502 Help Wanted-Clerical Office

ADMINISTRATIVE ASSISTANT
Expanding Wixom suburb location seeking long term opening for one project expediting pays between $9.00 - $10.00/hourly. Windows word processing required. Temp perm opportunity
Call Gail Livonia 313 473 2921
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT/ WORD PROCESSOR
Must be proficient in current MS Office software grammar, intg & southland experience. Permanent opportunity with benefits. Call for immediate consideration
NO FEE
PERSONNEL UNLIMITED
810 751 5600 Fax 810 751 4818

ADMINISTRATIVE ASSISTANT - Lightfoot, Schneider & Bevan, seeks Windows Exceptional Benefits. To $21,000. Fee Paid

ACCOUNTING CLERK - Eastside Detroit Light bookkeeping duties necessitate Computer & collection experience. Full benefits. Permanent position $8.50 per hr Fee Paid

SALES SECRETARY - Birmingham 8 Hours in Weeks - Mon-Fri 8-5 and 9-1. Likes $11 an hr Temp to perm

LOIS RAY PERSONNEL
(810) 646-5580

ADMINISTRATIVE ASSISTANT
Exciting growth position in the Corporate office of a specialty retailer. Individual should possess strong communication and organizational skills. Duties include overseeing the purchasing and distribution of office supplies and POS materials. Copier experience, calendaring and spreadsheet experience required. Word processing experience a plus. Excellent benefits package. Send Resume to
FIRST OPTOMETRY
P O Box 710
Roseville MI 48066
Attn Administrative Assistant

ADMINISTRATIVE ASSISTANT
STERLING BANK & Trust FSB has a career opportunity available for an Administrative Assistant to work directly with the President of the Bank and other senior officers. This position also includes employee benefit administration, maintenance of employee benefit resources activities. Successful candidate must have strong 2 yrs secretarial/administrative experience, excellent communication skills, and the ability to work independently with minimal supervision. Excellent benefits and human resources generalist experience preferred.
For consideration, please send resume with salary requirements in confidence to
STERLING BANK & TRUST
One Oakland Square
17th Floor
Southfield MI 48075
Attn Human Resources Dept
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT for small office Computer expert, office experience, good pay, full benefits Mon/Fri flexible 313 525-4411

ADMINISTRATIVE ASSISTANT - EXECUTIVE RECEPTIONIST PART TIME Good phone skills mandatory. Computer literate (Windows) for health care facility
(810) 353 6461

ADMINISTRATIVE ASSISTANT needed 3 days/week in Farmington. Must be reliable, meticulous & have computer background. Word/Perfect preferred. Fax resume
(810) 473 0300

ADMINISTRATIVE ASSISTANT Full time position. Duties include processing contracts & generating proposals. Must have excellent writing & spreadsheets necessary. Windows helpful. Call Sheryle (810) 855 9470

ADMINISTRATIVE ASSIS TANT/EXECUTIVE SECRETARY NEEDED FOR Bloomfield Hills office. 25 30 hrs per wk. Windows/Word & experience in Purchasing/Accounting helpful. Fax resume to MACROSOFT Attention Jane Fax 723 Phoenix Dr Rochester Hills Mich 48309

ADMINISTRATIVE ASSISTANT - RECEPTIONIST
Full time position available for busy northside CPA firm. Must have good WordPerfect and IBM PC Windows environment a must. Ability to operate multi line phone system, and knowledgeable regarding Quickbooks whole trial balance. Pleasant office atmosphere. Please send resume to Cynthia Lewis CPA, 322 E Main St, Northville MI 48167 (Near Main & Center) or fax (810) 348 3761

ADMINISTRATIVE ASSISTANT
FULL time position available to support the marketing and contract administration functions of a growth engineering firm. Strong organizational skills, attention to detail, good phone and written communication skills required. Knowledge of MS Office programs preferred. Salary commensurate with experience. Send resume to: Human Resources Department, 2500 Bloomfield Hills Bldg, Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT
Full time position for Bloomfield Hills law firm. Must have strong word processing skills, knowledge of Word Perfect 6.0 for Windows and organizational skills. Excellent benefits package including TUITION REIMBURSEMENT.
The salary range for this position is $7.50 to $8.50 hour.
Please submit completed application to
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

CLERICAL
FULL time, entry level position available with national parts distributor, located in Dearborn area. Medical background and computer literate helpful. Excellent communication skills necessary. Send resume to P O Box 458, Dearborn MI 48121 Attn Patty E O E M/F

CLERICAL - help needed, part time 2 days a week, office duties, must have good phone skills, typing & equipment personality a plus. Call
313 425 8200

CLERICAL HOVINGA Business Systems, Inc., Michigan's Largest Copier Dealer, is currently accepting applications for clerical positions in the home office. Customer Service experience required. Excellent benefits package including medical, dental, 401k, and company paid pension plan. Qualified candidates may apply in person at HOVINGA BUSINESS SYSTEMS, INC., 41180 Bridge Street, Novi, MI 48375-1300 Attn Office Manager
An Equal Opportunity Employer

CLERICAL
Insurance Billing Department seeks an intelligent and motivated individual with 1-2 years prior office experience to do billing, general office duties and phone correspondence.
Medical experience preferred. $7.00/hr and full benefits package. Send resume to Group Billing Mgr., 18940 W 8 Mile Rd., Southfield, MI 48075

CLERICAL JOB OPPORTUNITIES
If you are dependable & hardworking and are looking to work in a professional office setting, we have a variety of opportunities available

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

We offer vacation pay, holiday pay & excellent benefits. Please call for an appointment today!

ConTemp
810 643 9500 Madison Hgts
810 630 4200 Rochester Hills
313 563 5900 Dearborn

CLERICAL
Looking for dependable & hard-working individuals. Must have data entry, customer service, word processing data entry, customer service
Call WEAVERING STAFFING for details (810) 356-4270

CLERICAL/MARKETING
Department seeks Business Sys tems, Inc. has a unique opening in the Marketing Department of a Electronic Document Management Software company. Qualified candidates must have a minimum of 2 years of clerical experience, good typing skills, excellent phone skills, database programs helpful. Entry an excellent opportunity with a comprehensive benefits plan. Please send resume and cover letter to Marketing Manager, HOVINGA BUSINESS SYSTEMS, INC. 41180 Bridge Street, Novi MI 48375 1300 Please include Job Reference #95-052
EOE

CLERICAL
Mature individual to assist law firm administrator in varied duties. Must have experience. Phone background helpful. Mon Fri 11-5 Send to P O Box 947, Troy MI 48099-0947

CLERICAL
Our rapidly growing network has part time & contingent positions in several of our medical centers, lower level clerical experience required. Medical or clerical experience preferred. Flexible hours. Call Kathy Kuhn, Mon Fri, 8-5 (313) 722-0800

CLERICAL
Mature individual to assist law firm administrator in varied duties. Must have experience. Phone background helpful. Mon Fri 11-5 Send to P O Box 947, Troy MI 48099-0947

BOOKKEEPERS
Permanent positions for computer literate full charge bookkeeper with experience in Accounts Receivable, Accounts Payable, Payroll, P & L, General Ledger. Two positions in Troy area. Up to $25K
(810) 649 4630
QUALITY ACCOUNTING TEMPS

BOOKKEEPER ACCOUNTANT
WITH experience required for computerized CPA firm. Send resume & salary requirements to D Mercier Grand Sport 24725 West 12 Mile Suite 318, Southfield MI 48034

BOOKKEEPER John Casablanca's Modesty Shoppe, accounts payable & receivable experience a plus, computer skills required. Full time, benefits. Call 313 459-0700

BOOKKEEPER/JR. ACCOUNTANT for law firm & small business. Top pay for skilled, self motivated person to join our Payroll/Accounts Receivable/Cash department. Computer literate, Lotus, Word Perfect, Timeslips helpful. Fax resume to 313 459-0700

BOOKKEEPER - Mature, experienced data person with minimum supervision & knowledge of MS Windows environment & MAS 90 accounting software. Benefits BC/BS & profit sharing. Call for appointment 313 981 1454

BOOKKEEPER - PART TIME
Experienced Send resume to Kibble Land 17025 Grand River, Farmington MI 48335

BOOKKEEPER
Part time (16-18 hrs/wk, at least 3 days) Bloomfield area. Accounts payable, payroll, general ledger. Pleasant office. Prepare computer bookkeeping experience. Send resume with salary requirements to Bookkeeper, 6800 Orchard Lake Rd, Suite 150, West Bloomfield, MI 48322 or Fax to 810 332 0302

BOOKKEEPER/RECEPTIONIST
Tiny but balance CPA firm, Northwest Detroit area. Part time, APPT 38701 7 Mile Rd, 8243, Livonia, MI 48152

BOOKKEEPER
WORK from home. Degreed or bookkeeper experience. Tiny but balance CPA firm, Northwest Detroit area. Part time, Send resume to Cheryl Lynch, APPT 38701 7 Mile Rd, 8243, Livonia, MI 48152

BUDDLY RECEPTIONIST
$8-10/HR Well Person
ARBOR TEMPS 459 1188

CASHIER - Auto dealership looking for service cashier. Good pay & benefits. Call Jim Hanley Chevrolet 30256 Grand River Farmington Hills

CASHIER / SWITCHBOARD
Full Time Hours in Troy Motor mall. Part time. Apply in person, Mon thru Fri, 10 6pm. No phone calls please. Equal opportunity employer

CERTIFIED OCCUPATIONAL SPECIALIST
For HUD Senior High Rise Apt located in N.W. Suburbs. Full time. Competitive salary & benefits. Send Resume to P O Box 401122, Redford MI 48240
E O E

CHURCH SECRETARY
wanted. M Sat, Mon, Fri. Business experience in BKKPG, BUDG W 13 Mile Rd., Beverly Hills MI 48025

502 Help Wanted-Clerical Office

ADMINISTRATIVE SECRETARY
Busy suburban office needs organized, self motivated and organizational skills. Solaris Quattro and lots of word processing. Salary to $10/hr Call 810 648 3330 or Fax resume to 810 649 FAX 2
M BOOKSPAN & ASSOCIATES

ALL CLERICAL SKILLS NEEDED!
- All Software Programs
- Receptionists
- Data Entry
- Secretaries
- Computer Training Available!

CORPORATE PERSONNEL SERVICES
(313) 953 4190

ATTENTION
Immediate openings for experienced WORD PROCESSING SECRETARIES. Knowledge of one or more of the following: WordPerfect 6.0, Microsoft Word, Excel, or Lotus 1 2 3. Typing 45+wpm
Call today
Work Tomorrow
BARTECH
313 459 5434
FAX 313 953 5068
E O E

AUTO DEALER CASHIER
Experienced, Full benefit package Apply in person from 9 am to 6 pm
JACK DEMMER FORD
27300 MICHIGAN
Corner of Newburgh

AUTO DEALER
FULL time position. Entry level Cashier Switchboard Operator Benefits. 401k. Apply in person to
LaFontaine Toyota
2027 S. Telegraph Rd.

AUTO DEALER
Looking for experienced Deal Processor. Dealership experience necessary. Competitive salary & benefits. Please send resume to Controller PO Box 458 Farmington Hills, 48333

AUTO DEALER
Looking for general office help. Apply in person to John Jeannette
BOB JEANNOTTE
PONTIAC/GMC TRUCK
Plymouth (313) 453 2500

AUTO DEALERSHIP
Immediate clerical position available. Applicants must be outgoing, strong & enjoy working with the public. Excellent benefits available. Apply in person at
Jack Cauley Chevrolet
7025 Orchard Lk Rd
N Bloomfield, MI

AUTOMOTIVE
On-site Lyndon. Experienced Parts Counter Person. Knowledge Ford Part Catalog. Full time. $8.50 per hr. Call (810) 559 6200

Available Immediately

RECEPTIONIST
Great opportunity with growing major staffing company in Southfield. We are looking for individual who can take charge of hats for front desk. Fast Pace Must be professional. Experience a must. Full benefits.
Call (810) 355 1800
OR FAX (810) 355 2422

BIG 3 OPPORTUNITIES AT BARTECH
Currently hiring Administrative Assistants and Secretaries on immediate long and short term assignments at a leading automotive company in Dearborn.
- WORDPERFECT
- EXCEL
- LOTUS
- QUICKBOOKS
- MICROSOFT WORD

Come join our team
The Bartech Team
BARTECH
313 271-5454
Evenings appointments

BUYER WANTED for busy Orchard Lake Office. Buying experience a plus. Full time position. For personal interview call 810 473 5554

BILLING CLERK Assistant Manager needed for non-smoking law firm located in Bloomfield Hills. Computer and system experience, daily time entry and preparation and mailing of monthly client billings. Must be organized and willing to assist management in various duties. Experience preferred. Send resume to Bloomfield 2910 Telegraph Rd Suite 250 Bloomfield Hills, MI 48302

BILLING CLERK
1-2 days/wk. Beginning August 1 Computer experience necessary. Please send resume to
PACCI Telegraph, Suite 22
Southfield, MI 48034 Attn Barb

BOOKKEEPERS
Permanent positions for computer literate full charge person with experience in Accounts Receivable, Accounts Payable, Payroll, P & L General Ledger. Two positions in Troy area. Up to $25K
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wanted. M Sat, Mon, Fri. Business experience in BKKPG, BUDG W 13 Mile Rd., Beverly Hills MI 48025

502 Help Wanted-Clerical Office

CLERICAL - Pleasant phone voice, typing of legal description, long & complicated legals. Dependable and a good work ethic a must. Full time, sole office & clerical possibilities exist. Call Sandy (810 347-3080, ask for Mr. Walton

Clerical Assistant
Growing automotive supplier has an immediate opening for a Clerical Assistant. The successful candidate will perform clerical duties such as filing, mail distribution, and miscellaneous duties. Must have good organizational skills, excellent PC skills and experience in WordPerfect 6.0 for Windows and spreadsheet software, such as EXCEL. Previous exposure to automotive supply a plus.
We offer a competitive benefit package including TUITION REIMBURSEMENT.
The salary range for this position is $7.50 to $8.50 hour.
Please submit completed application to
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6700 Haggerty Road
Canton, MI 48187

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

We offer vacation pay, holiday pay & excellent benefits. Please call for an appointment today!

ConTemp
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313 563 5900 Dearborn

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CLERICAL
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CLERICAL - PARTIAL DAYS
Our Farmington Hills office is looking for a dependable, self motivated individual to assist with medical terminology, accounting, and general office duties. Computer experience required. Previous medical transcription experience highly preferred

Applications will be accepted on Thursday July 20th ONLY. 9am 2pm in Conference Room B

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

CLERICAL - Part Time
beginning 8 14 95, 2 3 days/wk for birmingham adoption agency. Good typing skills. Typing Tests required to AIAA, 877 S Adams, Birmingham, MI 48009

CLERICAL - Part time in Northville Metro Area. Mon Thurs, 9 6pm Computer based bookkeeping phone system. Must have some computer experience but type organized & dependable. Fun & Challenging. Call
(313) 420 3083

CLERICAL - POSITIONS for summer long term or temp to perm assignments in Troy & Livonia. Call 464 7078

ETD Temporary Services
equal opportunity employer

CLERICAL POSITION
Farmington Hills sales organization seeks person with 1 year experience for part time clerical position. Responsibilities include invoicing, receipt of payments, accounts receivable/payable, and tracking data for various projects. Qualified candidates must have good typing, good keyboard & office skills. Knowledge of WordPerfect & Lotus helpful but not a must. Must be helpful and able to work in fast paced environment. Please send resume and cover letter to
Marketing Manager, PO Box 1800, Farmington Hills, MI 48333

CLERICAL/SALES SUPPORT
Immediate opening for enthusiastic individual to sell brand name permanent. Responsibilities include sales support, order processing, customer service & data entry. Must be detail oriented, able to multitask, have good communication skills & data entry experience. Hourly wage plus bonuses.
Call Ms Ann
(810) 473 1000

MARKETING ASSISTANT
Position involves data base management, prospect tracking & direct marketing, sales & data entry, strong communication skills & data entry experience required. Hourly wage plus bonuses. Fax resume to Ms Ann 11844 Haggerty Rd Plymouth, MI 48170
FAX 313-427-1866
(Area code will be in Class 800)

CLERICAL SECRETARY - Sales support for Heinrich office. Typing helpful. Part time
(810) 643 8111

CLERICAL STAFF - Receptionists needed for permanent individuals. Must be computer literate & work well in fast paced environment. Apply at Kelly Services, 1000 Town Center, Suite 1600, Southfield, MI 48075

CLERICAL SUPPORT - Sales Department - Type correspondence, quotes, etc. Responsible for tracking reports, taking phone messages, and other other general clerical duties as needed. Qualified candidates must have excellent typing skills, PC knowledge, basic Microsoft Word, and have experience in database management. Please send resume to P O Box 187, Novi, MI 48376-0187
Equal Opportunity Employer

CLERICAL SUPPORT
Large Detroit based lumber/glass firm, seeks professional, self motivated, hard working individual for entry level position. Applicant must possess general office knowledge including word processing in Windows environment, good communication and accurate typing skills (40 WPM desired). Send resume and salary requirements to
OLDE DISCOUNT CORPORATION
781 Oakland Blvd
Detroit, MI 48226

CLERICAL
We have excellent opportunities for individuals interested in entering the field of mortgage banking. Position includes entry level accounting, customer service, and general clerical support, but they include developing loan information on the CRT, reviewing documents for loan eligibility, balancing escrows, responding to telephone inquiries, and entry into the centralized clerical duties. Qualified candidates should have clerical experience and good communication skills. Individual must be detail oriented & have the ability to type 35 to 10 key calculator. 1 part time position is available in our Southfield Dept (approx. 25 hrs per week) Knowledge of Lotus & WordPerfect packages a plus. We offer an excellent benefit package. Interested candidates should apply Mon Fri 8am 4pm
HUMAN RESOURCES
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer
M/F/D

CLERK/BOOKKEEPER
EXPERIENCE in accounts receivable, calculator and bookkeeping for a Southfield CPA office. (810) 350 2600

CLERK
Livonia bank needs clerks for the midnight shift. No experience necessary. $4 an hour.
HRMS 313 591-4617

CLERK/RECEPTIONIST
For busy Birmingham mortgage company. Experienced preferred but will train and/or computer experience a plus. Call Sheryl at Mortgage 1
810 433 3300

CLERK TYPIST
Immediate openings for clerk typist with flexible hours. Must be able to type 35 WPM, afternoon shift, 84 20-1v to start. HRMS 810 668 0267

COLLECTIONS
COURIER company located in Birmingham seeking part time individual for collections on commercial accounts. 20 hours per week, with flexible hours between 8 30am and 5pm. Hourly rate plus commission. Please FAX resume to 810-642-4735

CONFERENCE ASSISTANT
$18,000
Join major association and assist in planning major conferences. Word processing and organizational skills required. Seeking excellent communicator in industrial relations. Southwest and southwest Michigan
Diversified Recruiters
810 344 8700 Fax 810 344 8704

CONSUMERS POWER COMPANY
is seeking candidates for part time Talent Pool Positions. Please send resumes ONLY to Consumers Power Company, Attention Diane Cook, Human Resources, P O Box 369 Jackson, MI 49204-0369 Deadline for this July 25. Consumers Power Co is an EEO/AA employer

CONTROLLER
PART TIME (24 32 hours/week) Individual with experience. Word processing skills required. Excel, Word and QuickBooks (or equivalent) Desire bookkeeper with degree in Accounting and experience in Accounting. Call Charm 322 S Main St Plymouth MI 48170

CREDIT CLERK
Multi department law firm seeks clerk to handle new account investigation. Must have excellent credit, customer service, calculator skills. Full time position including benefit package. Apply at Kelly Services, Contractors Select, 36333 Schoolcraft, Livonia, MI

CREDIT COLLECTION Troy company looking for self starter for telephone collections and customer service. Must have good math & communication skills. 1-3 years collection experience preferred. Send resume to P O Box 7078 Troy, MI 48007-7078 Attn Credit Dept

CUSTOMER SERVICE - Full time position available for person with outstanding knowledge to oversee multi phone system, order entry, and customer service. Kuhn, Mon Fri, 8 5 (313) 722-0800

CUSTOMER SERVICE
Tiny medical insurance provider seeking customer service reps. Must be extremely enthusiastic and self motivated. 1-3 years customer service experience helpful. Opportunity for advancement. Call Ann Marie, 810 968 0287

CUSTOMER SERVICE
Sales Service oriented individual needed for busy office. Call
ARBOR TEMPS 459 1188

CUSTOMER SERVICE
FULL or part time
Temp to perm available
Our Bloomfield Hills office is looking for a detail oriented individual with excellent math skills, good grammar, typing 35 WPM, and phone etiquette. Excellent communication skills are a must. Pay is $7.00/hr to start, automatic raises
Call Customer Service
(810) 646 7682
UNIFORCE SERVICES

CUSTOMER SERVICE REPS
$20,000 27,000 depending on experience. Knowledge of Windows, excellent math, typing, and opportunity to advance. Call Kathy Kuhn, Mon Fri, 8 5 (313) 722-0800

DEPENDABLE AND ENERGETIC ASTIC - administrative talent proficient in Microsoft Windows software environment. Strong communication skills, office procedures for professional office. Minimum 5 years administrative experience a plus. Salary commensurate with experience. Please willing to accept multiple responsibilities. Call Tracy at
810 352 1422

DIRECTOR OF NURSING
Well established long term care facility needs DON with Medicare experience. Competitive wages & benefits. Fax resume to
Human Resources, 6363 Newburgh, Westland, MI 48185 or Jay Pat

EMPLOYMENT OPPORTUNITIES
Secretaries ..... $10-$13 hr
Receptionist ..... $7-$9 hr
Data Entry ..... $7-$9 hr
Clerks ..... $6+ hr

We have many short/long term assignments available. All positions require 35 WPM. All applicants must possess a high school education/training pay CALL TODAY!
Farmington Hills 810-615-0900
Madison Heights 810-545-9570
Royal Oak 810-630-5600

Western STAFF SERVICES.

FILE CLERK Engineering Dept. Auburn Hills. Filing and store drawings. Full time, permanent. Call USA (810) 398 8573

FILING & DATA ENTRY
Part time evenings & weekends. Based in Troy. Call Kelly Services at W Bloomfield (810) 932-0300

502 Help Wanted-Clerical Office

Customer Service

INBOUND CALL CENTER
Telephone Service Representatives

QUALIFICATIONS
- Customer Service Experience
- Typing/Data Entry Experience
- Academic Information quickly
- Excellent oral communications
- Knowledge of area

BENEFITS
- Guaranteed $6.75 per hr + 30¢ per hr increase after 3 months
- 12% performance based incentive
- Medical/dental insurance benefits
- Full and part time hours

We are a progressive, fast paced service provider operating 24 hours, 365 days in UVONA. Join our successful team. Ideal candidates will have service to cellular phone users. You must have strong skills and be able to handle high volume calls assisting customers.

If you are a reliable professional please send a request for application to 1601 Feldon Drive, Suite 200, Rochester Hills, MI 48307
Attn Jim
Metro One Telecommunications

Customer Service Representatives
National leader in truck guarantee services seeks energetic individuals to provide customer service to subscribers via telephone. Must have new accounts. Solving subscriber problems, review and analyze account activity to ensure that subscribers receive service they qualify for. Individual should possess excellent communication and interpersonal skills with proven organizational skills. Some college or degree preferred. Minimum 2 years customer service experience in a similar or related field. Please send resume including salary history to Customer Service Manager, P O Box 208, Southfield, MI 48037-0208

CUSTOMER SERVICE
- $7+/HR
- 20-30 HRS/Week
- 1st, 2nd, Weekend Shifts

Dependable people needed for long term assignments. Learn Data Mult. Light typing & good communication skills. Call today! Turn some spheres Call for interview

Farmington Hills 810-615-0600
Rochester Hills 810-650-5600

Western STAFF SERVICES.

ERADICO SERVICES is looking for a Supervisor for M & A Data Entry. Entry Clerk position. Typing good phone skills required & customer service skills required. Apply in person Eradico Services 1035 Woodward Heights, Ferndale

(810) 546-6200

DATA ENTRY/ ACCOUNTS RECEIVABLE
Duties include data entry, cash posting, billing, mail process, etc. Full time with benefits. Applicant must be detail oriented & have strong math skills. Prior experience with computer data entry. Send resume and wage requirements to SHRT, PO BOX 9024, Farmington Hills, MI 48333

DATA ENTRY
Bloomfield Hills law firm seeks computer literate individual for data entry positions. Excellent benefits. Salary commensurate with exp. Call 313 259 7730
Equal Opportunity Employer

DATA ENTRY/CLERICAL Multi dept. Detail oriented. Duties include phone, data entry, filing and customer service. Full benefits package. Fax resume to Ann Marie 73325 Research Dr., Farmington Hills. Ask Barbara Sheets

DATA ENTRY
Full Part time. Enjoy your experience and attention to detail in the warm atmosphere of a Dentist office. Expanding company 2nd shift, excellent benefits. Call Ann 248 588 7660
UNIFORCE SERVICES

DATA ENTRY
Full time. Southfield location. Must have data entry experience. Excellent math & 10-key calculator skills. Knowledge of Windows helpful. Starting wage + benefits. Send resume including salary requirements to Human Resources, P O Box 5091, Southfield MI 48086

DATA ENTRY OPERATORS needed $5.00/hr. Call Kelly Services 313 425-4908

DATA ENTRY
Position in Royal Oak
+ 10 key experience
+ Burn Burn attitude
START IMMEDIATELY!
TODAYS TEMPORARY
(810) 649-4455
EOE

Data Entry
$7-$8/hr.
(Standing on experience)
High volume data entry position seeks motivated reliable individual. Must have 40 words per minute (10 key) typing, and possessing 10 key by touch. Ability to work in fast paced data entry environment. Great work environment. Call Mon-Wed, 9am-1pm
Ann Arbor
(313) 668-7682

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Receptionist ..... $7-$9 hr
Data Entry ..... $7-$9 hr
Clerks ..... $6+ hr

We have many short/long term assignments available. All positions require 35 WPM. All applicants must possess a high school education/training pay CALL TODAY!
Farmington Hills 810-615-0900
Madison Heights 810-545-9570
Royal Oak 810-630-5600

Western STAFF SERVICES.

FILE CLERK Engineering Dept. Auburn Hills. Filing and store drawings. Full time, permanent. Call USA (810) 398 8573

FILING & DATA ENTRY
Part time evenings & weekends. Based in Troy. Call Kelly Services at W Bloomfield (810) 932-0300

502 Help Wanted-Clerical Office

EXECUTIVE SECRETARY/ HUMAN RESOURCES
Large, local printing company has immediate full time opening in our corporate offices for highly skilled executive secretary with 5+ years experience. Must be self starter. Human resource experience. Must be proficient in all programs of MS Office for Windows.
Should be comfortable with deadlines & all facets of executive office functions including payroll & employee relations. Competitive salary & benefits package. Forward resume to Kathleen Gragenich at HRD, 29400 Hudson Drive, Novi, Madison Hts., MI 48071

FILE CLERK
The Office of the Chapter 13 Standing Trustee in Southfield is seeking a full time file clerk. 1-2 months office experience required. Responsibilities include maintaining filing experience a plus. Competitive salary and excellent benefits package including 401K, Master Medical, Dental, Optical, Prescription, Life & Disability.
Please submit resume and salary requirements to
HUMAN RESOURCES MANAGER
The Office of the Chapter 13 Standing Trustee
26555 Evergreen Ste 1100
Southfield, MI 48076

FILE TECHNICIAN
Progressive consulting civil engineering firm seeking individual with minimum individual 3 months experience using system & maintaining accurate files. Preferred candidates must have general knowledge of construction industry & the ability to multitask. Duties include filing & organizational duties. Duties also include data entry & the ability to type 35 wpm. Wordperfect 6.0 experience a plus. Excellent benefits package. Salary commensurate with experience. Send resume to Human Resources, 2500 Bloomfield Hills Bldg, Bloomfield Hills, MI 48302

FRIENDLY OUT-GOING Front Desk Receptionist needed. Image oriented, neat appearance, pleasant attractive intelligent and positive minded individual to greet clients, answer phones and assist in general office duties. If you enjoy working with professionals, we are willing to give 100% in a stable executive environment. Salary commensurate with ability. Pleasant atmosphere. Call Ann Marie at 313 981 1454 Mon Fri 8 5 Ann Arbor (313) 668-7682

GENERAL OFFICE ASSISTANTS
$18,000 Plus Bonus, all charges paid by companies. Growing family suburban companies offering promotion in a fast paced, fun environment. Phone & data entry experience a plus. Call Ann Marie
810 399 3450
SNELLING PERSONNEL SERVICES

GENERAL OFFICE CLERK
Gain experience & be appreciated for your efforts. Light typing, positions available with headquarters of prestigious Australian financial firm. $7.25/hour to start
Call Glenda 810-646-8500
UNIFORCE SERVICES

GENERAL OFFICE CLERK
Troy organization seeks extremely motivated person for general office duties and include coordination of all filing and office supplies, switchboard and back up receptionist, mail processing. Must be detail oriented, a team player, and possess at least one year of office experience. 8 hour period, medical, dental, life and salary requirements to Ms. Kelly, P O Box 691, Southfield, MI 48034
An Equal Opportunity Employer

GENERAL OFFICE CLERK
Southfield organization seeks extremely motivated general office person. Duties include general office, switchboard and typing duties. Must be detail oriented, a team player and have at least one year of office experience. If interested please send resume and salary requirements to Ms. Kelly, P O Box 691, South field, MI 48034
An Equal Opportunity Employer

GENERAL OFFICE
DATA entry, billing, typing, light phones, calculator. Full time with benefits. Department assistant
Call 313 481-4580

GENERAL OFFICE Established property management company has an immediate opening for a full time or part time position. Ideal candidate will have some knowledge of computers, organizational ability and good communication skills.
Call 810 354 9930 ext 831

GENERAL OFFICE Full time Knowledge of all office procedures. Computer experience necessary. Call Cathy (313) 532 1613

GENERAL OFFICE help needed. Light typing, pleasant available, experienced in Microsoft Windows, Word, Lotus, Excel, Quickbooks. Call for an appointment 810 653 6080 ext 3007

GENERAL OFFICE Part time Duties include typing, answering phones, light bookkeeping. Please call for more information (313) 421 7440

GENERAL OFFICE
Part time 25 hrs per week. Apply in person. Concept Furniture 30342 Industrial Rd Livonia (between Merriman & Middlebelt)

GENERAL OFFICE - Part time, 25 hrs/wk. Farmington Hills area. Send resume to Box 61381
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

GENERAL OFFICE PERSON
To work part time in friendly mental health clinic. Must be mature. Good telephone manner. Call Jackie at (810) 646 1990

GENERAL OFFICE
Small non-smoking office seeks person for general office position. Job including accounts pay, receivable, typing, and general clerical duties. Salary negotiable. Send resume to 6800 Orchard Lake Rd Suite 150 West Bloomfield, MI 48322 or plus Send resume to PO Box 423, Birmingham, MI 48012-0423

INSURANCE AGENCY
Birmingham Looking for full time experienced Bookkeeper. Computer experience required. Call (810) 645 9453

INSURANCE FIRM in Livonia is interviewing experienced Word Processors. Design Department.