502 Help Wanted-Clerical Office

DATA ENTRY - Experienced person for a busy accounting department. Excellent benefits. Accounting Assistant Looking for a dependable person with experience in accounting. Work in a fast paced team environment. Located in Farmington. Fax resume to 810-553-8130

DATA ENTRY
No fees, temp to perm, pay rate. Call ETD Temporary Services equal opportunity employer 313-543-3130

DATA ENTRY - Full time entry level position in Farmington. Accounting experience & Mac PC and Powerpoint skills. Call Sara Foley (810) 347-7000

DATA ENTRY Library research firms seeks data entry helpers. Full time/part time/temporary benefits. Call Denise at 313-459-8080

DATA ENTRY OPERATORS
Full, part time & seasonal positions. Adjust your schedule to our demands & the prevalence. 40% plus benefits. Excellent entry level opportunities. Ideal for students. Excellent entry level opportunities. Ideal for students. Excellent customer services skills required. Ideal for students. Apply now for right position. 810-476-7350

DATA ENTRY
Permanent full time job with a well established company. Good work ethic required. $10.00/hr and benefits. Call 313-464-0606
SNELLING PERSONNEL SERVICES

DATA ENTRY & Receptionist - full part-time positions available with progressive company. Offices are located in Farmington Hills. Detailed oriented individual with excellent customer information on data system. Hours and conduction for working individuals. Multiple duties. Pleasant position. Salary & full health benefits. Send resume and cover letter to D.L.S., 30553 Northwestern Hwy Farmington Hills, MI 48334

DATA ENTRY
To $9/Hr
Customer service computer & accounting
ARBOR TEMPS 459-1166

DETAIL Oriented person to do Accounts Payable. Assist manager with other duties as needed. Fax Resume/Cover Letter to: Sandi Bu Box 294 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

DETROIT CORP
EXPERIENCED WORD PRCCESSORS
• Microsoft Word • Excel • PowerPoint • Access • Windows
$9 TO $13/HOUR
MANPOWER 313-271-1210

DETROIT CORP
EXPERIENCED WORD PROCESSORS
Microsoft Word, Excel, PowerPoint & Windows
$9 TO $13/HOUR
Manpower - 313-871-1010

DON'T WAIT - CALL NOW
We have dozens of other clerical temp assignments. Are you looking to supplement your income? Are you looking for a career? Call us today! Clerical Unlimited
Typing to 50 wpm ..... $ 7.00/hr
Word Processing ..... $ 7.50/hr
Data Entry ..... $ 8.00/hr
Customer Service ..... $ 8.00/hr
Accounting ..... $ 8.00/hr
Receptionist ..... $ 6.50/hr
Call Today 810-540-7474

UNIFORCE SERVICES
DOWNTOWN Law Firm seeks temporary assistant. Must have excellent typing skills. Word experience helpful. Call Cecilia 313-964-6777

ENERGETIC Salesman needed to sell Ad Specialties. Full time, 3-2pm, experience. Mail resume/cover letter to: Ad Specialties, 29100 Greenfield, Detroit, MI 313-355-6434

ENGINEERING SECRETARY
$15/HOUR
Perfect for young engineering department. Requires excellent MS Word skills, good with customers, type 50wpm, and Call Mike Kelly at 313-261-7000

EXECUTIVE ASSISTANT to work for Farmington Hills CEO. Direct communication with CEO and Real Estate & Investment Group. Seeking an individual with a degree in Business Administration, strong interpersonal skills, organized, self motivated and enjoyed working in a fast paced environment. Secretarial experience preferred. Salary commensurate with experience. Send resume to: Human Resources Dept. 27000 Hill Road, Farmington Hills, MI 48334

Hey Homemaker!
Are you tired of the grind? Are you looking for a great part time job? Are you looking for a career? Call us today! Clerical Unlimited
RECEPTIONIST SECRETARY
Flexible 20 hours and positive job there is opportunity. Call today.
Eric Rader
313-261-0703

Human Resource Assistant
Alternative College Graduates
Entry level position in Human Resources in the Auburn Hills area. Degree required. Strong interpersonal skills. Ability to work in a team environment. Must have excellent communication skills. Ability to multitask. Ability to work independently. Ability to learn quickly. Ability to work in a fast paced environment. Ability to work with a variety of people. Ability to work with a variety of people. Ability to work with a variety of people