay commensurate with experience. Must be a self-starter. Bloomfield Hills. Call: 810-335-5230

LEGAL SECRETARY, 20 hr/wk.
Troy law firm. Experienced, mature, self-starter, knowledge in general practice, WP 5.1 required. Send resume to: Office Manager, P.O. Box 1674, Troy, MI. 48099-1674

LEGAL SECRETARY
Southfield plaintiff personal injury law firm. Position available for senior partner. Must have 3 years personal injury experience & WordPerfect 5.1 experience. Send resume to: Gene Zamler, 23077 Greenfield, Ste. 557, Southfield MI 48075.

LEGAL SECRETARY
Growing Southfield firm has full-time position available. Candidate must know WordPerfect 5.1, have excellent spelling & typing skills with minimum 5 years previous litigation experience. FAX resume to:
810-355-0669

LEGAL SECRETARY - Small Troy Estate Planning/Corporate law office. Pleasant non-smoking office. WordPerfect 5.1 Lotus required. Resume to: Personnel, 2604 Crooks Rd., Su. 120, Troy, MI 48084.

LEGAL SECRETARY
Full time position for Farmington Hills law firm. Minimum 3 years defense litigation experience. WordPerfect Windows preferred. Call Cindy or Denise, 9-4. 810-489-4100

LEGAL SECRETARY
For busy law firm in Troy, 2 to 3 years corporate experience. No smoking office. Send resume to: Office Manager, 2301 W. Big Beaver, Suite 525, Troy, MI 48084

★ **LEGAL SECRETARY**
For Southfield law firm. Personal injury, medical malpractice & WordPerfect experience required. Salary commensurate with experience.
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LEGAL SECRETARY - Downtown Birmingham. Excellent Word Processing, file management, civil court procedure skills required. Leave voice mail message at 415-4266.

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Ms. Marie Sectors
P.O. Box 297
Southfield, MI 48037

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