502 Help Wanted-Clerical Office

ADMINISTRATIVE CLERK
Entry level position available in industry management office for an extremely organized & detail minded individual with proven typing skills, telephone & customer service experience, professional appearance & must. Business knowledge helpful. Please send resume to Box 61283 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ADMINISTRATIVE PERSONNEL ASSISTANT. Full-time position for well educated person with computer experience. Ideal candidate will have pleasant personality. Send resume to Personnel Department, 1000 W. Bagley Street, Pontiac, MI 48342.

ADMINISTRATIVE REAL ESTATE Administrative position for a diversified Real Estate Development Company. Building & Real Estate background or analytical training. Position open in company & among state. Windham Hill Group, Inc. (810) 737-0682

ADMINISTRATIVE SECRETARY
Choice career move with suburban automotive supplier. Perfect opportunity for your all around skills and associate level experience. We have been here 30 years with opportunities with major Oakland County firm. $8-$10/hr. Call Susan 810-646-7861

UNIFORCE SERVICES
★ ADMINISTRATIVE SECRETARY
Busy suburban office requires organized, detail oriented and organizational skills. Special projects and lots of word processing. Excellent pay & benefits. Call 810-645-3330 or Fax resume to 810-645-8724
M BOOKSPAN & ASSOCIATES

Administrative Secretary
Mercy Health Services, one of Michigan's largest health care providers, currently seeks an experienced Administrative Secretary to support the Corporate Office Services team.

In this fast-paced department, the selected candidate will perform a variety of responsibilities which include general office support for the Director, Manager and the professional staff, meet and greet visitors, take assignments at one time, proficiency in Word for Windows, Excel and Lotus, and the desire to work in a service oriented environment. Graphic skills a plus.

We offer competitive salaries and an outstanding benefits package. To apply, please send resume to: MERCY HEALTH SERVICES HR OPERATIONS 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI 48331 EOE. Accurate Accounting opportunities with Mercy Health Services and our subsidiaries. Visit our Job Line 810-489-5000 Achieving Workforce Diversity Through Affirmative Action/Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Successful candidate must have 3 years secretarial experience with at least 1 year reporting to senior management. Must be proficient in word processing (MS Word preferred) and possess excellent verbal and good communication skills required. Associates degree or equivalent preferred. We offer competitive salary and benefits, with an opportunity for personal and professional growth. Send resume and salary requirements to:
Ann Jeff
23100 Providence Dr, Ste 200
Southfield, MI 48075

ADMINISTRATOR
Office Administrator needed for Livonia Manufacturing Co. 2 year Temp-to-perm. Also hiring Accounts Payable Clerk. Send resume and Fax/Phone with 60 word. Call (313) 513-8000 Fax (313) 513-8001
INTERIM PERSONNEL

ADMINISTRATIVE ASSISTANT, part time. Light bookkeeping, computer experience a must. PO Box 8, Birmingham, MI 48012-0008

ADMINISTRATIVE ASSISTANT
We are looking for a high energy person to assist our President with a variety of duties including telephone, interviewing, order taking, word processing (plus other) and other administrative duties. Perfect opportunity for the right person. Contact Jeanne or Nancy Rocco at Rocco Services 29200 Vassar No. 150 Livonia, MI 48150

APARTMENT SEARCH NOVI - FULL TIME MARKETING ASSOCIATE (RECEPTIONIST). Responsible, organized, articulate and ambitious person. Computer experience and pleasant phone skills a must. Call Jennifer at (810) 253-8678
An Equal Opportunity Employer

ASK
Have you ever
GET PAID THE SAME WEEK YOU WORK?
We have long and short term assignings for
• Receptionist/Word Processors
• Word Processors/Data Secretaries
• Receptionist/Typists
Call now for an appointment
EMPLOYERS (810) 353-7050
An Equal Opportunity Employer

ATTENTION!
Large corporate builder has openings for the following positions:
RECEPTIONIST
Hours 10am. Must be reliable, have pleasant voice & personality. Ability to multi-line phone system. $7.50/hr.
ADMINISTRATIVE ASSISTANT
Experienced. Must have excellent verbal & written communication skills. Knowledge of Word, Excel & Windows preferred. Understanding of Construction or drawing experience helpful. Send resume to:
CUSTOMER SERVICE REP.
Must have Word & Windows experience. Excellent communication skills & pleasant phone voice. Knowledge helpful. Must have excellent personal skills & flexibility. Send resume to: K. Christie, 810-615-4129 or Fax 810-615-4130 Westside Court Novi, MI 48375

AUBURN HILLS
The heart of entertainment and gaming industry
has entry level positions for data entry clerks for newly remodeled, professional, organized office
Work with the latest technology gaining valuable experience and knowledge
CALL NOW FOR IMMEDIATE INTERVIEW
CORPORATE PERSONNEL SERVICES (810) 362-6666 EOE NO FEE

AUTO DEALER
Looking for experienced Used Prepaid Contract processor. Salary and benefits commensurate on experience. PO Box 3434 Farmington Hills, 48333

BENEFIT/SPA ADMINISTRATOR
Position requires a bachelorette degree, 2 years experience, data entry, ability to communicate with employees, ability to work independently, computer experience, knowledge of Lotus. Send resume & salary requirements to Cyndy Gregory, 21701 Telegraph, Bingham Farms, MI 48025

BILLING CLERK
1-2 days/wk. Beginning August 1. Computer experience necessary. Fax resume to Dr. Bernstein, Suite 600 Southfield, MI 48034. Ann Arbor

502 Help Wanted-Clerical Office

BOOKKEEPER and/or/ TAX PREPARER
★ Full-part time. Must have previous accounting from professional company and be experienced with attention to detail. After 1pm. (810) 855-1970

BOOKKEEPER - average 30hrs per week with flexible schedule. Classic environment, live career. Call Tom or Pete 810-335-5448

BOOKKEEPER
Dynamic company seeking experienced full charge bookkeeper. Working knowledge of MS Office & MAS 90 accounting software a plus. Must have strong general ledger, bank reconciliation/payroll background. Limited computer experience helpful. Excellent benefits. Salary based upon experience. Send resume to
BCS/Personnel Dept
1760 S. Telegraph, Ste 300A
Bloomfield Hills, MI 48302

BOOKKEEPER
Experienced, for Livonia CPA firm. Computer experience a plus. Call 313-464-3302

BOOKKEEPER
FARMINGTON Hills CPA firm desires a full time Bookkeeper. Must be experienced in preparation of payroll tax returns and use of computers. Salary commensurate with experience. Excellent benefits. Send letter or resume to PO Box 2312001, West Bloomfield, MI 48325-1001.

BOOKKEEPER - For Bloomfield area condominium firm. Experience in computer accounting. Will software financial statements. 32 hrs. per wk. Non-smoking office. Must now. Excellent pay. Contact John Palmer, (810) 645-2111

BOOKKEEPER
for Farmington Hills architect, experience with job costing, computer software/spreadsheets & WordProcessing helpful. Send resume to
Box 61431
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER FOR non profit company. On call basis. Computer knowledge preferred. Send resume & salary requirements to 15418 Midcollinet, Livonia, MI 48154 Attention Erich Auslebach

BOOKKEEPER
for not for profit health services firm. Must be experienced in computerized financial analysis, payroll, accounts payable & receivable and general ledger functions. Minimum of Associates degree & 2 yrs experience. Knowledge of Social Security Benefits in the Dept of Mental Health Services preferred. Send resume & salary requirements to Personnel Dept., 45211 Helm St., Suite 200, Plymouth Twp., MI. (810) 459-6023

BOOKKEEPER & GENERAL OFFICE
1 person Portable manufacturing co. Part-time Bookkeeper for gen ledger thru trial balance, accounts receivable, accounts payable, payroll, taxes. Accounts receivable experience. Call (810) 548-0273

BOOKKEEPER - Immediate opening for small Livonia office. Knowledge of payroll & data entry. 313-513-9040 After 5PM 313-427-8951

BOOKKEEPER
Multi Unit Restaurant Group has an immediate opening for full charge Bookkeeper thru Financial Statements. Experience & Computer experience helpful. Salary negotiable. Please send resume to Box 61425 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Need for computer distributor company. Accounts Receivable
Full time with benefits
RECEPTIONIST
Full time with benefits
Call (810) 585-6200

BOOKKEEPER
Real Estate Development firm seeks computer literate full charge bookkeeper with experience through financial statements. Must be detail oriented, organized, and able to work independently. Must have ability to handle multiple priorities and functions accurately and meet deadlines in a fast paced environment. Competitive salary and a pleasant environment make this an excellent opportunity for the right person. Send resume and salary requirements to:
Bookkeeper
32400 Telegraph Rd., Ste 205
Bingham Farms, MI 48025 2460

BOOKKEEPER/RECEPTIONIST
Thru trial balance CPA hiring for client. Send resume to JWF, 38701 7 Mile Rd., #243, Livonia, MI 48152

BOOKKEEPER / RECEPTIONIST
Thriv year bookkeeping with computer entry & general skills for Bingham Farms CPA firm. Word Perfect & phone skills a must.
(810) 642-5202

BOOKKEEPER/ SALES SERVICE
12 Mile/Southfield area. Non-smoking, pleasant, quiet office. 25-35 hrs/wk. Full charge thru trial balance. Payroll, payroll taxes, general ledger, typing, computer & phone experience necessary. 810-443-5880

BOOKKEEPER - SECRETARY
FULL-TIME - BENEFITS - SOUTH LYON
Must be computer literate, Lotus & WordPerfect experienced. Helpful. Responsibilities include trial balance, general ledger, accounts receivable, accounts payable, payroll, etc. Send resume & salary requirements to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER/SECRETARY
Full charge received, small manufacturing company with 1 passport office. Please fax resume to Fax: (810) 390-7788

BOOKKEEPER/SECRETARY
(With good management skills needed for growing CPA firm. Good salary and room for growth. Send resume to Bookkeeper & Company, PC, 21700 Telegraph Rd, Ste 27675
Bingham, MI 48025-4537

BOOKKEEPER/SECRETARY
Lamson/Sheffield, Darien Center based full time full charge bookkeeper to handle all accounting functions for small office. Bright, pleasant personality, good with figures, salary commensurate with experience. Send resume to
Murray's Limousine Center
9940 Commerce Rd
Commerce Twp., MI 48382

Bookkeeper/Secretary
Merchant of Vino, Southfield area retail wine store, seeks full time position. Responsibilities include accounting of daily sales & receipts, footwork, general bookkeeping duties. Position must have computer experience. Knowledge and/or interest in food & beverage industry helpful. Competitive salary, benefits, pleasant working environment. Send resume to Merchant of Vino, 29325 Northwestern Hwy., Southfield, MI 48034

BOOKKEEPER WANTED part time approximately 25 hrs wk. Salary commensurate. Must be detail oriented. Please call office manager (810) 357-3660

FULL CHARGE BOOKKEEPER
Our client, a 7 year leader in freight company is seeking a full charge bookkeeper through financial statements. The successful candidate will be detail oriented, self motivated, an Excel Plans Software & Overhead Plus, have an Associates Degree or equivalent, be able to handle a fast paced environment & you are seeking a long term position in a family owned business environment. If you are interested please forward your salary requirements to Office Manager, PO Box 5068 Farmington Hills, MI 48333

BUBBLY RECEPTIONIST
Small, very busy office.
ARBOR TEMPS 459-1166

502 Help Wanted-Clerical Office

CHRISTIAN NON-PROFIT organization seeks an organized individual, NT proficient in DOS & Windows, to handle word processing & data input for programs. 9-18 hrs/wk., 10 Mile & Lahser. 25140 Lahser Rd., Ste. 232, Southfield, MI 48034. 810-350-8303

CHURCH SECRETARY
wanted. 30 hrs. Mon.-Fri. Submit resumes to: BHUMC, 30000 W. 13 Mile Rd., Beverly Hills MI 48025

CLERICAL ASSISTANT
W. Bloomfield based medical company needs motivated individual to assist their president. This is a great opportunity for individuals who seek training & growth in a career as a mortgage processor. Must be detail oriented with good clerical skills. Insurance experience helpful. Excellent benefits, dental & life insurance. Compensation commensurate with ability. Call Debra Lang Benefit Services 810-737-4600

CLERICAL/ENTRY LEVEL
For non smoking office in Northville. Full time, Mon.-Fri. 30am-3pm. Computer knowledge & good communication skills. $6.50/hr. Call Debbie (810) 349-6250

CLERICAL
Full time general office for Livonia firm. Customer service, word processing, data entry, filing, typing. Call ONLY Tues. July 25, or Fri. July 28th, 313-523-2150 O.E.

CLERICAL HELP full time for Dearborn area. Duties include computer entry, preparing orders, invoicing, filing, typing & light lifting. Must have pleasant phone voice, experience preferred. Call Ann or Jill Hansen, 5430 Wyoming, Dearborn, 48126.

CLERICAL
IMMEDIATE FULL-TIME clerical opening in Livonia for sporting goods sales agency. Duties required include writing to initiate projects, telephones, meet mailings & computer knowledge using windows based Excel & MS Word. Mail resume to Box 61423 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL JOB OPPORTUNITIES
If you are dependable & hardworking and are looking to work in a professional environment, 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 & opportunity for full time. Please call for an appointment today!

ConTemp
313-961-9500 Madison Hgts
810-852-8600 Rochester Hills
313-563-6600 Dearborn

CLERICAL/ LABORATORY
Environmental Consulting firm has an immediate full time clerical/laboratory position. Position includes general office duties & lab work. Applicant must be self-organized, detail oriented and have computer skills. Send resume to E. Upton, DE, 27345 Bradner Drive, Novi, MI 48375. No phone calls. EOE/AAE/MF/H/V

CLERICAL
Looking for dependable & trustworthy individuals. Positions available include word processing, data entry, customer service
Call or Fax today
WOLVERINE STAFFING
(810) 358-4270

CLERICAL OFFICE - part time perfect. General office, word processing, data entry. Flexible hours Mon-Fri 8am-1pm. Flexible hours Troy, firm. Call 8am-Noon and 1pm-5pm
810 589 3272

CLERICAL OPPORTUNITIES
You've now heard and read about Michigan's Health & Wellness Promotion Company - based network shaping the future of healthcare in S.E. Michigan
Providence, a leader in MISSION HEALTH, has clerical openings at a number of medical centers in S.E. Michigan
Call our Job Opportunities Hotline (810) 424-3171 for specific information, including location and how to apply if qualified
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste 310
Southfield, MI 48075
An Equal Opportunity Employer

CLERICAL POSITION
Looking for sharp individual for a dynamic and fast paced office. 12:00 - 6:30 PM Positive attitude/personality. Call Ken (313) 436-5080

CLERICAL POSITION available with friendly growing interior design firm to enhance our office environment. Light secretarial. Experience with IBM WordPerfect/Windows a must. 35-40 hrs. per wk. Salary commensurate with experience. Please fax resume to

CLERICAL POSITION
Farmington Hills sales organization seeks person with 1 year experience to perform light clerical duties. Responsibilities include switchboard operation, backup bookkeeping, entry, general projects. Candidates must possess good telephone & clerical skills, knowledge of Microsoft Lotus, helpful. Must be able to work in fast-paced demanding office environment. Send resume and cover letter to Personnel Administrator, PO Box 1805, Farmington Hills, MI 48331

CLERICAL
PRE-APPROVAL PROCESSOR
• Livonia Office •
HealthCare COMPARE Corp., the largest independent managed care provider in the country, has an immediate opportunity for a Pre-Approval Processor in our Livonia office. This individual will be responsible for processing pre-approval requests, other duties as assigned. Ideal candidate will have some medical terminology, 1 year of experience in a health care setting with a bachelor's degree or equivalent. Prior experience in HMO, PPO, or insurance is a plus. We offer a competitive salary & excellent benefit package. Send resume to:
Human Resources Dept PCP/A
HealthCare COMPARE Corp.
32100 Hayward Avenue
Detroit, MI 48235
HealthCare COMPARE
EOE M/F/D/V

CLERICAL/SECRETARIAL
office. Ask for Tami 810-362-4241

CLERK TYPIST 1 year experience, 40 WPM. Medical, Health Care, Dental. Call Charlene
CNA
Full and part time positions for Beer Apartment Sales Consultant. Flexible hours available. Apply in person only, Mon. - Fri., 10am-4pm.
The Lexington
34111 Civic Center Drive
Beverly Hills, MI 48025
(No phone calls please)

502 Help Wanted-Clerical Office

CLERICAL
We have excellent opportunities for individuals interested in entering the field of mortgage banking. Responsibilities will vary depending on your background, but they include entering loan information into the mortgage database, verifying data, balancing escrows, responding to telephone inquiries, and other customer clerical duties. Qualified candidates must possess clerical office experience and good communication skills. Individuals must be detail oriented & have the ability to operate a 10 key calculator. This position is located in our Eastern Depot (approx. 25 hrs. per week). Knowledge of Lotus & other spreadsheet packages a plus. We offer competitive salaries & benefits. Qualified candidates should apply Mon-Fri 9am-5pm.
HUMAN RESOURCES
SOUNDVIEW MORTGAGE SERVICES CORPORATION
37555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer

CLERK/WORDPROCESSER
Financial firm seeks efficient clerical support individual for customer service department. Applicant should possess strong word processing skills, knowledge of Windows, and minimum typing speed of 40 WPM. Individual must be able to work with tight deadlines and a variety of responsibilities. Work consists of full and part time schedule. Qualified candidates forward resume and salary requirements to
OLDE DISCOUNT CORP.
751 Oakland
Detroit, MI 48226
Attn: Human Resources
Equal Opportunity Employer

CLIENT SERVICE REPRESENTATIVE
Interim Personnel, a national temporary help firm, is seeking a Sales Oriented organized individual to staff our corporate office in Farmington Hills. Responsibilities include interviewing temporary help, qualifying employees on work skills/expertise & daily customer contact by phone. Must be able to handle a fast paced environment and willing to travel up to 70 miles once a week. Salary + Excellent benefits + mileage. Send resume to Interim, 31731 Northwestern Rd., Farmington, MI 48021.
Or Fax to (810) 737-7665

COLLECTIONS
COURIER COMPANY located in Birmingham, seeking part time individual for collections. Approximately 20 hours per week with potential for more hours between 8:30AM-5PM. Hourly rate plus commission. Please FAX resume to 810-642-4735

COLLECTIONS/ CUSTOMERS SERVICE
Company currently located in prestigious serving suites with expanding Auburn Hills for long term assignment. Ideal candidate possesses: Long or short term To fit your schedule. Benefits plus. Qualified candidates must have:
• excellent people skills
• basic math skills
• prior business experience Call Anne 810-646-7464
UNIFORCE SERVICES

COLLEGE GRAD 3.5 or better seeks Legal Assistant or Paralegal. Hate less office, good organizational skills, Word Perfect & 1-2 years experience for Linda (810) 737-8400

COMPANY SEEKING an organized individual with strong clerical entry skills. Computer knowledge of preparing data reports. Min 2 yrs experience. Send resumes/salary expectations to Box 61442
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

COMPUTER OPERATOR familiar with Baby 34 Tapes. Include daily data entry and generation of daily monthly reports. Also include daily and payroll. Conversion to PC based software provided. Fax resume to Timothy M. Chandler, Box 48110 or FAX to 810 223-8992

COMPUTER OPERATOR, $12/HR
Unique opportunity needed. Submission of daily and weekly reports. Benefits. Call April, 810-737-6760
Sterling Personnel Service

COMPUTER OPERATOR
Full time position. Computer experience required. Bookkeeping background helpful. Call Ann Marie Carol (810) 642-0230 or send resume to 40 Knott, 20400 Telegraph Rd Ste 314, Bingham Farms, MI 48025

CONFERENCE ASSISTANT
$18,000
Join major corporation and assist in planning major conferences. Word processing and organization skills required. Knowledge of computers/communicator to coordinate functions in southeast Michigan. Call Michigan Diversified Resources
810-344-4700 FAX 810-344-6704

CONSTRUCTION COMPANY seeking full charge bookkeeper. Must call position. Computer experience a must. Fax 810-851-1453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

COPY CENTER CLERK PART TIME
Troy law firm seeks an individual with some experience working in the copy center. Word processing helpful. Hours are 12:30pm. Mon thru Fri. Perfect position for college student. Telephone backup. Salary $ 11.50/hr. To schedule an interview call
810-641-1800 ext. 002

COUNSELING CENTER seeks full time receptionist/billing clerk. Word Perfect skills and healthy core belief system required. Salary & benefit package. Send resumes to Dave Kaminski, Center 27923 W 13 Mile, Farmington Hills, MI 48331.

FULL TIME - commercial lines CSR position for growing insurance agency. Excellent opportunity for experienced person with good typing & telephone skills. P.O. Box 7986, Farmington Hills, MI 48333-7986

CUSTOMER SERVICE - Full time enthusiastic person with outstanding knowledge in general office duties, telephone etiquette & fax. Contact Karen, Mon. Fri., 8-5 (313) 722-0800

CUSTOMER SERVICE
Position available. Mon.-Fri. 8 to 6 for very busy office. Only those who are organized, detail oriented, and need work apply. Call 8 to 5 ask for Beth 810-443-0000

CUSTOMER SERVICE
Leading Southfield based investment company located in prestigious Bloomfield Park has immediate opening for full time position to maintain Customer Accounts. Must possess strong computer skills, and be detail oriented, and serving skills. Needs to be detail oriented, self motivated, and have strong interpersonal skills. Excellent benefit package. Qualified candidates forward resume and salary requirements to
Human Resources Dept
V.P. - Human Resources
YMA
32900 Van Born Rd
P.O. Box 3175
Wayne, MI 48184

CUSTOMER SERVICE, $17,300
Think you have what it takes? Well, think you have what it takes to work in a fast paced environment? Suburban Detroit, Call Dorothy, 810-792-6780
Sterling Personnel Service

CUSTOMER SERVICE
Subscriptions oriented individual needed. Office experience necessary.
ARBOR TEMPS 459-1166

CUSTOMER SERVICE REPRESENTATIVE
Full Time Opportunity
• Typing Required
• Excellent communication skills
• Detail oriented
• Mon-Fri. 11am-7pm or 12pm-8pm
ET SERVICES & SYSTEMS
810-585-8435

CUSTOMER SERVICE - For industrial packaging distributor. Experience preferred. Call Bonnie 313-464-0800. Sterling Personnel Services

502 Help Wanted-Clerical Office

CUSTOMER SERVICE
FULL or part time
Temp to perm available
Canton specialty chemical company's fastest growing component with rapidly growing sales, is looking for personal growth, Auburn Hills and Troy locations. Ideal candidate possesses: 2 years customer service experience, 10 key calculator, 60 wpm typing speed, Word, Excel, Lotus, Typing 30 wpm, 67.000hr. to start. Automatic raises.
Call Jackie 810-646-7862
UNIFORCE SERVICES

CUSTOMER SERVICE
Our fast growing Customer Service Department is seeking individuals with previous training or telephone customer service experience. Responsibilities include: Ability to have a pleasant disposition, be organized, self motivated, have excellent verbal and written communication skills.
HOURS FOR THE POSITION ARE:
6:15am-4:45pm
8:30am-5pm
9:30am-6:30pm
We offer a competitive benefits package. Qualified candidates apply Mon-Fri 8am-4pm
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27355 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D/V

CUSTOMER SERVICE REPRESENTATIVE II
Managed health care organization near downtown Detroit has immediate opening for Customer Service Representative II whose primary responsibility is to provide numerous information to members/providers via telephone and in writing. Ideal candidate possesses good speaking skills, excellent communication skills, and knowledge of computer systems. Medical terminology helpful knowledge is plus. Minimum of 2 years recent experience in public contact/public service position required. Send resume to
Human Resources
P.O. Box 07309
Detroit, MI 48207
EOE

CUSTOMER SERVICE MANAGER
phone work with customers, schedule installation & component repairs. Send resume to PO Box 40184, Redford, MI 48240-0184

DATA ENTRY
An opportunity exists in our data processing department for a detail minded individual with good data entry & general office skills. We are a well established company located Downtown in the New Center area. We offer a competitive salary & fringe benefit package. Please forward resume to Data Processing Manager, P.O. Box 02728, Detroit, MI 48202

DATA ENTRY
Auto finance company seeking to fill full time data entry & payment processing position. Must type minimum 45 wpm & possess excellent communication skills. Benefits include health/dental-401K plan & free parking. Send resumes to: Dept. 21505 W 12 Mile Rd., Ste 3000, Southfield, MI 48034
Attn: Ms. Goldfield

DATA ENTRY OPERATORS
Order entry & payroll for large Livonia firm. Medical benefits & holiday bonuses. Full & part time
(313) 525-4808

DATA ENTRY
Position in Royal Oak
• 10 key experience
• Basic computer skills
START IMMEDIATELY!
TODAYS TEMPORARY
(810) 649-4455
EOE

DATA ENTRY
WORDPROCESSING CLERK
For Accounting Department full time. $7/hr. Call Michelle at (810) 477-4030 ext 101

DATA ENTRY
Work in Your Area ...
• Pontiac
• Livonia
• Farmington
Immediate openings exist for data entry positions in your area. Data Entry position. All skill levels will be considered.
For appointment call
FUTURE FORCE SERVICES
(810) 353-6300

DATA ENTRY
$6.50-$7.50
Several positions available in Livonia, Plymouth and surrounding areas. Must have 10 key experience. Long term. For more info call
(313) 591-1100
ACRO SERVICE CORP.

DIRECTOR OF NURSING
Very established 75 bed long term care facility seeks DON with Medicare experience. Competitive salary and benefits.
Contact:
Highpointe West, 8365 Newburgh, Westland, MI. 48185 Joy Rd
Attn: Mr. Jim Hoover

DISPATCHER/MAINTENANCE
Needed for Southfield property management company. Experienced in scheduling, dispatching, and maintenance job orders. Send resume to BAR Company Lake, Po box 244, s Bloomfield, 48327

DOWNTOWN DETROIT law firm seeking experienced Phone Operator/Receptionist. Must have excellent communication skills. EOE Send resume to Box 61420
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DO YOU CONSIDER YOURSELF A PROFESSIONAL?
We want to interview and, hopefully hire, a large number of top-notch telephone service representatives. Ideal candidates will be friendly, intelligent, well groomed, polite, articulate, and possess great telephone skills. Experience in telephone sales is a plus. We are approximately 75 miles North of Detroit. Our ideal candidate will be able to commute to our office in Gaylord. Salary + Bonuses + Benefits. Call (810) 642-9850

DO YOU WANT TO BE ON A WINNING TEAM?
Fast paced environment as has full service Customer Service Positions available. Great benefits including 401K plan. Call Ann Marie Carol Sterling. Apply at
30766 Grand River, Farmington Hills
(810) 478-7030

EMPLOYMENT COORDINATOR TO $9/HR
Full time, strong customer service background, clerical, technical, or light industrial experience. Call
ARBOR TEMPS 459-1166

EXCEPTIONAL RECEPTIONIST
For fast paced office, must have phone experience. Entry Full time $ 5/hr. Part time $6/hr. Send resume to 31535 Southfield Rd Beverly Hills, MI 48025

EXECUTIVE SECRETARY TO $40,000
Be the private Secretary to the President of a multi company organization. Must have excellent skills and experience. Salary commensurate. Call Ann Lane, Call Barbara 810-464-0800. Sterling Personnel Services

502 Help Wanted-Clerical Office

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. Call today for personal freedom TEMP-TO-HIRE, benefits, vacation/holiday pay. CALL TODAY!
Farmington Hills 810-615-0000
Madison Heights 810-545-2300
Rochester Hills 810-650-5660
Western STAFF SERVICES.

EXCITING NEW CAREER OPPORTUNITIES!!!
Accepting applications for temp and temp to perm positions. If you have excellent typing skills, are willing to learn, we have a job for you!
Word Processing Receptionist
Data Entry Bookkeeping
Mail Clerk Telemarketing
Full or part-time positions, great pay, paid training, bonuses, referral bonus and temp-to-perm.
CALL TODAY!!!
1-800-701-3777
LIVONIA, SOUTH FIELD
TAYLOR, AUBURN HILLS
SNELLING PERSONNEL SERVICE

EXECUTIVE SECRETARY
DYNAMIC Behavioral Health agency located in Farmington Hills seeks individual with strong clerical skills and with excellent secretarial skills, including MS Windows, to provide support to chief operating officer & administrative staff. Ideal candidate must be a self starter and possess a minimum of 3 years experience and strong communication & organizational skills. Send resumes to Director, Behavioral Health Services, Care Company, 28201 Orchard Lake Rd, Ste A, Farmington Hills, MI 48334
An Equal Opportunity Employer

EXECUTIVE SECRETARY TO $30,000
Microsoft word and Excel experience. Will work for CFO, major publication firm, full benefits.
Call Deborah 810-464-0800
Sterling Personnel Services

EXECUTIVE SECRETARY TO $35K
Call Barbara
PERSONNEL SYSTEMS
(313) 459-1168

EXECUTIVE SECRETARY
INTERNATIONAL Supplier of Automotive Parts seeks an Executive Secretary. Must have excellent Windows & Lotus experience. Salary $25,000 to $27,000-$25,000 to start. Full benefits. Fax resumes to 810-645-1884 or send to HRMS 1800 W. Big Beaver, Ste 220, Troy, MI 48084

EXECUTIVE SECRETARY
expected. Best position engineering firm. Microsoft word 6.0 and Excel 5.0 a must. Great pay and benefits. Salary commensurate with experience. Call Ann Marie Carol Sterling to resume fax 810-626-8130.

EXECUTIVE SECRETARY
Southfield based manufacturer firm has an immediate full time position for an Executive Secretary/Administrator to our executive staff. Individual must have professional experience required. Looking for a highly organized, self motivated person to join our growing team of professionals. Competitive salary with full benefits package. Send resume, program experience & salary requirements to: JGA, PO box 5017, Southfield, MI 48086 Attn Linda

EXECUTIVE SECRETARY
INTERNET Corporation, a fortune 1000 world leader in the automotive industry, is seeking highly qualified Secretarial & Administrative positions in our new facilities in Troy. Headquarters. We are seeking three individuals, one supporting the CEO, one reporting to the Vice President of Administration, and one supporting the Vice President of Manufacturing and Vice President of Technical Services. Successful candidates will possess: Bachelor's Degree in Secretarial Science, Experience with Windows, Word, Lotus, Powerpoint, Wordperfect 6.1, and in producing graphics for presentations, excellent and high typing skills, shorthand. We are seeking individuals who can maintain 3/ 3.5 years professional experience, have the ability to work a competitive compensation and benefits package. Please forward resume and salary requirements to:
Manager Management Development
Internet Corporation
Suite 150
1430 West Big Lake Road
Troy, Michigan 48098
Internet is an Equal Opportunity Employer M/F/D/V

FILE CLERK - Part-time 19-20hrs min per week. Flexible hours for retiree or housewife. Some typing required. (313) 462-1197

FILE CLERK
The Office of the Chapter 13 Standing Trustee in Southfield is seeking a full-time file clerk. 1-3 years of clerical experience required. Computer experience preferred and knowledge of word processing, data entry, and excellent benefits package. Send resume to Marilyn Medlock, Human Resources, Penobscot Building, 1001 Woodward, Ste 1400, Detroit, MI 48226

FILING - Day or afternoon shifts available on a week to week assignment. $6.50 per hour Call 313-464-7078
ETD Temporary Service
Equal opportunity employer

FRONT OFFICE HELP
for ophthalmology medical practice in Bloomfield. Full time, benefits.
(810) 850-2356

FULL-TIME POSITION in busy environment available for high energy, organized individual. Must have thorough knowledge of Windows & Word Perfect 6.0 and demonstrate a fast paced office skills. Please send resume to PO Box 2312, Farmington Hills, 48333

GENERAL OFFICE CLERK
Gain experience & be appreciated with multiple short & long term positions available. Must possess 10 key, high knowledge of Windows & Word Perfect 6.0 and demonstrate a fast paced office skills. Please send resume to PO Box 861, Southfield, MI 48037
An Equal Opportunity Employer

GENERAL OFFICE
FULL time, Warren phone, filing, typing & general office duties. Call Evelyn-Mon. Southfield area. Call between 9 & 4pm. 810-353-1611

502 Help Wanted-Clerical Office

GENERAL OFFICE CLERK
Southfield organization seeks extremely motivated general office clerk to perform investigation, word burst and typing duties. Must be able to work independently, have at least one year of office experience. If interested please send resume to Ms. Jenni, P.O. Box 661, Southfield, MI 48037
An Equal Opportunity Employer

GENERAL OFFICE CLERK
TEMP to Hire
$6-$10 per hour depending on experience
International Fortune 500 company is in need of a Team Player. Office experience and computer knowledge a must. Call 810-399-3450 for immediate appointment
Sterling Personnel Services

GENERAL OFFICE CLERKS
FULL-TIME
PART-TIME
Several openings for clerical staff to perform high volume mail sorting, copying and general office work. Jobs are in the Madison Heights area. Flexible start times & positive wages and benefits.
Send resume, or apply in person Mon-Fri. between 9am and 3pm, to
Automated Marketing Systems, Inc.
26555 Evergreen, Suite 300
Southfield, MI 48076
FAX (810) 352-0765

GENERAL OFFICE/FULL-TIME. Good typing, math & phone skills. Pleasant working conditions. (810) 558-6400

GENERAL OFFICE help. Typing, filing, computer. Call Ann Marie Carol Sterling. Send resume FPLS, PO Box 416, Plymouth MI 48170

GENERAL OFFICE HELP
Full time Mon. Must have typing or computer experience. Own transportation required. $6.61 per hr to start with good chance for advancement. Troy area. Call (810) 649-2580

GENERAL OFFICE
Light Bookkeeping, computerized 3 days per week
Southfield area (810) 352-2550

GENERAL OFFICE
Must have 3-5 years experience with all around office duties with bookkeeping and computers. Part-time leading to full time. Good wages & more 313-535-7800

GENERAL OFFICE
Part-time leads to full time. Good opportunity for advancement & a record manufacturer. Typing, bookkeeping skills & plus. Southfield area (810) 559-8001

GENERAL OFFICE, part time, light bookkeeping, computer skills, 12 to 20 hrs per week. Send resume only to Ann Borrow, 25375 Glendale, Redford, MI 48239

GENERAL OFFICE
Small non-smoking office seeks person with office experience including accounts payable/receivable, payroll, sales order and general ledger. Computer experience required. MAS 90 preferred. $ plus. Send resume to PO Box 403 Birmingham, MI 48012-0403

GENERAL OFFICE WORK
Part time 30 hours per week. Will train. Typing experience needed. Apply in person at 3224 Beech Daly Rd., ½ mile S of Michigan Ave

GENERAL OFFICE, $18,000
WordPerfect, Lotus, Powerpoint, good People Skills. Lots of variety. Good firm. Call Denise, 810-772-6760
Sterling Personnel Services

INSIDE SALES
Immediate opening for inside sales associate with strong customer service accounts. Experience helpful. Full or part time available. Send resume to Sales Manager, 27150 W 8 Mile Rd., Southfield, MI 48034

Insurance
Acura has immediate full time openings
• CSR Representative-Personal Lines
• Claim Representative/ Property & Casualty
Claims experience
Candidates must be organized with good communication and interpersonal skills. Join the Acuraa team are offer competitive salaries and benefits. Fax or send resume with salary requirements to:
Human Resources Coordinator
Acuraa of Michigan
PO Box 5007
Southfield, MI 48086-5007
EOE

INSURANCE
AGENCY NOW expanding and has an opening for an experienced Commercial Lines CSR. We are looking for a highly motivated individual with strong organizational skills to work with licensed agents in property casualty, strong attitude, attendance & commitment to work. Salary commensurate based upon ability. Send resume to Personnel Dept PO Box 306 Troy, MI 48099-0306

INSURANCE ASSISTANT
Full time to service policies for AAA Insurance. Experienced preferred. 8:30-5:30. (313) 953-1080

INSURANCE
Personnel lines & agency office experience required. Full time hours. Bloomfield Hills (810) 644-6717

INSURANCE PROCESSOR needed for large RV dealership. F & I. Must be self motivated, organized & capable of handling multiple tasks. Auto/RV insurance processing, Business Well from start. Mon-Fri, some Sat. Call Ann Marie Carol Sterling. Resume to General Trailer, 48300 12 Mile, Wixom, MI 48393

INSURANCE
Seabury & Smith is looking for a Multi-Line Company in DEARBORN seeks the following for our expanding operation

CUSTOMER SERVICE REPS PART TIME
Hours 3:30pm-7:30pm
Must have experience in auto/homeowner insurance

PART TIME CLERK TYPIST
Seeking Clerk Typist to work 3-4 hours a day. We will have flexibility in scheduling hours.

SECRETARY/WORD PROCESSOR
Must be experienced in WORD FOR WINDOWS. Full time 8:30am-