EMPLOYMENT

502 Help Wanted-Clerical Office

ACCOUNT REPRESENTATIVE
Customer Service Position in fast paced financial institution. Previous experience preferred. P.C. skills required. Please submit resume to Hospital & Medical Service Credit Union, Attn: Personnel, P.O. Box 130079, Ann Arbor, MI. 48113-0079

ACCOUNTS PAYABLE for fast paced Farmington office. Must have payables experience & knowledge of Windows programs. Full time with excellent benefits. Send resume to: 12030 Hubbard, Detroit, MI 48217

ACCOUNTS PAYABLE CLERK for rental contractor 3-5 yrs. experience preferred. Ability to use computer. Good math & processing applications. Please send resume & salary requirements: Box 8141 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ACCOUNTS PAYABLE
Multi location company looking for detail oriented person to do accounts payable & assist inventory control. Knowledge of 10 key, ability to type. Send resume to: Box #1158 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Troy based estate development an energetic, hardworking person. Must type 10 Key skills, knowledge of Lotus 1,2,3 a plus. $8.50/hour plus benefits. Please send resume to: Lynn Hoover, Mr. Ruby Treats & Gifts, 755 W. Big Beaver, Suite 1600 Troy MI 48084 or fax to (810) 244-9365

ACCOUNTS PAYABLE CLERK

Birmingham based agency is seeking a professional, hard working clerk experienced in accounts payable and computer entry. Insurance experience preferred. Salary commensurate with benefit package. Please respond in confidence to: Box #1108 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Entry level position in fast paced companies accounts payable department. A meticulous attitude detailed oriented. Experience not necessary, will train. Mail resume to: Human Resources P.O. Box 2310, Southfield, MI. 48037 or call 810-443-2000.

ACCOUNTS PAYABLE/RECEIVABLE
Real estate development firm seeking individual to handle accounts payable/receivable, plus general bookkeeping knowledge. Preferred, general ledger experience and computer skills required. Please send resume and salary requirements to Controller, 31555 14 Mile Rd. Suite 310, Farmington Hills, MI 48334

ACCOUNTS PAYABLE/ RECEIVABLE

Good working knowledge of accounts payable/receivable required. Good computer skills necessary. Good pay & benefits. Resume to:
Oliver Americas
14941 Oliver, Plymouth MI 48170

ACCOUNTS PAYABLE CLERK
W. Bloomfield law firm, seeking for Farmington Hills, seeks Accounts Payable Clerk. Responsibilities include: check processing, accounts payables, bank deposits, reconciliation, and preparation of form 1099, daily bank balance maintenance, and other duties. Ideal candidate will have 2 yrs. accounts payable or accounting experience, knowledge of computers, typing 45 wpm. Send resume: Personnel Director, 6905 Telegraph, Concorde Institute, P.O. Box 19348, Detroit, MI 48219

ACCOUNTS RECEIVABLE CLERK
For growing dynamic construction company in Farmington. Requires minimum 2 years construction/financial experience. Knowledge of Windows, Excel, Lotus, Word for Windows, excellent communication and interpersonal skills. Duties include: Accounts Receivable, cash applications, order verification, credit reporting, general accounts receivable. Send resume and salary history to: Human Resource Manager, Cleaver Communications, Inc. P.O. Box 40 Novi, MI 48376
EOE

ACCOUNTS RECEIVABLE/ CLERICAL (ENTRY LEVEL)
Accounts Receivable/Clerical position available immediately. Growing company located in Troy. Previous experience would be helpful but not required. Position is full time with complete benefit package. If interested, please send resume to:
Selective Business Systems, Inc.
ATTN: Personnel Department
2998 Industrial Row
Troy, MI 48084

ACT NOW SUMMER WORK

Recruiting for:
- Mail Clerks
- Data Entry Operators
- Customer Service
- Receptionists
- Secretaries

WORK RIGHT AWAY!
TODAY'S TEMPORARY
(810) 649-4455
EOE

ADMINISTRATIVE ASSISTANT
Position available with a service oriented department. Duties include: answering telephones, filing, and varied administrative duties. Please mail resume to: Eaton Staffing Services, 31402 Schoolcraft Rd., Ste 108, Livonia, MI 48154

ADMINISTRATIVE ASSISTANT - Farmington Hills area. Part time, permanent. Average 20 hours, Monday thru Friday 8 days a week. Thurs. & Fri. Flexible hours. $7-8.00 an hour depending on office skills, business experience and computer skills. Send non-smoking office
Send resume to: 27735 Enterprise Ct., Suite 400, Farmington Hills, MI 48331, Attn: R.G.

ADMINISTRATIVE ASSISTANT

Expanding Western suburb location has new job opening. This unique opportunity pays between $8-10/hr. Windows based programs preferred. Temp to perm opportunity. Call Sally 810-473-2121
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Must have some computer and accounting experience. Experience with inventory systems a plus. We offer an excellent benefit package, competitive compensation commensurate with experience. Applicants can apply in person at or send a resume to Cooper Companies, 11805 Mayfield, Livonia, MI 48150. Attention: Melodee Hall

ADMINISTRATIVE ASSISTANT
Bloomfield construction manager, Bloomfield Township, Part Time/Full Time, needed. 32 Yrs. Experience, Non smoking, Lotus Dominos, John Hancock 810-626-8111.

Administrative Assistant

IMMEDIATE OPENING!
Knowledge of Word 6.0 & mail. Excel 5.0 experience a plus. Provision experience required.
TODAY'S TEMPORARY
(810) 649-4455
EOE

502 Help Wanted-Clerical Office

ADMINISTRATIVE ASSISTANT
Knowledge of WordPerfect 5.0 required, typing 60 wpm.
Royal Oak Title Co. 810-543-3990

ADMINISTRATIVE ASSISTANT
Contractual position with banking in downtown Detroit. Must have Microsoft software experience. Send resume to Ann H.R.G., 139 Cadieux Square, Suite 800, Detroit, MI 48226 or fax: (313) 962-7618

ADMINISTRATIVE ASSISTANT
Farmington Hills Chiropractic Administrator seeks organized self starter. Minimum 50 wpm, WordPerfect 5.0, data entry, transcription. Medical terminology helpful. Benefits. Call Ms. Savore 810-626-2024

ADMINISTRATIVE ASSISTANT
Seeking computer current, results oriented individual $20-$30K. Reply to: Box 8176
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE SECRETARY
Be appreciated for your all around skills and executive level experience. We have many long term opportunities with major Auburn Hills firms. Harvard Graphics and Shorthand a plus. 810-513-0011
Call Employer Solutions
810-646-7661
UNIFORCE SERVICE

ADMINISTRATIVE SECRETARY

Well organized, high profile position with strong knowledge of word processing and office procedures. Diverse duties, fast paced, professional atmosphere.
Resumes Only Please
CORE STAFFING
5600 Crooks, #102
Troy, MI 48098

ADMINISTRATIVE / SECRETARIAL Manufacturer has full time position with benefits for order entry, Phoning, Receptions include general office. High school education, pleasant disposition, accounting knowledge and good transportation a must. Am-Sym Cleaning Systems, 1210 Hubbard Rd., Livonia, MI 48150

ADVERTISING SECRETARY
Busy real estate office needs Secretary in Advertising Department. Well organized, good phone manner. Minimum 2 years experience Typing Computer helpful. Call
Mrs. Butler or Ms. McNutt, 810-851-2500 between 9am-4pm.

A NUMBER OF OPENINGS

Inkster/11 Mile or Dequindre 10 Mile
Answer phones and computer entry, $7-8 hr.
Lahser/11 Mile
WordPerfect 5.1 Dos Secretary, $10 hr.
Haggerty/5 Mile
Secretary/Light accounting, $10/hr.
Merriman/Schoolcraft
Data entry w/headset $7 hr.
Call Debbie at 810-443-1921
Workforce, Inc. Never a fee

ASSISTANT
Busy realtor needs assistant. Typing, filing, some computer work required. Call 810-901-0319

ASSISTANT RECEPTIONIST
with secretarial responsibilities for busy Farmington Hills real estate office. Apply in confidence 810-540-2870

ASSISTANT SECRETARY
Opportunity to provide secretarial support typing a high volume of quotes in our Sales office. Candidates must possess:
- Typing PC 60 - 70 wpm
- Knowledge of Microsoft Office (Word Perfect and Pagemaker desirable)
- Ability to handle fast paced environment
- Professional appearance/demeanor
- Strong grammar/communication skills

Position includes excellent benefits including 401(k) and tuition reimbursement. Adams is a non-smoking environment. Fax resumes, including salary history, to (313) 410-2083 or mail to:
ADSTRA CORPORATION
Attn ASTEC
1000 Adams
Plymouth, MI 48170
EOE

AUTO DEALER

is accepting applications for Tire Changers and Car Detailer. Please apply in person at: Glassman Oldsmobile, Inc., 28000 Telegraph, Southfield
810-354-3300

AUTO DEALER seeking part time clerical help. Flexible hours. Contact John Jaronczka, Bob Jaronczka Pontiac-GMC Truck, 14949 Sheldon Road, Plymouth. (313) 453-2300

AVAILABLE IMMEDIATELY WEEKEND WORK SOUTHFIELD LOCATION TELEPHONE SURVEY MONEY FOR FUN IN THE SUN PART TIME HOURS FRI. - SUN. CALL SPENCER PERSONNEL 810-355-1900 EEOC

BANK RECEPTIONIST
Needed for Bloomfield Hills private bank. Ideal candidate must have the ability and experience to manage a busy phone system and customer reception activity. Excellent communication skills and a professional image are needed for this upscale market. Good computer skills and ability to handle multiple tasks required. Competitive salary and benefits. For consideration, send resume and salary history to:
The Bank of Bloomfield Hills
Attn: Human Resources
505 N. Woodward Ave., Ste. 1300
Bloomfield Hills, MI 48304

An Equal Opportunity Employer

NO PHONE CALLS PLEASE

BILLING ACCOUNTANT
Major travel agency company is currently looking for a group accountant to handle client billing. Part time position, could grow into full time. Lotus experience required. Send resume to: Accounting Manager, 17370 Laurel Park Dr. North, Ste 360, Livonia, MI 48152 or FAX: 313-462-4149
An Equal Opportunity Employer

BILLING/ACCOUNTS RECEIVABLE
Troy law firm needs experienced individual for full-time billing/accounts receivable position. The person should be experienced with PCS. (Multi 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 inquiries (between 9 & 11:30am only) 810-641-1800 Ext. 022

BILLING CLERK

Plymouth area. Full-time benefits. Must have general office and data entry experience. 50 WPM. Position involves billing, statistics, starting at $7.50 per hour. Please send resume:
Office Manager,
P.O. Box 700504,
Plymouth, MI 48170

BIRMINGHAM HOMEMAKER
Ideal part time hours in Farmington Hills. Strong on computers & organizing skills. Great pay, benefits. Boyer Search Group 810 645-0600

502 Help Wanted-Clerical Office

BIRMINGHAM BASED non-smoking engineering firm has an immediate opening for a candidate with strong typing, Word Processing & telephone skills. Must be able to handle multiple tasks, computerized invoicing, records, filing, organizing and transcribing. Previous secretarial experience desirable but not mandatory. Excellent benefit package. Fax resume & salary requirements to: 810-645-1060
EOE

BOOKKEEPER

Accounting office. Tel-12 Mile area. Flexible hours available. Public accounting experience preferred.
(810) 258-8270

BOOKKEEPER - Duties include accounts payable, accounts receivable & payroll, all on PC system. Peachtree software experience preferred but not required. Salary commensurate. Troy area. Call (810) 280-0630

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

BOOKKEEPER
Full charge thru trial balance with strong client service background. W. Bloomfield area. 810 681-6484

BOOKKEEPER

Full charge, through trial balance. To $28-$32K. Strong computer skills. Keego Harbor
Phone (810) 473-7210
Fax (810) 473-5548
STEVEN J. GREENE PERSONNEL

BOOKKEEPER
Full time with computer and accounting experience. Apply at
31777 Industrial Rd., In Livonia.

BOOKKEEPER - Part time position available with an accounting services company. Responsibilities include: Bank reconciliations, monthly closings & postings to computerized general ledgers. Experience with Lotus, Word Perfect and Beyond preferred. Please forward a resume with a cover letter stating your salary requirements to: Personnel Dept. 30100 Telegraph, Suite 403, Bingham Farms, MI 48025

BOOKKEEPER

Responsible for payroll, sales & accounts receivable, purchases & accounts payable, payroll transfer, sales to service bureau. Must have a pegboard experience. Computer background desirable but willing to be automated system. Excellent opportunity with rapidly growing Southfield company. Please send resume to: CFA, PO Box 3179, Farmington Hills, MI 48333-3179

BOOKKEEPER/SECRETARIAL
needed for small office. Must be computer literate, detail oriented & organized. Experience with MS Works & DriveWire Plus helpful. Send resume & salary requirements to: 1115 E. Big Beaver, Suite 208, Bingham Farms, MI 48025

BOOKKEEPERS
Full-time or Part-time
Flexible hours
Park West Gallery, a Southfield based international fine art dealer, seeks experienced bookkeepers with light data entry skills. Proficiency and familiarity with computers a must. Knowledge of Platinum accounting software a plus.
Responsibilities will include accounts payable and/or accounts receivable, bank reconciliations, and recording expense reports, entry of financial data through trial balance and some general ledger.
Send resume with cover letter to
PARK WEST GALLERY
29463 Northwestern Hwy
Southfield, MI 48034

BOOKKEEPER/TAX PREPARER
Full time. Experienced. Must have previous accounting firm experience. Must be self motivated. Call Debbie to detail After 1pm (810) 853-1670

BOOKKEEPER
With tax preparation experience preferred. Send resume to: 3000 Town Center, Ste 2050, Southfield MI 48075

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

BUSY SOUTHFIELD LAW FIRM
is looking for a full time telephone/clerical position that is able to handle high volume calls. Excellent salary, good benefits. Fax call for appt. 810-352-6254.

CAREER OPPORTUNITIES

How is a great time to make a change! Permanent positions available at top firms.
- Receptionist/Secretary to $20,000
- Accounts Receivable to $20,000
- Customer Service to $21,000
- Advertising Secretary to $22,000
- MSWord & Excel
- Financial Secretary to $25,000
- WordPerfect & Lotus
- Secretary/WordProcessor to $27,000

Full benefits! Employer Paid Fees!
PERMANENT STAFF
Troy 810-680-2720 Fax: 645-2725
Farmington Hills 810-538-5750

CASHIER - AUTO DEALERSHIP
Full time cashier position. Overtime & benefits available. Apply between 2 pm & 5 pm. Mr. Cooper, Telegraph Rd. Southfield, 48034

CASHIER/RECEPTIONIST
Friendly candidate will be a team player & good salesmanship. Experienced helpful attitude a plus or stop in. $5/hr.
Messery Dr., Plymouth, MI 48187

CHECK DAY!
It could be the "Deal" one in your life!
Temp To Perm Opportunities

Troy	Receptionist	$11/hr
Farmington	Adm/Sec	$8/hr
Troy	Telephone	$10/hr
Birmingham	Admin	$10/hr
Troy	CSR	$8/hr
Southfield	Receipt	$8/hr
Bloomfield	Law	$10/hr

Dorothy Day Personnel of Troy
810-649-8787 Fax: 810-649-2406

DAY

502 Help Wanted-Clerical Office

CLERICAL
ACRO SERVICE CORP., a leader in providing integrated computer consultants to business and industry, seeks an entry level Clerk to work with WordPerfect 5.1 & WordPerfect for Windows 6.1, will train. Basic salary and full benefits. Fax or mail resume immediately to:
ACRO SERVICE CORP.
17187 N. Laurel Park Drive,
Suite 185, Livonia, MI 48152
FAX (313) 591-1217

CLERICAL ASSISTANT
- full time, Mon.-Fri., 8 AM - 4:30 PM. Applicant must have accounting course, PC experience, (Excel or Lotus preferred), calculator and 10 key skills. Apply in person 8 AM - 12 PM, Mon. - Fri.,
Human Resources
ST. MARY HOSPITAL
36475 Schoolcraft Rd.
Livonia, MI
An Equal Opportunity Employer
Affiliated with
William Beaumont Hospital

CLERICAL/DATA ENTRY
Dig Beaver/Coolidge. Troy. Resume & salary requirement. P.O. Box 835, Birmingham, MI 48012 Dept.

CLERICAL/DATA ENTRY
For New branch of Michigan Chandler Co. Full time. Benefits. Call Mr. James (810) 353-0510

CLERICAL
DATA ENTRY OPERATORS

CORPORATE HEALTH, the largest clinical diagnostic laboratory in Michigan is expanding DATA ENTRY OPERATORS for our AUBURN HILLS & SOUTHFIELD LOCATIONS. The qualified candidate must possess a minimum of 45 wpm. typing skills.
We offer a competitive salary and benefits package including life, health and dental insurance, 401K and CORVISS stock option plans. For immediate consideration, please apply Mon.-Thurs. 8 - 5 at CORPORATE HEALTH, 2444 Giddings Rd., Auburn Hills, MI. Equal Opportunity Employer M/F/D/V.

CLERICAL

For Commercial Roofing Mature person desired for typing, answering phones, filing and various office duties. Benefits. Flexible area. For an appointment call Ms. Ehrman, 313-255-8124

CLERICAL HELP subpart time for 3 locations; experience helpful, business hours are Monday, Wednesday even, weekends & holidays 5thru 9pm. Apply in person 8 Bdg Bldg. 4250 N Woodward, Royal Oak.

CLERICAL/LIBRARIAN
Full time Fri-Tues (Wed & Thurs off), flexible hours. Management potential $6.50 per hour to start plus benefits/stability/disability package. Apply in person only Michigan Data Forms, 30555 Northwestern, S of 13 Mile

CLERICAL - Mature individual. Typing. Bookkeeping, computer experience preferred. Full time. Call Ann 313) 478-1800

CLERICAL OPPORTUNITIES

If you are dependable & hardworking and are looking to work in a professional office with a friendly staff & a variety of opportunities available

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

810 543-9500 ..... Madison Hts.
810-650-8600 ..... Rochester Hills
313-563-5870 ..... Dearborn

CLERICAL SKILLS NEEDED!
TRAINING & TESTING
101 ALLIANCE CENTER
Openings in Detroit & Livonia for Data Entry, Accounting, Clerk, Collections.
Legal Secretaries, Paralegals, Telemarketers.
ALL SHIFTS AVAILABLE
CORPORATE PERSONNEL SERVICES
953-4180

CLERK/TYPIST. Full time support person needed for busy office. The ideal person will have good telephone etiquette, shows average grammar skills, accurate typing of 40 wpm/PC and knowledge of the Microsoft preferred. Call Christina at 313-464-8777 to schedule an interview.

CLERK TYPIST

2 positions available. One full time, 40 hrs. per week, pays 11 per hour. 20 hrs per week, live. General office duties, plus insurance knowledge. Appointment scheduling, typing 35 wpm, 10 key, school diploma & typing minimum 50 wpm accurately. To apply send resume & cover letter specifying full or part time to: Human Resources Department, 6012 Merriman, Light work. Ext. 40 313 729-6000

CONFERENCE DEVELOPMENT ASSISTANT/SECRETARY
Interesting position available for experienced Secretary to work in busy professional Sales Department. Requires min. 3 yrs. experience, excellent typing/word processing skills. Ability to work at all levels. The ideal candidate will have a strong team temporary assignment. Call Debbie at 810 645-0600 for first in first out. Benefits are not included. Send resume to Branch Manager, 30100 Telegraph, Suite 403, Bingham Farms, MI 48025

CPA FIRM seeks receptionist/data entry clerk. Light typing, Word Perfect skills a plus, no phone calls please. Send resume to Kenneth Dall, Gessner & Dall, 201 W. Big Beaver, Suite 1120, Troy, MI. 48084.

CUSTOMER ORDER TAKERS
Flexible hours, computer skills helpful, strong customer relations skills a must. $5/hour. 313-30-MEALS

DATABASE CLERK

Computer skills necessary. Duties include data entry, creation and maintenance of item master blocks & routings. Call Jim Anderson.
(313) 495-0000

502 Help Wanted-Clerical Office

CREATIVE DEPT.
TROY TO $24,000
Administrative opportunity! Computer literate? Referrals? Call Day!
The "Best Permanent Career agency under the sun"
Dorothy Day Personnel of Troy
810-649-8787 Fax: 810-649-2406

DAY

CUSTOMER SERVICE/OFFICE
Full & part time positions available immediately. Looking for responsible, dependable & hardworking individuals. Flexible schedules 8 AM - 5 PM, evenings & weekends. Apply in person Sport Scheck, 4110 N. Telegraph, Bloomfield Hills.

CUSTOMER SERVICE DATA ENTRY

$7-$9/HR

People needed immediately for great long/short term assignments. Positions require good benefits, vacation/holiday pay. Call today:

Farmington Hills	810-615-0000
Madison Heights	810-545-2550
Rochester Hills	810-852-5630

WESTERN STAFF SERVICES

CUSTOMER SERVICE
Livonia insurance company has immediate needs. Qualified candidates must have:
- excellent people skills
- commitment to long term employment
- light computer skills

Training will be provided to selected candidates.
Call Cathy 810-473-2934
UNIFORCE SERVICES

DATA ENTRY CLERK

A permanent full time job with a company offering steady employment and security. Good office skills needed 34-35 per hour to start, plus benefits. Fax a resume or call 313-464-0909
SKILLING PERSONNEL SERVICES

DATA ENTRY
Experience seeker. Wholesale distribution company. Full or part time positions. Fast paced environment. Please send resume to: Data Entry, P.O. Box 2587, Southfield, MI 48037-2587

DATA ENTRY

Full time data entry, individual inventory, order entry, light bookkeeping. Send resume to: Exact Requirements P.O. Box 530244 Livonia, MI 48153-0244

DATA ENTRY FULL TIME/PART TIME

Be appreciated and well paid in the warm informal atmosphere of this western suburban firm. Temp to perm opportunity for your 8,000 key skills. Up to $7/hr. Performance pay increases. Call Debi 810-473-2933
UNIFORCE SERVICES

DATA ENTRY - Part-time. Experience in financial data is a plus. Work for permanent position with South-field CPA firm (810) 352-9040
data entry

PART-TIME OPERATOR

We are seeking an individual to work part time at our Lake Orion facility in our Quality Control Department. The qualified candidate will be responsible for entering good data entry skills and be available to work at least 30 hours per week. We offer flexible hours and excellent pay. Please call our Human Resource Department at 810-377-4999 for a phone interview

DATA PROCESSING
excellent opportunity for individual with outstanding knowledge of PC base packages, basic knowledge of Novell, ability to troubleshoot hardware maintenance, strong interpersonal skills a definite plus, salary & benefits, equal opportunity employer. Send resume & cover letter to: Tress Corporation, 2782 Carton, Mendenville, MI 48122.

DENTAL BUSINESS ASSISTANT
Experienced, people oriented, self oriented team worker for computerized office. Flexible hrs. Willing to assist in a pinch. (313) 425-7010

DIRECTOR OF ACCOUNTING SERVICES
For Development & construction firm. Must have a minimum of 8 years experience in construction draws, property management, accounting, general ledger, analysis & reporting through financial statements. Fax salary requirement & resume to
810-553-2947

DISPATCHERS

Afternoons or week-ends available. Computer literate & phone skills. Light work. Call Ann at
(313) 835-2288, between 9am-6pm

EMPLOYMENT COORDINATOR

Full time position in Troy. Person with agency or strong customer service background. Call Employer Solutions, ARBOR TEMPS: 458-1166

EXECUTIVE SECRETARY
For Southfield property management company. Must be well organized, self motivated, detail oriented and be proficient w/Lotus & Word Perfect. Salary negotiable, depending on experience. Send resume to: Margolies Investment Co., 24800 Northwestern, Southfield 48034

EXECUTIVE SECRETARY
$33,000
Right arm to corporate executive. Automotive Lotus. Excellent benefits. Call Ms. Van (810) 358-2160
DAVIDSON, LAIRD & ASSOCIATES

WE'VE GOT THE JOBS!

Looking for work? Come to Olsten! We have terrific spring and summer assignments with top companies. Find the job that's right for you:

- **DATA ENTRY/CUSTOMER SERVICE**
  Deal directly with customers answering questions and resolving complaints. Good communication/language skills required. Must have a minimum of 45 wpm.
- **GENERAL/CLERICAL**
  Responsibilities include filing, light typing, copying.
- **SWITCHBOARD ATTENDANT**
  Must be experience in handling several hundred phone calls a day. Good vocabulary, pleasant personality a must.
- **TELEMARKETING**
  Minimum of 1 year experience required. Ability to deal professionally with the public. Various hours/days available.

You may qualify for benefits, too.
Call now for the assignment of your choice!
Olsten Staffing Services
(810) 525-9905
Olsten Staffing Services
America is going to work with us®
© 1995 Olsten Corporation. Printed in USA. 00013270-01

502 Help Wanted-Clerical Office

Entry-Level Opportunities

Full-time opportunities are currently available for the following positions at our Troy corporate office:

Clerical/ Secretarial

This entry-level position requires excellent telephone etiquette, basic typing, 10 key typing, and word processing skills.

Please send resume to: Dept KR

Check-Out Clerk

Qualified candidates must have a bookkeeping class & some experience with 10-key typing.

Please send resume to:
Dept. ACC

To apply, please send your resume, indicating the position of interest, to: HUMAN RESOURCES, P.O. BOX 7034, TROY, MI 48007-7034
An Equal Opportunity Employer

EXECUTIVE SECRETARIES

$22-$25,000
Service changing fast paced by companies. We have positions located throughout the metropolitan area offering great benefits. Stable experience and computers a must. Call for immediate appointment 810-644-6600
SKILLING PERSONNEL SERVICES

EXPERIENCED LEGAL SECRETARIES AND LEGAL ASSISTANTS
For major Downtown Detroit area law firms
STARTING AT $25,000
Call Now
CORPORATE PERSONNEL
(810) 362-9636
An Equal Opportunity Employer

FILE CLERK
Alexander & Alexander of Michigan is seeking an experienced file clerk for our recreational vehicle department. 1 year of general office experience & the ability to type 40 words per minute is required. We offer a competitive salary & excellent benefits, including paid parking. Interested applicants, please send resume to: Human Resources
Alexander & Alexander
Human Resources Department
3011 W. Grand Blvd, Ste 700
Detroit, MI 48202
No phone calls please
An Equal Opportunity Employer

FRONT OFFICE needed for medical. Part time. Bloomfield Hills
(810) 333-7544

FULL TIME RECEPTIONIST - for computer accessory co. Mon-Fri. (9-5) no weekends. Apply in person to: DVS, 9844 Harrison, Bldg 13, Romulus, MI, or call 313-946-1120

GENERAL CLERICAL
Challenging position in foreclosure department of Birmingham law firm. Must be detail oriented, organized person with good telephone & typing skills. Word Perfect 5.0 experience a plus. Entry level position. Non-smoking office. Call (810) 540-7701

general office

BUSY, BUSY!

If you like to keep busy, we have the job for you! Alarm center seeking flexible, friendly & mature individual organized enough to handle data entry & filing in a fast paced & non smoking building. Job entails computer work, phone, light typing, data entry, basic skills, monitoring alarms & more. Located in Dearborn. If interested, call 8a 3pm, Mon-Fri. 313 582 3000

GENERAL OFFICE/Clerical full time position available for Troy based manufacturer. Minimum 2 yrs experience, computer skills necessary, accounting knowledge helpful. Salary. Send resume to ADCO Circuits Inc., 1800 Northfield, Rochester Hills, MI 48309
An Equal Opportunity Employer

GENERAL OFFICE CLERK

Gain experience & be appreciated in a small office setting. This is part of positions available with headquarters of prestigious suburban financial firm. $7.25/hour to start.
810-646-8500
UNIFORCE SERVICES

GENERAL OFFICE
Entry level position. Must like working in a busy office doing various office duties plus include typing, filing & receptionist work. May require some light overtime work. Call for appointment, Nadine Austin, Renner Floors, Inc. 1800 Northfield.

GENERAL OFFICE - FULL TIME, fast paced office. Word Perfect skills and good phone manner required. Medical background and pride sharing Redford location. Call for interview. 313-537-8000

GENERAL OFFICE - Full time position available. WordPerfect 5.1 required. Call Cathy, Company (313) 272-8161, ask for Paul

GENERAL OFFICE - full time position for 9 yr. old national inspection company. Begin 8am or 1-6pm. Must have good communication skills, be detail oriented & be self start, 60 day review & benefits. Apply in person only at Specialized Information Services, 32780 Grand River, #207A, Farmington

GENERAL OFFICE
Full-time position available. Computer experience necessary. Various duties include typing & filing. Must like working with figures. Call for appointment, Nadine Austin, Renner Floors, Inc. 810-335-2080

GENERAL OFFICE HELP
Experienced Western area. Must have excellent phone skills, good typist & works well with figures. 3 days/wk with possibility of full time. Call Mary (810) 968-1833

GENERAL OFFICE
Light typing, filing, telephone, knowledge opening. Full time. Benefits. Non-smoking office. Ask for Dana at (810) 968-2208

502 Help Wanted-Clerical Office

GENERAL OFFICE - Industrial office in Farmington Hills has an immediate full time opening for sharp, self-starter, some knowledge of inventory control, trade sales, order entry & customer contact useful. Must have good computer & telephone skills, previous employment in a manufacturing environment helpful. For interview call Mon. - Wed. 8am-3pm at 810-476-9270
or send resume to Personnel Dept. 30557 W. 8 Mile, Livonia, MI 48152

GENERAL OFFICE POSITION
In fast paced non-smoking Farmington Hills office. Duties include telephone service, order entry, filing and maintaining company library. Position requires excellent phone and organizational skills. Computer experience preferred. Call Kerry (810) 474-8000

GENERAL OFFICE - Well organized person with experience in typing, a variety of office responsibilities. Min 30 hrs. WP required. Strong technical skills. Fax to (810-299-5481) or mail resume to (no phone calls) Management Recruiters, Attn Kathleen, 2530 S. Rochester Rd., Rochester Hills, MI 48307-4441

GENERAL OFFICE
25 hours a week, light phones, appointment scheduling, general office duties. Windows & Microsoft experience necessary. $4 to $5/hr. 313-464-3170 EOE

Hey Homemaker!

Are you good on the phone? Are you looking for a great part time job? Busy real estate office seeking
RECEPTIONIST/SECRETARY
Flexible 25 hours and possible job share situation. Call
Eric Rader
313-261-0703

HUMAN RESOURCES ASSISTANT
For busy food services headquarters located in Southfield. Ideal candidate will possess exceptional communication organizational and analytical skills, flexibility and ability to work with confidential material is must. Bachelors degree preferred. Minimum two years experience. Competitive salary and benefit package including 401(k). Forward resume no later than May 20, 1995 to:
H.R. Assistant - KVI
P.O. Box 267
Southfield, MI 48034
FAX 810-262-9783

IMMEDIATE CLERICAL OPENING
Clerical and general office skilled person needed. Computer, word processing, billing and payroll experience preferred. Pontiac area. Nice work. Salary based on experience with benefit package. Apply at:
TRI-COUNTY SECURITY
30930 Woodward Ave.
Ferndale (1½ blks N. of 9 Mile)
(810) 545-7700

Immediate openings for TELEPHONE RECEPTIONIST for busy switchboard in Troy. Experience in AT&T System 75 helpful. Must enjoy working with people. Call Ms. Conningham at (810)680-6602

IMMEDIATE OPENINGS!

CALL NOW
- WORD PROCESSORS - Knowledge of MS Word 2.0, type 45 wpm, 2 mos. experience.
- RECEPTIONIST - 3 mos. experience with multiple lines, good verbal skills.
- CUSTOMER SERVICE - 3 mos. experience, type 35 wpm.
- CLERKS - 3 mos. experience, able to file alpha & numeric
- DATA ENTRY - 3 mos. experience, 8,000 + keystrokes required

TODAYS TEMPORARY
(810) 649-4455
EOE

INSIDE SALES

Hydraulic distributor requires non-smoking individual to assume responsibility for pricing, quoting and maintaining telephone contact with customers. Must enjoy detail of paperwork and computer entry worksheet. Should have good recall, mechanical ability helpful. Excellent benefit package. Small office atmosphere. We promote a drug-free environment. Interested candidates should be part of the pre-employment process. Please send full resume to Box #1175
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

INSURANCE CLERKS
Alexander & Alexander of Michigan is seeking mature individuals to work in our busy recreational vehicle department. 2 years of office clerical experience is required. Must have excellent verbal & written skills & be able to type 40 words per minute. Previous insurance clerical experience is preferred. We offer a competitive salary & excellent benefits including paid parking. Interested applicants, please send resume & salary history to:
Alexander & Alexander
Human Resources Department
3011 W. Grand Blvd., Ste 700
Detroit, MI 48202
No phone calls please
An Equal Opportunity Employer

INSURANCE PERSONAL LINES CSR - Minimum 2 yrs experience. Knowledge of applied systems helpful. (313) 981-5000

INTERNATIONAL BUSINESS CENTERS, servicing office needs of Executives throughout the Detroit area, needs versatile office support personnel. Can you handle busy phones? Do you know Microsoft office software? Are you a future office manager? Openings in the Fern Creek, Ann Arbor, Livonia, Sterling Heights locations. 313-998-0303

JOIN OUR GROWING TEAM.
Looking for hard working people for Customer Service, General Warehouse, General Clerical, Warehouse Assembly. Competitive wages. Great opportunities. Call (313) 307-8800, ask for Laura.

502 Help Wanted-Clerical Office

KEYDISC / DATA ENTRY
Experienced operators for our day & afternoon shifts. Full / steady part time. Good attendance. Generous pay. Call Ms. Dawson: (313) 641-5151

LANGE CHEVROLET dealership in busy shop. Excellent communication and people skills needed. Cheerful and self motivated. Great pay and benefits package. Contact Mr. Hawk, Gordon Chevrolet (313) 416-5253

TROY LAW FIRM seeks full-time, experienced Legal Secretary/Corporate/General Practice. Good salary commensurate. Send resume to Office Manager, P.O. Box 1674, Troy, MI 48099-1674

LEGAL SECRETARIES

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1-800-PICK-KPM or 810-355-2440

LEGAL SECRETARY

A major southeastern Michigan utility company is looking for a qualified person specialist for their corporate Legal Department.
The position requires a minimum of two years' legal secretarial experience, including a working knowledge of legal terminology, bibliography, and format, the operation and rules of State and Federal court systems, and a demonstrated proficiency in the use of word processing and Microsoft word software. Successful candidates will have excellent communication skills, both oral and written. Must be able to type 60 wpm and meet the standards of company administered personnel tests as well as exhibit a professional demeanor and experience with WordPerfect a plus desirable. Must work well in a fast paced environment and be able to work with a heavily audit based workload.
The position offers a competitive salary, commensurate with experience, and an excellent benefit package. Interested parties should send a resume and salary requirements no later than May 20, 1995 to:
Personnel - LGL3
P.O. Box 33009
Detroit, MI 48232-5065
An Equal Opportunity Employer

LEGAL SECRETARY
Busy Southfield Plaintiff Personal Injury practice seeks talented Legal Secretary with 0-10 yrs. experience. Auto negligence experience helpful. Excellent salary & benefit package. FAX resumes to: Office Administrator, 810-350-0329

LEGAL SECRETARY
Experienced and dependable person needed for busy Civil Litigation setting. 9AM-5PM, Mon-Fri. Send resume to: 29201 Telegraph, Suite 627, Southfield, MI 48034. Ms Barry

LEGAL SECRETARY
Experienced Farmington Hills law firm seeks Civil litigation Firm. Advanced Latest technology. Diversity, challenging, excellent compensation & benefit package. Mature, dedicated & hard working. (810) 626-5000

LEGAL SECRETARY

Experience seeker for partner in a Royal Oak law firm. Compensation commensurate with experience. Fax resume, references & salary requirements to: 810-398-4990

LEGAL SECRETARY
Experienced Legal Secretary, Livonia plaintiff personal injury attorney. 3 years experience required. Must be Perfect for Windows 5.2. Must be organized, self starter, able to work efficient, productive, reliable & self directed. Excellent salary & benefits requirements to Mark T. Stevens PC, 15841 Farmington Rd. Livonia, MI 48150, or (313) 421-5210

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