# EMPLOYMENT

## 502 Help Wanted-Office Clerical

**ACCOUNTING CLERK/ SECRETARY/RECEPTIONIST**
Detail oriented professional person with computer background for a pleasant architectural/property management firm. Varied duties including: accounts payable/accounts receivable/payroll. Non-smoking office. Resumes only (including salary requirements) to:
Mrs. Caurmeda, 17197 N. Laurel Park Dr, Suite 171, Livonia, MI 48152.

**ACCOUNTING CLERK**
Immediate opening at well established company for an organized, detail oriented Accounting Clerk. Duties include: processing payroll, A/R & A/P data entry. Strong computer skills and experience in payroll necessary. Competitive wage and generous fringe package offered.
Please send resume to:
Dusty Metalcraft
33355 Glendale Livonia, 48150
A member of The Alpha Automotive Group of Companies

**ACCOUNTING CLERK**
TROTT & TROTT, P.C. a Bingham Farms law firm seeks well organized self-starter to do various entry level accounting functions. Candidates must be very detail oriented, able to work under pressure and meet deadlines. Windows, WordPerfect and MAS 90 experience strongly desired.
We offer a dynamic, pleasant work environment and salary consistent with qualifications. For confidential consideration, please call (810) 642-2515, ext. 212
Equal Opportunity Employer

**ACCOUNTING**
TEMP-TO-PERM
- Controller, mfg firm, Fraser. To $70K
- Controller, Mfg firm, East Detroit. To $60K
- Sr. Accounts Payable Clerk - MAS 90, downtown. To $25K
- Jr Accountant, Rochester Hills To $28K
- Data Entry Clerk. To $17K

TEMP
- Accountant for cost/analyst project, mfg firm Detroit/Redford
- Sr. Collection Specialist, mfg firm, Detroit/Redford
- Staff Accountant, Bloomfield Hills, long-term
- Jr. Accountants, Detroit, Livonia & Farmington
- Jr. Accountant-Trainees, Downtown, Troy
- Accounts Payable Clerks, Plymouth, Livonia, Southfield Short and long term.
- Accounts Receivable Clerks, indefinite, Southfield, Livonia
- Payroll/Data Entry Clerk, Livonia

Our Temps are being hired at top salaries, with excellent benefits. Many receive job offers after being trained by our clients. Work while you look for a job let us help you!
Accountants One, Inc (810) 354-2410

**ACCOUNTS PAYABLE and Payroll** Clerk position available. Experience desired. Send resume with salary expectations to: CMI, 18777 West 10 Mile Road, Southfield, MI 48075, Attention: Office Manager

**Accounts Payable Clerk**
Corporate office in Plymouth has immediate opening for Accounts Payable Clerk. Responsibilities include matching and verification of invoices to PO's, maintaining ledgers and updating spreadsheets. Applicants should have accounts payable experience, minimum 35 wpm, good organizational skills. Full time & benefits. $7/hour. Call today!
1-800-230-7947
EOE

**ACCOUNTS PAYABLE CLERK** for professional accounting firm. Prior experience in computerized payables required. Full benefits. Send resume and salary requirements to: Office Administrator, 45211 Helm, Suite C, Plymouth Twp., MI 48170-6023

**ACCOUNT SPECIALIST**
$18,000
Join major international company and assist clients in trade related programs. Computer skills needed to process import/export documentation. Excellent communications required.
Diversified Recruiters
810-344-6700 FAX. 810-344-6704

**ADMINISTRATIVE ASSISTANT**
Dependable & organized individual experienced with MS Word & Excel. (313) 525-4906

**ADMINISTRATIVE ASSISTANT**
Beachum & Rosser, a Birmingham real estate development/management corporation, seeks an individual with legal &/or real estate experience. Must have WordPerfect 6.0 & Lotus 1-2-3 experience, dictation a plus. Professional appearance & mannerisms along with energetic & positive attitude for teamwork required for this position. Send resume & references to: Beachum & Rosser Development Corp., 31100 Telegraph Rd., Suite 200, Birmingham, MI 48025, Attn: Jeanne T. Burns

**ADMINISTRATIVE ASSISTANT/ RECEPTIONIST**
Established Property Management Company seeking well organized individual to answer phones and perform clerical duties. Candidate must know WordPerfect, basic typing and have a pleasant phone manner. Good salary and fringe benefits included. Send confidential resume to: 100 Galleria Officentre, suite 400, Southfield, MI 48034.

**ADMINISTRATIVE ASSISTANT**
OUR Livonia area clients need career minded candidates with the latest in computer software. Use your excellent skills, professional appearance and desire to be appreciated in a company that pays top dollar. Call today for immediate appointment. Call Sheri (810) 473-2931
UNIFORCE SERVICES

**ADMINISTRATIVE ASSISTANT**
Large automotive company looking for executive secretaries with experience in Microsoft Word 6.0, Excel 5.0 & PowerPoint. Several temps to hire opportunities available.
Call. 810-649-4456
TODAYS TEMPORARY

**ADMINISTRATIVE ASSISTANT**
to $24,000
Worldwide company with division in Southfield seeks assistant to management team. Ability to handle varied office functions. Good computer experience, Microsoft Word a plus.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

**ADMINISTRATIVE ASSISTANT**
Full time, for national real estate firm. Must have computer experience. Word Perfect & Lotus required. Southfield - Livonia area. Fax resume to: 313-471-6136.

**ADMINISTRATIVE ASSISTANT**
Must be personable and professional. Excellent phone skills, bookkeeping & computer knowledge a must. Apply in person at: Lyon Mfg., 13017 Newburgh, Livonia.

**ADMINISTRATIVE ASSISTANT** - Southfield based sales company looking for highly motivated & organized person to help coordinate service & sales areas. Good phone skills a must. For consideration please send or fax resume to York Group, 29895 Greenfield, #101A, Southfield, MI 48076. FAX - 810-559-9693

**ADMINISTRATIVE ASSISTANT**
Engineering firm is seeking a self-motivated & organized administrative assistant with executive experience. Excellent verbal & written communication skills & knowledge of Microsoft applications required for fast paced environment. Excellent benefits. Please send resume to: ESG, 34405 W. 12 Mile Road, Suite 300, Farmington Hills, MI 48331

**ADMINISTRATIVE ASSISTANT**
For busy office. Duties will include answering phones, processing accounts payable, monitoring travel expenses and assisting Human Resources. Looking for a professional, energetic person with PC/Windows experience. Please send resume and salary requirements to: ANATEC, Attn: Connie, 30300 Telegraph Rd., Ste 200, Bingham Farms, MI 48025. Or FAX 810-642-4370

**ADMINISTRATIVE ASSISTANT**
High energy, self motivated professional required for position with an international consumer product manufacturer, headquartered in Southfield. The position will report to the Vice President of Sales. Duties include, preparation of all sales presentation, correspondence with sales representatives & customers, coordinating samples & literature, typing & filing. Computer experience is necessary. Send resume with salary requirements to: Administrative Assistant, PO Box 5085, Southfield, MI 48086 EOE

**ADMINISTRATIVE ASSISTANT**
LEADING residential home builder has an immediate opening for an enthusiastic team player. The ideal candidate must be self-motivated, well organized, excellent communication skills, and have extensive Microsoft Word and Excel experience. Send resume with salary requirements to:
THE SELECTIVE GROUP, INC.
Attn: Rachel Phillips
27655 Middlebelt Road
Suite 130
Farmington Hills, MI 4334

**Administrative Assistant**
Leading automotive supplier has an immediate opening for an Administrative Assistant to provide general administrative and clerical support to the division. The ideal candidate will possess proficiency in spreadsheets and word processing, and excellent customer service skills. One to 2 years of college in a Business curriculum preferred.
Please send resume with Salary Requirements to:
Human Resources / Administrative Assistant
American Yazaki Coporation
6700 Haggerty Road
Canton, MI 48187

**ADMINISTRATIVE ASSISTANT** for certified financial planning team. Send resume to American Express, Attn: Mr. Miller, 900 Wilshire, Ste 255, Troy, MI 48084.

**ADMINISTRATIVE ASSISTANT**
Out-patient substance abuse clinic. Hours 1-8:30PM, Mon-Fri. Good typing and computer skills needed. Royal Oak area. Opportunity for advancement.
Contact Larry (810) 543-1000

**ADMINISTRATIVE ASSISTANT/ MARKETING** DEGREED INDIVIDUAL WITH COMPUTER BACKGROUND, MICROSOFT FAMILY, MARKETING LIAISON, REPORT WRITING, SALARY IN MID 20S. FAX RESUME TO: 810-238-9277 OR CALL (810) 238-9200 FOR IMMEDIATE CONSIDERATION

**ADMINISTRATIVE ASSISTANT**
Growing distributor has immediate need for personable, reliable, quick learner with data entry, clerical & phone skills. Full-time. Mon-Fri. Insurance & 401K. Send resume to: 37735 Enterprise Court, Ste. 500-B, Farmington Hills, 48331.

**ADMINISTRATIVE SECRETARY**
CHOICE career move with suburban automotive suppliers. Be appreciated for your all around skills and executive level experience. Call us for term opportunities with major Oakland Cty. firms. $9.00-$13.00/hour
Call Susan 810-646-7661
UNIFORCE SERVICES

**A JOB WITH VARIETY**
Rochester
requires medical terms and computer ability to train for insurance claims dept. Career opportunity starts at $7.50/hr. (810) 683-3232
Workforce, Inc. Never a fee.

**ANNOUNCING**
Resume writing and interviewing skills workshop from 6-8pm, Wednesday, September 13, Brandon Community Center, in downtown Ortonville or Monday, September 18 at the Lake Orion Library. Presented by Workforce, Inc. $10 charge, reservations requested. Debbie at (810) 693-4268

**ANSWERING SERVICE**
TYPING skills, light computer knowledge. Mature, reliable.
Call (313) 729-7482.

**AUTO BILLER**
Excellent pay, Benefits available, 401K program. Great work environment with opportunity for advancement. Ask for Rick to set appt.
(313) 961-0221

**AUTO DEALERSHIP**
LOOKING for full time Cashier/Switchboard. No weekends. Benefits available. Experience is preferred, but will train right candidate. Please apply in person to:
BLACKWELL FORD
41001 Plymouth,
Plymouth, MI 48170

A WIXOM Manufacturer of Paving Stones & Retaining Walls is currently accepting resumes for an entry level inside sales position. Please forward your resume with wage requirements to: 51744 Pontiac Trail, Wixom, MI 48393 Attn: D.Greyson

**BILLING CLERK**
Busy steel service center is looking for a mature individual to do computer billing. Accurate proof reading a must. Hours are 8:45am-5:30pm, Mon.-Fri. Excellent fringe benefit package. Apply in person only. Contractors Steel Co., 36555 Amrhein, near Levan in Livonia.

**BILLING CLERK**
Law office billing clerk needed for medium sized Farmington Hills law firm. Previous law firm billing experience required. Individual must be detail oriented, have good computer skills & be proficient with Word Perfect 5.1. Salary commensurate with experience. Please forward your resume to:
Box #1591
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

**BILLING COLLECTIONS CLERK**
Full-time for a medical office in Livonia. Experience preferred but will train the right candidate. Contact Lisa: 313-513-0906, ext. 203 or Fax resume to: 313-513-0631

**Billing / Invoicing Clerk**
Entry level position available in our plant office. Computer experience a must. Benefits & 401K. Please send resume to: Billing Clerk, 8251 Schaefer, Detroit, MI 48228-2515; or FAX: 313-491-5813

**BIRMINGHAM LAW** firm: half time position for filing, copying, phones, data entry, & errands. Send resume to: Administrator, 280 W. Maple, Suite 300, Birmingham, 48009

**BOOKKEEPER/CLERICAL**
Part-time, 4 day week, flexible. Computer experience necessary. Send resume to: B.E.A., Attn: Phil, 14440 Wildemere, Detroit, MI 48238

**BOOKKEEPER**
Construction Bookkeeper needed for Farmington Hills area. Detail oriented & experience in accounts payable for job costing, construction draws, AIA forms, contracts, & waivers. Proficiency in Lotus 4.0, and knowledge of Excel helpful. Send resume & salary to PO Box 3089, Farmington Hills, MI 48333-3089.

**BOOKKEEPER** - for local restaurant, immediate opening, full charge thru financial statement. Birmingham area. Salary mid $20K. Computer/restaurant experience big plus. Send resume to: Personnel Dept., P.O. Box 3022, Birmingham MI 48012.

**BOOKKEEPER**
for Medicare certified home health agency. Knowledgeable in payroll, billing, taxes, computer. Excellent growth potential for sharp individual. Excellent pay. (810) 229-5683
FAMILY NURSE CARE

**BOOKKEEPER - FULL CHARGE**
Floral wholesaler, in Farmington Hills. Duties include general ledger, accounts receivable-payable thru financial statement. Good communication skills and computer experience. Full time, references required. (810) 553-0647

**BOOKKEEPER** Arcade insurance sales needed for RV dealership. Position entails customer service, application processing, sales support. Insurance background a plus. Will train, Mon-fri, some Sat. Salary negotiable, benefits. Send resume General Trailer 48500 12 Mile Rd. Wixom MI 48393

**BOOKKEEPER**
LIVONIA manufacturer is seeking a self-motivated individual with experience thru trial balance. Computer accounting, spreadsheet and word processing background also required. Minimum of 2-3 years experience in bookkeeping and prior experience in individual accounting areas. Salary commensurate with background and experience. Send resume with salary requirements to: Bartos, Hofler, Lusky, 15445 Middlebelt, Livonia, MI. 48154

**BOOKKEEPER**
PART-TIME
Call (313) 425-1999

**BOOKKEEPER - PART TIME**
data entry, accounts receivable/payable, collections a must, and misc. office duties in a small informal office. Flexible 25-30 hrs. a week between 9am & 5pm, Mon.-Fri. $7/hr. Mail resume: American Racing, 13042 Farlane, Livonia 48150

**BOOKKEEPER/ PROPERTY MANAGER PART-TIME**
High volume Realtor has opening for mature, motivated self-starter to serve as full charge bookkeeper with property management duties. Must have prior experience. Knowledge of QuickBooks helpful. Send resume with cover letter stating commencement date and career goals to: Mr. Daniels, 200 E. Brown St., Suite 101, Birmingham, MI 48009-6204.

**BOOKKEEPER/ PROPERTY MANAGER & SECRETARY**
experienced. Farmington hills. Full time. Dependable & career oriented only. (810) 489-3300 or fax resume to: (810) 489-3302

**BOOKKEEPER**
2-3 days a week for Birmingham Adoption Agency. Knowledge of Quick Books & Non-Profit a plus. Send resume & salary requirements to: AIAA, 877 S. Adams, Birmingham, 48009

**BOOKKEEPING ASSISTANT**, experienced full time, includes phones. Send resume with salary requirements to: O.M. 24545 Hathaway, Farmington Hills, MI., 48335.

**BUBBLY RECEPTIONIST**
To $8/hr. Will train
ARBOR TEMPS. 459-1166

**CASHIER/RECEPTIONIST**
Sunshine Honda in Plymouth currently have a full time position available for cashier/receptionist. Primary responsibilities include switchboard and customer service. So we are seeking someone without standing people skills, to join our office staff. We offer a dynamic work environment, excellent benefits and a starting rate of $6.50 to $8.00 an hour commensurate with experience. If you are interested in exploring this opportunity, Please call Karen at 313-453-3600

**CERTIFIED OCCUPATIONAL SPECIALIST**
For HUD Senior High Rise Apt. located in N.W. suburbs. Full-time position. Excellent salary & benefits. Reply to P.O. Box 401123, Redford, MI. 48240. E.O.E.

**CHURCH SECRETARY**
PART time in Livonia. Computer knowledge (Word Perfect) helpful. Call. (313) 421-5406

**CLAIMS ADJUSTOR** - full time, Southfield location, must have previous office experience. Knowledge of claims & transportation, field helpful but not required. Must have good math abilities and 10 key calculator skills, excellent career opportunities. Send resume including salary requirements to P.O. Box 691, Southfield MI 48086

**CLERICAL/DATA ENTRY**
Big Beaver/Coolidge, Troy. Resume & salary requirement: P.O. Box 635, Birmingham, MI 48012-0635.

**CLERICAL**
DISTRIBUTOR in Farmington Hills needs energetic, full time person in 4 girl office. General office duties include; phone & order taking. Some computer background preferred. Benefits. Call (810) 477-3103

**CLERICAL/ENTRY LEVEL**
For non smoking office in Northville. Full time, Mon.-Fri., 8:30am-5pm. Computer knowledge & good communication skills. $6-$8/hr. Call Kim: (810) 348-6200

**CLERICAL**
FULL and part time positions, Invoicing, posting, filing, computers & phones. Pacer Manufacturing. (313) 453-8282

**CLERICAL** - full time general office work for Southfield Property Management company. Computer experience desired. Call Mon.-Fri. 9am-5pm. 810-352-4043
An Equal Opportunity Employer

**CLERICAL** - help needed, part time for 3 lady office, days, must have good phone skills, typing & outgoing personality. Call between 9am & 5pm. 313-426-8200.

**CLERICAL**
Immediate full time opening for shop clerk. Looking for mature individual good with paperwork, detail oriented, able to handle processing and filing repair orders, misc. paper work, light typing and telephone answering.
Apply in person 9-4 Mon.-Fri.
See Larry Birns
General Car and Truck Leasing System, Inc.
10101 Ford Rd.
Dearborn, MI 48126

**CLERICAL** - Immediate opening, full time. Must have at least 3 years experience in general office duties including but not limited too. Data entry, typing, phone skills. Redford area. 313-531-1704

**CLERICAL**
Immediate full time opening for office staff. Looking for mature, customer focused individual good with paperwork, detail oriented, able to handle filing, light typing and telephones. General accounting skills a plus.
Send Resume:
Attn: Jay Miles
General Car & Truck Leasing
10101 Ford Rd.
Dearborn, MI 48126

**CLERICAL** - Permanent part- time position to assist with attorney's time billing & other office functions. Some computer knowledge necessary. Call Judy at (810) 645-1700

**CLERICAL POSITION** for a busy home improvement company in Livonia. Call for interview: 313-462-2500

**CLERICAL POSITION AVAILABLE**
For full time, flexible, hardworking individual in hospitality field. Word Processing & spreadsheet skills a plus. Fax resume: 810-262-7756

**CLERICAL**
Reliable individual, with pleasant phone personality required, to answer phones, handle computer entry, typing and filing. Must be good with numbers. Send resume to: Human Resources, P.O. Box 39220, Redford, MI 48239

**CLERICAL SUPPORT**
LARGE Detroit based brokerage firm seeks professional, self motivated, hard working individual for entry level position. Applicants should have general office knowledge including word processing in Windows environment, good communication and accurate typing skills (40wpm desired). Send resume and salary requirements to
Dice Discount Corporation
751 Griswold St.
Detroit, MI 48226
Attn: Human Resources
Equal Opportunity Employer

**CLERICAL** - Working for Development Office. Prerequisites: Knowledge of WordPerfect 6.0 and Windows. Good written and oral skills, ability to work accurately under pressure. Part-time, 10 Hrs per Wk. For information, call Sally Owen between 9 and 4pm, (810) 476-8000

**CLERK MESSENGER**
needed for Southfield law firm. Energetic, self-motivated individual sought for this fast paced position. General duties include: court filings; miscellaneous deliveries; general office duties. Salary commensurate with experience, full-time position offers health, life, long term disability insurance, 401K plan. Will consider part-time employee. Send resume to: Administrator, 4000 Town Center, Suite 1500, Southfield, MI 48075

**COMPUTER OPERATOR** - Must have experience in order entry & data input. Full time, good benefits. Canton location. (313) 495-0000

**CREDIT & COLLECTIONS CLERK**
Prominent worldwide organization seeks individual to join our corporate credit & collections team. Duties include making collection calls, answering correspondence from attorneys/collection agencies, and recording collection information on database. Requirements include typing 50wpm, word processing skills (WordPerfect preferred), and some prior credit & collections experience. Includes full, benefits package. Send resume to:
HR DEPT./CC
P.O. BOX 2227
SOUTHFIELD, MI 48037

**CUSTOMER SERVICE**
Mature, reliable, good with people, telephone and figures. Accurate attention to detail. Full or part time, non smoker. Send resume P.O. Box 2587, Southfield, MI 48037-2587

**CUSTOMER SERVICE REPRESENTATIVE AND INSIDE SALESPERSON**
Experience helpful. Send resume to: State Farm Insurance, 24285 Novi Rd., Novi, MI., 48375. Or call. (810) 380-6446

**CUSTOMER SERVICE**
Experience required. $400-$500/wk. w/benefits. Apply at: 9125 Telegraph Rd., Redford – Ask for Mrs. B.

**CUSTOMER SERVICE**
$7.50/HR.
ARBOR TEMPS. 459-1166

**CUSTOMER SERVICE CAREERS**
FULL or part time
Temp to perm available
America's fastest growing companies are adding to their staff of professionals. They offer career growth and technical training to qualified applicants:
- Excellent oral & written skills
- CSR, problem solving experience
- Typing 25 wpm

Call today for interview. Pay based on experience with automatic raises.
Call Catherine 810-646-7062
UNIFORCE SERVICES

**CUSTOMER SERVICE**
RESEACH department of national corporation has many openings for your good communication skills, energy & motivation. This unique opportunity has:
- variety
- thorough training
- excellent earning potential

Light computer knowledge
Call Colleen, Livonia 810-473-2932
UNIFORCE SERVICES

**Customer Service**
Farmington Hills co. needs 3 people with a min. of 1 yr. CSR experience, Excellent communication skills required. 11am-8pm shift. Start immediately, temp to perm. $7.75-8.00. Call OfficeTeam at (810) 358-0222, 28588 Northwestern Hwy. #250, Southfield, MI 48034. fax: (810) 358-0841. EOE

**CUSTOMER SERVICE REPRESENTATIVE**
Individual must be image conscious with great communication skills. Very flexible hours. $6.50 to start. Chauffeurs license required. Please call. (313) 941-6650

**CUSTOMER SERVICE REPRESENTATIVE**
Full & Part Time Opportunity
- Typing 30wpm
- Excellent communication skills
- Troy area

KT SERVICES & SYSTEMS
810-680-6420
FAX 810-680-6427

**CUSTOMER SERVICE**
Warren location
Full time - Start Immediately
Call 810 334-3363

**Customer Service EXPERIENCE PAYS**
If you are an experienced Customer Service Representative and are looking for new opportunities, with a chance for advancement, we have the position for you. Minimum 2 years experience with some college preferred. Good communication skills a must along with basic computer knowledge. Microsoft Office and/or Windows a plus.
$8-$12 PER HOUR
PAID TRAINING
Excellent benefit package
BARTECH
Phone: 313-591-3425
FAX: 313-953-5008

**DATA ENTRY CLERK**
Busy Northville office looking for Data Entry Clerk. Requirements: 2 yrs. recent experience, type 50WPM, dependable and organized. Start at $7/hr. with room for advancement. Hours are from 8:00 am to 5:00 pm. Send resume to MPI, Attn: Stacey Lawson, 21800 Haggerty Rd., Suite 300, Northville, MI 48167

**DATA ENTRY CLERK**
Immediate entry level opening in Birmingham law firm for a computer literate individual with average typing speed. Flexible work schedule. Non-smoking office. Call Renee Mon.-Fri., 9am-5pm at (810) 540-7701

**DATA ENTRY**
DESPERATELY NEEDED FOR POSITIONS IN AUBURN HILLS AND WEST BLOOMFIELD. GREAT CAREER OPPORTUNITY. CALL NOW! 810-362-9626
CORPORATE PERSONNEL SERVICES
EOE NO FEES

**DATA ENTRY** - Experienced person for a busy accounting department. Looking for a dependable person with good attendance, familiar with a fast paced work environment. Located in Ferndale. Full time. If qualified call. (810) 542-5100

**DATA ENTRY/ GENERAL CLERICAL**
Full time with benefits, 401-K. Growing equipment leasing company needs fast and accurate person. Punctual, hardworking need only apply. Send resume with minimum wage requirements to SHFT, P.O. Box 9068, Farmington Hills, MI 48333

**DATA ENTRY**
PART-TIME & FULL TIME AVAILABLE
TOP PAY & BENEFITS
Snelling Personnel Services
An Equal Opportunity Employer
Livonia, 313-266-6600
Southfield, 810-352-1300
Taylor 313 284-0777
Auburn Hills, 810-373-7500

**DATA ENTRY** - Part-time position open for experienced DATA ENTRY for Farmington Hills satellite office located at 12 Mile and Halsted. Flexible day hours. Must be able to work independently and pass clerical test. Please call Marianne Evans between 8 a.m. and 1 p.m. at (810) 354-4600 or FAX resume (810) 354-4603

**DATA ENTRY - Rochester**
Fast and accurate for small insurance firm. Pay $7 hr. Beautiful offices. Career potential. (810) 693-3232
Workforce Inc. Never a fee

**DATA ENTRY**
Troy based engineering firm is seeking an exceptional individual for data entry position. The successful candidate will have a positive attitude, ambition to succeed and will be proficient with Microsoft Excel, Microsoft Word & Microsoft Project. We offer a competitive salary, excellent benefit package and the opportunity for advancement. Please send resume to:
Human Resources
Waltonen Engineering Inc
2722 Elliott
Troy, MI 48083
Or FAX to: 810-588-2043

**DOWNTOWN BIRMINGHAM** firm seeks Seminar Coordinator/Administrative Assistant, 20-25 hours a week. Competitive wages. (810) 647-5408

**DOWNTOWN** Royal Oak interior design firm seeking individual for clerical tasks including answering phones, filing & misc. duties. Minimum wage. Afternoon hrs. Excellent for college student. (810) 545-3103

**Do you have Word Processing/Receptionist Experience?**
- Microsoft Word
- Excel
- PowerPoint

Call and apply today!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

**Employment Opportunities**
Secretaries....$10-$13/hr
Receptionist......$7-$9/hr
Data Entry........$7-$9/hr
Clerks..............$6-$8/hr
Long/short term assignments available immediately! Temp-to-hire, benefits, top companies. Call today!
Farmington Hills ... 810-615-0660
Madison Hgts ..... 810-545-2550
Rochester Hills ..... 810-650-6490
Western STAFF SERVICES.

**ENTRY LEVEL CUSTOMER SERVICE/ DATA ENTRY**
Long & Short Term opportunities available in the Southfield & Farmington areas.
Call today to apply!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

**EVENING RECEPTIONIST**
Hours: Mon-Thurs., 3-7:30pm. Sat. 8:30-2pm. Filing, answering phones, greeting patients. Some computer experience preferred, willing to train. Call Jackie or Louise (810) 547-5320

**EXECUTIVE SECRETARY**
position available in Farmington Hills. Candidate must have a minimum of 5 years clerical experience, excellent grammar and be proficient in Word for Windows and Excel. Fax resume to Dawes at 810-737-0632 or mail to Friedman Real Estate Group, Inc., Suite 100, 32100 Northwestern Highway, Farmington Hills, MI 48334

**EXECUTIVE SECRETARY**
$10/hr.
Professional Staffing Resources
810-689-4144

**FAST PACED** office, phones, reception, Microsoft Windows. Openings in the RenCen, Ann Arbor, Livonia, Novi, Sterling Hts. 313-366-1662

**FILING CLERK**
Part time. Flexible hours. W. Bloomfield. Computer skills a plus. Call 810 334-3383.

**FLEX-TIME REAL ESTATE ASSISTANT** needed in Troy to work directly with clients, computer experience helpful. Call Julie: (810) 641-5338

**FRONT OFFICE HELP**
for ophthalmology medical practice in Rochester. Part time, flexible hours. (810) 650-2256

**FORECLOSURE PROCESSOR**
TROTT & TROTT, P.C., a Bingham Farms law firm seeks well organized self-starters for Foreclosure Processor positions. Candidates must be very detail oriented, able to work under pressure and meet deadlines. Excellent typing skills, computer experience with Windows, WordPerfect and Access preferred.
We offer a dynamic yet comfortable work environment and salary consistent with qualifications. For confidential consideration, please call (810) 642-2515, ext 212.

**FREE INCOME TAX COURSE**
Learn to prepare or save money on your own tax returns. Employment available upon completion. Day & evening classes. Convenient Livonia & Dearborn locations
Jackson Hewitt Tax Service: 1-800-337-7352

**FULL** time mechanic. Trailer/reman. Call Walter. (810)478-7877 (810)320-7779

**GENERAL OFFICE** - Busy Farmington Hills office has an immediate full time opening for general office clerk. Good order entry & phone skills a must. Benefits. Call Christine. Mon-Fri, 9am-4pm: 810-471-5400

**GENERAL OFFICE CLERK**
GAIN experience for advancement with multiple short and long term positions available with headquarters of prestigious suburban financial firm. $7.25/hour to start. Call Glenda, Livonia, 810-473-2933
UNIFORCE SERVICES

**GENERAL OFFICE** - Full time clerical work for Southfield property management company. Computer experience desired. Benefits. Call Mon.-Fri. 9am-5pm. 810-352-2015
An Equal Opportunity Employer

**GENERAL OFFICE**
Full time position in retail store. Extensive public contact, telephones, computer, & general clerical skills needed. Available immediately. Call for interview. 313-483-4500

**GENERAL OFFICE**
Full time office position. Various duties. Computer skills necessary. Must like working with figures. Some paid over-time may be required. Call for an appointment. Mes Austin, Hemer Floors, Inc. on Telegraph Rd. in Bloomfield Hills. 810-333-4050

**GENERAL OFFICE**
Part time 20-30 hrs/wk, Mon-Fri. Farmington Hills Insurance Office. Non smoker. (810) 474-1100

**GENERAL OFFICE POSITIONS**
Great career opportunity working for a major financial giant in West Bloomfield. File Clerks, General Office, Data Entry. Call now for immediate interview
810-362-9626
CORPORATE PERSONNEL SERVICES
EOE NO FEES

**GENERAL OFFICE/SECRETARY**
Part time position immediately available in pleasant office environment. Must have word processing skills using a computer and type 55wpm. Accurate and proficient telephone answering skills a must. Flexible hrs. Call Theresa 810-559-1818

**GET PAID ON FRIDAY!**
Currently looking for the following positions
- Word Processors $9+/hr.
- Receptionist $7+/hr.
- Data Entry $7+/hr
- Executive Secretaries $12+/hr.
- Clerks $6+/hr

Call for an appointment today.
EMPLOYERS
(810) 353-7050
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**HEATING** & Cooling Distributor seeks full time individual for telephone and general clerical duties. Excellent telephone skills a must. Benefits package. Resume or apply to: Ewec Distribution, 12850 Inkster, Redford, MI 48239. 313-534-2563.

**IMMEDIATE OPENING** for Inside sales associate to service established accounts. Experience helpful. Full or part time available. Send resume to: Inside Sales, P.O. Box 2587, Southfield, MI 48037-2587

Insurance
**EXECUTIVE SECRETARY**
Financial Planning Company requires organized, self-starter with insurance experience. Excellent verbal communication skills required. Send resume:
Office Manager
31780 Telegraph Rd.
Bingham Farms, MI 48025

**INSURANCE OFFICE** - Southfield. Desires responsible, intelligent person for entry level position. Potential for advancement. Please leave message. 810-360-1818

**INVENTORY CONTROL CLERK**
Full time, flexible hours, medical dental benefits. $4.75 per hour to start. Training provided. Apply in person only: Michigan Data Storage, 30005 Northwestern, S. of 13 Mile.

**TROY LAW FIRM** seeks full time LEGAL SECRETARY with WP 5.1 skills, 1 yr. litigation experience, professional demeanor required, good benefit package.
Resume.
Office Manager
PO Box 1674
Troy, MI 48099-1674

**Legal Assistant Contract Position**
13 lawyer Southfield firm has immediate need for experienced litigation legal assistant for a CONTRACT position with possibility of permanent employment. Position assumes immediate responsibility in large anti-trust action with trial starting Sept. 1995. Computer skills a must. FAX resume to: K. Kerwin, 810-353-0524 with per diem/hourly expectation.

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**LEGAL SECRETARIES**
Prestigious law firms downtown Detroit seeking Legal Secretaries and Law Clerks. Minimum 3 years legal experience. Transportation provided. Call for an appointment.
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**LEGAL SECRETARY**
Experienced. Needed for a friendly/professional plaintiff law firm located in Royal Oak. Fax Resume to: Administrator 810 541-3304.

**LEGAL SECRETARY**
EXPERIENCED. Farmington Hills law firm. Civil litigation. Very busy modern offices. Latest technology. Diversity, opportunity, excellent compensation package. Mature, dedicated & hard working (810) 626-6000

**LEGAL SECRETARY** for medium size Troy insurance defense firm. 1 Full time position & 1 position 2 days/wk. minimum 2 yrs. experience in litigation. Call (810) 649-1330

**LEGAL SECRETARY**
FOR partner. Full time, Farmington Hills personal injury and products liability practice. Minimum 2 years experience. Word Perfect. Friendly office in historical home. Ask for Kate at (810) 489-1100

**LEGAL SECRETARY**
For fast-paced North Oakland County law firm. Full time. Knowledge of WordPerfect and experience in litigation needed to keep up with busy attorneys. Send resume to: Office Manager, 1760 S. Telegraph, Suite 300, Bloomfield Hills, MI 48302-0183 or fax to: (810) 335-3346

**LEGAL SECRETARY**
Farmington Hills law firm looking for experienced legal secretary. Pleasant working conditions for non smoker. Must have experience in word processing. Salary commensurate with experience. Call Cathy at: 810-489-1444, or Fax resume to 810-489-1433

**LEGAL SECRETARY**
FULL/PART time for small law firm. Experience in real estate, estate/trust practice, word Perfect 5.1 for windows. Relaxed, non-smoking office. Fax resume to: Katie, (810) 851-2857

**LEGAL SECRETARY**
Medium size Southfield law firm needs experienced Legal Secretary on a permanent part-time basis to work with tax and corporate attorney. Minimum 5 years experience. Please send resume to:
Box #1588
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

**LEGAL SECRETARY** needed for corporate law firm located in Oakland County. Must type at least 85 words per minute & have at least 5 years of legal experience, preferably in litigation. Contact Barb at 810-642-6000

**LEGAL SECRETARY**
PART time, experienced, with some office administration experience. Small Southfield law firm. Flexible hours (810) 353-6155

**LEGAL SECRETARY**
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70wpm typing. Word processing knowledge. Dictation equipment.
Excellent benefits. Paid vacations, holidays, sick-time. Salary commensurate with experience. Non-smoking environment.
Phone (810) 641-1800 Ext. 3002 between 9am & 11am to schedule an appointment or send a resume to Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098.

**LEGAL SECRETARY**
Top notch Legal Secretary wanted for small plaintiff's firm with litigation practice. Experience & computer skills in Windows & WordPerfect 6.1 necessary. Pay & benefits commensurate with ability & experience. Send resume & references to: Stark & Gordon, 217 S. Woodward, Ste. 202, Royal Oak, MI. 48067-2444

**LEGAL SECRETARY**
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FAX 810-355-5899

**Mail Clerk/Receptionist**
Southfield-based mortgage company seeks mail clerk/backup receptionist. Should be dependable, responsible, professional. Good salary/benefits package including health benefits. Outstanding opportunity if you are hard working and looking for a company that appreciates your efforts. Send or fax resume to:
MCA Financial Corp.
23999 Northwestern Hwy.
Ste. 100
Southfield, MI 48075
ATTN: Cheryl Kaye
FAX: (810) 350-3934

**MORTGAGE PROCESSOR**
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Novi Office seeks CLERICAL support. Property & casualty insurance background beneficial, computer knowledge required. 810-348-8200

**OFFICE ASSISTANT**
For large carpet/maid service. Full medical, dental, & life. Full time. $6.50 to start with advancements. Some computer & phone estimates. American Freedom Cleaners. (810) 473-8300

**OFFICE ASSISTANT**
Full time permanent position for person with business & organizational skills, who likes a variety of work. Phone, data entry & general office. Computer experience. Busy mental health clinic in Southfield. Resume & references. EOE. (810) 559-9049

**OFFICE ASSISTANT** - Part Time in Troy. Experienced self-starter, computer skills, filing & telephone. 1-person office. 810-879-2215

**OFFICE ASSISTANT** - part time for Farmington Hills law firm. Approximately 10am-2pm, 4 or 5 days per week. All office functions such as: communications filing, errands, computers, office maintenance, misc. tasks. (810) 626-5000

**OFFICE ASSISTANT**
9-2pm, 3 or 4 days per week for busy Gymboree office in W. Bloomfield. Position requires strong communication, office & people skills. Resume to: Kathy Cornell, 6315 Orchard Lake Rd., W. Bloomfield, MI. 48322

**OFFICE ASSISTANT** - Boutique marketing company seeking a full-time, experienced, responsible team player to answer phones & perform general office duties. Experience in Windows, Word, Excel & bookkeeping knowledge. Competitive compensation. Casual dress. Non-smoking environment. Send resume & salary requirements: BAAB Direct, 2005 Crooks Rd, Troy, MI 48084.

**OFFICE/CLERICAL**
Southfield CPA firm is immediately seeking an office clerical person. WP 5.0, 5.1. Experience preferred, but will train right person. Pay commensurate with experience.
Please call 810-357-2404 Ext 173

**OFFICE CLERICAL**
Westland manufacturer seeks experienced person willing to perform multiple tasks. Accurate typing with knowledge of WordPerfect Windows helpful. Prefer experience in data entry. Will answer phones, file & perform other clerical duties. Our company presents an excellent opportunity for an energetic, outgoing person. Fax resume to: Office Manager 313-729-1365

**OFFICE CLERK**
Company located in Van Buren Twp has immediate full-time opening for individual with good math, typing, and communication skills. Accounting experience helpful. Health & life insurance provided. Send complete resume in confidence to: P.O. Box 790, Belleville, MI. 48112-0790

**OFFICE MANAGER** - Part-time for Psychology Clinic. Warm, friendly atmosphere. Need billing experience. Please contact Barbara McGough: (810) 642-8283

**OFFICE PERSONNEL**
Part time with typing skills. Canton. Send resume to: 7284 Sheldon Rd., Canton MI 48187

**OFFICE POSITIONS!**
Full time. Southfield location. Must have previous office experience. Excellent math & 10-key calculator skills needed. We offer excellent starting wage. Send resume to: P.O. Box 5091, Southfield, MI 48086.

**OFFICE STAFF PLYMOUTH**
Part time weekends or full-time weekday afternoons. Fun, busy home inspection office. Must be Word Perfect 6.1 proficient, know DOS, and enjoy work & people.
FAX resume to: (313) 453-4812
Or send to: 501 S. Main St., Plymouth
An Equal Opportunity Employer

**OFFICE** - 5 days/part-time Afternoons - Noon-4pm. Some flexibility. 1-girl office. Typing & pleasant phone skills a must. Call Suzy or Kari (810) 357-3920.

**ORDER DESK/GENERAL OFFICE.** Farmington office needs detail minded person to handle telephone orders and misc. clerical duties. Position requires good communication skills, math aptitude, and data entry. Call Laurie at 810-478-0005 Ext 115.

**ORDER ENTRY/BILLING**
Good benefits. Progressive growing company requires experience in data entry and customer service. Send resume to: H/R - Billing, P. O. Box 525, Southfield, MI 48037

**ORTHODONTIC OFFICE** looking for front desk help. Your filing, typing, telephone, bookkeeping & computer skills will be utilized. (810) 471-1581

**PART TIME ACCOUNTS PAYABLE CLERK**
Wade-Trim, a Professional Consulting firm, is seeking a highly motivated self starter to join it's corporate headquarters team in Plymouth, MI as an entry-level part-time accounts payable clerk. This position requires the ability to perform filing, typing and data entry. If you are qualified and interested, please forward your resume in confidence to:
Wade-Trim Employment-O
P.O. Box 701428
Plymouth, MI 48170-0964.
EOE/AAE

**PART-TIME**
Royal Oak property management firm seeks individual with good general office skills to assist part time. Salary commensurate with ability. Send resume to: P.O. Box 804, Royal Oak, MI 48068.

**PAYROLL ASSISTANT BOOKKEEPER**
Must be experienced in computer payroll, posting journals, accounts receivable-payables & general office duties. Non smoking office. Casual business dress. Permanent position to start Sept. 18. $9.50 per hour to start. Dearborn area. Resume to Box #1591
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

**PAYROLL CLERK**
Individual needed full-time to complete weekly payroll & maintain personnel files. Must have payroll experience. Bookkeeping background a plus. Send resume with salary requirement to: Human Resource Director, American Maliers, 100 American Way, Detroit, MI 48209 or call: 313-842-4000. Non-smoking office.

**PORTERS**
Energetic and hardworking Porters needed full time. Apply to: Jim Davis.
Bill Brown Ford
32222 Plymouth Road
Livonia.

**PREBILLING REPRESENTATIVE**
Full time. Good phone skills necessary. Duties include: verifying personal data and insurance billing information. Accurate keyboarding and computer skills required. Apply in person, Mon-Fri., 8-4pm: Paramed Inc., 466 S. Opdyke (N. of S. Blvd.), in Pontiac.

**Property Management Secretary's Position**
This position reports to the P.M. and requires a minimum of 2 yrs. experience as a secretary. Strong computer (WordPerfect & Lotus), customer relations, communication skills with light accounting required. Experience with typing of contracts, leases and maintaining work order systems. Send resume and salary requirements to: Insignia Commercial Group, 30150 Telegraph Rd., Ste 142, Bingham Farms, MI 48025

**PURCHASING CLERK**
Busy steel service center is seeking a motivated individual who possesses neat handwriting and good math skills. Hours are 8-5:30, Mon - Fri. Excellent fringe benefit package. Apply in person only. Contractors Steel Co., 36555 Amrhein Road, Livonia (near Plymouth & Levan)

**PURCHASING CLERK**
Entry level opportunity at established HVAC distributor. Ideal for analytical self-starter who enjoys computer technology. Benefits. Resume to 1200 Holden Ave., Detroit, MI 48202
An Equal Opportunity Employer

**REAL ESTATE SECRETARY**
Full time days needed for fast growing business. Typing skills - good phone articulation and etiquette knowledge of multi-line phone system. Garden City location.
Ask for Don or Jack
313-525-7900 or 313-453-4300

**RECEPTIONIST**
Agency seeks receptionist. Qualified applicants should possess strong verbal skills & general clerical skills. Knowledge of WP 5.1 & Lotus preferred but not required. Full-time position with growth opportunity. Send resume to: DSIC, Attn: Sales Support Supervisor, 1250 Fourteen Mile Rd., Ste 100, Clawson, MI 48017.

**RECEPTIONIST**
American Express Financial Advisors is looking for a part-time receptionist, Mon.-Thurs., 4:30pm-7:30pm. Please Fax resume to Beth Anderson 810-626-0302 or mail to: 31535 W. 14 Mile Road, Ste. 300, Farmington Hills, MI. 48334
An Equal Opportunity Employer M/F/D

**RECEPTIONIST**
a well established Plymouth based company seeks a full time entry level receptionist. Send resume to: PO Box 700386, Plymouth, 48170.

**RECEPTIONIST**
BEAUTY salon needs part time Receptionist. Flexible hours. Franklin/Bloomfield area. (810) 855-5468

**RECEPTIONIST/CLERK**
For Southfield law firm. Knowledge of WordPerfect 6.1. Experienced on Multi-line phone system.
CALL: 810 552-1000

**RECEPTIONIST/CLERICAL HELP** needed for busy mortgage banker in W. Bloomfield. Salary/benefits based on experience. Fax resume to 810-626-8879 or call 810-626-8877

**RECEPTIONIST/ SWITCHBOARD OPERATOR**
Automotive related Company seeking an Entry Level Candidate to assume the position of Receptionist/Switchboard Operator. Candidate will perform Receptionist/Switchboard Operator duties as well as other various clerical duties. Minimum one year office experience required.
Company offers a competitive salary and benefits package.
Interested and qualified applicants may submit resume in confidence, including salary history, to:
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Dearborn, MI 48120
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Managing Attorney
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