502 Help Wanted-Clerical Office

ACCOUNTING CLERK-PART-TIME

Suburban advertising agency has an immediate opening for a part-time clerk who would work 4 hours per day for 5 days per week. The ideal candidate must have a bookkeeping experience with both speed and accuracy. Some knowledge of Lotus helpful. Please send resume with salary history to:

W. B. DONER & COMPANY
Attn: Accounting Clerk
25800 Northwestern Highway
Southfield, MI 48075
An Equal Opportunity Employer

ACCOUNTING CLERK
Part-time:
Primarily Accounts Payable. Must have knowledge of Accounts Receivable, Payroll and Journal. Two years experience in accounting required. $8.00 to $9.00/hr. Hours as needed. Construction experience helpful. Send Resume to:
355 St. Elon, Birmingham, MI 48009

ACCOUNTING/GENERAL
Full & part time positions. Requires good work ethic, attention to detail, skills. No calls. Send resume and salary to: Human Resources, 1000 Materials Handling, 11844 Hubbard, Livonia, MI. 48150. Fax 313-421-1666

ACCOUNTING

PERMANENT
• ACCOUNTING - Construction firm, Downtown, to $37K
• A/R, BILLING COORDINATOR, 3rd party medical, downtown, to $27K
• ACCOUNTS PAYABLE Supervisor, Bloomfield advertising firm, to $25K
• ACCOUNTS Receivable Supervisor, Westside, to $26k
• ACCOUNTS Payable Clerk, Westside, to $20KR

TEMP TO PERM
• BILLING/Accounting - non profit, Detroit, perm to $25K
• FULL CHARGE Bookkeeper, Auburn Hills, perm to $30K

TEMP
• ACCOUNTING/CPA, downtown CPA firm exciting Tax and CPA firm
• BOOKKEEPER, Oak Park, long-term
• ACCOUNTING Clerk, South Lyon
• ACCOUNTING Clerk, Downtown, Long term
• ACCOUNTING Clerk, Downtown, long term
• PARTIME Bookkeeper, Taylor, long-term

All the above tasks require computer skills, most require Lotus.

CALL TODAY!
(810) 354-2410

ACCOUNTANTS ONE
24901 Northwestern Hwy., Ste 818
Southfield, MI 48075

ACCOUNTING

Major distributor to the home remodeling industry in Livonia has an opening for individuals with invoicing and/or cash posting experience. Top benefits include discounts, free parking and ride sharing.

Diversified Recruiters
810-344-9700 FAX 810-344-9704

ACCOUNTING TRAINEE
$7.30/hr - Livonia
Data processing a plus.
EMPLOYMENT CENTER AGENCY
(810) 559-1636

ACCOUNT REPRESENTATIVE

Customer Service Position in fast paced financial environment. Previous experience preferred. P.C. skills required. Send resume to: Hospital & Health Services Credit Union, 3800 Plymouth Rd., P.O. Box 130079, Ann Arbor, MI. 48113-0079

ACCOUNTS PAYABLE/CLERICAL needed 2 days per week for Birmingham area office. Must have references. Call (810) 646-5560

ACCOUNTS PAYABLE for fast paced Plymouth Company. Must have previous experience & knowledge of computer programs. Full time, excellent benefits. Send resume to: 12000 Plesent St, Detroit, MI 48227

ACCOUNTS PAYABLE CLERK
Steel Service Center seeks experienced organized person to handle processing of invoices for 2 locations. Excellent benefits. Dearborn area. Send resume with salary history: P.O. Box 4594, Detroit, MI 48204

ACCOUNTS PAYABLE CLERK for general contractor. 3-5 yrs experience preferred. Computer literate, use spreadsheet & word processing applications. Send resume and salary requirements. Box 81148 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ACCOUNTS PAYABLE POSITION for established manufacturer of aftermarket in Livonia, full time. Ideal candidate will have 3 yrs. A/P experience, knowledge Accounts Payable & General Ledger experience, benefits offered. Mail resume to:
Dealers Supply Inc.
P.O. Box 230818
Livonia, MI 48153-0848
Attn: Controller

ACCOUNTS PAYABLE CLERK
N.W. Detroit society, moving to Farmington Hills, seeks Accounts Payable Clerk. Responsible for multi company accounts payable duties, reconciling, preparation of form 1099, daily bank activities, and other duties. Complete knowledge of accounting procedures, accurate & precise. Minimum of 3 yrs. accounts payable experience or experience or equivalent education. Typing 45 wpm. Send resume: Personnel Director, AFC Associate Concrete Institute, P.O. Box 19340, Detroit, MI 48219

ACCOUNTS PAYABLE
Multi location company looking for detail oriented person to assume payable & select inventory control duties. Knowledge of Lotus helpful. Send resume to: Box 81154
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Troy based industrial supply company, handpicking person. Must have 2 yrs. A/P experience, knowledge of Lotus 1,2,3 plus 56 words/min. Lotus helpful. Please send resume with salary history to:
Tyler Rockwell, Inc.
Attn. 738 W. Big Beaver, Ste. 1800,
Troy MI 48084 or fax to 313-649-2244

ACCOUNTS RECEIVABLE
Troy based industrial supply company seeks Accounts Receivable plus general bookkeeping knowledge. Full-time position available immediately. Send resume to:
13750 Newburgh, Livonia, MI 48150 Fax 313-422-4100

ACT NOW
SUMMER WORK

Recruiting for:
• Mail Clerks
• Data Entry Operators
• Customer Service
• Receptionist

WORK RIGHT AWAY!
TODAYS TEMPORARY
(810) 649-4455
EOE

ADMINISTRATIVE ASSISTANT - In Southfield for long-to-perm position in production in Wonderware. This is a great opportunity for an energetic, goal-oriented individual to join a growing company. Salary based on experience. Must have good organizational skills. Call 357-7078
ETD Temporary Services
equal opportunity employer

ADMINISTRATIVE
ASSISTANT
Excellent growth potential with major shipper seeking dependable person who has MS Word/Windows and Excel. Accounting a plus.
SHELLING PERSONNEL
SERVICES
313-261-1300

ADMINISTRATIVE
ASSISTANT
Expanding Western suburb location has new long term opening. This position approximately part time/part time (9-1/3hrs. Windows word processing experience. Temp to perm opportunity. Call Judy 810-473-2931
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANTS
$400 a week job for us. Must be proficient with spread sheets & word processing software. Vacation & holiday bonuses. OLB1111
(313) 525-4906 Fax: 313-629-4006

Administrative Assistant

IMMEDIATE OPENING!
Knowledge of Word 6.0 a must. Excellent 6-9 experience plus Previous experience required.

Call Now: 810-649-4455

Administrative Assistants
Full Time/Part Time
We are growing insurance supplier looking for energetic individuals to assist in our fast-paced Human Resources and Finance departments located in Downtown and Troy. Candidates should possess the following: excellent communication skills, attention to detail, proficient on PC's, preferably with Windows experience. For consideration, submit resume with salary requirements to:
Ms. Christine Maseler
P.O. Box 5033
Detroit, MI 48128
An Equal Opportunity Employer

Administrative Assistant
$25,000
Worldwide corporation has an opportunity in its Marketing Department. Must have advanced experience in spreadsheets and graphics. Excel for Windows and Powerpoint desired. Top benefits include 401K and tuition.

Diversified Recruiters
810-344-9700 FAX 810-344-9704

ADMINISTRATIVE ASSISTANT
Needed full or part time for a small manufacturing office. Pleasant surroundings, computer literate Peachtree Accounting & hot three ring binders. Good phone skills & variable. Please call between 10am-3pm.
(810) 348-2228

ADMINISTRATIVE ASSISTANT
Full time position available in growing firm Mac. Knowledge include Payroll data entry and general clerical functions. Previous office experience a plus. Send resume to Personnel, P. O. Box 3352, Farmington Hills, MI 48333-3352

ADMINISTRATIVE ASSISTANT/
RECEPTIONIST
for property management firm. Good communication skills, good with people. Familiarity with computers a plus. Send resume & salary requirements to:
Office Manager, Ste. 5230 Orchard Lake Rd, Ste 200, W. Bloomfield, 48332

ADMINISTRATIVE ASSISTANT
to Director of Operations. Long term contract position in Downtown Detroit. Minimum 10 years office experience with excellent organizational and clerical skills. Paralegal skills preferred. Must be Word Perfect, Microsoft and Lotus experience. Fax resume immediately to (810) 559-7069

ADMINISTRATIVE ASSISTANT
Position available with a service oriented business. Duties include answering telephones, filing, and related administrative tasks. Send resume to Obsten Staffing Services, 16601 Farmington Rd., Ste 100, Livonia, MI 48154

ADMINISTRATIVE
ASSISTANT
Robert Half International Inc., a $500 million NYSE company, is seeking an Administrative Assistant for our Southfield office. The candidate must possess the ability to perform multiple tasks including greeting applicants, word processing, answering a busy 12-line phone, and using Data Entry skills. Salary, benefits & 401K. EOE.
Robert Half International Inc.
25566 Northwestern Hwy, #250
Southfield, MI 48034
(810) 357-4367

ADMINISTRATIVE ASSISTANT
Bloomfield Hills software firm needs full-time Administrative Assistant. Duties include A/R, A/P, marketing support and general office. Applicants must have good typing, grammar and phone skills. Send resume to: PSICE, 1411 S. Woodward, Ste 201, Bloomfield Hills, MI 48302. Attention: T. Erlanger

ADMINISTRATIVE ASSISTANT
Full time position available for busy Northville CPA firm. Highly motivated Wordperfect and IBM PC Windows experience required. Light bookkeeping required. Challenging position in this smoke free office. Please send resume to Scott Lowery, CPA, PC, 322 E. Main St., Northville, MI 48167-1626 or fax to:
(810) 348-3781.

ADMINISTRATIVE
ASSISTANT
Part-Time
We are seeking a part-time administrative assistant with general secretarial skills and office administration experience to work in our Troy office. Ideal candidate will have 3 years office experience, excellent typing (65wpm), supervisory, and organizational skills. Experience in negotiating contracts and equipment/service purchases a plus. A high level of integrity and professionalism are required. Flexible schedule of 20 hours per week. Please send or fax resume and salary history to:
Fax (810) 352-0725
Kathryn J. Hovey
AMURCON CORPORATION
26533 Evergreen, Suite 1300
Southfield MI 48076

ADMINISTRATIVE SECRETARY
Bloomfield Hills CPA firm seeks full time individual. Word processing & office skills required. Bookkeeping experience a plus. Send resume to PO Box 824, Bloomfield Hills, MI 48303-0824

ADMINISTRATIVE
SECRETARY
If you're looking for an excellent position with great benefits the Downtown corporation has an opening working with a director. Use your Excel and Power Point combined with the ability to work independently to perform 83 WPM. to start Call Sheri 810-473-2932
UNIFORCE SERVICE

ADMINISTRATIVE SECRETARY
Growing company in our Novi office seeks organized, high energy Secretary/Receptionist/Scheduler. Computer skills, 2-3 yrs office experience, spreadsheet, ability to prioritize and interface with clients and vendors essential. Multi faceted support position. Great non-smoking studio environment in Farmington Hills. Fax resume immediately to: 810-553-7661 EOE

ADMINISTRATIVE SECRETARY
Local Government needs an experienced professional secretary to act as right hand person to administrative staff. Must be proficient in WordPerfect and possess good clerical skills. Excellent salary and benefits. Non-smoker only. Send resume to: Village of Beverly Hills, 18500 W. 13 Mile Rd. Beverly Hills, MI 48025

ADVERTISING RECEPTIONIST
Fast paced Bloomfield Hills Advertising Agency seeks full-time receptionist/switchboard operator. Excellent phone & client communication skills. Word 6.0 Computer experience helpful. Interested, enthusiastic applicants, contact the Office Manager at 810-540-0680 or send resume to PO Box 2002, Bloomfield Hills, MI 48303

ASSISTANT
Busy realtor needs assistant. Typing, filing, some computer work required. Call 810-901-0215

ASSISTANT OFFICE MANAGER
For Troy law firm. Office experience necessary. Salary commensurate with experience. (810) 848-7800

ASSISTANT
Real estate training center seeks person with good phone skills and typing ability to assist with recruiting & office operations. Full or part time. Hours will vary depending on class schedule. Call Debi, 810-398-7111

ASSISTANT RECEPTIONIST
with secretarial responsibility for busy commercial real estate office. Salary in confidence 810-640-2975

AUTO DEALER

is accepting applications for Title Clerk and/or Car Biller. Please apply in person at Gerald Chrysler/Jeep, Inc., 28000 Telegraph, Southfield 810-304-3300

AUTO DEALER looking for an individual with some bookkeeping background. Excellent benefits & overall package available. Apply in person at Bob Saks Dodge, 35200 Grand River, Farmington Hills.

AUTO DEALER - needs experienced typist for new Lincoln car sales. Excellent benefits package available. Apply in person at Bob Saks of Farmington Hills, 35200 Grand River

AUTOMOTORCYCLE
DEALERSHIP
High volume dealership in the Farmington/Livonia area is in need of an experienced Title Processor that can keep up with the fast pace. If you are an ambitious hardworking individual with experience in handling vehicle sales paperwork including: Title processing, Lien filing, Sales contracts and inventory control. We have the perfect position for you. Excellent pay & benefits.
Ambitious people have to work a good place to do business. Please call Sandy or Marsha 810-476-8200

DEMERIT ADMINISTRATOR
Position requires good clerical, organizational & computer skills. Apply by communicating with people essential. Group benefits knowledge a plus. Send resume or salary requirements to: Office Manager, 31790 Telegraph Rd, Bingham Farms, MI 48025

BILLING ACCOUNTANT
Major linear service company in Livonia has opening for a Billing Accountant to handle client billing. Part time position, could grow into full time. Lotus experience required. Send resume to: Accounting Manager, 17370 Laurel Park, Ste 190N, Ste 300, Livonia, MI 48152 or FAX: 313-462-4148
An Equal Opportunity Employer

BILLING/ACCOUNTS RECEIVABLE
Troy law firm needs experienced individual for full time billing/accounts receivable position. The person should be detail oriented, familiar with UNIX operating system a plus, have a working knowledge of accounting or high bookkeeping skills. Hours 8:30-5pm, Mon. - Fri. Non smoking environment. Benefits. Salary commensurate with experience. Telephone (between 8 & 11:30am only) 810-641-1800 Ext. 502.

BILLING CLERK
Law office Billing Clerk for medium sized Farmington Hills Firm. Good computer skills and experience with WordPerfect required. Law office experience preferred. Salary commensurate with experience. Forward resumes to: Bills 1144
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Billing Clerk / Receptionist

Full time position for an individual with excellent phone & general office skills. Previous billing or bookkeeping experience necessary. Must be detail oriented, organized, and have excellent spelling skills. Send or Fax resume 2618 Industrial Row, Troy, MI 48084 Fax# 810-280-1527

BOOKEEPING CLERK
Long term variety job includes Lotus, Word Perfect & accounts receivable. $9/hr for experienced.
#1 TEMPORARIES
313-274-4230

BOOKKEEPER

Accounting office. Tel-12 Mile area. Flexible hours - Permanent position. Accounting experience preferred.
(810) 258-6220

BOOKKEEPER - Duties include accounts payable, accounts receivable & payroll, all on PC system. Peachtree software experience preferred. Good salary, benefits & working environment. Call (810) 280-0630

BOOKKEEPER - Experienced with payroll & depreciation, for computer service firm. Fax resume to: Su 170, W. Bloomfield, MI 48322

BOOKKEEPER
for computerized CPA (Office Career oriented), motivated, self-starter. Salary Commensurate with experience. Send resume to work in: Fax/resume to: (810) 569-1992

BOOKKEEPER, FULL CHARGE
Our client is looking for experienced consulting firm located in Southfield for full time full charge bookkeeper to take over all accounting functions for this fast paced company. Must be proficient in Lotus. Familiar with software a plus. If you meet these requirements & desire to become a member of an aggressive entrepreneurial environment, send resume & salary history to
Fickner, Rudnick, & Co.
12900 Hall Rd, Ste 350
Sterling Heights, MI 48313-1153
Recruiting for EOE

BOOKKEEPER
Full charge, for Birmingham construction company; knowledge of computerized accounting & control systems helpful, potential for management responsibility. Please mail resume to: Bookkeeper, P. O. Box 2638, Bloomfield, MI 48302-2638

BOOKKEEPER
Full charge thru trial balance with accounting background preferred. W. Bloomfield area. 810-681-6484

BOOKKEEPER - full time, experience necessary. 20411 W. 12 Mile, Suite 201, Southfield. Call Karen Accounting at 810-352-6020

BOOKKEEPER
General office. Salary open for working self-motivated individual to organize and simplify office procedures. Accounts Payable/Receivable, computer knowledge, in person, or resume to: Dennis Ferrara, 12000 Telegraph Rd., Redford, MI 48239

BOOKKEEPER
Must have computer payroll and general ledger experience, some manual bookkeeping required. Hours negotiable. Send resume to: Elaine Berish at 31731 Northwestern, Suite 257 West, Farmington Hills, MI. 48334

BOOKKEEPER / PART TIME
Thru trial balance. Knowledge of accounting software in our area is preferred. $8/hour. Reply in confidence to:
Bookkeeper, 560 Kirts Blvd.
Suite 101 B, Troy, MI 48084

BOOKKEEPER/SECRETARY
Detail minded person needed 3 days per week. Benefits included. Responsibilities include payroll, accounts payable & general ledger. Should have experience with PC based accounting programs, spread sheet & Wordperfect. Send resume & salary history to Schein & Co., 17117 W. 9 Mile Rd., Suite 1535, Southfield, MI 48075.

BOOKKEEPERS

Full-time or Part-time
Flexible hours

Park West Gallery, a Southfield based international fine art company seeks experienced bookkeepers with light data entry skills. Knowledge of Lotus 1-2-3 helpful. Computer literate a must. Knowledge of Platinum accounting software a plus.

Responsibilities will include accounts payable and/or accounts receivable, cash disbursements, reconciling bank statements, entry of invoice data through trial balance and some data entry projects.

Send resume with cover letter to:

PARK WEST GALLERY
24693 Northwestern Hwy.
Southfield, MI 48034

BOOKKEEPER / TAX PREPARER
Full time. Experienced. Must have previous accounting firm experience. Must be self motivated with attention to detail. After 1pm (810) 653-1670

BOOKKEEPER
Taylor Total Living Center is seeking a full-time Accounts Receivable Bookkeeper. 3 yrs. experience in payroll, billing and collections is preferred. Inquire clerical skills and basic 60/d computer use. Must have interpersonal skills to interact with elderly residents, families, staff & visitors. We offer a comfortable working atmosphere with health, life, vision, dental & retirement plan. Apply in person at 27980 Northville Rd., Taylor, MI. 48180 or fax resume & cover letter to Administrator 810-364-3300

BROKERAGE ASSISTANT
Financial planning company requires immediately. Looking for responsibility, ins & mutual fund experience. Excellent verbal communication skills required. Send resume & salary requirements to: Office Manager, 31790 Telegraph Rd., Bingham Farms, MI 48025.

BUBBLY RECEPTIONIST
$5/hr. Will train.
ARBOR TEMPS:
459-1166

CASHIER - AUTO DEALERSHIP
hiring for full time cashier position. Candidate must be detail oriented. Apply in person at Page Toyota, 31253 Telegraph Rd. Bloomfield, 48024

CLERICAL
ACRO SERVICE CORP., a leader in providing engineering and computer services to business and industry, seeks an entry-level clerk to join our office. Must have a WordPerfect Windows 6.1, will train. Basic salary and full benefits.
Send resume or apply in person:
Attention: J.
ACRO SERVICE CORP.
17187 N. Laurel Park Drive,
Suite 344, Livonia, MI 48152
FAX (313) 591-1317

CLERICAL/DATA ENTRY
Big Beaver/Coolidge Troy. Resume & salary requirements to PO Box 835, Birmingham, MI 48012-0835

CLERICAL/DATA ENTRY
For Novi branch of Michigan Chandelier Co. Must be detail oriented. Call Mr. James: (810) 353-0510

CLERICAL - Diversified position in small manufacturing department for detail oriented person with strong computer skills. Full time w/benefits. Troy location. Call Mr. Engineering/Tues., May 9th 810-641-1630

CLERICAL - Excellent phone personality, typing 35 wpm minimum helpful, busy 3 person office. Full time position. Excellent pay & benefits. Call Mr. Engineering/Tues., May 9th 810-641-1630

CLERICAL/MARKETING
Full time Friday hours (Wed. & Thurs. off). Sizable hours. Management potential. $6.00 per hour to start plus medical/dental/disability package. Apply in person only: Michigan Life, 30533 Northwestern, S at 13 Mile

Clerical

LOAN PROCESSOR
The Money Store, a leading Mortgage Lender is in need of an experienced loan processor. Minimum 1-3 yrs. mortgage processing experience mandatory. Experience computer literate, detail oriented and possess excellent verbal skills. We offer a salary and benefit package.

Don Ferguson
17197 N Laurel Park Dr., Suite 129
Livonia, MI 48152
FAX (313) 462 2985

CLERICAL - Mature individual, Typing, Bookkeeping, computer experience preferred. Full time. Call Ann (313) 476-1600

CLERICAL OFFICE HELP
Part time/full time. Construction company in Rochester Hills. EOE. (810) 377-2900

CLERICAL

Our rapidly growing network has permanent positions in accounts at several of our medical centers.

Ideal candidates will have experience in a medical setting with medical terminology, accurate typing 50/wpm proficiency on computer keyboard, excellent verbal & organization experience highly preferred.

Applications will be accepted on Thurs. May 18th from 10-7, 8am-12pm. Conference Room B.

PROVIDENCE PARK
Medical Center
47601 Grand River Ave
Novi, MI 48374
An Equal Opportunity Employer

CLERICAL - Secretarial, general office & shipping receiving clerks needed. Must have good typing & word processing helpful. Call T.T.S.T. 810-533-0700.

COLLECTIONS CLERK - International company, Auburn Hills, temp - $10/hr.

RECEPTIONIST - computer literate, typing, mail, multi line phones, temp.

SECRETARY - Southfield, excellent Mac/Intosh skills, to $29,000. Call

INTERNATIONAL - company needs secretary to VP, fluent in Japanese, SQN3 word processing, salary open, Southfield, perm to $35K.

TYPIST- 60-65 wpm, Southfield, temp to perm $6.75/hr.

LOIS RAY
PERSONNEL
(810) 646-5580

COMPUTER - DATA ENTRY
corporate headquarters for major real estate company has entry level positions open. Typing required & accuracy required. 32-40/week. Call Mr. Allen at Mary Butler 810-851-2600

CPA FIRM seeks receptionist/secretary, full-time with benefits. Word Perfect 6.0 a must. Fax or mail resume to: Kenneth Deb, Deisinger & Dod, 201 W. Big Beaver, Suite 1120, Troy, MI. 48084.

CREDIT & COLLECTIONS
(2 Positions)

Immediate openings in our Southfield corporate headquarters for two individuals with strong credit & collections experience. Requirements include 2 yrs. credit & collections experience, typing 50wpm, and word processing skills (WordPerfect preferred). Duties include collections calls, answering incoming calls, maintaining accounts, collection agencies, and recording collection information on database. Includes full benefits package. Please send resume to: Credit & Collections
CREDIT & COLLECTIONS
P.O. BOX 7227
SOUTHFIELD, MI 48037

CUSTOMER SERVICE
PROFESSIONAL wanted for high end furniture store. Apply in person: 43008 W. Oaks Drive, Novi.

CUSTOMER SERVICE
Full time position with Warm based company. Good communication skills, clerical and data entry skills a must. Knowledge of Platinum accounting software a plus.

Responsibilities will include accounts payable and/or accounts receivable, cash disbursements, reconciling bank statements, entry of invoice data through trial balance and some data entry projects.

Send resume with cover letter to:
Warm, Inc.
Attn. Sales Manager, 8485 Ronda Dr., Canton MI 48187, P.O. Box 1, H-V.

CUSTOMER SERVICE
Livonia insurance headquarters has immediate needs. Qualified candidates must have:
• excellent people skills
• commitment to long term assignment
• light computer skills
Thorough training will be provided to select candidates.
Call Cathy 810-473-2934
UNIFORCE SERVICES

CUSTOMER SERVICE
Sales force support. Perfect customer service attitude & verbal communication skills, computer & word processing. Send resume to: SOB PERSONNEL, P.O. Box 8063, Southfield, MI 48037-8063.

CUSTOMER SERVICE/OFFICE
F & part time positions available. Immediately. Looking for responsible, dependable & hardworking individuals. Flexible schedule. Some evenings & weekends. Apply in person: Sonic Drive-In, 4110 N. Telegraph, Bloomfield Hills.

CUSTOMER SERVICE
International Novi firm seeking customer service. Must be PC literate. Degree preferred, $8/hr. to start. HRMS 313-941-8617

CUSTOMER SERVICE ASSOCIATE
for major food broker. Must possess a positive attitude, be able to work with people, computers and telephones. Experience preferred. Full time.
(313) 416-7000

CUSTOMER SERVICE/
ORDER ENTRY
Busy office, friendly, detail minded person with pleasant phone manner. Type 35 wpm. Knowledge of Word, Lotus & Wordprocessing preferred. 40 hrs. per week. Call Mr. Engineering 31251 Industrial Rd., Livonia, MI 48150

CUSTOMER SERVICE REP
Overlanding Equipment is changing individual with good communication skills. Office duties include sales, order activities, customer service & sales. Telemarketing experience & outbound contact experience desired. Computer literate preferred. Salary D.O.E. Send resume to: Box 81137
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DATABASE CLERK

Computer skills necessary. Duties include data entry, filing, and maintenance of dealer master BOMs & routings. Call Ann
(313) 485-6000

DATA ENTRY
Experienced processing. Wholesale distribution company. Full or part time possible. Non smoking environment. Salary commensurate to Data Entry. P.O. Box 2587, Southfield, MI 48037-2587

DATA ENTRY
FULL TIME/PART TIME

Be appreciated and well paid in the growth industry of Medical Billing. Weekends off, flexible hours. Temp to perm opportunity. Pay based on ability. Up to 5a 6a 50% Productivity pay increases. Call Dale 810-473-2933
UNIFORCE SERVICES

DATA ENTRY

Full-time, experienced individual (typing, data entry, light bookkeeping). Send Resume & Salary requirements: P.O. Box 63024 Livonia, MI 48153-0244

DATA ENTRY/OPERATORS
Full, part time & weekend positions. Major medical/dental benefits, flexibility & little supervision. 401K plan & 100% tuition reimbursement available. Excellent entry level wages. Must have good typing skills. Excellent customer services skills are essential & needed. Call today the night people 810-476-7355

DATA ENTRY
OPERATOR
Experienced data entry. Flexible hours, great benefits, advancement opportunities. Unique place to work. Call for appointment. (810) 254-1810

DATA ENTRY
Related experience with cash receipts & customer services. $6/hr
Temporary to permanent.
#1 TEMPORARIES
313-274-4230

Data Processing
Office Administrator

A growing Electronics Manufacturer is looking for a highly motivated, innovative person to join our team. This individual will help to develop/implement and maintain an integrated information management system. Responsibilities to include data entry. This individual should have a strong background in PC based software, excellent written and verbal communication skills and the ability to train others. Manufacturing experience helpful but a plus. We offer a competitive salary and benefit package in a challenging and rewarding environment. Send resume and salary requirements to:
CCI
37640 Hills Tech Drive
Farmington Hills, MI 48331
An Equal Opportunity Employer

DENTAL BUSINESS ASSISTANT
Experienced, people person, detail oriented team worker for busy oral surgeon office. Flexible hrs. Willing to train. Fax resume to: (313) 425-7010

DIRECTOR OF ACCOUNTING
SERVICES
For Development/Construction firm. Must have a minimum of 8 years experience in construction draws, cost accounting, budgeting and general corporate accounting through business plan. Send salary requirement & resume to:
810-553-2987

DISPATCHERS

Afternoons or week-ends available. Computer literate & phone skills. Light typing required for student.
(313) 833-2266, between 8am-5pm

EMPLOYMENT
COORDINATOR
Full time position to work with agency or strong customer service background. Must be organized, professional, clerical, technical & light industrial applicants & assign to temporary jobs.
ARBOR TEMPS: 459-1166

ENTRY-LEVEL
Customer Service/
Data Entry
For large insurance provider in Southfield. Call Mr. Allen
Come in today - Work tomorrow
ADIA (810) 442-7800

EXECUTIVE ASSISTANT

Alexis, Inc., one of the nation's leading third party administrators of Worker's Compensation Medical Bill Claims, has an immediate opening for an Executive Assistant.

Primary responsibilities will include Preparing and transcribing correspondence & answering the telephone for assistance in scheduling & maintaining filing system(s) and other duties as assigned. Must have software, assisting executive(s) in preparation of reports (confidential in nature); handling correspondence; making arrangements and expense reports.

Qualified candidates should possess: Five-six years experience, minimum typing speed of 50 wpm, Microsoft Office suite, PC skills (Microsoft Office suite preferred), excellent organizational & communication skills, ability to prioritize and meet deadlines to present oneself in a professional business manner are critical to the position. Paralegal skills preferred.

We offer an excellent salary and benefits package, which includes medical, dental, life insurance, disability, optional life insurance, short and long term disability, and a 401-K plan.

Interested candidates should send resume and salary requirements to:

Alexis, Inc.
Attn: Michelle Ferry
Human Resources
17187 N. Laurel Park Dr. #434
Livonia, MI 48152
Fax: (313) 953-4500

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Take charge person, with good organizational skills, to provide support for the full time position. Shorthand or 35 wpm. Send resume & salary requirements to: Office Manager, 31790 Telegraph Rd., Bingham Farms, MI 48025

EXECUTIVE SECRETARY
For Southfield property management company. Must be self-motivated, take dictation, compose letters, and be proficient in Word & Lotus. Excellent Salary negotiable depending on experience. Send resume to: Berg Management Investment Co., 24800 Lahser, Southfield MI 48075

FARMINGTON HILLS educational manufacturer needs part full time with word processing & communication skills for general office, phones, & sales support. Benefits. Call Ms. Danegar: (313) 581-0151

EXECUTIVE SECRETARY PLUS
Full time. Needed by busy Auto Dealership. Must be an experienced investor. I am in need of a self-motivated organized lookin for long term employment who would like to define their job within our organization. There is no job description for this position. Must have the strengths and desire to learn. Mature, non-smoking applicants must have strong grammar and word processing skills (60+ wpm). Word 6.0 for Windows experience preferred. Legal typing and transcription experience are desirable but if you are up to the challenge of working with a perfectionist, please fax your resume to the attention of Mr. Ismail at 810-640-8347.

FILE CLERK - wanted by Southfield collection/litigation law firm. Responsibilities include maintaining pleadings files and office pick-up & delivery. Must have dependable transportation & valid license. Must be able to work unsupervised and have a high level of integrity and moral & ethical standards. Please call for an immediate interview.
(810) 353-2882

FULL TIME RECEPTIONIST - for company accessory co. Mon-Fri, (9-5), with benefits. Call Mr. Allen to DVS, 9844 Hamilton, Bldg 13, Plymouth, 48170 (313) 459-1120

GAIN CLERICAL
EXPERIENCE!
FILE CLERKS NEEDED
for large law firm in Farmington. Entry level - $6.00. Come in today! Work tomorrow!
ADIA (810) 442-7800

GENERAL CLERICAL
Challenging opportunity in foreclosure department for growing mortgage firm for customer service oriented person with good telephone & typing skills. Ability to work in a fast paced environment. Salary commensurate + plus. Entry level position. Non-smoking office. Call Ann 810-737-7721

GENERAL OFFICE
Answer phones, filing, taking messages, light typing. Mon-Fri 8-5pm. MINUS 50 hr. Farmington Hills area. Ask for Ann
810-478-0770

GENERAL OFFICE
Birmingham & Troy locations. Receptionist, Medical & Downtown Business & dependable. Others advancement & benefits. 16-17h.
Call or fax resume today.
NINE TO FIVE PERSONNEL
810-258-6311 Fax 810-258-7323

GENERAL
OFFICE CLERK
Gain experience & be appreciated in growth industry. Full time & part time positions available with headquarters of prestigious suburban financial firm. $7.25/hour to start.
Call Ann 810-473-2933
UNIFORCE SERVICES

GENERAL OFFICE/Clerical full time position available for busy electronic sales office. Must have 2-3 years experience, computer sales necessary, accounting knowledge helpful. Salary D.O.E. Fax resume to: AOCO Circuits Inc., 1900 Northfield, Plymouth, MI 48170. 453-3200
An Equal Opportunity Employer

GENERAL OFFICE - FULL TIME. Light typing, Word Perfect 6.0 and good phone manner required. Medical benefits and profit sharing. Redford location. Call for interview. 313-537-8000

GENERAL OFFICE - Full time position available. WordPerfect 6.1 required. Colonial Brick Company. (313) 272-2161, ask for Paul

GENERAL OFFICE - full time position for 9 yr. old national construction company. Typing or 1-3pm. Must have good communication skills & permanence. $6/hr to start, 30 day review & conditions. Apply in person only at Specialized Construction Services, 32780 Grand River, #207A, Farmington

GENERAL OFFICE HELP
Part time, 20-25 hours/week. Must have excellent phone skills, good typed & works well with figures. 3 days/week, with possibility of 5 days. Call Mary (810) 669-1933

GENERAL OFFICE - Industrial office in Farmington area is looking for someone full time opening for sharp, alert person, some knowledge of inventory control, inside sales, order entry & customer contact useful. Must have excellent phone & telephone skills, previous employment in a manufacturing environment helpful. Send resume/call Mon. - Wed 8am-3pm
(810-473-9305
or send resume to Personnel Dept 20027 W. 8 Mile, Livonia, MI 48152

GENERAL OFFICE - Part time. Computer experience helpful, will train. Afternoon hours 1:00 to 5PM. Ask for Dennis (313) 522-7110

GENERAL OFFICE/
PHOTOGRAPHER
Part time for plastic surgery clinic in Southfield. Great opportunity for detail oriented person with clerical and organizational skills. Must have 3-5 years working experience, and an interest in photography.
(810) 557-1622

GENERAL OFFICE - Well organized person with good typing, handling a variety of office responsibilities. Light bookkeeping helpful, but technical skills. Fax (810-299-5581) or call 313-459-1000 (Thursday-Friday). Management Recruiters, Attn Kathleen, 2530 S. Rochester Rd., Rochester Hills, MI 48307-3441

GOOD TYPING &
PHONE MANNERS
Part time, 20 hours/week.
Flexible. Southfield 810-356-3357

Hey Homemaker!

Are you good on the phone and looking for a great part time job? Busy real estate office needs:
RECEPTIONIST/SECRETARY
Flexible 25 hours and possible job share situation. Call...

Eric Rader
313-261-0703

H.R. CLERK
PART-TIME
Expanding Livonia packaging company has part time position for an experienced administrative assistant who is flexible and can work independently. Will assist the HR department in a variety of clerical and administrative duties including benefit administration. Schedule will be 2-3 days/week, Thursday & Friday. Please send resume and salary history to:
Hollingsworth Logistics
Attn: Jim Hoover
39000 Plymouth Road
Livonia, Michigan 48150
Attention: H.R. Department
EOE

IMMEDIATE OPENINGS!
CALL NOW
• WORD PROCESSORS - Knowledge of MS Word 2.0, type 45 wpm, 3 mos. experience
• RECEPTIONIST - 3 mos. experience, type 50 wpm, with multiple lines, good verbal skills.
• CLERICKS - 3 mos. experience, state file clerks
• DATA ENTRY - 3 mos. experience, 6,000 + keystrokes required.

TODAYS TEMPORARY
(810) 649-4455
EOE

IMMEDIATE OPENING for a professional & conscientious ASSISTANT MANAGER for treasurer's office seeking top executive in Troy. Must possess strong interpersonal skills, have good accounting background and have excellent knowledge of Lotus 1-2-3 and Microsoft for Windows software. Call Ms. Cunningham at (810) 680-9002

Immediate opening for TELEPHONE RECEIVERS for busy electrical board in Troy. Experience in AT&T phone a plus. Hours are Mon-Fri, working with people. Call Ms. Ingram at (810) 689-0023

INSURANCE PERSONAL LINES CSR - Minimum 2 yrs. experience, knowledge of auto/homeowners a plus. (313) 981-5582

KEYDISC / DATA ENTRY
Experienced operators for our day & afternoon shifts. Full / steady part time. Good starting pay. Benefits. Call Ms. Danegar: (313) 581-0151

INTERNATIONAL BUSINESS CENTERS, servicing Metro Detroit, Ann Arbor, Lansing and the Detroit area, needs versatile office support personnel, can you handle business phones? Do you know Microsoft Word? Do you know Lotus? Are you a typical office manager? Operators in the McCart, Ann Arbor, Lansing, Belleville lists. 313-996-6601

JOIN THE
EXPOSURE PLAN
Have you always wanted the opportunity to use your sales experience at a major automotive company in Dearborn? If the answer is yes, let Benton take you under their wing and show you it happens for you! Become a "Benetch Exposure Team Member". All that's required is 1 year office experience and exposure in two or more software programs. Benefits include: Medical/Dental/Life Insurance •Paid Vacations•Holidays •401K
Don't be left out! Come join today, complete your questions and schedule interview. Contact Jim Benton, THE BARTECH EXPOSURE TEAM

BARTECH
313-271-1454
An Equal Opportunity Employer

JUDICIAL SECRETARY
for 48th District Court. Duties include scheduling, maintaining and keeping hearing court calendar, screening appointments, etc. Must have High School diploma or equivalent w/office experience, good work ethic, knowledge of legal secretarial skills, degree or business management preferred, or in or closely related field. Apply in person at Human Resources, 15655 Beech Daly, 1989 to: James Harkins, Court Administrator, 22030 Telegraph, P. O. Box 3200, Bloomfield Hills, MI. 48302-3200. EOE

KEYPUNCH
OPERATOR
Experience is a must