502 Help Wanted-Office Clerical

Administrative Assistants
Are you tired of the "same old routine" and looking for a change? Southfield, a premier temporary/TS staffing agency, has opportunities in the Tool, Die & Stamping industry. We are looking for Macintosh & Windows experienced people who are interested in temporary & full time positions. These administrative positions require people who have good skills & work experience with one of the following programs: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, WordPerfect, Harvard Graphics. For immediate consideration please call Linda at 810-353-1335. Ask: John

ADMINISTRATIVE ASSISTANTS
TROY & GRAHAM LOCATIONS
FULL-TIME OPPORTUNITY
• WordPerfect 5.0
• Excel or Lotus
• $25,000 + Health Benefits
ET SERVICES & SYSTEM
(810) 588-8484
Fax (810) 588-8427

ADMINISTRATIVE ASSISTANT
HOW opportunity! Immediate openings in our Southfield offices all international auto supplier division. Auburn Hills location. Week of Nov. 6 Temporary. Work from home. Work from home perm. Salary to $9.00-$13.00/hr. Call Mary 810-948-7018
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Established Property Management Company seeks an organized individual to answer phones and perform clerical duties. Must know Word Perfect, basic typing and have a pleasant phone manner. Good benefits and salary commensurate with experience. Send cover letter and resume to:
100 Oakland Dr., Suite 400, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
$30,000 PLUS
A choice executive secretarial position with an established company that has just moved to new facilities. Good benefits and salary commensurate with experience. Hurry! Call Denise at 313-434-0400
Sterling Personnel Services

ADMINISTRATIVE ASSISTANT
(Part-time)
We are seeking an individual to assist with administrative duties in our Financial Division. Successful candidate must possess excellent typing skills, 50-wpm on word processing software and have a pleasant telephone manner. Skills in spreadsheet, typing ability, and communication skills including letter composition. Responsibilities include maintaining phones, inputting financial reports, department mail, correspondence filing and other miscellaneous functions for the financial group. Recent office experience and working knowledge of Lotus 123 a plus. Hours are 12pm-4:45 pm, Mon-Fri. We offer an excellent benefit package. Qualified candidates should send/fax resume at least Mon-Fri 8am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
(810) 488-7121
Equal Opportunity Employer
M/F/D/V

ADMINISTRATIVE ASSISTANT
Receptionist and various clerical duties. Knowledge of Word Perfect 6.0 a plus - excellent benefits. Call (313) 937-3400

ADMINISTRATIVE ASSISTANT
with excellent interpersonal, clerical & organizational skills. Word processing experience required. Call Administrator, 2547 W. Grand Blvd., Detroit MI 48208

ADMINISTRATIVE ASSISTANT
Mature individual to assist President of small, professional organization. Flexible hours. Must be organized, have bookkeeping, clerical duties. Salary DOE. Call Dorothy at 810-354-3540

ADMINISTRATIVE ASSISTANT
position available for an experienced hard working individual for typing, filing, telephone, general office and administrative functions as a growing Rochester Hills office. Flexible schedule with salary & benefits negotiable. Call Mr. Bernstein, Administrative Manager, 745 Barclay Circle, Suite 325, Rochester Hills, MI 48307

ADMINISTRATIVE ASSISTANT
General office experience preferred. Must be a dependable, mature individual for downtown Birmingham office. Computer experience helpful. Send resume to:
Lubesch Financial Group
2858 Coolidge Highway, #208,
Troy, MI 48084
or FAX: 810 649-3710
An Equal Opportunity Employer

Administrative Assistant
Bayers Industrial is looking for full or part time position in a pleasant professional environment in Troy location. Excellent Microsoft Word & Excel skills required. Responsibilities include word processing, telephone, general office duties, efficiency, speed, and attention to detail. Please fax resume and salary requirements to Pat at 810-840-9518 or mail to:
Personnel Manager
Bayers Industrial Corp.
30100 Telegraph, Suite 170
Bingham Farms, MI 48025

PMC, a Dearborn, MI based engineering firm is growing! Seeking 2 temporary individuals for the following positions:

Administrative Assistant
To assist two engineers. Duties will be typing, phones, filing, data entry and PC/Apple Computer work. Previous experience with Word, Excel, and Access required. This position is for approx. 2 weeks. Must be available 8am-1pm, Mon-Fri., salary $6-8 per hour (depending on experience).

Office Assistant
To work with the marketing department. Duties include data entry, answering phones, database management and paperwork. Computer skills in MS Word, Excel, and File Manager required. Experience in Access a plus. This position is 20 hours per week: 1-5pm, Mon-Fri., salary $6 per hour.

Send resume to:
Pat Pennell, Manager, Production Modeling Corp., 3 Parklane Blvd., Suite 910 E, Dearborn, MI 48126. FAX: (313) 441-0086

ADMINISTRATIVE OFFICE ASSISTANT
Busy Birmingham real estate office seeking for a full time dependable Administrative Office Assistant. Must have good people skills, organized, time/detail oriented. Send resume to:
RALPH HANKEL ASSOCIATES
1521 West Maple
Birmingham, MI 48009
Attention: Eileen

ADMINISTRATIVE OFFICE ASSISTANT
Immediate opening for time, skills, and position with benefits for person with Word-Perfect experience. Bookkeeping experience a plus. PAY-NO-TAX provides high salary/minimal deductions. (810-968-3196, Administrative Assistant, 25 Mile Center, Suite 100, Lake Orion Hills, MI 48367-3018 or FAX: (810) 693-8370

ADMINISTRATIVE OFFICE ASSISTANT
Experienced with general ledger and producing statements with computer and accounting software. $8-12 per hour. Send resume to: Brenner Brother, 8112 Wyman St., Detroit, MI 48238. An Equal Opportunity Employer

ADMINISTRATIVE OFFICE ASSISTANT
Bookkeeping experience preferred. Computer literate. Pleasant working environment. Call Mr. Bernstein, Administrative Manager, 810-263-1335

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