EMPLOYMENT

504 Help Wanted Office-Clerical

CLERICAL/CUSTOMER SERVICE
Third of week long position. Must have 5 years exp. with ability to develop cold calls/phone skills? No one will give you the phone number to call. Light data entry across company needs a self-motivated, detail oriented person and for our Chemical Customer Service Dept. Call Pete Smith, Quality Control Chemist, P&G, Inc/Hydrofloat or resume/salary/remainder to Pete Smith, 1000 Stephenson Hwy., Troy, MI 48083.

CLERICAL - FULL TIME
Mathews Research
• Microsoft Excel
• WordPerfect
Located on West side
Overtime available
Please refer to ad #203-OE
Gonzalez Design Engineering
30200 Southfield Highway
Madison Heights, MI 48071
Phone (810) 589-1233
Fax: (810) 398-4448
EOE

CLERICAL - 2 part-time permanent positions available immediately. Friendly phone person with excellent telephone skills & WordPerfect 6.0 required. Mon-Fri, 8:30am-12:30pm or 12:30pm-4:30pm. 1 full-time position available soon. Pleasant working atmosphere. Call Jeff at 313-425-3000 for interview.

CLERICAL
Must have some computer knowledge. Data entry experience, some knowledge of accounting & phone. Call Ann at 313-421-7110

CLERICAL POSITION requiring good numerical skills and pleasant phone manner. Basic computer skills helpful. 810-548-0040

CLERICAL/ SECRETARIAL POSITION
Full-time, entry-level clerical position is open in our Troy headquarters, requiring excellent telephone skills, ability to type, key data, and word processing skills. We offer competitive salary and benefits. Respond by submitting a resume with wage expectation to:
Arbor Drugs
Human Resources-KA
P.O. Box 7934
Troy, MI 48007-7934
An Equal Opportunity Employer

CLERICAL SUPPORT
Part-time, 20 hrs/wk. Southfield, Good phone, typing & English skills required. Mon-Fri, 8-12 noon. Fax resume to Kay Human Resources, 1000 Oakbrook Drive, Suite 213, Southfield, MI 48034-6406. Fax # 810-352-2156

Clerical
The Machine Schneider Corp. is a leader in Computer Aided Manufacturing Technology. We are in our 3 1st year of business and are recognized as the largest quality products and dedicated to customer satisfaction. We are looking for the following position opening, phone company operations at our office facility in Southfield, Michigan.

RECEPTIONIST/SECRETARY
High school graduate. Some college or on-the-job training in business or clerical related. Minimum of 3 years experience in a responsible receptionist/secretary position. Administrative position involved. Knowledge of computers and ability to operate computers with accuracy required. Must know word processing software. Knowledge of Microsoft Word, WordPerfect 5.1 preferred. Ability to operate a variety of pieces of equipment. Ability to type 40 wpm. Ability to take information accurately and to follow written or verbal directions are essential.
Send resume
(no phone calls please)
Job Desk
District Manager
The Machine Schneider Corp
26200 Northwestern Highway
Suite 400
Southfield, MI 48034
Write only EOE

CLERKS
Farmington Hills, Southfield, Troy
300 temp jobs. Call 810/737-1711
TEMPORARY RESOURCES

COLLECTIONS
CUSTOMER SERVICE
We have 3 positions available with your present salary and customer service skills. Pay ranges from $6.25/hour for customer service. Call Carolyn 810-491-3035

UNIFORCE SERVICES

CONFIDENTIAL PERSONAL ASSISTANT - Part time for great Birmingham office. Must be bright, familiar with P.C. WORD Software, organized. Good for student. Call Debbie. Call 810-491-3035

CREDIT/COLLECTIONS
Manager & Clerical Experienced credit and collections positions immediately available in Southfield area. Excellent salary, excellent benefits. Send resume with salary history to: Box 1000, Dept. 7, 1144 Holbrook, Lincoln Park, MI 48146 Or Fax to Pat Pierce, 313-427-3840

CUSTOMER SERVICE/sales representative assistant for Wednesday to-Saturday, 9-5. Must have some phone sales & customer service phone skills. Call 248-548-1599

CORPORATE OFFICES
TEMP TO HIRE
Bloomfield Hills - C.S.R. . . . 98/hr
Troy - Accounting $11/hr
Birmingham - Clerical $10/hr
Southfield - Clerical $10/hr
Rochester Hills - Clerk $8/hr
Southfield - Accounting $8/hr
Southfield - data entry $8/hr
Madison Heights - clerical $8/hr
Auburn Hills - P.C. $11/hr
OPPORTUNITY KNOCKS!!!
CALL TODAY - (810) 852-9090
Dorothy Day Personnel of Troy
810-649-2787

DAY
CUSTOMER SERVICE - LIVONIA AREA
Service level oriented or clerical skills. Excellent benefits package. Pleasant working environment. Call Ann Marie at Pro-Staff, Inc. Temporary Services, 27777 Inkster Rd., Suite 200, Farmington Hills, MI 48334-3302. Fax resume to: Suite 561, 17197 N. Laurel Park Dr., Livonia, MI 48152
Or FAX to: 313-459-6080

CUSTOMER SERVICE
Join a team of professionals providing temp to perm opportunity for your career advancement. We offer competitive benefits. We also have openings for:
• Receptionists
P. O. Box 307
Southfield, MI 48037

UNIFORCE SERVICES

504 Help Wanted Office-Clerical

Clerical

WANTED
Gonzalez Design Engineering is looking for a team player, who is ambitious and can handle working flexible hours with the following experience:
• Microsoft Excel
• WordPerfect
Located on West side
Overtime available
Please refer to ad #203-OE
Gonzalez Design Engineering
30200 Southwestern Highway
Madison Heights, MI 48071
Phone (810) 589-1233
Fax: (810) 398-4448
EOE

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P.O. Box 7934
Troy, MI 48007-7934
An Equal Opportunity Employer

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Part-time, 20 hrs/wk. Southfield. Good phone, typing & English skills required. Mon-Fri, 8-12 noon. Fax resume to: Kay Human Resources, 1000 Oakbrook Drive, Suite 213, Southfield, MI 48034-6406. Fax # 810-352-2156

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(no phone calls please)
Job Desk
District Manager
The Machine Schneider Corp
26200 Northwestern Highway
Suite 400
Southfield, MI 48034
Write only EOE

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COLLECTIONS
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TEMP TO HIRE
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Troy - Accounting $11/hr
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Southfield - Clerk $8/hr
Rochester Hills - Clerk $8/hr
Southfield - Accounting $8/hr
Southfield - data entry $8/hr
Madison Heights - clerical $8/hr
Auburn Hills - P.C. $11/hr
OPPORTUNITY KNOCKS!!!
CALL TODAY - (810) 852-9090
Dorothy Day Personnel of Troy
810-649-2787

DRIVER
Van Driver needed for Southfield medical office. Permanent position. 810-559-0311

ENERGETIC PERSON with keyboarding background to work inside sales office. Light clerical duties. Lyons area. 810-589-1610

EXCELLENT OPPORTUNITIES
Clerical and marketing positions available. Flexible hours. Ideal for student or stay-at-home mom. Must have strong phone skills, attitude, enthusiasm, and very good organizational skills. Pay commensurate with experience. Call Mon-Fri, 10-2 at Liberty Personnel, 30 Wilson, Mt. Clemens. Or Fax to: 810-469-6088

CUSTOMER SERVICE
Join a team of professionals providing temp to perm opportunity for your career advancement. We offer competitive benefits. We also have openings for:
• Receptionists
• Data Entry Clerks
P. O. Box 307
Southfield, MI 48037

UNIFORCE SERVICES

St. Patrick's Day
JOB FAIR
Fri., March 17, 9 am-4 pm
Recruiting for:
• Administrative Assistants • Accounting Clerks
• Receptionists • Customer Service Reps.
TODAYS TEMPORARY
2901 W. Big Beaver, Ste. 100, Troy
(810) 649-4455

504 Help Wanted Office-Clerical

DATA ENTRY
We need your assistance. 8,000 to 10,000 keystrokes per month and experience for our profile advertised to prospects. Ideal to pace opportunities with starting salary to $8.00/hour. Full benefits and vacation.
Call Dana 810-473-2534
UNIFORCE SERVICES

Downtown Southfield
DATA ENTRY
Entry the professional environment and friendly atmosphere. Recent experience and 5,000 key strokes preferred. To $8.00/hour.
Call Donna 810-846-7663
UNIFORCE SERVICES

Employers has openings for the following positions:
• Data Entry - 8,000 kph, long and short term. $6.50-7.00/hr.
• Secretary - WordPerfect 5.0 (DOS & Windows) Lotus, phones. Long and short term. $8-10/hr.
• Receptionist - Small and large offices. Phone experience, light typing, and entry working with people. $6-7.50/hr
• Clerks - Accounts receivable/payable knowledge, 30wpm, phone experience. Long and short terms. $6.50-7.00/hr
General clerical, phones, good typing & typing. Flexible hours. Long terms. $6-7/hr.
For further information, or to make an appointment, contact:
EMPLOYERS
Temporary Services, Inc.
810-433-1400
EOE

EMPLOYMENT OPPORTUNITY
Detroit based manufacturer/exporter is seeking energetic office professional, individual whose home experience in sales and customer service, telemarketing & be computer literate. Please send resume to: Vice President-Sales & Marketing, 4444 Lawton Ave, Detroit, MI 48208

EXECUTIVE ASSISTANT
Fast-paced & growing employee benefits co. seeks an experienced individual to provide exceptional support to staff of lawyers in it's Pontiac. Responsibilities include coordination of the President & handling personal projects & also assisting secretarial functions concurrently working under strict deadlines. Qualified candidate must possess: A high degree in Business Administration or equivalent. Minimum of 5 yrs. exp. in a high volume, fast paced office. Ability to type 60 wpm. Excellent verbal & written skills. Knowledge of Word, Excel, Great working conditions. Very competitive wages, full benefit package w/tuition reimbursement, non-smoking office. Send/fax letter of application, resume, your salary & salary history to: Dept. Pontiac, 125, 6001 Adams Rd., Bloomfield Hills, 48324
Fax # 810-258-6880

EXECUTIVE RECEPTIONIST
Full time/temporary position. Of monthly for corporate office. Receptionist duties, with professional phone skills. Desire non-smoker. Pleasant personality. Word Processing knowledge and ability to handle varied clerical duties. Send resume to: Box 631, Bloomfield Hills, MI 48303

EXECUTIVE SECRETARY
Fast-paced, growth oriented, non-smoking company. Applicant must have 2-5 yrs. experience. Excellent starting salary and full benefits package. Send resume to: Box 912
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY / RECEPTIONIST
Troy construction firm seeks applicants for full-time Receptionist & Executive Secretary to VP. Must know Microsoft Word & Lotus for Windows required. Full benefits. Pleasant working environment. Fax resume to: Personnel Dept. PO Box 348, Troy, MI 48099

EXECUTIVE SECRETARY
Livonia based supplier to the automotive industry seeks individual with proven secretarial experience. Excellent opportunity for career opportunity. Full benefits package. Must know Word & Lotus for Windows required. Full benefits. Fax resume to: Personnel Dept. PO Box 348, Troy, MI 48099

EXECUTIVE SECRETARY
Troy location. Must be fluent in Japanese. Type 60wpm. Take dictation. Excellent opportunity. 810/737-1711
TEMPORARY RESOURCES

EXECUTIVE SECRETARY TO $25,000
Bilingual (Japanese) Sec. 2-6 years secretarial experience. Comprehensive benefits. Call Lotus or Excel, Good communication skills, attention to detail, ability to work independently. Excellent opportunity for advancement. Fax resume to: Personnel Dept. 810-477-3733
SHELLING PERSONNEL SERVICES

EXPERIENCED OFFICE worker part time Mon & Fri. 8 hours. Thurs. 4 hours. Pleasant personality, good skills, work on team project.
Call Mary Ann Kaminski at 313-455-7000

Receptionist needed for busy Southfield office. Phone skills a plus, must be able to work independently and be college student or retiree. Send resume to:
PEOPCH
786 N. Woodward
Bloomfield, MI 48009
NO PHONE CALLS PLEASE

FAST PACED OFFICE in CANTON seeks organized person. Clerical experience a plus. Salary up to $25,000. 810-981-7740

FILE CLERK - PART TIME
Some relocation, for weekends or evenings. Call Mary or Sam
810-477-7400

FILING - Part-time evenings, Southfield area. Mon-Thurs. 5-9pm. Minimum hours. Mr. Bloomfield recruiter.
810-540-0011

GENERAL CLERICAL POSITION at Plymouth area dentist. M-F, 8:30-5pm. Phone, filing, typing. Pleasant, friendly atmosphere. Call Mon, Tues, Wed, 10-2. 313-459-0880

GENERAL OFFICE ASSISTANT
Pleasant responsibilities involving good organizational skills, good telephone manner, and good typing skills. Ideal candidate should have strong phone skills and have computer experience. Apply in person at Dr. Dean Edwards, 2319 Plymouth Rd., Ann Arbor, 48105. No phone calls please.

GENERAL OFFICE - Entry level position in Troy. Light typing, good attitude, willingness to learn. Call Mon-Fri, 10-2. 313-459-0880

GENERAL OFFICE - Entry level position in Troy. Light typing, good attitude, willingness to learn. Call Mon-Fri, 10-2. 313-459-0880

504 Help Wanted Office-Clerical

FRONT DESK CHARMER
If you would enjoy a high profile receptionist position greeting VIP clients, this opportunity could be for you. Typing and data entry skills are mostly needed. 110,000 kph and excellent benefits. Hurry. Call 464-0800.
SHELLING PERSONNEL SERVICES

FULL TIME, general office duties including accounting/receptionist. Apply in person: Ingram Entertainment, 27519 Schoolcraft, Livonia. Or call
EOE-M/F/D/V

GENERAL CLERICAL
PART-TIME
$7.74 HOUR
Short-term positions. Must be a high school graduate or GED.
CONTACT: Oakland County Personnel, 1200 North Telegraph Rd., Bldg. 440, Pontiac, MI. 48341-0440. 810-858-0530.
An Equal Opportunity Employer

GENERAL OFFICE/CUSTOMER SERVICE - Variety of office duties. Reliable. Full time.
313-459-8600

GENERAL OFFICE
Industrial office in Farmington Hills seeks, start person. Some knowledge of Freelance or Word helpful. Ability to work independently and under pressure & customer contact useful. Must have good computer & telephone skills. Previous employment in a manufacturing environment helpful. Hours are 7:30-4:30 Mon.-Wed. Thurs-3pm & 10-473-8306 or send resume to Personnel Dept. 30087 W. 8 Mile, Livonia, MI 48152

GENERAL OFFICE/typing word processing. Experience preferred. Apply/Resume/Resumes for two posted offices. Call 7732 (810) 553-0700

GENERAL OFFICE DUTIES
Typing, filing, typing, and good telephone communication skills. Full time. Mon-Fri. Salary range $6.25-7.00/hour. Send resume to: Box 416
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE
Company located near I-275/Ford, is seeking an experienced, motivated, detail oriented, general office person. Must be computer literate and have bookkeeping, filing and customer service background. Fax resume & salary requirements to:
313-595-0348

★ GENERAL OFFICE
Light typing, WordPerfect 4.2 or 5.1, Lotus, phone, full office duties. $4/hr. Full time, benefits. Auburn Hills.
810-473-7310
Fax:
STEVEN J GREENE PERSONNEL

GENERAL OFFICE/TYPIST
Professional Southfield CPA firm seeks an individual who possesses word-processing and general office support to work primarily in Word Perfect and level at least 1-2 years of general office experience. If interested, please send resume and salary requirements to: Box 1000, Dept. 661, Southfield, MI 48037. An Equal Opportunity Employer

HUMAN RESOURCE ASSISTANT
Fast-paced Farmington Hills company is looking for an organized individual with strong interpersonal skills, attention to detail, and ability to handle multi-tasking. Degree preferred, but will consider related field, plus 1-3 yrs. experience preferred. Please send resume with salary requirements to:
Human Resource Department
GREGAL INC.
27300 GRAND RIVER AVE.
FARMINGTON HILLS, MI. 48336
An Equal Opportunity Employer

HUMAN RESOURCES

We are a national temporary help service looking for a motivated people-oriented person to work in our Troy office. Ideal candidate is a team player with a high energy level, organizational skills and strong communication skills. Ability to multi-task, preferably being phone & computer literate. Some clerical experience required or human resource experience helpful. Send resume to:
Personnel Manager, 26241 Southfield Rd., Lathrup Village, MI., 48076

HUMAN RESOURCES/ QUALITY & TRAINING ADMINISTRATOR
Michigan's leading Steel-core furnisher doubling in size, seeks individual to support our Quality & Training department. Candidate must have excellent verbal and time management skills, high level computer proficiency (MS-Word, Excel, Lotus, Powerpoint). Experience in Human Resources/Quality & Training a plus. Must be flexible with travelers. Please send resume and salary requirements to:
Attn: Human Resources Dept.
16 Cole Industrial Park
Plymouth, MI 48170
Equal Opportunity Employer

IMMEDIATE OPENINGS!!!
APPLICATION
Long/Short Term Positions
Data Entry/Accounting Payable
Word Processing
MS/Word, Excel, Lotus, Powerpoint
Contact Helen or Ann
810-649-8900 or 810-649-8921

INSIDE CUSTOMER SERVICE REP
For Troy based manufacturing company. Must have good telephone skills, personable, excellent benefits and salary. Resume to: Box 373
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INSIDE OFFICE POSITION
Computer and accounting knowledge required. Call Mr. Bailey, Grand Convention, 7000 Cherry St., Plymouth Mich 1717

INSURANCE
Full time Customer Service Rep needed for insurance agency in Wayne. Must have 2 years Personal Lines experience. Ideal candidate will have strong customer service skills. Please send resume and salary requirements to: Box 1000, Dept. 7, 1144 Holbrook, Lincoln Park, MI 48146

JANITOR/CUSTOMER SERVICE
A leading jewelry retailer has an immediate opening for a janitorial/customer service representative. Candidate must possess good customer service skills, be able to lift 50 lbs. and have a pleasant personality. Full time, Saturday required. Apply in person at Jewelry Exchange, 30000 Northwestern Hwy., Farmington Hills, MI. Ask for Administrative Assistant.

JUNIOR SECRETARY
Opening now under a team environment with a well established, fast paced, growth oriented company. Ideal candidate will have 1-2 years of secretarial experience, good typing skills, good communication skills. Salary commensurate with experience. Call Bonnie, 810-557-7700

UNIFORCE SERVICES

LAW OFFICE
Bloomfield Hills/Southfield area. Full time, 40 hours. Typing 60 wpm, 10-key, Word Perfect 5.1 or higher, Lotus 1-2-3 or higher, Excel, Windows, Word Perfect. Send resume to: Box 1000, Dept. 7, 1144 Holbrook, Lincoln Park, MI 48146

LAW OFFICE
Bloomfield Hills/Southfield area. Full time, 40 hours. Typing 60 wpm, 10-key, Word Perfect 5.1 or higher, Lotus 1-2-3 or higher, Excel, Windows, Word Perfect. Send resume to: Box 1000, Dept. 7, 1144 Holbrook, Lincoln Park, MI 48146

504 Help Wanted Office-Clerical

HUMAN RESOURCES ASSISTANT
CITY OF BIRMINGHAM
The City of Birmingham Human Resources Office is seeking qualified applicants for the position of Human Resources Assistant. Under general supervision of the Human Resources Director, this position will be responsible for a variety of clerical and administrative support duties in wage & salary administration, benefits, and program administration in an automated environment.
Minimum qualifications: Substantial experience in the college level in Human Resources Management or related field, B.A. or B.S. preferred, with a bachelor's degree, 3 years of HR or related experience. Excellent verbal and written skills. Knowledge of and the ability to operate computer software and the ability to work in a fast paced, multi-task manner are keys to success in this position.
Salary range $34,962 to $31,867. The City offers a competitive benefit package. Applications are available in the Human Resources Office, 151 S. Pierce St., P.O. Box 3001, Birmingham, MI. 48012.

LEGAL ASSISTANT
Full time position. Para-legal certificate or Degree required. Must be computer literate. Excellent salary & benefits. Call 810-538-3030 thru. or FAX resume to: 810-355-5988

LEGAL EXECUTIVE SECRETARY
Very experienced, college, mature, professional secretary needed for leading Farmington Hills law firm. Business and civil litigation practice. Excellent benefits. Latest word processing in beautiful private area. Extraordinary compensation and benefit package. 810-626-8000

LEGAL SECRETARY needed for Farmington Hills law firm. Must have 5 years exp. Must be proficient in Word Perfect, Lotus, Excel, Windows, computer literate. Salary commensurate. Send resume: Personnel, 3340 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY Experienced in personal injury. Small law firm environment. Automobile and medical malpractice cases. Proficiency with WordPerfect 5.1. Non-smoking office. Fax resume to: Legal Personnel P.O. Box 254002, West Bloomfield MI 48325-5002

LEGAL SECRETARY
For active Farmington Hills firm. Must be bright, adventure 3 years minimum, proficiency in litigation, Deposition or immigration.
Contact Debbie 810 558-8808

LEGAL SECRETARY, Downtown Birmingham. Excellent Word Processing skills, transcription, court procedure skills required. Leave voice mail message
810-119-4288

LEGAL SECRETARY
At least 3 years litigation experience. Knowledge of Word Perfect 5.1 preferred. Must have superior organizational skills. Fax resume to: 810-482-9880 or Call: 810-489-1100

LEGAL SECRETARY
Farmington Hills defense firm seeks experienced secretary. Legal Secretary to do immediate opening. Word Perfect 5.1 knowledge preferred. Salary commensurate with experience. Excellent benefits package. Contact Cindy or Debbie.
810-489-1100

LEGAL SECRETARY - Non smoker. Full time secretarial position for attorney downtown law firm. Legal experience preferred. Word Perfect proficiency. Salary commensurate with experience. Excellent benefits offered. Send resume with salary requirements to: Box 2000, Dept. 1600, Detroit, MI. 48226.

LEGAL SECRETARY TRAINEE
Full or part-time. Downtown Detroit area. Good typing skills, 50 wpm or more. Will train on Word Perfect. Call 313-965-7756

LEGAL SECRETARY - Busy Farmington Hills personal injury office seeks full time. Word Perfect skills. Salary commensurate with experience. Call Dayna, 810-737-4747

LEGAL SECRETARY for Southfield law firm. Must have minimum of 5 years experience in litigation. Excellent skills required. Send resume to: Personnel Department, P.O. Box 818, Southfield, MI. 48037-0818

LEGAL SECRETARY
Full-time for solo practitioner, plaintiff personal injury practice. Must be experienced, dependable and have excellent skills. Salary DOE. Call Ms. Lynn 810-737-0160

LEGAL SECRETARY
$30,000
This prominent law firm needs your past litigation experience, and good organizational skills. Work for one of our partners, lots of variety. Opportunity for advancement. Excellent benefits. Quick hire. Call 810-773-6782.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Southfield based defense firm seeks experienced secretary with minimum 5 years litigation experience. Word Perfect proficiency, good communication skills, attention to detail, ability to work independently. Salary commensurate with experience. Call Bonnie, 810-557-7700

LEGAL SECRETARY - ANN ARBOR
Growing Ann Arbor law firm seeks experienced secretary with excellent organizational skills. Responsibilities include: Word Perfect, Excel and Powerpoint skills, as well as typing of 60 + words per minute. Salary commensurate with experience. Great benefit package and great working environment. Fax resume to: Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LIVONIA DISTRIBUTOR - is looking for a person with office experience or service, order processing, telephone to 5 years minimum, 40 hrs. Salary DOE. Fax resume to: 810-476-8020 or send to: P.O. Box 551
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MAIL ORDER PROCESSING - $5.00 hr. Light typing, 10 key, 40 hrs. Call 313-477-3420 or fax 313-477-3422

MARKETING ADMINISTRATIVE
For Automotive supplier, strong word processing, good organizational skills, and a degree in marketing or related field. Fax resume to: Personnel Dept. 810-477-3733
SHELLING PERSONNEL SERVICES

MEDICAL ASSISTANT
Full time position available for a medical assistant with experience in a fast paced office. Call 313-459-0880

MEDICAL ASSISTANT
Full time position available for a medical assistant with experience in a fast paced office. Call 313-459-0880

504 Help Wanted Office-Clerical

LEGAL
Permanent Litigation Secretarial positions available in Troy, excellent benefits, to $30K
Permanent Patent Secretarial position, north, excellent benefits, to $35K
Long Term Temp Litigation Secretary, downtown, excellent $$
LINDA WESTON PERSONNEL
(810)960-4672 or fax (810)960-1026
200 E. Big Beaver, Troy, MI 48083-1989
An EQUAL OPPORTUNITY EMPLOYER

Permanent Patent Secretarial position, north, excellent benefits, to $35K
Long Term Temp Litigation Secretary, downtown, excellent $$
LINDA WESTON PERSONNEL
(810)960-4672 or fax (810)960-1026
200 E. Big Beaver, Troy, MI 48083-1989
An EQUAL OPPORTUNITY EMPLOYER

OFFICE CLERK
Self-starting detail oriented person with business experience needed for full-time customer service position. Benefits. Send resume to:
P.O. Box 720247
Plymouth, MI 48170

OFFICE MANAGER
Word processing skills, light dictation, & phones for small office.
ARBOR TEMPS 459-1166

OFFICE PERSON - Full Time
Well organized, phone, bookkeeping. Call or apply, in person: 323 South Main, Royal Oak.
INCOGNITO 810-548-2980

OFFICE PROFESSIONALS
Join ComerITEMP
Comerica's Internal Temporary Service

If you're looking for the rewards yet flexibility that working temporary can provide, consider ComerITEMP as the home immediate openings for Clerks, Data Entry Operators, Accounting Clerks and Receptionists in Auburn Hills, Detroit and Livonia.

ComerITEMP offers a chance to learn more about the world in banking. We offer full or part-time assignments as long as you desire, or working short - and valuable professional business experience. Use your skills to enhance your clerical/computer skills at no cost.

If interested, please send a detailed resume or call for an application. ALL RATED, COMENTEMP, P.O. BOX 75000, DETROIT, MI. 48275-3121.

Comerica Incorporated supports a drug-free environment. Drug testing is a required step in the employment process. An Equal Opportunity Employer M/F/D/V.

COMERICA

OFFICE STAFF
Part-time for busy employee non-smoking office downtown Plymouth. MUST know Word Perfect, type 60 wpm & have excellent phone skills. Knowledge of Lotus helpful. Fax resume to: Personnel Department, 500 W. Main, Plymouth, MI 48170. Fax resume: 313-453-4813
Or mail: Personnel, 501 S. Main, Plymouth, 48170.
Equal Opportunity Employer.

OFFICE SUPPORT PERSON
Southfield professional office seeking for individual to perform wide variety of general office duties. Prior experience a plus. Nice office, convenient parking, good benefits, competitive salary. Reply: Box 410
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE WORK - light duty filing, stuff phone work, flexible hours as necessary, 96/hr, full benefits. Contact Part Time Personnel, P.O. Box 2070, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE WORK
Seeking service oriented, dependable, self-starter skills. Full & part-time positions available. Candidate should be pleasant, cheerful, & adaptable. Computer & typing skills a plus. Will consider training the right person. Send resume to:
Consignment Furniture Manager, P.O. Box 1136, Royal Oak, MI. 48068 or Fax to 810-547-3652

OPERATOR/ RECEPTIONIST
World leader in HVAC industry has an opening available in our Troy office. Ideal candidate will have great telephone skills, great visitors, handle clerical duties, know Word and Lotus, have 1-2 years exp. 35 hours per week. Good salary/benefit package. Please fax resume to: Attn: Jim Hoffman, fax # 313-459-2400, or mail to: P.O. Box 2970, Livonia, MI 48151.

PART TIME LEGAL SECRETARY
Word for Windows, familiar hours, Southfield area. Send resume to: Box 408
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME MARKETING ASSISTANT/SECRETARY
AIG Life Insurance Co. has opening for a Part time Marketing Assistant/Secretary. Duties include: Word processing with a clear track to a permanent position. Qualifications: Ability to type 60 wpm, professional phone manner & a keen background in detail. Call Cathy: (810) 553-2400, ext 236 or Fax resume: (810) 553-2408

PART-TIME OFFICE help, 3 hours per day, 5 days a week. Send resume to: Box 1000, Dept. 7, 1144 Holbrook, Lincoln Park, MI 48146.

PART-TIME OFFICE HELP
Deadline week. Bloomfield 90-96 hours a week. Statutory time Private. $6 an hour. Light clerical work, telephone, typing, computer literate. Lucrative hour. Bill Tremaine Sr. Bill Tremaine Jr. Call Sharon Ann Lutz. Bob Cardozo.
810-548-3600

PAYROLL CLERK
Positions available in Livonia with an international manufacturer. Ideal candidate will have strong computer skills, organized, detail oriented, and have a minimum of 2 years payroll experience. Career growth opportunities. Start $8 per hour with benefits. Submit resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

PAYROLL CLERK
Long term part time position with energetic suburban service firm. Responsibilities include: accounts receivable, accounts payable, and data entry.
Call Bill
810-646-3600
UNIFORCE SERVICES

PAYROLL CLERK
A very stable growing company offers you a company paid health & life insurance, 401K and benefits. Hurry! Call today, 477-6666.
Staffing Solutions
UNIFORCE SERVICES

PROJECT COORDINATOR for progressive manufacturing firm. Work in a fast paced environment. Ideal candidate will have 2 yrs. exp. in Word, Excel, Lotus, Powerpoint. Fax resume to: 810-476-8020
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PERMANENT TEMPORARY & TEMP TO HIRE
Entry level to top management positions needed. $5.50 - $12 per hour depending on skills. We can place you in your job location. We can assist you in the right position. Apply at:
Staffing Solutions
UNIFORCE SERVICES

504 Help Wanted Office-Clerical

PART TIME
Vanguard Communications, Inc., named one of the 100 best companies to work for in Michigan, is looking for Part Time Clerical Help in our Legal, Human Resources, Sales and Service departments. Hours and duties vary. Please send a resume and cover letter to:
Vanguard Communications, Inc.
C/O Pete Doyle
36111 Schoolcraft Rd.
Livonia, MI 48150
An EEO/Drug Testing Employer
Applicants with foreign language skills are encouraged to apply.

PRODUCTION CONTROL CLERK
Entry level position. Experienced in shipping & receiving documentation and computers a plus. Candidate must be self-motivated, a team player & computer literate.
Apply at:
Advanced Associates, Inc.
1200 I Lenox Road
Livonia, MI 48150

PROPERTY MANAGER SECRETARY
Word processing skills, light dictation, & phones for small office.
ARBOR TEMPS 459-1166

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Top companies call us to fill positions in a variety of areas. So if you want to find a job that's right for you:
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Earn good pay and quality for benefits too! Never an applicant fee.
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Kelly Temporary Services
An Equal Opportunity Employer

★ RECEPTIONIST, full time. Receptionist: WordPerfect 6.0 Lotus, typing 60 wpm, good working atmosphere & good benefits. Central opportunities. Fax or mail resume to: Human Resources, D.T. Kelly, 1000 Lake, Ste. 1020 Decker Rd., Walled Lake, MI. 48390. Fax: (810) 624-3823

PART TIME RECEPTIONIST
for busy Farmington Hills company office. Good communication skills necessary. Call Judy at
810-932-0100 Ext. 342.

RECEPTIONIST
Full time, 11 am - 8 pm. For friendly Farmington Hills Real Estate office. Experience helpful, but not necessary. Call 810-851-8700. Ask for Barbara.

EXECUTIVE RECEPTIONIST
TELEPHONE - FULL TIME
Child welfare agency needs an outgoing receptionist with excellent telephone skills for temporary full time position. Experience preferred. Hours are 8-5 Mon-Fri. 1-3 months, possibility for permanent position. Contact Cathy Dabola From for Interview, Orchards Children's Services, 313-933-3600
An Equal Opportunity Employer

A WELL ESTABLISHED manufacturer in Livonia is looking for a temp to add a Receptionist to its staff. Responsibilities include: Mail, P.O. Box 700338, Plymouth, MI 48170 or call 313-464-8611

★ TROY INSURANCE AGENCY has immediate individual to answer phones. Send resume to:
P.O. Box 2070
Troy, MI. 48099-0366

RECEPTIONIST/DATA ENTRY
Will consider part time. Will be responsible for attention to detail.
Call Dorothy 33100 Capitol, Livonia MI 48150.

RECEPTIONIST - FULL TIME
Farmington Hills area medical office. Experienced front desk person with excellent phone skills. Pleasant working environment. Full-time position. Benefits package. Fax resume to: Attn: Office Manager, 810-553-0320

RECEPTIONIST
Full time with benefits. Must possess strong phone skills, professional appearance, pleasant personality, background and general knowledge of office procedures. Resume to: Norine Soden, 29800 Grand River, Redford MI 48240

RECEPTIONIST
Seeking part-time receptionist for Southfield area. Hours are 20-25 hours per week, Mon.-Fri. Computer skills are a plus. Please send resume to: Mail Drop R, Harvard Industries, 26555 Evergreen Rd., Suite 400, Southfield, MI 48034

RECEPTIONIST/ OFFICE ASSISTANT
for Southfield area sale dealer. Part time, afternoons & evenings, no weekends. Ideal for student or retiree, but will train the right person. Phones, cash receipts, light computer, & typing. Immediate opening. Call:
810-353-0010

RECEPTIONIST/SECRETARY
Plush suburban firm seeking poised individual to answer 10 line phone, perform light secretarial duties. $18,000-$20,000, benefits & bonuses. Fee paid.
PERMANENT STAFF
Troy 810-643-8730
Farmington 810-737-8730

RECEPTIONIST/SECRETARY
needed full time for fast paced professional company in Troy. Applicants must be experienced in usage of telephone, phones, and Word Processing of 50 wpm minimum. Job duties include: Mail, Copies, Filing, Data Entry. Call 810-649-6100 and ask for ROB. EOE. Excellent benefit & wage package including bonus. Fax 10-10.

RECEPTIONIST
Opening in international company due to the promotion of their office manager. Ideal candidate possesses excellent communication and professional skills. Must have 2-3 years of office experience and WordPerfect a plus.
Diversified Recruiters
FAX 244-8734

RECEPTION