502 Help Wanted-Clerical Office

OFFICE/CLERICAL

Immediate openings in growing import/export company. Knowledge of phones and computers helpful. Must be detail oriented and have excellent phone etiquette. Great benefits and beautiful surroundings.

Diversified Recruiters
810-344-6700 FAX 810-344-6704

OFFICE CLERICAL part time, to assist with phone in project, entry, billing, etc. Flexibility hours & days. Must have computer skills & know Windows. Flexible hours. Apply in person or fax resume 24 hours per week. Farmington. Call Pete (810) 476-0300

OFFICE CLERICAL

Place orders & expedite shipments. Company located in Southfield Town Center. Has immediate opening for clerical position. Typing 5-7 words per minute, phone personality to be pleasant, attitude to be positive, attitude toward hard work, dependable. Hours 8 - 5 daily. Salary commensurate with experience. Call Mr. Lynch, Mr. Fleischer, Mr. Hoover (810) 478-0300

OFFICE CLERICAL

Company located in Van Buren Twp. has immediate full time opening for an experienced clerk. Must be organized, detail oriented, have good math & filing skills. Knowledge of Word Perfect & Lotus helpful. Excellent benefits and company paid holidays. Send resume to P.O. Box 780, Belleville, MI 48111-0780

OFFICE MANAGER
CONSTRUCTION

Now hiring for small, rapidly growing construction company. Must be self-motivated, have 5 years office experience, 3 years experience in computer accounting, a pleasant personality and be detail oriented. In order to coordinate our former job shop, we need someone who is organized, self-starter, and a team player. Send resume to 30175 Schoolcraft, Livonia, MI 48150

OFFICE MANAGER. Experienced. Part time for outdoor sign group. Must have knowledge of computers. Fax resume to (810) 626-3030

OFFICE MANAGER
Small business in Farmington Hills needs an assertive, self motivated individual with strong organizational skills, excellent telephone manner, and the ability to multitask. Resume to 30175 Schoolcraft, Livonia, Michigan 48150

OFFICE PERSON for automotive center in Farmington. Must have knowledge of computers, be organized and have a pleasant personality. Full time position with benefits. Call (313) 273-3221

OPERATIONS CLERK

Full time clerical opening for a leading manufacturer of construction lines. Responsibilities include order processing, following quality procedures in accordance with ISO 9000 standards, and working with multiple tasks and deadlines. Send resume to:
Human Resources Dept.
43601 Hayes St.
Plymouth, MI 48170
Fax (313) 453-2947

OUT OF WORK??

Let our professional staffing service find you the job of your right for you. Immediate and permanent positions available for experienced clerk and data entry. Multiple positions available. Call today!

800-701-3777
LYONS, SOUTHFIELD, TAYLOR, AUBURN HILLS
SNELLING PERSONNEL SERVICES

FULL TIME
EXPERIENCED litigation paralegal/secretary in suburban law firm. Must have word processing experience. Salary commensurate with experience. Call (313) 459-2122
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FULL TIME
RECEPTIONIST/WORD PROCESSOR
Call Bob/Joan, Light Work, Top Pay. Immediate Openings. Call Pete (810) 476-0300

SMALL BUSY ACCOUNTING OFFICE currently located in Livonia is moving to Southfield in mid-August. Looking for people who want to grow with the company. Salary $377 per week. Call Mr. Lynch (313) 729-5300, Schoolcraft, Livonia, MI 48150

PAYROLL ADMINISTRATOR
Contract staffing company in Farmington Hills has a permanent full time position available for an experienced Payroll Processor. Expertise in computer skills (DOS, Windows, Lotus, DBASE) and experience in preparing Compensation and benefits. Send resume to:
CONTRACT TIMES
31700 Middlebelt Rd., Ste. 145
Farmington Hills, MI 48334

PAYROLL SPECIALIST
For busy physical therapy firm to start your benefits. Send resume to 16250 W. 12 Mile Rd., Suite 322, Southfield, MI 48076

PAYROLL SPECIALIST
$22,000
Growing industry offers an immediate opportunity for experienced payroll specialist. Must be detail oriented and have knowledge and all payroll taxes. Call Barbara here (810) 356-0808
Sterling Personnel Services

PERM PART TIME
1-2 days. Must have strong medical office skills and working knowledge of MS 5.1. Call (810) 557-7751

PERSONNEL RECEPTIONIST
Prestigious employment agency needs receptionist. Fast paced environment. Call Ann (810) 355-1300
ARBOR TEMPS 455-1100

PRODUCTION DATA ENTRY
Exceptional Company is looking for an experienced reader/keyer for someone interested in performing high volume data entry. Will are dominantly keying of alphanumeric data. Ideal candidate will be detail oriented, accurate, and have a minimum of 3 months experience to keyed, as well as the ability to work in a fast paced environment. Knowledge of medical terminology is extremely helpful. We pay top of the line salary and have full benefits package, including 401(k), Life Insurance, Medical, Dental, Vision, Tuition Reimbursement, Paid Vacation, Sick Days, Holidays, etc. For immediate consideration, please fax resume or send resume to Lisa Lowery, Compensation, fax 681-8138. EOE M/F/H

Project Coordinator
Fast growing developing company seeking highly motivated individual with good communication and professional phone manner to assign various projects to many various contractors. Job Skills: EXCEL and Access a plus. Salary DOE. Benefits. Please FAX: Ms. Jaclyn 334-8409, Bloomfield Hills, MI 48302

PURCHASING ASSISTANT
Previous experience working with purchasing, knowledge of computers, strong attention to detail, excellent communication skills. Salary DOE. Fax resume to Human Resources (810) 478-0300

TODAYS TEMPORARY
(810) 649-4455
EOE

Hey Homemakers!
Are you good at organizing others? Enjoy helping for a good part time job? Busy mom's need you!
ADMINISTRATIVE SECRETARY
Flexible 30 hours and positive job share situation. Call...
Eric Rader
313-261-0703

RECEPTIONIST
Bloomfield Hills law office seeks a friendly, conscientious individual to serve as receptionist. Typing & basic computer skills needed. Competitive salary & benefits commensurate with ability. Call Barbara, 810-644-2800

RECEPTIONIST
Bright, outgoing personality has to be the phone. Problem solving & other office tasks. Computer literate a plus. $4.25/hr & great benefits. Fax resume 810-489-0212

RECEPTIONIST/CLERICAL
Full time position with Downtown Birmingham School have excellent phone skills, computer literate, knowledge of Windows & typing. Send resume to Box 1000, Auburn Hills, MI 48326 or fax (810) 852-0032

Receptionist - Data Processing
We provide Information Management services to the insurance industry. We are seeking part time (30 hrs) receptionist to work in our Southfield Office. Duties will include receptionist & administrative support for the manager. Qualified candidate must be detail oriented, possess excellent telephone skills, work well in a team environment, and have a pleasant personality. Send resume to:
Receptionist
P.O. Box 2147
Southfield, MI 48037

RECEPTIONIST
MUST speak Korean, Mandarin or Cantonese. Must be computer literate, have excellent telephone skills, be able to type 40 wpm, and have knowledge of Word, Excel, Lotus, Computer Training, Systems, 27633 Northwestern Hwy., Southfield, MI 48034

RECEPTIONIST
CLERICAL
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Livonia, MI 48150

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P.O. Box 2147
Southfield, MI 48037

RECEPTIONIST
Modern, updated Southfield facility seeks full time receptionist for multi-line telephone system. Must be organized, detail oriented, have excellent communication skills, Mac experience and have a pleasant personality. Send resume to:
Receptionist
30777 Northwestern Hwy.
Farmington Hills, MI 48334