502 Help Wanted-Clerical Office

Accounts Payable Clerk

Meisel/SYSCO in Canton has an immediate opening for an Accounts Payable Clerk. Candidate must have accounts payable/receivable experience, a high school diploma or GED, 2-3 years accounting experience. Send resume to:

Human Resources
Meisel/SYSCO
P.O. Box 3270
Detroit, MI 48232-0579
An Equal Opportunity Employer

MIESEL/SYSCO

ACCOUNTS RECEIVABLE/ ACCOUNTS PAYABLE/ DATA ENTRY CLERK

needed immediately for private industry job in Bloomfield Hills. Accounting/bookkeeping experience necessary. Full time position with benefits. Please send resume with cover letter & salary requirements to:

WABEEK COUNTRY CLUB
4000 COMMERCE DR.
BLOOMFIELD HILLS, MI 48302

ACCOUNTS RECEIVABLE CLERK
A leading Southfield company is seeking a detail oriented individual with accounting experience to perform various functions in the A/R system, prepare journal entries, and complete variance analyses. Applicants must have excellent communication and math skills. College degree, PC and A/R experience preferred. Excellent compensation and benefits package are also required.

For consideration please send resume and salary history to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
For Southfield office. Experience preferred. Please send to: PO Box 3091 Farmington Hills, MI 48333

ACCOUNTS RECEIVABLE CLERK
We are a growing diverse & rapidly expanding automotive supplier in search of an Accounts Receivable Associate. The job includes processing & updating customer account application, and processing & balancing cash receipts. Previous receivables experience is preferred (especially automotive). An associate degree or higher is desirable. Please send resume to: P.O. Box 41301
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Part-time for West Bloomfield property management firm. Must have good communication & word processing skills. Please call (810) 626-8220

ADMINISTRATIVE ASSISTANT
Ambitious, good communicator, computer literate person for health care/beauty business
353-0881

ADMINISTRATIVE ASSISTANT
for fast growing church in the city. Must be proficient in WordPerfect 5.1 & Windows. Call Mon-Fri. Ask for communication skills. Call Mon-Fri. 313-532-4407

Administrative Assistant

SUDDEDATE OPENING!
Knowledge of DOS & a must. Excel 5.0 experience a plus. Previous experience required.

TODAYS TEMPORARY
(810) 649-4455
EOE

ADMINISTRATIVE ASSISTANT
Colorado Prime is seeking a part-time Administrative Assistant. Flexible hours (15-20hrs/wk). Must be able to type, 35 & use general office equipment. Must possess great sense of humor & be able to work well & be able to have fun at work. Perfect for students. For interview please call Kathy or Michael between 11-3 at
800-933-9230

ADMINISTRATIVE ASSISTANT

International automotive company seeks experienced administrative executive officer. Long and short term. Unique opportunity for take charge individual. Windows soft skills. Up to $13 (cohort) to start. Call Sarah
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
15-20 hrs. Mon-Fri 3 yrs experience in WordPerfect. 313-525-3411

ADMINISTRATIVE ASSISTANT
needed for growing Southfield financial services firm. Candidate should be computer literate, have a pleasant phone manner & good organizational skills. 20-30 hrs per week. Mail resume to: Beacon Contact Mrs Edwards 810-357-6929 or Fax resume 810-357-6924

ADMINISTRATIVE ASSISTANT

EXPERIENCED ONLY

Must know WordPerfect 5.0, typing, data entry, mac office duties, non-smoking

(810) 471-4500 Now

ADMINISTRATIVE ASSISTANT

Leading Northwest Suburban home builder seeks an energetic team player to work directly with Vice President and assistant to Marketing and Estimating Departments. Must have excellent communication skills (Word for Windows and/or Macintosh, Excel). Letus a plus!! Detail oriented and creative self starter skills are essential. Send resume & salary requirements to: Mr. Bob Bell
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE Assistant/Legal Secretary - Corporate employer seeks motivated professional administrative individual with sharp WP skills and at least 2 years administrative support very busy legal department. Excellent opportunity with benefits. Fax (810) 401-0(1) Send resume to T.H. P. O. Box 8066, Farmington Hills, MI 48332.

ADMINISTRATIVE ASSISTANT
Mid-sized construction company seeks motivated individual. Duties multiple tasks and responsibilities. Salary based upon experience. Send resume to: Box 8154
36430 Harvard Rd., Farmington Hills, MI 48331
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Busy office requires organized, resilient, assist 4 computer skills. Bookkeeping helpful. Part-time accountant. Very busy. Flexible hours. Resume and salary history to: The Downtown Club, 1360 E. Maple, Birmingham MI 48008. No phone calls please.
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
30 hours/week, 2 person office in downtown Farmington. Professional, detail oriented, customer service experienced a plus. Computer/Windows experience a must! Resume to: Box 8154
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE CLERK

Our major Oakland County clients need people with office skills, pleasant telephone and customer oriented personality, to develop long-term assignments in highly technical atmosphere. Long term or temp to perm.
Call Donna
(810-473-2936
UNIFORCE SERVICES

ATTENTION
Busy real estate office seeks personable, competent, reliable, detail oriented, customer oriented receptionist. Call Mary Ann Andrews. Ask for Charlene. (810) 478-8000

502 Help Wanted-Clerical Office

ADMINISTRATIVE CLERK
Position available in property management office for an extremely organized & detail minded individual with excellent typing skills, telephone & customer relations. Professional appearance a must. Some weekends may be required. Please send resume to Box 81282
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE
SECRETARY
Our many high tech suburban clients have immediate openings for secretaries, administrative assistants and word processors. Windows software is a must. Top $$ DOE. Paid vacations & holidays. Benefits. Call Sue Bauer at 810-848-7681
UNIFORCE SERVICES

Administrative Secretary

If you're looking for challenge and a friendly environment, Sinai Ambulatory Services has an immediate opportunity at our convenient suburban location.

You will provide secretarial support to high training department personnel, managing multiple tasks and priorities. A minimum of three years related experience is required and good interpersonal skills, and proficiency in word processing including charts and tables with a typing speed of 55 words in addition, excellent ability and familiarity with multiple software applications preferred.

To apply, please call Human Resources at 810-799-4338, or forward your resume to: Sinai Ambulatory Services, 24901 Northwestern Hwy., Suite 813-C, Southfield, MI 48075. Fax 810-799-4338
An Equal Opportunity Employer

SINAI HOSPITAL

APPLY TODAY
WORK TOMORROW
We have many data entry positions available in the Farmington Hills area (days & afternoons)
For an immediate appointment CALL
Future Force Service Inc
(810) 353-6300

AUTO DEALER NEEDS ACCOUNTING CLERK
With dealership experience/skill. Looking Good salary, full time position. Fringe benefits. 401K, etc. Tamarron Dodge (810) 334-6600

AUTOMOTIVE DEARBORN AREA
Clerical benefits. Available at all levels. Please call immediately
PERSONNEL SYSTEMS/
CLERICAL TEMPS
PLYMOUTH 459-1166
ANN ARBOR 761-5752

AUTOMOTIVE
SERVICE
Kelly Services is currently hiring secretaries with recent work experience for long and short term assignments at a large automotive company based in Dearborn.

Qualified persons should be experienced using WordPerfect, Excel and graphics experience helpful.

Benefits include

Medical/Dental
Vacation
Holidays
401K

Please call for appointment immediate positions available

KELLY SERVICES
(313) 336-4234

E OE M/F/D

A WELL established Plymouth manufacturer seeks a full time receptionist to perform light office duties & answer multi-line phone. Send resume to Receptionist, P.O. Box 700398, Plymouth, MI 48170 or call 313-459-5151

BILLING CLERK
Busy steel service center is looking for an individual who is detail oriented, be accurate. Be good with figures and computer experience necessary. Hours are 8:45 AM - 5:30 PM. Benefits available. Salary depends. Apply in person: Contractors Steel Co. 36555 Amhrein, near Plymouth and Levan, Livonia.

BIRMINGHAM AREA the insurance company looking for friendly, organized, energetic, customer service oriented individuals for full time positions. Must have computer skills required. Entry level & advanced positions available. Fax resume to (810) 642-0008 or mail to 1000 Woodward, Bloomfield Hills, MI. 48304

BOOKEEPER / SECRETARY
Self-starter, organized, computer literate. Resume to: 32833 W. 10 Mile, Farmington Hills, MI 48336

Bookkeeper/Accounts receivable/ ledger experience thru trial balance. Strong computer skills required. Excellent benefits. Send resume w/salary requirements to: Human Resources, Accounting Services, 30700 Telegraph, Suite 3452, Bingham Farms, MI 48025 810-642-5640

BOOKKEEPER
CPA firm seeks to fill accounting position for one of our clients. The client is an East area suburban manufacturer growing rapidly. The office environment is very professional, and fully automated. Experience in an automated environment a must. Please send resume and salary requirements to VD & F, Attn: Accounting Dept., 3001 W. Big Beaver, Ste 522, Troy, MI 48084

BOOKKEEPER, part time. Some payroll experience. Good math & office skills. Computer literate. Resume to Business Office, 3535 Inkster Rd., Garden City, MI 48135

BOOKKEEPER - PART-TIME
Flexible hrs. Ideal For Working Parent. Must know Quicken/Computer experience. Fax resume to 810-851-3773 or mail to Shopping Center Management Group, P.O. Box 230066, W. Bloomfield, MI 48323

BOOKKEEPER/SECRETARY
With good communication & clerical skills needed for growing CPA firm. WordPerfect & General Ledger computer experience preferred. Send resume to Bonventre & Company, 27600 Telegraph Rd. Ste #2675, Birmingham, MI. 48025

BOOKKEEPER
thru trial balance, small accounting. Birmingham area, has hrs available (810) 644-1040

BOOKKEEPING / ACCOUNTS PAYABLE
full time position available for individual with some accounting and computer entry background. Excellent benefits and working conditions. Non smoking office. Fax resume to (810) 355-1000
JOE PANSAN CHEVROLET-GEO
26111 Telegraph
Southfield

BUBBLY RECEPTIONIST
$8/hr. Will train.
ANDON TEMPS 458-1188

Busy Real Estate office in Redford needs a part-time person. Typing and other basic office skills required. Must have good phone manner and work well with others. Evenings and weekends. Call Canary 313 Today (313) 538-2000

★ CAREER OPPORTUNITIES

Receptionists ..... to $20,000
Administrative Assistants ... $25,000
Executive Secretary $25,000
Sales Secretary $23,000
Bookkeeper $18,000
Data Entry $18,000
Several openings in accounting.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

CHURCH SECRETARY
Full time with benefits. Computer experience required. Send resume & bookkeeping duties: 810-981-8188

502 Help Wanted-Clerical Office

★ CLAIMS
Alexis Inc., one of the nation's leading risk management companies has immediate openings in our Claims Department in our Laurel Park Office

Word Processor. Requirements include High School diploma or equivalent, ability to type 70-80 wpm, PC proficient (Microsoft Word, Excel, Powerpoint), strong organization and communication skills

Medical Examiner - Requirements include High School Diploma or equivalent, prefer 1-2 years of claims processing experience will train potential candidates, good math, medical and data entry skills, and strong communication skills

We offer an excellent salary/benefits package. Interested candidates should send resume and salary requirements to:

Alexis Inc.
Attn: HR Dept.
17187 N. Laurel Park Dr., Ste 434
Livonia, MI 48152
Fax (313) 953-4300
An Equal Opportunity Employer

CLERICAL
Automotive dealership seeking a highly organized self motivated individual to work full time as an Inventory Clerk/Assist Sales Clerical experience helpful. If you are a fast paced, friendly dependable person. Please contact Laurie Mondo at
Snelling temp Jeep Eagle.
23951 Plymouth Rd.
Redford, MI 48239

CLERICAL - Full time general office position in the Farmington Hills area. Benefits Call Mon-Fri. 8am-5pm 810-353-9050
An Equal Opportunity Employer

CLERICAL, full time position available immediately for our 16 & 17 year old students. Duties include data entry, cash receipts and customer service. $7.00 an hr to start for qualified applicants. Please call 810-549-4263 Mon-Fri 10am-3pm to set up an interview at our Royal Oak location

CLERICAL HELP
Full time for Kimball Cadillac store. Wages open. Call Paul or Roseanne for interview 810-442-7100

CLERICAL
If you are a customer service oriented person with good typing & telephone skills, consider becoming a member of our foreclosure team. Immediate openings for position available. Non smoking office. Call Linda 810-540-7701

CLERICAL

Immediate full time position with North Woodward law firm. Entry level position. Must be interested duties. Computer skills helpful. Excellent benefits. 313-258-3028

CLERICAL OPENINGS
Looking for a permanent job?

Temporary assignments can revolve around increase your skills and confidence while we help you find the permanent work We can work around your schedule!!

Secretarial
Word Processors
Data Entry
Typists

Clerical
Administration
File Clerks
Sales

Call today for an interview!

1-800-701-3777
Livonia, Southfield
Auburn Hills, Taylor

SNELLING
Personnel Services

CLERICAL POSITION - Part time Mon Fri. 4-8pm. Must have good phone etiquette and type 45wpm or more. $6.50 per hr. Livonia area must have own transportation. (313) 522-3612

clerical

RECEPTIONIST

UNIVERSAL UNDERWRITERS GROUP has an excellent opportunity for an individual with strong math and telephone skills to join our Michigan Regional Office. This position provides support for our sales department as well as clients.

This position provides an excellent opportunity for an individual who has at least two years of general office experience. Insurance/Banking experience is preferred. Applicants must have strong math skills and must type 35wpm. Position requires computer experience, detail oriented, analytical skills and strong math aptitude. A high school diploma is required.

We offer a competitive salary and an excellent working environment in WoodPlace II. We offer an outstanding benefit program including major medical, dental, paid life and disability insurance, a 401(k) plan, Optional Dependent Care Assistance Program, retirement program and. Please send your resume and salary history

UNIVERSAL
UNDERWRITERS
GROUP
Attn: HR/Receptionist
Clerk II
400 Galleria Officentre
Suite 217
Southfield, MI. 48034

EOE M/F

CLERICAL - summer, long term or temp to perm, assignments in now & Livonia Call 464-7078
TEQ Temporary Services, an equal opportunity employer

CLERICAL SUPPORT
Fast paced insurance agency seeks an organized individual to perform clerical duties. Requires excellent telephone skills, filing, & word processing. Please send resume to: Box 81267
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERK FOR Livonia based office. Must have good typing skills, 35 wpm English, math & data entry skills needed. Send resume to Personnel, 36539 Schoolcraft, Livonia, 48150

CLERK
Livonia firm seeks person to work full time in various functions. Good telephone personality, ability to work with numbers and typing skills required. Health Insurance & 401k Plans available. Resume to PO Box 530007, Livonia, MI 48153

CLERK POSITION
Prestigious Bloomfield Hills law firm has position on a part time based schedule. Approximately 25 hours/week. Includes filing legal papers, serves courts, general office filing, administration and special assignments. Must have good typing skills. Reimbursed at 25 cents per mile. Starting wage $8.50-$7.50/hour. Please send resume to: Box 8162 following Washington Update, P.O. Drawer 930, Bloomfield Hills, MI 48303 or call Debbie Cameron 810-642-5770

COUNTER RECEPTIONIST
Excellent pay. Part time, some evenings & Saturdays. Apply at The Gymnosphere,
1500 S. Woodward, Birmingham.

CREDIT CLERK - Multi plant steel service center needs an individual to handle general credit duties within department. Duties to include: Order account information, credit & bank reference checks, and routine credit/customer service calls. Fast paced environment requires an organized, detail oriented person with good math, telephone & clerical skills. Apply in person. Contractors Steel Co., 36555 Amhrein, Livonia.

CUSTOMER SERVICE
Career opportunity with one of all America's fastest growing companies. Excellent, high salary, training for personal growth. Troy location. 8-1hr to start. Excellent phone manner, math & typing 40 wpm, hours 11:30am-8pm weekend. Call Cathy 810-649-7993
UNIFORCE SERVICES

CUSTOMER SERVICE OPERATOR needed to handle incoming calls & billing inquiries. Must have good communication, organizational skills & computer experience. Call Debbie Hedges at Tony Francis, in Farmington Hills at (810) 478-2500

502 Help Wanted-Clerical Office

CUSTOMER
SERVICE REPS
$25,000
Immediate opportunity with Windows manufacturer. Production control functions and contact with major accounts. Call Barbara at 313-464-0909
Enabling Personnel Services

CUSTOMER SERVICE CLERK
Southfield food covering distributor. Minimum 2 years customer service experience. Excellent telephone communications skills a must. Light typing/filing. Flexible schedule. Opportunity MonFri., 8:30-5pm. 8 Mile & Telegraph. Call Mr. Alan (810) 354-1730

CUSTOMER SERVICE REP
Experience helpful. Send resume to Sizzler Farm, 24285 North Beech Rd., Novi, MI. 48375

CUSTOMER SERVICE
Industrial mfr. since 1938 requires min. 5 yrs. exp. in customer service, orders, work with outside sales. Full benefits + bonus. Send resume to: Mr. Anderson 30200 Stephenson Hwy., Madison Hts. Mi 48071

DATA ENTRY
An immediate opportunity for a well experienced person with leadership ability and skills to train others. $20,800 to start. Hurry! Call 313-464-0909
Snelling Personnel Services

DATA ENTRY-CASHIER
Large beverage distributor in Plymouth. Computer experience, full time afternoon shift. Salary, benefits. Please call 8am-5pm (313) 531-3232, ext. 325

DATA ENTRY - Experienced person for our Farmington Hills area office. Accounting background needed. Looking for a dependable person with good attendance, famiiar with 10 key, typing and computer skills. Located in Farmdale. Full time & qualified call (810) 543-5100

DATA ENTRY. Fun, positive office in Canton seeks experienced person can work rapid & be appreciated. Full benefits package. Call Denise at (313) 459-9090

DATA ENTRY
Join a team of professionals with offices in Bloomfield Hills and Plymouth client temp to perm availability 12,000 assignments. Seeking sales & data entry. Call Gerene (810-473-2933
UNIFORCE SERVICES

DATA ENTRY-Part Time
Livonia based sales office. Person seeks person to work 20 hours per week over 4 days. Data entry experience or strong type sales skills required. Send resume to: PFR, P.O. Box 530007, Livonia, MI 48151

DATA PROCESSING
Full time data processing position available for an experienced individual. Great pay and full benefits. Send resume to:
Mrs. Leerach
Mother Lode
43334 Plymouth Oaks Blvd
Plymouth, MI 48170

or
E Mail to chris@ motherlode.com
No Phone Calls Please

DATA PROCESSOR/
RECEPTIONIST - part time, $7/hr. Med. insurance. Fax resume: Analysis System, 28704 Stuart Southfield, MI 48076

DATA PROCESSOR
Self motivated individual with strong math background, good oral and written communication skills and computer experience. Must be able to follow detail oriented procedures. Excellent salary & benefits including 401K, Master Medical, Life Insurance, Prescription, Life and Disability. Please submit resume and salary requirements to

HUMAN RESOURCES MANAGER
THE OFFICE OF THE
LIVONIA TRUST
STANDING TRUSTEE
26555 Evergreen, Suite 100
Southfield MI 48076

DENTAL HYGIENIST
needed for progressive Periodontal practice. Experienced preferred. Full or part time. Some evenings & Sats. Call 313-261-0200

DECK CLERK- HOTEL
Livonia area. Days/Afternoons/ Midnights. Experience preferred. Excellent pay. Call Mr. Ron Ogden 8 a.m.- 5p (313) 464-3170

DICTAPHONE TRANSCRIPTIONIST
Immediate part time (25-30hrs a week) position, could lead to full time, for fast paced Southfield office requiring high quality transcription of legal dictation. Ability to type 60 wpm. Excellent salary. Personnel, congenial atmosphere. Call Sandy at Bassett Services. P.O. Box 3136 Southfield, MI. 48037-3136

ELECTRONICS
Technicians to test PCB assemblies in production environment. Minimum requirements include familiarity with standard test equipment and ability to follow and interpret written test procedures and records. Associate degree or equivalent technical training preferred. We offer competitive salary and complete medical and dental benefits EOE. Respond with resume only to:

Comount Circuits, Inc.
37640 Hills Tech Drive
Farmington Hills, MI 48331

EMPLOYMENT OPPORTUNITIES

Secretaries.....$10-$13 hr
Word Processing$8-$10 hr
Receptionists .....$7-$9 hr
Data Entry .....$8-$10 hr

NO FEE!
LONG TERM OR SHORT TERM!
TEMP TO HIRE!
BENEFITS!

Farmington Hills 810-615-0660
Troy/Big Beaver 810-643-9345
Rochester Hills 810-650-5490

WESTERN
STAFF SERVICES

ENGINEERING
SECRETARY
$24,000 PLUS
Well known Troy manufacturer offers security and great benefits. Your good word processing skills are the key. Call Ann at 313-362-8000
Snelling Personnel Services

ENGINEERING SECRETARY
to engineering manager. Duties include, filing legal papers, arranging courts, general office filing, administration and special assignments. Must have good typing skills. Reimbursed at 25 cents per mile. Starting wage $8.50-$7.50/hour. Please send resume to: Box 8162 following Washington Update, P.O. Drawer 930, Bloomfield Hills, MI 48303 or call Debbie Cameron 810-642-5770

ENTRY-LEVEL BOOKKEEPER
DATA ENTRY CLERK, Bloomfield Hills law firm has an immediate opening for a detail oriented, qualified candidate will assist in time and billing, accounts payable, accounts receivable, provide back up telephones. Respond by letter to Office Manager, 1760 S Telegraph Road, Ste 300, Bloomfield Hills, MI 48302-0183 or by fax (810) 335-3348

ENTRY-LEVEL
Customer Service/
Data Entry
For large insurance provider in Farmington Hills. $4.50
Come in today - Work tomorrow!
ADIA (810) 442-7800

ENTRY LEVEL POSITIONS
Part time, day & evening positions. Work experience in community. Flexible hours 10 30am. Call 810-348-0627

EXECUTIVE ASSISTANT - Full time. Southfield Insurance Agency/TPA. Strong supervisory experience. Must have skills. Computer knowledge of Windows. Excellent benefits. Fax resume & Exel Group Health Benefits knowledge & plus. 810

502 Help Wanted-Clerical Office

EXECUTIVE SECRETARIES
ADMINISTRATIVE ASSISTANTS

IMMEDIATE OPENING
STARTING AT $10-$12/HOUR

KNOWLEDGE OF POWERPOINT
A PLUS!

CALL TODAY.
WORK TOMORROW
CORPORATE PERSONNEL
SERVICES
(810) 362-9696
NO FEE EOE

EXECUTIVE SECRETARY
Successful Southwest CPA firm is seeking to hire a professional Secretary to join their team. At least 6 yrs of secretarial experience & possess outstanding organizational & communication skills. An ideal candidate will have exceptional experience & excellent typing skills (minimum 60 & shorthand a +). Salary commensurate upon experience. Excellent opportunity for the right individual. Fax resume to Beth, if interested please send resume & salary requirements in strictest confidence to

Anderson DPGH,
Former Rudzewicz & Co
26200 Telegraph
PO Box 5004
Southfield, MI 48086-5004
EOE

FAST CASH!!
Work TODAY
Get PAID TOMORROW!

Positions available for experienced

Word Processors
Receptionist/Typist
Data Entry Operators

EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

FAST PACED OFFICE in Walled Lake seeks data entry clerk for sales and verification positions available. Pleasant working environment. For more information contact Ruby between 8:30-4:30 (810) 669-4060

FAST PACED - office located in Farmington Hills seeking sales support resource. Responsibilities include order entry, customer service, order status, cooperative phone contact, maintenance of customer sheet, customer satisfaction and organizational skills required. Being detail oriented, self starter a must. Salary open. Great benefit package. Send resume with salary history to: Human Resources, Mailane Inc. P.O. Box 701458, Plymouth, MI 48170

FLY ROOM CLERK, part time hours are 8-1 or 1-6. Duties include maintenance and organization of flower room, copying, filing, sorting & delivery of mail, kitchen & conference room maintenance. If interested call Office Administrator, in Southfield at 810-353-5200

FLEXIBLE HOURS!
Position available for administrative employee. Ideal candidate has experience of a professional appraisal company. Bachelors Degree and experience in mortgage or real estate industry a plus. This position requires 35 hours daily. Call Sally White, (810) 626-8120

FRONT DESK POSITION
For Bloomfield office. Non smoking Southfield construction company. Responsibilities include typing, payroll & general office procedures. Computer experience helpful. Benefits.

Send resumes to Box 81270
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FRONT DESK RECEPTIONIST
Full time position for experienced front desk person who is computer literate. Candidate must have good voice & diction. Must be able to multitask. Apply in person
Sonnyhouse, 26111 Telegraph Rd.
Southfield, MI 48034
Southfield, MI (810) 358-0088

FRONT DESK
SECRETARY
$20,000
Automotive sales office offer interesting diversity in a pleasant work environment. Call Mon-Fri 10 to 4:
Sally Ann Corporation
Attn: Sally Ann
28600 Grand River
Farmington, MI 48336
FAX 478-8112

GENERAL OFFICE
ENTRY LEVEL POSITION
Work in our Farmington office. Some experience helpful. Reception, typing & some light filing duties. Some Sat over time work required. Call for an appointment Mrs Austin, Personnel Mgr. 810-626-2200 Rd in Bloomfield Hills
810-4250 or 810-335-2060

GENERAL OFFICE
For Data entry & order desk. Resume to: Innovative Food Ingredients, 13250 Newburgh. Livonia MI 48150

GENERAL OFFICE
Full time office position. Various duties. Must be working with figures. Some travel. Pleasant working environment. Call for an appointment Mrs Austin, Personnel Mgr. 810-626-2200 Rd in Bloomfield Hills
810-353-4250 or 810-335-2060

GENERAL OFFICE HELP
Pleasant Work area. Must have excellent phone skills, good typing & be self starter. Mon-Fri, daytime, with possibility of full time
MERCURY MARINE 1933

GENERAL OFFICE
Will train
Some experience required
Call (810) 477-5300

Hey Homemaker!
Are you good on the phone and looking for a great part time job? Well, we have the perfect job!
RECEPTIONIST/SECRETARY
Flexible hours and possible job share situation. Call
Eric Rader
313-261-0703

HUMAN RESOURCE ASSISTANT

Excellent growth opportunity for individual with good communication and organizational skills, data entry experience and knowledge of WordPerfect 6.0 and Excel helpful. Previous experience in Human Resources helpful. Ability to handle a high volume of paperwork effectively and accurately.

We offer competitive compensation and benefits. For immediate consideration please forward resume and cover letter to:

VILLAGE GREEN COMPANIES
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
Only resumes with salary requirements will be considered.
An Equal Opportunity Employer

HUMAN RESOURCE
CPA firm seeks to fill Human Resource position for one of our clients. The client is an East area suburban manufacturer growing rapidly. The office environment is very professional, and fully automated. Experience in personnel a must. Please send resume and salary requirements to: VD & F, Attn: Human Resource Dept., 3001 W. Big Beaver, Ste. 522, Troy MI 48084

INSURANCE AGENCY - Garden City. Full time, general office support. Contact Ann Marie, P.O. Box 96, Garden City, MI. 48135-0099.

502 Help Wanted-Clerical Office

IMMEDIATE OPENTING - Fast person needed for busy Southfield law firm. Light typing required 45 wpm. Must be accurate, well organized, self motivated, with attitude that returns and busy pace. Send resume to: ZMS, 23077 Greenfield, Suite 867, Southfield, MI. 48075 Ann Sheron.

INSURANCE AGENCY in Plymouth Northville area seeks Full time Customer Service Rep. Non-smoking office (313) 420-1200

INSURANCE CSR
Health insurance
Experienced required
(810) 933-7788

INSURANCE CSR - insurance office has opening for a high energy customer service representative. Duties include telephone receptionist, file maintenance, claims & other customer related duties. Some insurance experience necessary. We offer full benefits package. If interested please call Mr. Neal, Mon. thru Fri. 8-5 (810) 535-5688

INSURANCE CSR
Personal lines, processing & sales. Send resume/salary requirements to PO Box 2005 Farmington Hills 48333

INSURANCE RECEPTIONIST
For health insurance agency. Potential advancement opportunity. Ask for Earle (810) 615-8700

INTERNATIONAL BUSINESS CENTERS, servicing office needs of Executives, Professionals, Small biz, needs versatile office support personnel to answer, route, handle busy phones? Do you know Microsoft Word for Windows? Do you have home office management? Openings in the Northern Oakland, Sterling Hts 313-998-5202

INTERNATIONAL TRADING ASSISTANT. College graduate for new non-profit organization. Assist contract maintenance, customs, shipping, and other duties. Must know MicroSoft Word 6.1 and Excel 3.0 experience. Salary $22,000 to $25,000 depending experience. Call Mon-Fri, 9-5 (810) 357-3680

INVOICING
Computer literate, good phone experience & type 45wpm. Send resume 47808 Galleon, Plymouth MI 48170.

JOB COSTING ANALYST - Mid-size manufacturing company is looking for a detail-oriented individual for full time Job Costing position. 10 years data entry experience & experience required. Payroll or Construction Job Costing a plus. Send resume or apply at Greenfield Dist & Mfg Co., 8301 Ronda Dr., Canton MI 48187 (313) 459-7455

JOIN THE
EXPOSURE PLAN
Have you always wanted the opportunity to get paid for the experience of a major automotive company? Well, Bartech takes you under their wing and makes it happen for you! Bartech is a Partner Exposure Team Member. All that's required is 1 year office experience and exposure in two or more software packages. Bartech offers a great benefits

Medical/Dental/Life insurance
Paid Vacations/Holidays
401K

Don't be left out! Come join today. Representatives are available to meet you and schedule interviews immediately. Come join our team. THE BARTECH EXPOSURE TEAM

BARTECH
313-271-5454
An Equal Opportunity Employer

LARGE COMPANY in CANTON needs detail oriented person with excellent phone skills to work in fast paced office. Data entry and customer service experience helpful. 8 to 5 Mon thru Fri. Benefits. Send resume to

Box 81283
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL ASSISTANT/SECRETARY
Two positions available for self motivated detail oriented person with excellent typing skills required. Litigation experience required. Salary commensurate with experience. Corporate experience a plus for other position. Fax resume and salary requirements to: Box 8183
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL
Premium Assignments. Top Rates. Insurance Available. Free Word Processing. Resumes. Free Pick-up & Delivery. Great Permanent Spots always available

Call Mail or Fax
In Confidence to:

PERSONNEL AT LAW

313-THE-TEMP
810-358-0060

3000 Town Center #2580
Southfield, MI 48075
Fax (810) 358-0235

LEGAL SECRETARIES
& RECEPTIONISTS
Experienced only for permanent & temporary placements. Long & short day assignments always available for top notch candidates

JOANNE
MANSFIELD
Legal Personnel
755 W BIG BEAVER
SUITE 200, TROY, MI 48084
810-362-3430
ALL FEES
EMPLOYER PAID

Legal Secretaries

Our reputation for integrity has been based on our ability to find the best law firms in the area. For permanent and temporary placement, contact the leaders in agency for legal Secretaries.

FEE EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
810-626-8188

LEGAL SECRETARY
Established Bloomfield Hills law firm has immediate opening for Secretary or Legal Assistant's experienced in family law. Must have strong secretarial and organizational skills. Excellent salary and benefits commensurate with experience. 810-645-9400 ext 318

LEGAL SECRETARY
for 14 Attorneys in Bloomfield Hills. Good organizational skills required for commercial litigation. Computer experience a plus. Salary. Send resume & salary requirements to: Box 8162 Washington Update, P.O. Drawer 930, Bloomfield Hills, Mi. 48304

LEGAL SECRETARY
For busy Southfield plaintiff personal injury firm. Excellent benefits package. Call Carol (810) 358-4400

LEGAL SECRETARY
Minimum 2 years family law experience required. Must know WordPerfect 6.1. Call Marcie, Mon thru Fri, 9-5pm. Southfield. (810) 357-4466

LEGAL SECRETARY
Full time with 3-5yrs experience for busy firm in Oak Park. Knowledge of W.P. 6.0 a must. Fax resume to 810-542-2080 or call (810) 542-0134

502 Help Wanted-Clerical Office

LEGAL SECRETARY
for Southfield defense litigation firm. Must have high speed skills in Word Processing experience. Fine working conditions. Salary commensurate

(810) 354-6644

LEGAL SECRETARY
For busy Troy law office. 2-3 years corporate experience. Smoke-free office. Send resume to Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
For Troy law firm. Must be experienced in Litigation and Federal & Circuit Court procedures. Send resume with salary requirements: Office Manager, 867 E. Big Beaver, Ste 101, Troy, MI 48083

LEGAL SECRETARY
For Southfield law firm. Two positions open. One litigation and one corporate/real estate. Must have minimum of 4 years experience. Excellent guide required. Fax resume to Office Administrator, P.O. Box 218, Southfield, MI 48037-0218

LEGAL SECRETARY
Full time Legal Secretary with strong litigation background required. Competitive compensation includes full benefit package. Please submit resume, 19300 Farmington, 501 N Woodward, Ste 2300, Bloomfield Hills, MI 48304

LEGAL SECRETARY
For Birmingham attorney. Will train. Word Perfect 5.1 preferred. Flexible hours (810) 646-0380

LEGAL SECRETARY
For one full time & one part-time position. Must have 2 years of legal. Southfield law firm. Litigation experience helpful. Knowledge of Word Perfect 5.1 essential. Non-smoking office. Mail resume & salary requirements to Hertz Partner, PO Box 824, Southfield, MI 48034

LEGAL SECRETARY
Fast paced North Oakland County law firm, seeking experienced full time legal secretary with knowledge of WordPerfect and litigation to keep up with our busy practice. Please send your resume to Office Manager, 1760 S Telegraph Rd Suite 300, Bloomfield Hills, MI 48302-0183 or by fax (810) 335-3348

LEGAL SECRETARY
Full-time Experienced legal secretary needed for downtown law office. Minimum of 2 years legal experience required. Strong typing & secretarial skills required. Knowledge of Word for Windows a plus. Medical benefits available & parking allowance provided. Send resume to:
Foster, Meadows & Ballard, P.C.
3200 Penobscot Building
Detroit, MI. 48226
Attn: Mrs. Catherine A. Parks DHU

LEGAL SECRETARY/personal practice. Temporary position. Part-time Call Kim Mon., Wed. 810-645-6236

LEGAL SECRETARY
LARGE SUBURBAN law firm seeks secretary 3.5 years experience. Excellent benefits. Send resume to Box 8161, 29200 Grand, Farmington Hills MI. 48333-3040

LEGAL SECRETARY
Legal secretary with a minimum of 3 years litigation experience needed for mid-size law firm. Word Perfect 5.1 preferred. Excellent salary & benefit package. Send resume to: Sherry Dach, Raymond & Prokop, P.C. 2000 Town Center, Ste 2400, Southfield MI 48075

LEGAL SECRETARY
Medical malpractice & personal injury. Minimum 3 years experience. Full time. Substantial salary. Ask for Kim 810-354-2500

LEGAL SECRETARY - Needed 2-3 days per wk for two practicing Southfield office starting mid-July. Call Sue Greenspoon, (313) 963-1921

LEGAL SECRETARY
needed for busy family law practice. Must have experience with domestic relations. Organized & detail oriented. Must Salary & benefits negotiable. 810-647-7900

LEGAL SECRETARY

North Woodward firm needs organized, experienced legal secretary. Workers Comp & WordPerfect experience preferred. Excellent benefits package. 810-433-3025

LEGAL SECRETARY-Receptionist for attorney. 15 M-Telegraph area. Typing 5 years & time sharing experience. Fax resume & salary history to: Box Resume Box 8127 Observer & Eccentric Newspapers 36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Southfield law firm. 1-2 years Legal experience preferred
Call Sue (810) 559-8130

LEGAL SECRETARY
Southfield personal injury attorney. Will train. Must know Word Perfect 6.0. Flexible hrs. (810) 357-7777

LEGAL SECRETARY
Southfield personal injury attorney. WordPerfect 6.1 a must. Fax resume (810) 357-7777

LEGAL SECRETARY

This is the Place
For You!

Southfield upbeat PI firm seeks a person with 3 years litigation skills and knowledge in 6.0 Windows
Call (810) 559-5529

LEGAL SECRETARY
with at least 3 years experience in litigation for busy Birmingham law office. Must be proficient in Word Perfect 5.1, excellent typing, dictaphone & organizational skills. Paid benefits, vacation, parking. Salary commensurate with experience. Send resume to P.O. Box 1966, Birmingham, MI. 48009 Attention: Hiring Partner

LEGAL SECRETARY with corporate & bankruptcy experience helpful. Minimum 3 years. Must be self motivated & person