EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Dependable, phone cooperative person needed for 28000 Grand River Rd., Rm. 104, Farmington Hills, MI 48334. 810-538-2100

CUSTOMER SERVICE
Dependable, phone cooperative person needed for 28000 Grand River Rd., Rm. 104, Farmington Hills, MI 48334. Knowledge of computers helpful. Great for stay-at-home mom. Employee communications and new hire mailing. Must be dependable and people oriented. Temp to perm, benefits. Apply in person.
BARTECH PERSONNEL INC.
313-981-3425

Customer Service Clerks
$7+ Hour!
Dependable breeds needed for temporary assignments. Good telephone skills, some data entry required. Flexible schedule, great benefits, many jobs available.
TEMP-TO-HIRE
Farmington Hills 810-615-0880
Southfield 810-645-2580
Rochester Hills 810-852-9690

WESTERN STAFF SERVICES
"Serving Business Since 1946"

DATA ENTRY CONTROL
A-Z Auto Parts, Livonia. Light 1-3-3 required. Send resume to: 31765 Thomas Ct., Milford, MI 48382

DATA ENTRY
General office duties required. Excellent opportunity for hard worker. Apply in person.
DATA ENTRY
Typing required, knowledge helpful. Flexible hours. Call 313-595-4400

DATA ENTRY
Temporary assignments available every week! Will work around your schedule. Call Support. Will book appointments.
ARBOR TEMPS 459-1166

DATA ENTRY/SECRETARY
Part time days and evenings. Starting pay $6/hr. Southfield location. Call Lisa.
810-646-4670

DATA ENTRY - temp-to-perm position. Call Ann 464-7078
STO Temporary Service
An Equal Opportunity Employer

DATA PROCESSING CLERK
Established firm has opening in their accounting department. Must type 35 wpm, computer literate. Excellent benefits, room for growth. Salary commensurate with experience. Please fax resume to: Fax 313-425-3403

GENERAL OFFICE - Entry level position. Receptionist duties include client liaison, telephone coverage, timesheet/ticket support. Will train.
Call 810-645-5480
or FAX to: 810-645-5693

GENERAL OFFICE DUTIES
Including filing, typing and good telephone communication skills. Full time, Mon-Fri. Starting pay $6.25/hr. Call Ann 464-7078
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Company located near I-275/Ford, is seeking an experienced, motivated person. Must be computer literate with bookkeeping, filing, typing, telephone etiquette, general office duties. Fax resume & salary requirements to:
313-455-5348

GENERAL OFFICE/TYPIST
Professional Southfield CPA firm seeks a detail oriented person. Important is a working knowledge and general office support to professional department. Must be proficient in Word Perfect and have at least 1-2 years of general office experience. A full benefits package is available. Please send resume and salary requirements to: Fax 810-557-8591, Southfield, MI 48037. An Equal Opportunity Employer.

GENERAL OFFICE/CUSTOMER SERVICE - variety of office duties. Rochester. Full time.
313-498-9600

GENERAL OFFICE
Angelus plumbing filing, typing, phone, light bookkeeping. 13-mile, Merritt, 96 1st Nr. Grand River. 10 Mile area. Ask for Donna
810-476-6770

GENERAL OFFICE
Immediate opening for a responsible, organized person for light typing, filing, phone, clerical duties. Call Cathy. Call Kim between 10am-3pm at:
810-628-3630

GENERAL OFFICE CLERICAL
Full time position available for busy office. Typing required. Min. 3 yrs. experience, computer skills necessary. Salary commensurate with experience. Send resume and salary requirements to:
ACCO Circuit, 1505 Northland, Rochester Hills, MI 48309
EOE

HUMAN RESOURCES
We are a national temporary help service looking for a motivated, energetic person to assist in job positions for our Metro Detroit Area office. Duties include contacting with clients, maintaining with clients, and handling a diversified attitude. Previous recruiting experience preferred. Send resume to: Attn: Brad, Service Temporary, 36241 Schoolcraft Rd., Livonia, MI 48150, EOE.

JUNIOR SECRETARY
Develop your career & team work skills. Grow in a rapid service business. Benefits, education assistance. Good typing, phone, computer skills. Call Sterling, Kathy. Call Sterling
810-473-2916
UNIFORCE SERVICES

LEGAL
Premium Assignments, Top Rates, Training & Bonus Programs. Call Sterling Temps & Bonus Programs. Good typing, phone, computer skills. Call Sterling
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UNIFORCE SERVICES

Call Mail or Fax
In Confidence to:
PERSONNEL AT LAW
313-THE-TEMP
810-258-0080
5000 Town Center #2800
Southfield, MI 48075
Fax @ 810-258-0024

PERSON
705 N. Westwood
Plymouth, MI 48170
NO PHONE CALLS PLEASE

GENERAL OFFICE
Individual duties in Farmington Hills office. Typing, filing, phone, light bookkeeping, general office duties. Must have good phone skills, be detail oriented, have a pleasant personality, and be able to multitask. Salary commensurate with experience. Fax resume to: 810-477-3860

GENERAL OFFICE ASSISTANT
Primary responsibilities include word processing, bookkeeping and other general office duties. Must have good phone skills, be detail oriented, have a pleasant personality, and be able to multitask. Salary commensurate with experience. Fax resume to: 810-477-3860

LEGAL SECRETARY REQUIRED
Full time position available for busy office. Typing required. Min. 3 yrs. experience, computer skills necessary. Salary commensurate with experience. Send resume and salary requirements to:
ACCO Circuit, 1505 Northland, Rochester Hills, MI 48309
EOE

LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT TO CEO
Real estate development company offers one position opening for a full time Secretary/Administrative Assistant to CEO. Position requires an experienced, motivated individual with a minimum of 5 years experience with corporate level clients, strong word processing skills and proficiency in Word Perfect. Excellent salary and benefits package. Qualified candidates should forward resume with salary requirements to: Fax 810-557-8591, Southfield, MI 48037. An Equal Opportunity Employer.

LEGAL SECRETARY
Experienced litigation secretary needed for busy Farmington Hills law firm. Must possess excellent skills, be self-motivated, and have a pleasant personality. Salary commensurate with experience. Fax resume to:
810-553-2570

LEGAL SECRETARY
Immediate opening for a motivated, organized person for light typing, filing, phone, clerical duties. Call Cathy. Call Kim between 10am-3pm at:
810-628-3630