EMPLOYMENT

504 Help Wanted Office-Clerical

BOOKKEEPER - For law office. Public taxes. Experienced in accounts receivable, billing, collection & administrative duties. Call Resume to: Fleetwood & Fleetwood, 6895 Telegraph, Bloomfield Hills, MI 48301

BOOKKEEPER FULL-CHARGE

IMMEDIATE OPENING in Thirty-Party Administration firm. Must have been associated in the management of Employee Pension and Insurance Plans for over 25 years. Position requires knowledge of Bachelor's Degree in Accounting and minimum five years of full-charge experience in accounting transactions, accounts payable and receivable, preparing journal entries to general ledger, preparation of monthly balance sheet, income statements, and tax forms. Salary range of $25K based on 37.5 hour work week plus paid overtime and good benefits. Send resume with salary requirements to: Human Resources, P.O. Box 3038, Birmingham, MI 48012-3038

BOOKKEEPER
10 Key, basic reconciliations, payroll, Lotus/Windows, full benefits.
810-643-8263

BOOKKEEPING/OFFICE position available for a growing small business company located in Auburn Hills area. Familiarity with accounts receivable, accounts payable, payroll and general ledger essential. Windows preferred. Computer literacy necessary. Salary commensurate with ability, benefits, non-smoking office. Excellent opportunity for self-starter. Applications being considered for immediate hire. Send resume with salary requirements to: Attn: Head of Auburn Road and Opdyke, Inc., between 9-11 AM, Monday - Friday, 1-3 PM. No phone calls. Resume only.

BOOKKEEPER/OFFICE position available for a growing small business company located in Auburn Hills area. Familiarity with accounts receivable, accounts payable, payroll and general ledger essential. Windows preferred. Computer literacy necessary. Salary commensurate with ability, benefits, non-smoking office. Excellent opportunity for self-starter. Applications being considered for immediate hiring. Send resume with salary requirements to: Head of Auburn Road and Opdyke, Inc., between 9-11 AM, Monday - Friday, 1-3 PM. No phone calls. Resume only.

BOOKKEEPER/BOOKKEEPER
Bookkeeper with 5 years experience, computer literate, Microsoft Word or WordPerfect. Text database Bookkeeper. Great opportunity! $29,900-$32,000
Full benefits. Fee paid by employer
PERMANENT STAFF
Personnel Plus
Troy 810-645-2730, Fax: 645-2725

CLERICAL/BOOKKEEPER
20hrs. per week. Flexible hours.
313-425-2442

CLERICAL/DATA ENTRY
Seeking energetic, detail-oriented, self-motivated individual who will be responsible for the following: Accounts Payable, Accounts Receivable, Bank Reconciliations, Data Entry, Clerical duties necessary with good organizational skills, attention to detail and interpersonal skills. Minimum 2 years clerical experience & prior bookkeeping experience preferred. Send resume with salary requirements to: C. Brier, P.O. Box 3038, Farmington Hills, MI 48333

CLERICAL

DATA ENTRY OPERATORS

METPATH OF MICHIGAN, the largest clinical diagnostic laboratory, is adding to our monthly sanctioned DATA ENTRY OPERATORS for our ALLERGY, HULS & SOUTHFIELD LOCATIONS. The qualified candidate should possess a minimum of one year data entry experience, the ability to accurately and rapidly key medical information, including lab, dx, and CORNING exact codes. We offer a competitive salary and benefits package. Please apply: Human Resources, 1 Pond Road, METPATH OF MICHIGAN, 4444 Giddings Rd., Auburn Hills, MI.
An Equal Opportunity Employer

CLERICAL - Full time in Farmington Hills. Must be reliable, dependable with strong attention to detail. Knowledge of Windows, Word, Excel, Lotus preferred. Medical benefits, working environment, pleasant surroundings. Fax resume to P.O. Box 486, Plymouth MI 48170

CLERICAL HELP FOR WRIGHT ALLEN DEPARTMENT
Take orders for pizza and process job sheets. Full or part-time. $5.25 per hour. Call Jerry, 425-7400 W. 12 Mile, Berk.
Call 810-548-7600

CLERICAL HELP needed for physician insurance office. Full & part time available. Medical benefits. Pleasant surroundings. Ideal for high school student. Apply in person at 30325 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334

Diversified Recruiters
810-644-8788 FAX 644-8784

CLERICAL
PART TIME
20-25 hours per week, 4-days every other week. Light clerical duties. Call Diamond Dallas Corp. for more information. Pleasant location.
Receptionist location - Several hours per week. Scheduled location - Training part-time work for permanent part-time, August. Contact Jeff Kaplan, 810-852-5000

CLERICAL POSITIONS:
• Word Processors
• Receptionists
• Data Entry
• Clerical Office
Want to avoid all the boss's errands and phone calls? Want to work for a friendly, fast-paced company, with great benefits? Interesting, varied, challenging work? Then call us today!
Call Kelly Services for branches:
(810) 540-5360
• Equal Opportunity Employer

CLERICAL/SECRETARY
Southfield responsibility with a busy, fast-paced, professional office. Must have good telephone and keyboarding skills and ability to work from a detailed outline. Salary commensurate with experience. Fax resume with salary requirements to: Fax: (810) 788-2466

CLERICAL/ SECRETARIAL POSITION
A full-time, exceptionally diversified position is available for the right individual. Duties include general clerical, typing, filing, and telephone coverage. Qualified candidate should have a minimum of two years of office experience. Salary commensurate with ability. Please forward resume with salary requirements to:
Sterling Heights
Attn: Personnel
P.O. Box 8013
Troy, MI 48007-7004
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL JOB OPPORTUNITIES

If you are dependable & hardworking and are looking to work in a professional office setting we have a variety of exciting positions.

SECRETARIES
WORD PROCESSORS
SWITCHBOARD RECEPTIONISTS
DATA ENTRY CLERKS
CUSTOMER SERVICE
FILE CLERKS

We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!

CONTEMPRA
810-363-8800 Madison Hgts
810-557-8000 Rochester Hills
313-563-3800 Dearborn

CLERICAL/SECRETARIAL TEMPS
Phone receptionist, filing, word processing. Send or fax resume to: TNT Temporary Group, 26899 Northwestern Hwy., Ste. 318, Southfield, MI 48034. FAX 810-208-1790

CLERK, Data Typist - Full time - Light clerical duties.
Call 810-333-3193
FAX 810-333-3193

CLERK NEEDED for customer service desk. Busy computer accounting office. Call Jerry, 810-362-5120 between 3-5pm and ask for Susan.

★ COLLECTION & BILLING CLERK
To $30,000. National company, local office. Days. 1 year experience required. Excellent benefits & career growth.
Call 810-473-7210
Fax 810-473-4548
STEVEN J GREENE PERSONNEL

CALL NOW!
IMMEDIATE OPENINGS!
Many of our clients have called us seeking for additional help. We have short and long term assignments.
Secretary . . . . . to $13.00/hr
Word Processors . . . . . to $13.00/hr
Data Entry . . . . . to $8.00/hr
Customer Service . . . . . to $8.50/hr
General Office . . . . . to $8.00/hr
Receptionists . . . . . to $8.00/hr
File Clerks . . . . . to $8.00/hr
LIGHT Industrial . . . . . to $6.50/hr
Call Sharon @ 810-473-2303
UNIFORCE SERVICES

CAN YOU type, answer phones and do light, minimal bookkeeping - 8 hours per week? Ideal for retired person or mother of school age children. Flexibility. Salary based on experience. Call 810-380-1254

CAREERS
Receptionist
Temp-Temp, Temp-Perm, Perm
3 - 5 years experience answering phones, typing 45 wpm, filing. Must be geared to handle a variety of duties. $18,000-$20,000

Secretary - positions for talented professionals in Southfield area. 3 years experience, Microsoft Word or WordPerfect. Text database Bookkeeper. Great opportunity! $29,900-$32,000
Full benefits. Fee paid by employer
PERMANENT STAFF
Personnel Plus
Troy 810-645-2730, Fax: 645-2725

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An Equal Opportunity Employer

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Take orders for pizza and process job sheets. Full or part-time. $5.25 per hour. Call Jerry, 425-7400 W. 12 Mile, Berk.
Call 810-548-7600

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810-644-8788 FAX 644-8784

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• Clerical Office
Want to avoid all the boss's errands and phone calls? Want to work for a friendly, fast-paced company, with great benefits? Interesting, varied, challenging work? Then call us today!
Call Kelly Services for branches:
(810) 540-5360
• Equal Opportunity Employer

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Sterling Heights
Attn: Personnel
P.O. Box 8013
Troy, MI 48007-7004
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
We have many Farmington Hills openings for highly professional customer service representatives. Requirements: Experience in customer service is required. $7.50/hr. to start for days or afternoon shift.
Temp to perm opportunity.
Call Corinne at 810-473-2931
UNIFORCE SERVICES

CUSTOMER SERVICE

Exciting opportunity for person with good speaking voice & office skills to schedule carpet/upholstery cleaning & general office duties. We offer training, growth potential, 401K, paid holidays, bonus, insurance, benefits & 40 hr. week.
STANLEY STEEMER
CARPET CLEANER
24404 Catherine Industrial #318
Novi, MI. (1-800-879-1200)

DATA ENTRY
Entry level professional environment. Family friendly atmosphere with medical benefits. Ideal for stay at home parents. Fax resume to: TNT Temporary Group, 26899 Northwestern Hwy., Ste. 318, Southfield, MI 48034. FAX 810-208-1790

UNIFORCE SERVICES

DATA ENTRY
Ten keys, temp-to-perm day position. Call 464-7075
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY/TYPIST
Exciting opportunity for person with strong typing skills. Flexible hours, paid holidays, 401K plan & 100% tuition reimbursement program. Salary based on skills and wages. Must have good typing skills, excellent telephone skills. Ability to be assertive & necessary. We need resume for Office Manager.
DATA ENTRY - QUALITY CONTROL

Must-established and-also-detailed-during assembly needs Data Entry Clerk for quality control dept. Light typing, computer experience. Lotus preferred. Stress environment, quality control experience in manufacturing environment preferred. Competitive wages & benefits. Apply in person or send resume to: Greenfield Lite & Mfg. Co., 21300 Ryan Dr., Canton, MI 48187; Attn: HR/DM

DEPENDABLE Person needed for Computer entry, phone, and light Pull or part time. Apply: The Pizza Shop 6275 Gotrieden Plymouth

IMMEDIATE PART TIME POSITION for hard-nosed Southfield Detroit telephone transcriptionist with WordPerfect 5.1 on computer. Must be congenial, atmosphere. Send resume to Gulbjerger Based Services, P.O. Box 5134, Southfield MI 48086-5134.

DICTAPHONE TYPIST
FULL TIME
wanted for law office. Must type 60 words. Please call: 810-338-3830

DON'T WAIT - CALL NOW!
Many of our suburban clients have needs for additional help. We have short and long term openings for:
Secretaries . . . . . to $9.00/hr
Administrative Assist. . . . . to $13.00/hr
Data Entry . . . . . to $8.00/hr
Customer Service . . . . . to $8.50/hr
Receptionists . . . . . to $8.00/hr
Word Processors . . . . . to $8.50/hr
Call Gloria 810-646-7884
UNIFORCE SERVICES

DOWNTOWN Law Firm seeks Secretary/Assistant with litigation experience. Knowledge of WordPerfect 5.1. Dedee 313-964-0070

DRIVER/OFFICE ASSISTANT
Growing firm seeks newly opportunity-filled for administrative, light-duty, flexible vehicle.
810-351-0615

ELECTRICAL contracting company needs full time bookkeeper. Computer knowledge necessary. Hour area. Call M-F 9am-5pm. 810-348-4880

ELECTRICAL Company with textile background to work inside Sales Force Insurance Agent's Bookkeeper. Lotus preferred. 810-362-1818

EXECUTIVE SECRETARY
$31,000
Prestigious corporate environment. Typical duties. Excellent benefits for highly professional person. Call Ms. Tim, 810-324-2160
DAVIDSON, LAURO & ASSOCIATES

EXECUTIVE SECRETARY
for Bendix service distributor. Excellent interpersonal & organizational skills for self paced challenging job offers. Strong computer skills preferred, ability to be a self starter & multi-tasker. Competitive salary & benefits package. Call Cheryl M., Human Resources, Mon., Tues. & Thurs. only. 810-446-1600 ext 229

EXECUTIVE SECRETARY
$26,000 PLUS
A fast paced, high energency office's a top position that will utilize your organizational skills and your best people knowledge. Great benefits! Fee paid by employer. 313-464-0606
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY - Troy, working for president, 10 yrs experience, WordPerfect environment, salary commensurate with experience, easy to talk to, top salary. Fax pay

TYPIST - word processor, Southfield, computer Bendix, 75 wpm typing. Lotus experience, $7.25/hr. Fee paid.

CUSTOMER SERVICE - data entry, Farmington Hills, 30 wpm typing. Bendix Inc. $7.50/hr. Long term - temp.

LOIS RAY PERSONNEL
810-648-5580

FAST-PACED Birmingham law office has social person and Secretarial & temporary data entry position. Temporary position requires word processing skills. Secretarial position for right individual. Secretarial position requires WordPerfect & Lotus in a plus. Must have proven 2 years experience in secretarial position. Send resume to 380 N. Woodward, Ste. 404, Birmingham, MI 48009.

FILE CLERK
for busy D/V office. full time. Call Mark, Brad FM, between 10-3.
810-851-7210

FILE CLERK
Full-time for busy data-processing medical office in Troy. Duties include: general clerical & data processing, filing, data entry. Call Janet 810-649-7267 ext 27

FRONT DESK CLERK
Country Club of Rochester Hills seeking front desk clerks. Must be reliable & have good attitude. Salary plus 50 days. $6.25/hr.
HOURS: 810-852-8287

GENERAL CLERICAL/DATA ENTRY
Part time, flexible hours. Southfield area. Send resume to: Box 486
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL SECRETARY
With Bookkeeping experience for Southfield based manufacturer. Fax resume to: 810-557-7375

LEGAL SECRETARY
Legal experience preferred, strong word processing skills required, ability to work independently, Excellent benefits & salary commensurate. Call Office Manager, 810-355-1480

LEGAL SECRETARY
Part time position. Bankruptcy experience required. Call Ms. Cathleen at 810-557-1000

LEGAL SECRETARY
Full time position. Bankruptcy experience required. Call Ms. Cathleen at 810-557-1000

504 Help Wanted Office-Clerical

GENERAL CLERICAL
Industrial office in Farmington Hills has immediate full time opening for person, strong in basic clerical duties, knowledge of inventory control, inside order entry & customer service helpful. Must have good communication skills, be self motivated & have a positive attitude. Salary commensurate with experience.
810-682-4410

GENERAL OFFICE
Full time position available for person with knowledge of all office procedures. Must be computer literate.
810-533-1313

GENERAL OFFICE
full or part time, word processing/computer experience, Lotus, Windows, computer & communication skills, days, Mon. thru Fri., 9-5, 1 Mile & Stephenson, Troy. Call between 9am-12 noon. Fax 810-524-2272

GENERAL OFFICE-FULL TIME
Small steel backlighting shop in Livonia seeking full charge office person. Duties to include invoicing, filing, process, form bookkeeping & miscellaneous duties. Must have computer skills, knowledge of accounting helpful. Call Jerry, 810-476-7330 Cross-Blue Shield, 401K, $8-$10 per hr. Fax 810-476-2272

GENERAL OFFICE
Part-time position, answering phones, light bookkeeping, 2 yrs. experience with good oral & written communication. Knowledge of Windows, Word & Works a plus. Send resume to: Gilbert Spring, 23400 Industrial Park Dr., Farmington Hills, MI 48335

An Equal Opportunity Employer

GENERAL OFFICE
REXNORD FLEXIBLE
Experience in accounts receivable & payable. A computer WordPerfect & Lotus knowledge helpful. Salary range $16,000-$20,000 depending on experience. Medical, dental, plus benefits. Mail resume to: E.L. Bates & Associates, 23555 Northwestern Hwy., Ste. 202, Southfield, MI 48075 or Fax resume to: 810-358-5436

GENERAL OFFICE
$22,000 FEE PAID
Variety position including accounts receivable, accounts payable, 10key, pulse and trend data. Benefits and suburban location.
Call at 810-356-2330 or
FAX to 649-FAX-2
or FAX resume to 548-FAX-2
M. BOOKSPAN & ASSOCIATES
PERSONNEL SERVICES

GREAT OPPORTUNITY
Part time position for company located in Plymouth. Hotel table-charge person with Windows, Word & Lotus knowledge. Must have excellent communication skills.
Dynamic People
313-464-6500

GROWING VALVE COMPANY in Wixom has immediate openings on 2nd shift for Light Industrial. Excellent positive pay & benefits. Excellent attendance record required. Ability to work in our 30 yr. no late policy. Apply in person: Mac Valves, Inc. 30569 Beck Rd., Wixom

HIPPITY HOP!
HOP into a century of long and short term assignments in Southfield and surrounding areas. Positions available now and beyond!

Word Processor	$9 - /hr
Receptionist/Typist	$7 - /hr
Data Entry Clerk	$7 - /hr

EMPLOYERS
Temporary Service, Inc.
810-353-7050
EOE

HUMAN RESOURCE
DATA-ENTRY CLERKS
Bendix, Inc. $6.50 - /hr for 2 positions. $6.50 - /hr for 1 position. Depending on experience. Expanding Bendix Inc. Call Ms. Tim, 810-324-2160 and every Wednesday, Lotus & Word, Northwestern. 810-355-1480.
SHELLING PERSONNEL SERVICES

IMMEDIATE OPENING for experienced TELLER. Full time position with full benefit package. Call Ann Marie Cole, Oakland County Teachers Credit Union, 8312 Jefferson, Livonia, MI 48150. ASK Jane or call:
313-261-1080

INSURANCE C.S.R. needed. Must be bilingual (Spanish) and computer literate. Insurance Company Grand Blanc area. Salary commensurate with experience.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE RATER
Immediate Opening!
Previous experience mandatory.
CALL NOW: 810-649-4455

INSURANCE SALES Service office seeks full time person to handle sales and service department. Full or part time. Call Jerry, 1-585-7188

KEYPUNCH OPERATOR
Experienced, full shift, $5.25 & 5 Mile area
313-534-4446

LEGAL ADMINISTRATIVE ASSISTANT - mid size firm seeks person to assist in maintaining client relationships, docketing, calendaring, research & distribution weekly reports, full set of minutes, knowledge of word processing, time & billing systems. Must have ability to work independently, strong attention to detail, good organizational skills, proficiency in WP 5.1, Lotus & Windows, excellent grammar, spelling, and communication skills. Salary commensurate with experience. Fax resume to: Box 486
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL-COLLECTION
Busy Southfield firm seeks person with 2 years "hands-on" collection experience. Good salary and benefits package. Call 810-557-1000

LEGAL EXECUTIVE SECRETARY
Very experienced, college, mature, self starter to direct the department of leading Farmington Hills law firm. Administrative duties, Lotus, Word, computerized and time keeping packages. 810-626-5000

LEGAL SECRETARY
Part time, flexible hours. Southfield area. Send resume to: Box 486
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
With litigation experience for Southfield based law firm.
Call 810-557-1000

LEGAL SECRETARY
Part time position. Bankruptcy experience required. Call Ms. Cathleen at 810-557-1000

LEGAL SECRETARY
Good word processing skills required. Call Ms. Cathleen at 810-557-1000

LEGAL SECRETARY
Full time position. Bankruptcy experience required. Call Ms. Cathleen at 810-557-1000

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield defense firm seeks secretary with experience in medical malpractice. Must have WordPerfect knowledge & excellent skills. Competitive salary and benefits. If you qualify, please send resume to:
OFFICE ADMINISTRATOR
One Towne Square, Suite 1400
Southfield, MI 48076

LEGAL SECRETARY
Full-time for busy growing firm in Troy. Must have at least 5yrs. exp. in corporate, real estate, environmental and/or employment law. Word Perfect 5.1 required. Demanding working, reliable, and starting at $25K depending on experience. Call Lou Ottavio, P.O. Box 1436, Troy, MI 48099-1436

LEGAL SECRETARY needed for non-smoking law firm in Bloomfield Hills. Up to 3 years exp. Word Perfect 5.0 or 5.1 and computer skills necessary. Send resume: Personnel, 3330 Telegraph Rd., Ste. 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY - Birmingham law firm seeks person with Legal Secretary. Qualified applicant must have knowledge of legal procedure, able to anticipate attorney needs, able to prioritize workload, Excellent skills, 2 years experience & Lotus. Resume to: P.O. Box 2041, Birmingham, MI 48009-2041

LEGAL SECRETARY, Livonia, WordPerfect required. Shortlaid Prior legal experience not required.
313-963-0200

LEGAL SECRETARY
Experienced, well organized. Part time, two days per week. Southfield area. Please call 810-557-2818

LEGAL SECRETARY - Full time or part time for Personal Injury firm. Minimum 3 years experience. Salary standard salary. Kim, 810-354-2500

LEGAL SECRETARY TRAINEE
Related to Southfield based firm. Some computer experience a must. Entry level position.
810-646-4100

LEGAL SECRETARIES
Immediate openings for long term assignments.
ARBOR TEMPS: 459-1166

LEGAL SECRETARY - Bloomfield Hills. Must have 5 years exp. Word Perfect, min. 40wpm. Salary commensurate w/ exp. Benefits. Fax or smoker. Email article. 810-338-4122

LEGAL SECRETARY-Experienced Small Bloomfield Hills law firm. WordPerfect experience necessary. Excellent benefits.
810-258-8600

LEGAL SECRETARY - must know WordPerfect 5.1, Windows, Word Perfect, min. 40wpm. Salary commensurate w/ exp. Benefits. Fax or smoker. Email article. 810-338-4122

LEGAL SECRETARY-Experienced Small Bloomfield Hills law firm. WordPerfect experience necessary. Excellent benefits.
810-258-8600

LEGAL SECRETARY - PART-TIME
2-3 days with flexible hours for small Farmington Hills law firm. Must know Lotus. Legal experience preferred. WordPerfect & dictation skills required. Salary negotiable. Please fax resume to:
810-661-1171 for an appointment

LEGAL SECRETARY
For Farmington Hills personal injury law firm. Excellent benefits and insurance required. Competitive salary and benefits package. Call Office Manager, 31700 Middlebelt Rd., Suite 145, Farmington Hills, MI 48334 or FAX to: 810-737-4843

LEGAL SECRETARY
Farmington Hills law firm looking for experienced Legal Secretary. Probate and workers comp experience. Word Perfect. Must have experience in Word processing. Salary commensurate with ability. Call Cathy at 810-489-1444
Or FAX resume to: 810-489-1443

LEGAL SECRETARY
Wanted for Bloomfield Hills firm! Must be experienced and able to work independently. Good typing skills, busy and fast-paced office. Send resume to: Dorothy Wilcox, 3683 Telegraph Road, Suite 100, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Immediate opening for an attorney office. Must have 3 yrs. experience. Knowledge of WordPerfect. Windows, organizational skills & telephone skills a must. Only qualified, hard working need apply. Mail resume & salary requirements to: Box 486, 2155 E. Maple Rd., Ste. 306, Birmingham, MI 48009, or fax to: 810-647-0240

LEGAL SECRETARY
Southfield law firm seeking experienced Legal Secretary w/ knowledge of WordPerfect skills. Salary commensurate with experience. Excellent benefits included. Send resume to:
Bernstein & Bernstein, 3200 Town Hall Road, Suite 160, Southfield, MI 48075 or fax 810-352-6660

LEGAL SECRETARY
Minimum 5 years experience. Must be self-motivated, able to work well by to work independently, good organizational skills and people skills. Salary commensurate with experience. Fax resume to: Box 486, 2155 E. Maple Rd., Ste. 306, Birmingham, MI 48009, or fax to: 810-647-0240

LEGAL SECRETARY, $28,000
Well known Bloomfield Hills, medical malpractice firm seeks experienced Legal Secretary. Excellent benefits. Call Ms. Tim, 810-324-2160
DAVIDSON, LAURO & ASSOCIATES

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Southfield law firm seeking experienced Legal Secretary w/ knowledge of WordPerfect skills. Salary commensurate with experience. Excellent benefits included. Send resume to:
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Bloomfield Hills law firm. Excellent benefits and insurance required. Competitive salary and benefits package. Call Office Manager, 31700 Middlebelt Rd., Suite 145, Farmington Hills, MI 48334 or FAX to: 810-737-4843

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LEGAL SECRETARY $27,000
Personal injury experience, proven ability a plus, present secretaries earn $27K-$32K
SHELLING PERSONNEL SERVICES

★ Legal Secretary
LEGAL SECRETARY
$27,000 PLUS
Busy partners need a legal secretary, experienced in litigation and general practice. Litigation desired.
LEGAL TEMPS
Call Ellen, Top Temps, 810-557-1000

ALL FEES EMPLOYER PAID
Call 810-645-2266 or FAX us
810-645-FAX-2
M. BOOKSPAN
& ASSOCIATES
PERSONNEL SERVICES

MAILROOM CLERK
Metro insurance carrier, Southfield area seeking mailroom clerk. Good typing skills. Good a total description of duties. Call Personnel Partners, 810-352-0100

NATIONAL COMPANY in Southfield hiring permanent part time, medical/dental benefits, salary open.
An Equal Opportunity Employer

OFFICE ASSISTANT needed for Southfield area medical office. Duties include scheduling, typing, filing, and telephone coverage. Fax resume and salary requirements to: Attn: Lisa, Unicorn Lane Dermatology, 30 Mill Pond, Suite 100, Bloomfield Hills, MI 48304

OFFICE ASSISTANT
Part-time days. Experienced only. Computer, Bookkeeping, typing, 10-key.
(810) 948-8340

OFFICE/CLERICAL PERSON to work for small Farmington Hills based Pyrotechnic company. Must be organized, detail oriented, have good telephone skills. Fax resume to: Attn: Mr. Bob Shannon, P.O. Box 2041, Farmington Hills, MI 48333 or call 810-553-0500 for appointment.

OFFICE CLERK
Must be able to answer phones, log orders, organize work and contact customers. Call Bob, 313-425-2442 Fax: 313-425-2443

504 Help Wanted Office-Clerical

NOW HIRING
• Data Entry
• Word Processors
• General Office
Must have 6 months on the job experience. Job opportunities in Detroit, Southfield, Troy and Farmington Hills areas. Call NOW for appointment.
METROSTAFF
Temporary Personnel Services
(810) 569-8700
EOE

OFFICE ASSISTANT - Permanent position in Troy. Light clerical, knowledge of accounts payable & receivable, computer experience preferred. Call Mon.-Fri., 9 AM. - 12 noon. 8 & 8 Paper, Livonia.

OFFICE ASSISTANT
Nice variety in the Sales Department at a dynamic company. Customer service, computer and numbers work. $18,200 plus benefits. Hurry! Call today!
SHELLING PERSONNEL SERVICES

OFFICE COORDINATOR
Size Classification 803 (dental/medical) under Supervision of Controller.

OFFICE MANAGER Full time with accounting background. Computer literate, good communication skills, a team player, insurance coverage. Farmington Hills. Call Nina
810-626-1166

OFFICE MANAGER for medium sized Farmington Hills manufacturer. Duties include payroll, personnel, bookkeeping and prior law office experience. Respond to: Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
Regional division headquarters of international firm needs flexible hands on computer literate person to support 3-4 people and handle a busy office. Salary to $30,000. Times to perm. Call Claire
810-646-7861

UNIFORCE SERVICES

OFFICE PERSON
Must have 5 years experience with all ground office duties. Must have experience with computers. Full or part-time. Good wages & more.
313-258-2800

OFFICE SUPPORT STAFF
Bell monitor needed for our busy product conference center. Duties include: Data entry, phone coverage, a variety of tasks. Manitoch exhibit experience helpful. Apply in person: Industrial Rd., Livonia, MI 48150

OPERATIONS CLERK
Guardian Alarm in Southfield has an immediate opening.
Requirements: computerized skills
• 1 year typing/computer experience
• Positive customer service background

We provide a competitive salary along with a full benefit package. Apply in person or fax resume to:
GUARDIAN ALARM
18200 W. 9 Mile Rd.
Southfield, MI 48075
810-559-2600

ORDER DESK - Inside sales, Farmington Hills manufacturer. Light typing, phone, friendly, direct person with good attitude, able to communicate with public, require experience in order processing, data entry, 10 key, basic math, knowledge & bookkeeping, salary commensurate with experience. Mon - Wed, 9am 3 - 5pm. Call Kathy 810-473-8306 Fax 810-473-8307

PARALEGAL
Southfield law firm seeks experienced personal injury paralegal with knowledge of Windows, Word, Lotus. Competitive salary & benefit package. Fax resume to: Box 486
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART-TIME CLERICAL
Computer & bookkeeping for insurance office. WordPerfect & Lotus 10key. Hourly rate.
810-430-3083

PART-TIME motors, experienced Office Person, Flexible hours Tues., Wed., Thurs., Fri. 8-5 Sat. 9-12 phone, filing & mail, office duties, knowledge bookkeeping helpful. Send resume to: Box 828
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART-TIME RECEPTIONIST - in Farmington Hills. Must have bright & friendly personality with a sense of humor. Call 464-7075
ETD Temporary Service
An Equal Opportunity Employer

PART TIME
We have several part-time evening positions in our Farmington Hills Sprint Center. Phone experience a plus. Work TODAY, get paid TOMORROW.
EMPLOYERS
Temporary Service, Inc.
810-353-7050
EOE

PAYROLL ASSISTANT
Entry level position for general accounting. Duties include data entry, 2 years of college or equivalent, knowledge of manager software, and two years. Conditions exist of 40 hours per week, 12 months of the ADP or KRONOS systems and basic payroll knowledge. Equal Opportunity available for career training. Send resume to:
Payroll Assistant
P.O. Box 1954
Detroit, MI 48231

Equal Opportunity Employer

PAYROLL CLERK
PART TIME
Temporary/Permanent, Jackson-Hillsdale-Oakland counties. Experience with Lotus 1-2-3 required. Computer literate. Call Dan & Lotus spreadsheet a plus. Salary $5 to $6/hour. Send resume to:
5677 Farmington Rd., #210B
Southfield, MI 48033-7661
Attn: Human Resource Manager

PAYROLL CLERK POSITION
In Livonia. Requires experience in payroll data entry. Must be detail oriented. Salary $6 per hr. to start with benefits. Call Ann at 313-522-0100. Send resume to P.O. Box 256
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PC SUPPORT
To $18,$25/hr.
• Windows - Network Wizard
• Windows - Lotus Wizard
• Novell - Network Wizard
ARBOR TEMPS: 459-1166

PERMANENT PART TIME 1-2 full days per week. Bend plaza. Call Ann Marie Cole, Oakland County Teachers Credit Union, 810-557-8787

PERSON FRIDAY
needed full time by personal injury law firm. Duties include typing, filing, copying, etc. Call Ms. Cathleen at 810-557-1000

REAL ESTATE OFFICE receptionist/secretary. Must be organized, motivated, and flexible. Call Jerry at 313-261-2400

Hey Homemaker!
Are you a mom who misses the excitement of a job? Are you a mom who misses your paycheck?
RECEPTIONIST/SECRETARY
Position full time, part time, or job share. Call Eric Reder
313-261-0703

504 Help Wanted Office-Clerical

★ PAYROLL SPECIALIST
To $10/hr. 1 - 2 years experience. Good opportunity for a life. Libertyville, Full time.
Call 810-473-7210
Fax: 810-473-4548
STEVEN J GREENE PERSONNEL

PROPERTY MANAGEMENT company in Southfield seeks individual to handle Accounts Receivable & Payable. Light duty accounting, bank reconciling. Hrs flexible. $400/wk plus health. Reply to box 8132.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PROPERTY MANAGEMENT company seeking experienced secretary/coordinator/accounts payable clerk. $7.00 per hour plus benefits. Send resume to: Carl Peterson, Inc., 24388 Orchard Lake Rd. Ste. 114, Farmington Hills, MI 48336

PURCHASING ASSISTANT
Previous experience working with purchase orders. 8,000-8,000 computer experience. Send resume to: Sargent Wood & Excel helpful.
IMMEDIATE OPENING!
CALL NOW: 810-649-4455

PART TIME VETERINARY RECEPTIONIST in busy Livonia area veterinary hospital. Alternoon & Saturday, perfect for college student. Call Jennifer, Cat Doctors from 8 - 4pm, 313-421-1800.

PART TIME
Receptionist/Secretary for busy real estate office. Must be reliable, possess good phone skills and be customer oriented. Some computer skills helpful. Ask for Dorothy
810-478-6000

AUTO MECHANICS
ENGINE REPAIR & TRANSMISSION REPAIR TECHNICIANS
Needed