502 Help Wanted-Clerical Office

CLIENT SERVICE REPRESENTATIVE

Income Personnel, a national temporary staffing service, is looking for a client service representative. Position will assist our investment consultants. Duties include processing transactions, preparing reports, maintaining client files, and other duties as assigned. Candidate must have excellent communication skills, be detail oriented, and have a minimum of 1 year of related experience. Excellent benefits package. Please send resume to: Income Personnel, Attn: Client Service Rep, 2000 Town Center, Suite 1900, Southfield, MI 48075. Fax resume to: (810) 775-7083

CONTRACT ADMINISTRATOR

Relationship focused insurance broker seeks experienced assistant for an organized, detail oriented contract administrator. Experience in our business helpful but not necessary. Must have excellent communication skills, a LOO license, proven ability to organize and work in a fast paced environment. Excellent benefits package. Please send resume to: Team Insurance Company, 401 Wilshire Drive, Suite 320, Troy, MI 48084-3600, Attn: Human Resources Assistant

Data Entry Supervisor
Fast paced accounting department seeks detail oriented full time individual for this critical based position. You will be responsible for supervising data entry and basic math skills, strong organizational skills, and the ability to work in a team environment are required. Accounting experience and/or math degree preferred. Competitive salary and benefits package. Qualified candidates forward resume to: DESKNA P.O. Box 4272 Farmington Hills, MI 48331-4272

DATA ENTRY/OFFICE CLERK
For a growth oriented company. Must have excellent skills. Send resume to: Human Resources, 30833 Northwestern Hwy, Farmington Hills, MI 48334

DISPATCHER
Service field requires experienced light truck dispatcher for fast paced Farmington office due to expansion. Must have excellent communication skills, computer experience, MS Office, excellent benefits & salary. Fax resume to: (810) 476-0008 and 378

EMPLOYEE BENEFIT CLAIMS PROCESSOR

Detailed, fast paced Benefits Administration firm has immediate opening. Ability to organize, retain practical knowledge of Medical Insurance Benefit Claims Processing, computer literate, excellent communication and computer skills. Ideal candidate will have the ability to prioritize and handle a variety of tasks daily. Full time, excellent benefits package. Fax resume to: (810) 360-8679 Southfield Area

CUSTOMER SERVICE

Full time position available for an individual with knowledge of Microsoft Windows, Word, Excel, Access, Powerpoint and Outlook. Ideal candidate will have 2-3 years customer service experience. Excellent benefits package. Fax resume to: (810) 476-0008 and 378

CUSTOMER SERVICE

Full or part time. Temp to perm available. Ideal candidate will have 1 year customer service experience, typing 50 wpm, 10 key, Windows, Word, Excel, Powerpoint, Outlook and Internet. Fax resume to: (810) 476-0008 and 378

CUSTOMER SERVICE

Full time position for full time service representative. Must have excellent communication skills, computer literate, Windows, Word, Excel, Powerpoint, Outlook and Internet. Fax resume to: (810) 476-0008 and 378

CUSTOMER SERVICE

Full time position for full time service representative. Must have excellent communication skills, computer literate, Windows, Word, Excel, Powerpoint, Outlook and Internet. Fax resume to: (810) 476-0008 and 378

CUSTOMER SERVICE REPRESENTATIVE
Full Time Opportunity
- Typing 35wpm
- Excellent communication skills
- Team player
- Microsoft Word, Lotus 1-2-3, or Quattro Pro

Fax resume to: (810) 476-0008 and 378

IT SERVICES & SYSTEMS
(810) 569-6425

CUSTOMER SERVICE

Leading manufacturer seeks individual with customer service experience. Ideal candidate will have 1 year customer service experience. Call Ruth at (810) 557-3811

SALES OPERATIONS Salary
Leading South Southwest office furniture dealership seeks experienced & organized individual with strong communication skills. Fax resume to: (810) 473-1 Birmingham, MI 48009

DATA ENTRY
Clerical duties include filing, phone, typing. Flexible hours, excellent benefits. Send resume: Cranbrook Realty, 30095 Northwestern Hwy., Farmington Hills, MI 48018

DATA ENTRY clerk part time 15 to 20 hours per week. Computer experience preferred. Apply at Lakeland Regional Medical Center in Livonia, Human Resources Department, 36475 Plymouth Road, Livonia, MI 48150 EOE

DATA ENTRY

- Position in Royal Oak.
- 70 wpm typing speed.
- Some experience a plus.

START IMMEDIATELY

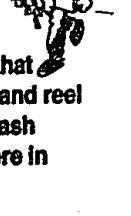
TODAYS TEMPORARY
(810) 649-4455
EOE

ACCOUNTS RECEIVABLE REPRESENTATIVE

Excellent customer service skills are needed to perform in this position. Any knowledge & experience in use of on-line billing systems, working with Auto-Dialer and collections in large volume environment very helpful. Associate Degree or progress toward degree preferred. Good communication skills and math aptitude a must. Full and part-time positions available at our Southfield, Michigan office. Send resumes to:

CELLULAR ONE
Human Resources Dept.
DEPT.ARC0903
359 E. Wilson Bridge Rd.
Worthington, Ohio 43085

NO PHONE CALLS PLEASE Equal Opportunity Employer



Tackle that garage and reel in the cash right here in the

Observer & Eccentric CLASSIFIEDS

502 Help Wanted-Clerical Office

DATA ENTRY-CLERK
$7-$9 PER HOUR

Busy N. W. Suburban art gallery needs a Data Entry Clerk with prior computer experience. Excellent benefits and salary commensurate with ability. Send resume to:

DATA ENTRY-CLERK
FINE WEST GALLERY
24062 NORTHWESTERN HWY
SOUTHFIELD, MI 48034

DATA ENTRY OPERATORS

Team Insurance Company is currently seeking two part-time data entry operators. Duties include entering cash and updating policy information. If you can type 35 wpm, have some clerical skills, and are looking for part time flexible hours, please send your resume to:

Team Insurance Company
401 Wilshire Drive
Suite 320
Troy, MI 48084-3600
Attn: Human Resources Assistant

Data Entry Supervisor
Fast paced accounting department seeks detail oriented full time individual for this critical based position. You will be responsible for supervising data entry and basic math skills, strong organizational skills, and the ability to work in a team environment are required. Accounting experience and/or math degree preferred. Competitive salary and benefits package. Qualified candidates forward resume to: DESKNA P.O. Box 4272 Farmington Hills, MI 48331-4272

DIRECTOR OF NURSING

Real established long term care facility seeks DON. Ohio Nursing License required. Send resume to: Human Resources, 18525 W. Seven Mile, Detroit, MI 48219

EXECUTIVE SECRETARY

Opening for an individual with excellent clerical skills to work 30 hours per week. Excellent benefits. Call Lakeville Director of Nurses at (810) 624-4000

RECEPTIONIST

Part time - 20 hours/week, opening. Must have excellent clerical and communication skills. Competitive salary and benefits package. Send resume to:

Teresa Sowards
Jewish Vocational Service
25800 Science Park Road
Southfield, MI 48075
An Equal Opportunity Employer

EXECUTIVE SECRETARY

Farmington Hills Real Estate Company seeks individual with excellent clerical skills. Must know Word for Windows. Ability to organized, have good telephone skills, be able to meet deadlines. Strong clerical background and salary commensurate of 5 years experience. Excellent fringe benefits package. Fax resume to: (810) 737-9652

FAST PACED office seeks experienced full time receptionist. Must have heavy phones & computer. Good benefits. Salary commensurate with experience. Job requires 35 wpm. Call Buy Jordan

Call (810) 489-0001

FILE CLERK Busy real estate company seeking energetic person with excellent organizational skills to maintain files. Other clerical duties required. Must have 1 year clerical experience, strong attention to detail, and ability to work independently. Call 313-731-3600

FILE CLERK

Lucas CPA Firm looking for energetic clerical assistant. Learning office duties and accounting experience helpful. Strong Word and Excel skills required. Fax resume to: Lucas CPA Firm, Attn: Office Manager, 2000 Town Center, Suite 1900, Southfield, MI 48075

ENERGETIC PERSON for busy non-profit office. Experience with Windows, computer experience. Fax resume to: (810) 626-6217

FILING - City of Birmingham shifts available on weekends. $4.50 hour. Call 313-642-3079. EOE Employing Series. Equal Opportunity Employer

FILING
Part-time, weekends & weekends. Flexible hours. Apply at:
Birmingham Eccentric
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FRONT DESK RECEPTIONIST
For Northville Tennis Club in Farmington. Minimum typing speed 35 wpm. Ability to accommodate shifts available. Apply in person at Northville Tennis Club, 43700 Grand River, Novi.

FRONT DESK RECEPTIONIST WORD PROCESSOR

Full time & part time. Prestigious Livonia & Troy law firms. Knowledge of Word Perfect 5.1 & Microsoft Word for Windows. Front desk experience a plus, professional, congenial demeanor, ability to handle stress, excellent attitude and flexibility a must. Prefer 1 year secretarial experience. Must be a team player.

One full time Word Processor receptionist position and one part time receptionist/word processor position. Livonia. One full time receptionist position open in Troy.

Send resume and salary requirements to:

Professional Staffing Manager
5505 Corporate Drive, Suite 100
Troy, MI 48098

An Equal Opportunity Employer

FRONT DESK SECRETARY
$20,000

PEOPLE greeting and work oriented individual needed for busy medical practice in Troy. Professional position with a growth potential. Call 313-524-0200 Breiting Personnel Services

FULL TIME POSITION in busy area office available for high energy and organized individual with four years experience in Windows, Word, Excel, Powerpoint & Lotus. Call Tina 810-476-3700

GENERAL CLERICAL

enthusiastic, friendly person for Birmingham office. Must have good phone skills, strong attention to detail, ability to multitask, and be able to work independently. Full time position with benefits. Salary commensurate with experience. Please respond if you possess the following:
- Good phone communication skills
- Data entry experience helpful
- Salary low to mid-teens
- Hours 8am to 5pm
- Honesty and eager to learn new skills

Please send resume to:
Human Resources Manager
P.O. Box 5407
Farmington, MI 48331-5407

GENERAL OFFICE / Full-time. Good typing, math & phone skills. Salary plus benefits. Apply in person: 29800 Telegraph, Southfield.

GENERAL OFFICE HELP
Full-time. Should have some typing experience. Ability to multitask important. 35-37 hrs/wk. Salary commensurate with experience. Fax resume: Carl 810-549-0788

GENERAL OFFICE HELP
Part time. To assist department with general office duties & data entry. Bookkeeping experience helpful. Send resume to: 21605 Gray Rd., Canton, MI 48187

GENERAL OFFICE
Mon.-Fri. Livonia Insurance
313-464-0600

502 Help Wanted-Clerical Office

GENERAL OFFICE HELP
Experienced. Western area. Must have excellent phone skills, good typing & math and able to lift up 3 days/wk. with possibility of full time. Call Sandy 313-595-1383

GENERAL OFFICE
Must have 3-5 years experience with all around office duties with computers. Full time person & part time person needed. Good pay & benefits.
313-836-7080

GENERAL OFFICE
PART TIME Bookkeeper 8am-4pm/44 hours/2 to proper phones and do light typing. 20-25 hours/week. Contact Diane 313-421-8788

GENERAL OFFICE
Small non-smoking office seeks person with phone skills, computer, data entry experience preferred, with strong attention to detail. Computer experience required. MAS 90 Bookkeeping helpful. Fax resume to 810-642-9670 Hartland Dr. Plymouth MI 48170

GUIDANCE ATTENDANCE OFFICE SECRETARY
For full time position at Isaac Carothers High School, Hours 7:30-3:30pm during regular school year. Must type 35 wpm and be friendly & outgoing. $18,500 to $20,000 plus benefits. Apply at Isaac Carothers, 47650 Hayes Dr. Plymouth MI 48170

HOME OFFICE Secretary
Full time position in Isaac Carothers High School. Hours 7:30-3:30pm during regular school year. Must type 35 wpm and be friendly & outgoing. $18,500 to $20,000 plus benefits. Apply at Isaac Carothers, 47650 Hayes Dr. Plymouth MI 48170

INSURANCE Receptionist
Insurance firms & agency office experiencing increasing. Flexible hours, excellent benefits. Salary commensurate with experience. Fax resume to: (810) 473-9630

INSURANCE RECEPTIONIST
for large PC dealership. 6 - 8 months experience preferred. Must be self motivated, organized & detail oriented. Ability to multitask. Insurance background a plus. Salary commensurate with experience. Fax resume to: (810) 737-9652

INSURANCE
Receptionist & Smith Life Marketing & Multimedia Company in DEARBORN seeks following for our expanding operation:

CUSTOMER SERVICE REPS
FULL & PART TIME
Full Time mon. - fri. 9:30am-6:30pm
Part Time 3:30pm-7:30pm

Must be experienced in auto/homeowner insurance

PART TIME CLERK TYPIST

Seeking Clerk Typist to work 3/4 hours a day. Job also has flexibility in scheduling hours.

SECRETARY/WORD PROCESSOR

Must be experienced in WORD FOR WINDOWS. Full time & 3/4 time.

We offer an excellent salary and benefits package. Interested candidates to full time employment including a 3 month probationary period, will be considered for a position directly under which position will an industry leader.

Call (313) 271-8010
Fax (313) 271-8011
resume including salary history
Or send resume to:

SEABURY & SMITH
6 Parklane Blvd.
Dearborn, MI 48126

Equal Opportunity Employer M/F

INTERNATIONAL BUSINESS CENTERS, growing office needs organized, detail oriented, self motivated person. Do you know Microsoft Word, Excel, Powerpoint? Do you know Microsoft Windows? Are you a future manager? Contact Sandy Bailey, Director of Operations, Lotus, Starting Wk. 313-388-1800

INTERVIEW/DATA ENTRY
Experienced data entry operator. Full-time, flex & other options available. Call Donna 313-981-8151

LEASING CONSULTANT for large apartment community in Canton. Customer service experience, excellent sales ability and understanding of marketing. Ability to be detail oriented, organized and professional image and enthusiasm a must. We offer an excellent salary and benefits package in a strong growth program. Please send resume to: Leasing Consultant, P.O. Box 2 Eccentric, 36251 Schoolcraft, Livonia, MI 48150

LEASING CONSULTANT/ OFFICE ADMINISTRATOR

Experienced Residential Realty Company is one of the region's fastest growing property management & development firms. Has immediate opportunities for experienced, motivated, detail oriented individuals. In addition to excellent salary & benefits, we offer a stimulating, rewarding environment. The right candidate will have the ability to work as required to accomplish company goals, strong leadership, organizing & decision making.

Excellent interpersonal skills are essential, as are typing skills and computer literacy. Knowledge of the office & computerized factory work a great plus.

Qualified applicants are invited to submit a resume immediately. Only local interviews will be scheduled for the week of August 7th.

Associated Estates Realty Corporation
Dept. MEJ0G
8800 Sweet Valley Drive
Richland Hts., Ohio 44143

equal opportunity employer

TROY LAW FIRM seeks full time LEGAL SECRETARY with 5-7 years, in personal injury litigation. Excellent salary, medical insurance, dental, pension. Resume to:
Attorney
PO Box 1274
Troy, MI 48099-1274

LEGAL ASSISTANT
College Grad, 2.0 or better, to assist in litigation department of insurance firm. Word Perfect 5.1 knowledge helpful. Fax resume: (313) 737-8466 Ask for Linda (313) 737-8466

502 Help Wanted-Clerical Office

LEGAL
Premier Assignments, Top Rated Insurance Available, Training & Bonus Program, Great Benefit Sports available.

Call Mel or Fax in Confidence to:

PERSONNEL AT LAW
313-786-TEMP
810-358-0060
3000 Town Center #2580
Southfield, MI 48075
Fax (810) 358-0238

Legal Secretaries

Our reputation for integrity has opened the doors to many of the area's finest firms. We have permanent and temporary placement opportunities for top quality legal assistance.

Call Sue Stenmoyer PAD
HILLSTROM & ROSS AGENCY, INC
810-626-8155

LEGAL SECRETARIES

The UAW Legal Services Plans are seeking experienced legal secretaries for our Troy and Detroit offices. Applicants must possess a minimum of 5 years legal secretarial experience, be able to work quickly and accurately, have good organizational skills and be able to work quickly in a fast paced environment. Excellent salary, benefits package, including a defined contribution pension plan, and outstanding benefits. Send resume to:

Monica Bradford
LAW Liaison, Suite 1000
7430 Second Avenue, Suite 200
Detroit, Michigan 48202
313-872-8311

LEGAL SECRETARIES & RECEPTIONISTS
Experienced only for permanent & temporary positions. Call Joanne for an appointment.

JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 204 TROY, MI 48084
810-362-3430
ALL FEES EMPLOYER PAID

LEGAL SECRETARY
Downtown law firm is looking for legal secretary with experience in litigation/corporate preferred. Salary commensurate with experience.
313-964-2226

LEGAL SECRETARY
Experienced, for small Southfield firm. Proficient with WordPerfect 5.1 required. Bankruptcy experience helpful. Great benefits package. Salary commensurate with experience. Fax resume to: 810-559-9032

LEGAL SECRETARY
Experienced, for small Southfield firm. Proficient with WordPerfect 5.1 required. Bankruptcy experience helpful. Great benefits package. Salary commensurate with experience. Fax resume to: 810-559-9032

LEGAL SECRETARY
Experience in pension PA required. Salary commensurate with experience. Excellent benefits. Fax resume: Attn: Ann Lutz at (248) 644-4650 or 332 Southfield, MI 48034 Attn: Mary

LEGAL SECRETARY
Experience in pension PA required. Salary commensurate with experience. Excellent benefits. Fax resume: Attn: Ann Lutz at (248) 644-4650 or 332 Southfield, MI 48034 Attn: Mary

LEGAL SECRETARY
Farmington Hills defense practice, 1-2 years exp. Word Perfect 5.1 required. Salary commensurate with experience. Fax resume to: Attn: Ann Lutz at (248) 644-4650 or 332 Southfield, MI 48034 Attn: Mary

LEGAL SECRETARY
FOR Detroit LA firm in Auburn Hills. 2 yrs. exp. in corporate law required. Word Perfect plus salary range to $30-$40K. Call Ms. Gilbert at 313-961-8083
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Full time for small general practice firm in Troy. Some experience required & must have excellent typing skills. Salary commensurate with experience.
(810) 649-1222

LEGAL SECRETARY - Full time for law firm in Livonia. Must have experience handling computer data bases, very fast typing required. Fax resume to: (313) 464-1445

LEGAL SECRETARY
Fax resume to P. L. Dellaria Sam at Southfield. Legal experience necessary. Word Perfect 5.1 required. Salary with benefits & excellent opportunity. Call Office Manager (810) 356-4460

LEGAL SECRETARY
Needed for Birmingham law firm. Litigation & tax experience required. Word Perfect 5.1 required. Salary commensurate & excellent benefits. Send resume & salary requirements to:
Box 01401
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL Secretary/Office Manager
Experienced legal secretary/office manager to take charge of a growing general practice law firm. (313) 729-5020

LEGAL SECRETARY
Personal injury. Minimum 3 years experience. Salary commensurate with ability. Call Ann 810-354-7200

LEGAL SECRETARY
Part-time. Approaching for small Southfield firm. Minimum 1 year experience. Must know WordPerfect 5.1. Call Ann 810-557-6900

LEGAL SECRETARY
Perrot Cole law firm seeks litigation secretary with 2 yrs. exp. and salary commensurate. Office Administrator 208 Penobscot Bldg. Suite 500 Detroit Civil, MI 48207

LEGAL SECRETARY / RECEPTIONIST
Bloomfield Practice Injury Law firm seeks Receptionist/Legal Secretary. Word Perfect 5.1 knowledge helpful. Salary commensurate with experience. Call Sandy (810) 644-6023

LEGAL SECRETARY
Southfield branch, detailed oriented with excellent typing and data processing skills with experience. 810-559-7600

LEGAL SECRETARY
Southfield family law firm seeks full time Legal Secretary. 3-5 years experience. Must know WordPerfect 5.1 and Windows. Salary commensurate. Call Marlene (810) 357-4600

LEGAL SECRETARY
Southfield law firm seeking experienced Legal Secretary with Social Security disability experience. Knowledge of Word Perfect 5.1 helpful. Salary commensurate with experience. Fax resume to: Office Manager - Secretary & Associates, 3655 Town Center Blvd., Suite 100, Southfield, MI 48075 or FAX 810-355-0000

LEGAL SECRETARY
1-3 yrs experience in legal secretary to work in a growth corporation real estate department. Word Perfect 5.1 required. Salary commensurate with experience. Please send resume to: Human Resources, Box 01106, Troy, MI. 48084

502 Help Wanted-Clerical Office

LEGAL WORD PROCESSOR
Immediate full or part time position available. Royal Oak Bloomfield area law firm. Word Perfect 5.1 required. Bankruptcy experience preferred. Excellent typing, spelling & grammar skills. 810-433-3329

LIGHT SHIPPING/RECEIVING/ DATA entry position. Varied office duties for expanding Redford Business. Experience preferred but will train right person. Days, Mon. thru Fri. Excellent wage & benefits. Fax resume or mail to: Box 01461 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

Looking for FALL Positions?
CALL NOW
TROY - Receptionist, light typing. Work/Period 8/1. $7.84/hr

PONTIAC - Receptionist/Receptionist Answer. Type 34 wpm. $6.50/hr

SOUTHFIELD - Telecommunications Operators (3 months). Flexible hours and schedules. $6.50/hr

OAKTEC
Professional Staffing
Farmington Hills 810-477-3033
Auburn Hills 810-377-4070

LUXURY AIRPORT dealer seeking knowledge, customer oriented individual to perform light office and clerical duties in our business office. Please apply within: Royal Lexus Company, 545 E. Hunter Blvd., Birmingham

MAILROOM TRANSMITTING CLERK
Photocopying, mail & fax. Must be time motivated, able to buy supplies, maintain equipment, organized and able to work quickly. Ability to lift 50 lbs. Excellent benefits package. Salary $8 per hour with opportunity for bonus. Fax resume to: Box 01176
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE MANAGER

Responsibilities include bookkeeping duties, payroll, A/R, A/P, assuming full responsibility with good organizational skills, and knowledge of computers. Must be a business professional. Office experience is required, as well as a computer background and good with numbers. Excellent job opportunity. Only persons with management experience and a desire to be challenged need apply. Please send resume to:
P.O. Box 1753
Southgate, MI 48195
EOE

MARKETING ASSOCIATE
PART TIME (RECEPTIONIST)

Apartment Search requires highly organized individual with strong phone personal computer experience and a neat and pleasant appearance. Must Call Jennifer 313-425-0479

An Equal Opportunity Employer

MARKET RESEARCH
$7.50 PER HR
Need phone & typing skills
APPLY TEMPS 434-1188

MEDICAL BILLING

Laboratory Corporation of America offers the opportunity to pursue your professional goals in a friendly atmosphere and competitive salary. Ideal candidate possesses a demonstrated ability in our medical billing department for a billing data entry position. Medical billing experience helpful. Knowledge of medical terminology a required. Experience knowledge of computers, ability to type 35 wpm, strong phone skills, ability to work independently, and the ability to handle 10,000 keystrokes. This person will position note through January and February. We offer a competitive salary and benefits package. Please send resume to: Laboratory Corporation of America, 10755 Capitol Drive, Livonia, MI 48150 EOE MF/V/D

MESSENGER / OFFICE CLERK
Part-time 15 hrs/wk. Must have valid driver license. Flexible hours. Apply in person at Jewish Vocational Service, 24800 Denso Drive, Suite 300, Troy 313-362-1170

MORTGAGE PROCESSOR
$ Growing Mortgage Company in Southfield seeks a detail oriented, self starter to assist home equity lending department. Must have 45 words per minute and organizational skills. Mortgage experience helpful. Excellent benefits package. Salary commensurate with experience. Call 313-352-3400 EOE MF

OAKLAND COUNTY law firm seeks Paralegal/Non-Paralegal. 11am to 7pm Mon-Fri. Must have related experience. Word Perfect 5.1 or 6.0 knowledge of local filing procedures. Salary commensurate with experience. Very competitive salary and benefits package. Forward to Celice Manager 1760 S. Telegraph Rd., Suite 100 Bloomfield Hills, MI 48302-0183 or Fax 810-335-3346

OFFICE ADMINISTRATOR
Our client, a fast paced automotive office administrator to assisting a full time office administrator in their busy office. Responsibilities of their busy office include: Accounting & billing (including P & H) Windows, Word & Lotus, Data Entry, Filing & Mailing. A competitive salary with an excellent benefit package is offered. Please mail or fax resume to: McKinney Industries, Inc. 3101 Bunk Hill, Suite 200, Lansing, MI 48912 Fax: (313) 361-7166

OFFICE ASSISTANT FILE CLERK: Full time for Bloomfield Hills law firm. Assist in general office duties including filing, typing & phone. Salary range $6 per hour. Send resume to: Office Manager, 1340 S. Lapeer Rd. 200, Bloomfield Hills, MI 48304

OFFICE ASSISTANT
Mature Minded and motivated 1 year office experience with good standard skills needed for this earner especially suited for this person. Responsibilities include: Accounting, Payroll, Administration, 1340 S. Lapeer Rd., 6121, Lake Orion, MI 48360

OFFICE ASSISTANT with computer skills, computer or typing experience. Full time, 16-hours. Salary $10-$13 2800

OFFICE ASSISTANT
For large corporation we have Full time, 36-35 to start with opportunities. Typing, phone skills. Minimum Freedom Cleaners (810) 473-9300

OFFICE CLERICAL
Bloomfield Hills law firm seeks multitasking individual with excellent communication skills, and the ability to work in a fast paced environment. Word Perfect experience preferred. Salary and benefits commensurate with experience. Fax resume to: (313) 961-2700 Attn: Ann Marie Equal Opportunity Employer

OFFICE/CLERICAL

PERSON with strong detail oriented skills and multitasking ability with automated phone system. Able to work in a fast paced environment with a positive attitude. Send resume to: Office Manager, Attn: Dept. Jenkins, 25800 Hesby Dr., Novi, MI 48375

OFFICE/CLERICAL
to $18,000
Growing Auto Dealer seeks same to fill Top Producing Department. Excellent benefits package. Call Mr. Bob Jones at

Diversified Recruiters
810-344-5700 FAX 810-344-5706

OFFICE CLERK
Commercial Real Estate Investment Firm has immediate full time opening for individual with good math, typing, and communication skills. Word Perfect 5.0 Plus. Send resume to: Box 7916, Bloomfield, MI 48013-8790

502 Help Wanted-Clerical Office

OFFICE CLERICAL
Westland manufacturer seeks experienced part time person working to perform multiple tasks. May assume more responsibility as we grow into budget of Westland/Inkster. Windows helpful. Prior experience in office setting. Will accept resumes. Be a part time other clerical duties. Our company presents an excellent opportunity for an energetic, outgoing person. Fax resume to: later than 9-10-95 to: Office Manager, 313-729-1368

OFFICE CLERK
The Barbara Ann Karmanos Cancer Institute is seeking a Clerk to provide clerical support for their Home Care and Hospice Programs, located in Lathrup Village. High school diploma, 1 year, accurate typing and good organizational/communication skills required. Medical terminology helpful, also a plus.
Qualified applicants may respond by resume to:
BARBARA ANN KARMANOS CANCER INSTITUTE
Human Resources
110 E. Warren
Detroit, MI 48201
EOE/M/F

OFFICE COORDINATOR
Phoenix Staffing Resources Agency has an opening for a full time position. Must possess excellent telephone, typing & organizational skills. This position offers an excellent benefits package. For immediate consideration call Bonny Burns at (517) 349-4230 or FAX resume to Attn: Bonny (517) 349-9108

OFFICE HELP FULL TIME
Busy Bloomfield Hills real estate office needs high energy individual. Must have experience on computer. Ability to multitask and to handle several incoming calls at once. Must have good phone skills and follow-up skills as well. Send resume to: Office Manager, 2311 W. Maple, Bloomfield Hills, MI 48301

OFFICE MANAGER NEEDED IMMEDIATELY
Experienced Office Manager. Applicant must be proficient with Microsoft Office & DOS. Construction experience helpful. Top pay. Top benefits. Fax resume to 810 540-2275

OFFICE MANAGER

SMALL, rapidly growing construction company. Contact area. Knowledge of bookkeeping is a must. Must be detail oriented. Communication skills a must. Excellent benefits package. Excellent salary. Send resume to: Box 01176
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE PROFESSIONAL
Good phone & computer skills & general office duties. $7 per hour. Apply at 23208 Southfield Rd. Southfield (810) 557-2284

OPERATOR/CASHIER
Full time position available to work in our fast paced Redford Dollar Store. Experience preferred but will train. Apply at TAMARACK DOLLAR 24425 W Tamarack Rd. or Call Tony at (810) 534-9000

ORDER ENTRY - FULL TIME
Information research firm in Center Line is looking for a detail oriented order entry person. Must have good typing skills and the ability to multitask. Please send resume to: A.I.C., P.O. Box 81127, Cleveland, OH 44181. Attn: Brenda

ORDER ENTRY
WINDOW fabricator in Wixom seeks responsible individual for updating personnel files, and filing and maintaining home benefits packages. Send resume to: Fenestration, 29733 Beck Rd., Wixom, MI 48393 FAX (810) 960-9447 Attn: Cindy

PARALEGAL
EXPERIENCE in corporate paralegal, emphasis in automobile law, needed for growing Southfield parent company. Salary commensurate. Benefits package. Call Marie for an appointment between 3:00 & 5:00PM.
(810) 855-8130

PARALEGAL for a Southfield law firm with experience in the automotive industry. Must have excellent clerical skills, typing, strong computer skills, and a comprehensive knowledge required. Send resume to: Office Manager, PO Box 213, Southfield, MI 48037-0213

PART TIME POSITIONS
CLERK - Commerce Township - 30 hrs. $7.00/hr
DATA ENTRY using Lotus - 20 hrs. $8-$8.50/hr

OAKTEC
Professional Staffing
Farmington Hills 810-477-3033
Auburn Hills 810-377-4070

PART TIME
RECEPTIONIST. Mon-Fri, 8am-6pm. Light typing, filing, light bookkeeping, phone skills required. (810) 476-0172

PART TIME RECEPTIONIST
wanted for busy insurance agency. Hours are 11 AM to 5 PM. Call Mon-Fri. (810) 644-4364

PART TIME secretary in Northville area. Able to work 20 hours/week. Call Sue 1-4pm 313-348-6006

PAYROLL & ACCOUNTING CLERK

Excellent opportunity for individual with payroll experience. Excellent benefits and salary. Please call Joel at Smoking Jacks (810) 557-7700

PAYROLL
$23,000
GOOD growth potential with an expanding company. Experience with payroll, general ledger, accounts A/R and A/P. Smooth personality, attitude. Call Barbara at 313-464-0604

Binding Personnel Services

PERMANENT PART TIME
1 - 2 days. Must have strong medical office and working knowledge of WP 5.1. Call (810) 967-8757

PERSONAL ASSISTANT
Fast-paced, sensational, Birmingham based mortgage company seeks motivated, organized, detail oriented individual with experience for multiple office duties. Salary commensurate with experience. Benefits. Not required. Competitive compensation. Opportunity for growth. Fax resume. Apply in person or fax resume. Call Barbara 810-644-5200

PROPERTY CASUALTY INSURANCE AGENCY
located in Birmingham seeks highly motivated individual with proficient typing and phone manner for this fast paced, ever changing office. Hours are 9:30am to 5pm, Mon. - Fri. Variety of duties including: Data entry, filing, & customer service job. Telephone experience helpful. Call Ann at (810) 645-9300

RECEPTIONIST - Light typing, phone answering, filing, light typing & other duties. Call Tony (810) 442-8000

RECEPTIONIST/FULL TIME
Looking for organized individual to answer phones and handle accounts Payable. Must be friendly, organized, detail oriented, able to multitask, and have good phone manner & music. Free week with paid training. Salary commensurate with experience. Fax resume to: Art Human Resources, Dept. 7280 Orchard Lake Rd. Farmington Hills, MI 48335

OR FAX 810-851-3000

PURCHASING ASSISTANT

Previous experience working with purchase orders. $300-$400 per week. Call Kimberly at Kimball Office Furniture at Bloomfield Hills & Fraser Hours.

GRADUATE OPENING

TODAYS TEMPORARY
(810) 649-4455
EOE

REAL ESTATE firm, small office, good organized secretary. Must be fast and able to multitask, organized and able to work independently. Must have ability to handle many responsibilities. Salary commensurate and great benefits. Fax resume: Attn: Sandy 313-416-0000

RECEPTIONIST/ADMINISTRATOR
for the Department of Statistics. The ideal candidate will have excellent clerical skills, computer literate, excellent communication skills, and a pleasant phone manner. Salary commensurate with experience. Fax resume: Attn: Dept. 7994, Bloomfield Hills, MI 48013-8790

502 Help Wanted-Clerical Office

RECEPTIONIST/BILLER
busy Indoorsen medical practice seeks full time Receptionist/Biller. Data entry, speed scheduling & effective communication skills required. Only 2 days & benefits. Send resume to: P.O. Box 1930 Livonia, MI 48151-1930 Fax 313-459-0808

RECEPTIONIST NEEDED by non-profit agency in Farmington Hills. Experienced preferred. Send resume: Human Resources, 25 Forest Farmington Rd., 222, Bloomfield Hills, MI 48304

RECEPTIONIST NEEDED for full time position in busy law firm in Birmingham area. Some light typing plus required. Benefits/profit sharing. Salary commensurate with experience. Send resume to:
Box 01484
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/OFFICE Assistant. Farmway Construction is looking for a dynamic individual to work in a fast paced office environment. Full time position. Full benefits. Salary negotiable. Call Renee.
(810) 304-6310

RECEPTIONIST

PART TIME Self-motivated individual with good phone skills, PC experience office duties. Our ideal candidate is enjoying a challenge.
(810) 851-3500

Receptionist Part-time
KSI Kitchen & Bath Showroom

We are looking for a part time Receptionist in our Livonia Showroom. The requirements are: Office Clerical, 3 days and Sat., 8am 5pm. The position will be responsible for greeting customers, answering the phones and other secretarial duties. The successful candidates will have some office experience and excellent phone skills. Competitive salary and benefits package. Starting salary is in the $6.50-$7.00 range depending on experience. If interested, please fax resume to: Human Resources
FAX# 810-229-2220

RECEPTIONIST
Part-time

We are looking for an experienced part time receptionist to assist our busy Plymouth office. Hours are Monday 2 evenings, every other Friday, and every other weekend. Light typing required. Call Charlene
(810) 932-2915

RECEPTIONIST - part time for Birmingham Insurance agency, hourly wage, plus profit sharing, growing firm with upward potential
810-644-8555

RECEPTIONIST
Part time, Monday - Friday, Elegant Farmington Hills day spa. Great opportunity.
(810) 553-9500

RECEPTIONIST

Plymouth based Headquarters seeking individual with friendly personalities and professional attitude. Strong communication skills, computer literate, and people skills a must. Responsibilities include multi line phone system, word processing and general office support. Excellent benefit package. Salary commensurate with experience. Fax resume to: TELECOMMUNICATIONS DEPT
BOX 5543
PLYMOUTH, MI 48170-4621

RECEPTIONIST
Reliable individual for mfg co. Multi line phone experience needed. Commerce area. Call Mr. Ford, 313-624-7110 plus benefits. Box 01184
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST, both full and part time. Seeking personable, enthusiastic, responsible individuals with communication skills. Apply at Kingsmill Furniture, 6 Mile at Main Farmington Hills (313) 281-7780

RECEPTIONIST/SECRETARY
Busy Livonia manufacturing company has immediate opening for receptionist to work 25 hours, Mon-Fri, 7:30am-12:30pm. Experience a must. Applicants should be able to type & load word processor. $6.50-$7/hr. Call Ann (313) 525-1200

Receptionist/Secretarial

Part time position with a leading Livonia real estate office. Seek Client and phone sales leads for Florida tours, Weekends and some evenings required. Ideal candidate will be a resident of Canton, Plymouth, Northville or Canton. 313-464-7111

RECEPTIONIST/SECRETARY
Receptionist and WordPerfect for law firm. Call Madonna Crapsin at 810-632-0270

RECEPTIONIST/SECRETARY
Part time, Bloomfield Hills. Must have 1 year experience. Computer literate, Word Perfect 5.1 and good phone skills a must. (810) 642-6300

RECEPTIONIST/SECRETARY
To assist office, computer programmer. Word Perfect 5.1 knowledge. Fax resume to: Mark Blackburn Machine Center, 2240 Maplewood Ave. Berkley

Receptionist/Secretary

L & Z Bail Bondsmen Western Avenue Detroit. Must have good phone skills. Duties to include processing invoices, preparing bonds, answering with general office duties. Must be organized, detail oriented, and have pleasant phone manner. Must know Word