502 Help Wanted-Office Clerical

ACCOUNTS PAYABLE CLERK
Professional accounting firm. Must experience in computerized payroll/AP. Ability to work independently. Send resume and salary requirements to: Mr. Lee, 1000 Maplelawn, Troy, MI 48084.

ACCOUNTS PAYABLE

Our automotive supplier has an immediate opening for an experienced full time Accounts Payable person. Candidate must be mature, professional, detail oriented, self motivated and be able to support customer relationships and be able to work independently. Minimum two years recent accounts payable experience required. Salary commensurate with experience. Send resume with salary requirements to:

Accounting Department
Expert Automotive Supply, Inc.
40000 Grand River
Novi, MI 48375

Accounts Payable
Data Entry Clerk needed immediately. Ideal candidate will be detail oriented, have 2 years of accounting experience, be able to work independently and be able to meet deadlines. Salary commensurate with experience. Fax resume to Sandy Manager, 313-538-7553.

ACCOUNTS PAYABLE

Building materials distributor has an immediate full time opening for a person with experience in accounts payable. Please send resume and salary requirements to:
P.O. Box 8134
Livonia, MI 48150

ACCOUNTS PAYABLE/PAYROLL
Growing company in Livonia has an immediate opening for a full time Payroll/A/P Clerk. Call for interview. 810-476-3363 ext. 3

ACCOUNTS PAYABLE CLERK
A growing medical insurance company in Livonia has an immediate opening for a full time accounts payable clerk. Duties include data entry, processing invoices, and other duties as assigned. Qualified candidate must have 1 year accounting experience and be able to work in a fast paced environment. Please send resume and salary requirements to:
Human Resources
38777 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Expanding manufacturer of medical products has immediate opening for accounts receivable clerk. Ideal candidate will have 2 years experience in accounts receivable, be detail oriented, and have good communication skills. Duties include processing customer payments, reconciling accounts, and other duties as assigned. Qualified candidate must have 1 year accounting experience and be able to work in a fast paced environment. Please send resume and salary requirements to:
Human Resources
38777 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Position available for department coordinator. Throughout this period you will be responsible for a comprehensive pay system, and supervision of payroll. Ideal candidate will have 5 years experience in payroll, knowledge of Microsoft Word, Excel, Lotus, and be fast paced individual. Excellent benefits package. Salary commensurate with experience. Fax resume and salary requirements to: Human Resources, FAX 313-459-1208.

ADMINISTRATIVE ASSISTANT
GROWING Medical insurance firm seeks self motivated Administrative Assistant with Amoco Equal Opportunity Employer. Salary $18-$19/hour
NO FEE
PERSONNEL UNLIMITED
313-751-5608 Fax 313-751-4615

ADMINISTRATIVE ASSISTANT
FOR large engineering management firm. Typing and statistical data entry experience preferred. Word processing experience and knowledge of computer skills. Excellent benefits package. Please send resume and salary requirements to: Administrative Assistant, Box 11834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Genesis Group
SALES and agency seeks deadline oriented, self motivated individual who can thrive under pressure. Must have excellent grammar and computer skills and a pleasant personality. Send resume stating salary history to:
ATTN: AAA
P.O. BOX 334
TROY MI 48099-0334

ADMINISTRATIVE ASSISTANT
NEW opportunity! Immediate opening for a fast paced individual with strong organizational skills and excellent verbal and written communication skills. Ideal candidate will have 2 years of experience in a fast paced environment. Salary commensurate with experience. Please send resume and salary requirements to:
Human Resources
Box 41837
Detroit, MI 48241

ACCOUNTS RECEIVABLE
Large manufacturer has immediate full time opening for an experienced individual with strong accounts receivable skills and knowledge of computers. Ideal candidate will have 2 years experience in accounts receivable. Salary commensurate with experience. Send resume and salary history to:
ATTN: AAA
P.O. BOX 334
TROY MI 48099-0334

ACCOUNTS RECEIVABLE CLERK
Little Caesars Enterprises, Inc. is seeking experienced for the position of Accounts Receivable Clerk.
Responsibilities of this position include processing accounts receivable in accordance with Customer policy.
Qualifications for the position include a high school diploma or equivalent, previous accounting experience preferred, strong math skills and excellent communication skills. Computer experience required. Knowledge of Lotus 1-2-3 experience preferred.
Little Caesars offers a competitive compensation and benefit package including life insurance, medical, dental, and profit sharing plans. For consideration please forward your resume and salary requirements to: Little Caesars Human Resources ARC, 2211 Woodward Detroit, MI 48201, 48210 AAA, Fax (313) 963-6434. Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Immediate opening for full time position. Responsibilities include billing, collections, customer service. Send resume to: Human Resources, PO Box 9047, Walled Lake MI 48390

ACCOUNTING CLERK
OVERSEE accounts payable & receivable for medium accounting firm. Southfield, for medical accounting & computer experience. 810-557-7000

#1 PERSONNEL
274-4230

ADMINISTRATIVE ASSISTANT
For Travel Agency in Birmingham, Mich. Please Fax resume to (810) 540-3477

502 Help Wanted-Office Clerical

ADMINISTRATION
CLERICAL
If you are looking to make a career change or if you're entering the workforce and have a job for life, we have openings for permanent openings starting immediately. Flexible office hours and excellent starting salaries plus benefits. Call today and ask about "Smiling Personnel Services Bonus".
Livonia 313-522-1830
Southfield 810-352-7830
Troy 313-362-0777
Auburn Hills 810-373-7500

"You Only Need to Respond to our Ad"
Administrative Assistants
Secretaries
Immediate openings for large and small companies. Short term, long term AND temp to hire.
TEMPORARY RESOURCES
810-566-4210

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Executive Property Management company seeks an organized individual to answer phones and perform receptionist duties. Basic typing and have a pleasant phone manner. Good pay and benefits package included. Send cover letter and resume to:
Diamond Group
Attn: Office Manager
Suite 100
30600 Telegraph Rd.
Bloomfield Hills, MI 48025

ADMINISTRATIVE ASSISTANT
Growing company seeking an organized individual with excellent communication skills, word processing experience, and a pleasant personality. Send resume and salary requirements to:
Adam Group
74 W. Long Lake Rd., Ste. 102
Bloomfield Hills, MI 48304
(810) 644-0210

ADMINISTRATIVE ASSISTANT
Growing Medical insurance firm seeks self motivated Administrative Assistant with Amoco. Equal Opportunity Employer. Salary $18-$19/hour
NO FEE
PERSONNEL UNLIMITED
313-751-5608 Fax 313-751-4615

ADMINISTRATIVE ASSISTANT
FOR large engineering management firm. Typing and statistical data entry experience preferred. Word processing experience and knowledge of computer skills. Excellent benefits package. Please send resume and salary requirements to: Administrative Assistant, Box 11834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Growing company seeking an organized individual with excellent communication skills. Duties include word processing, data entry, and other duties as assigned. Qualified candidate must have 1 year accounting experience and be able to work in a fast paced environment. Please send resume and salary requirements to:
Human Resources
38777 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Immediate opening at our Troy office for a dynamic individual with strong Marketing, Great career opportunity for multi task oriented person. Must have excellent computer skills, word processing and phone skills. Duties include light accounting, general office functions, database maintenance. Responsible for coordinating training, travel, meetings, and arrangements and appointments. Program solving independent experience and knowledge of computer software also required. Fringe benefits include medical, dental, life insurance, 401(k). Creative working environment. Equal opportunity employer. Please forward resume with salary requirements to:
Human Resources
P.O. Box 51145
Livonia, MI 48151-5145

ADMINISTRATIVE OFFICE ASSISTANT
Immediately! Full time, task oriented position with benefits for person with WordPerfect 5.1 proficiency, experience in Lotus 1-2-3 and excellent verbal skills. Self motivated, organized individual who has small business experience. Some payroll experience a plus. FAX/SEND your resume and salary requirements to: 810-813-7109. Administrative Assistant, 745 Rochester Circle, Suite 310, Rochester Hills, MI 48307-3319 or CALL out interesting career at 810-853-7100.

ADMINISTRATIVE SECRETARY
Two positions with corporation. Long term with possibility for permanent.
TempExchange 810-828-0600
Fax (810) 828-0601

ADMINISTRATIVE SUPPORT
First of Michigan Corporation, financial services organization is seeking candidates for administrative support position. Employees do daily responsibilities including but not limited to: phone duties, word processing skills, meetings and light filing. Candidates should have strong interpersonal, professional demeanor and good verbal skills. Please forward resume and salary expectations to: First of Michigan Corporation, Attn: HR, P.O. Box 1787, Troy MI 48099-1787
An Equal Opportunity Employer

AGENT STATE Farm office in Southland seeks the responsible person experienced in personal lines. Position is full time, benefits. Please send resume
P.O. 350-1816

A JOB IN ROCHESTER
We seek an with computer ability and office experience for claims processing of customer service Beautiful Rochester Hills, MI. $8-$7.67 hr for three career opportunities
(810) 853-3220
Handicapped Ok Never a Fee

AMBITIOUS AND ORGANIZED?
Are You:
• Enthusiastic, self motivated?
• Energetic? (Type 35wpm)?
• Customer Service oriented?
• Tired of working nights, weekends & holidays?
Do you want:
• A great opportunity to learn & grow with us?
• Full time position
• Advancement opportunities
Join a winning team and call Linda at (810) 347-3020

ARBOR TEMPS NEEDS
(Temp and Temp-to-Perm)
Administrative Assistants
Service Specialists
Computer Support
Word Processors
Medical Transcribers
Customer Service
Receptionists
General Office
Data Entry
3400 Haggerty Rd. 459-1166

ARTS & CRAFTS DIRECTOR
For immediate full time position located in northwest suburbs. Apply to P.O. Box 401172, Redford, MI 48240
EOE

ASSISTANT FOR sale phone. Bookkeeping experience preferred 1-2 years. Lotus 1-2-3, comp - pers, typing.

CLERICAL - position, Birmingham, data entry, typing 35wpm, Word, Excel, multi tasking, reporting on deadline. $18,000. Fax send

DATA ENTRY - Microsoft Word, Excel, multi tasking skills. Troy company. $10/hr. Fax send

RECEPTIONIST - secretary, advertising company, excellent phone voice, Word 5.0 or 6.0 WordPerfect, a team player, benefits. To $10/hr. Fax send

SECRETARY - Southfield, WordPerfect for Windows 6.0. Proprietor 6 d. overseeing real estate. Pleasant, bonus stock, health benefits. All duties. Fax send

LOIS RAY PERSONNEL
(810) 646-5580

AUTO BILLER
for busy dealership. This does an excellent job. Benefit package. Salary plus bonus. Fax resume or call. Ask for Ms. Hoyt.
Fax resume to: 313-459-1208

502 Help Wanted-Office Clerical

AUTO DEALER has openings for the following positions: Inventory Clerk, Service Appointment Coordinator, Equipment Leasing Clerk. Fax resume. Competitive wage & benefit package. Contact Jack Hunt, Fax: (313) 946-5000

AVAILABLE IMMEDIATELY
WEEKENDS/EVENINGS
MARKET RESEARCH
NOVI AREA
FULL OR PART TIME
FLEXIBLE SCHEDULING
CALL
SPENCER
PERSONNEL, INC.
(810) 449-1100

BILINGUAL SECRETARY
(JAPANESE) $13.$17/hr
ANNORI TEMPS 458-1166

BILLING CLERK
JOIN this growing national company just located in Southfield. Your 2+ years experience with computerized billing systems come in the door to the Medical Billing department. Other clerical skills also required. Competitive hourly rate. Benefits and 401(k). Send or fax resume to:
CTI/BIL
25925 Telegraph Rd.
Southfield, MI 48034
Fax 810-351-9754
An Equal Opportunity Employer

BILLING PROCESSOR
Growing Medical equipment company seeks a self starting detail oriented person to work in billing department. Must have data entry experience, good communication skills, work well in a team environment. Fax resume to: Cal Martick 810-471-1821 or send resume to: Cal Martick, 30001 Hazel Park Dr., Farmington Hills, MI 48335

BLOOMFIELD HILLS Real Estate office needs receptionist with Word perfect skills. Call JOAN DOWNIE at 540-3000

BOOKKEEPER Birmingham area retailer needs qualified person to manage accounts receivable, billing, posting & benefits. Send resume to Box 41841 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER
Birmingham - Experienced in PC insurance agency. Computer literate, knowledge of computer Business Mrs Bab-an 810 646-6657 days 810-641-0251 eves.

BOOKKEEPER - computer literate accounts payable receivable, and accounting. Good math skills & benefits with established company. Salary commensurate. Fax resume to Brixton, Livonia. MI 48152 Al resumes confidential

BOOKKEEPER, FULL CHARGE
Light manufacturing environment. Lotus 1-2-3. FAX resume 810-539-8070

BOOKKEEPER/Full Charge
Warehousing practice & receivables, general ledger, bank reconciliation, prior a must. Send resume to Ann Box 3250 W. Big Beaver, Troy, MI 48084 or FAX 810-362-0115

BOOKKEEPER - Full charge through financial statements. Capital has above and a team player. Send resume & salary. 810-855-1670

BOOKKEEPER - FULL CHARGE
Fast Paced Southfield manufacturing company. Permanent position. Full benefits. Profit sharing plan. Call Cathy Mon-Fri 8-5 at 810-557-1754

BOOKKEEPER
Full time for Brookfield Hills based real estate management firm. Must have prior related experience in accounts payable, accounts receivable and general ledger. Duties may also include loan administration and the processing. Candidate should possess strong organizational and people skills. Lotus and Skyline Sales Good communication skills are a plus. Accurate Realty Advisors Inc. 300 E. Long Lake Suite 200 Bloomfield Hills, MI 48304

BOOKKEEPER - Part Time
Computer experience helpful. Knowledge of payroll person. Call Ann Jean (313) 981-5453

BOOKKEEPER/SECRETARY
Full charge Bookkeeper for non-profit organization located in Southfield. A/P, 5.1 and spreadsheet experience required. Pay $18,000 + excellent benefits package. Fax resume to Box 5.1 Lake Orion, MI 48370

BOOKKEEPERS
Temp to perm positions for Accounts Receivable & Payable. Must know Excel and Word experience. Southfield and Bloomfield Hills
(810) 353-6410
SAFETY ACCOUNTANTS TEMPS

BUSINESS
ASSISTANT
ADMINISTRATIVE ASSIST TO VP $25,000 (DOE) depending on experience. Fast paced fast growth company, stock has gone up 877% in past 3 years, may need some office duties, motivation and computer proficiency. Call 810-647-2700 ext. 3 Betsy

Seeking Personal Services

BUSY TROY based manufacturer seeking detail oriented individual. Knowledge of Word, DOS and WordPerfect helpful. Please respond to
Box 11833
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BUYER
Farmington Hills Smithkline seeks an aggressive, self motivated individual to join our purchasing department. Candidate must have high volume buying experience. Ideal candidate will possess strong organizational & communication skills and required Bachelors Degree. Salary commensurate with experience. Send resume to Human Resources, 28000 Grand River Dr., Farmington Hills, MI 48335

CLARKSON Grill has immediate opening for a PART TIME AR clerk. Ideal candidate will have 2 years experience in A/R, A/P, P/R, posting G/L, bank reconciliation, & accounting. Computer experience required. Send resume & salary requirements to Human Resources, 30000 Telegraph, Suite 200, Royal Oak, MI 48237 or fax to 810-545-8235

CLERICAL/ADMINISTRATIVE position available with pleasant disposition and attitude. Must have high school education & the professional standard needed in a large membership association. Ability to type and full a background in education is helpful. Salary commensurate with experience, able to handle multiple tasks, a fast paced office. This is a full-time position with attractive benefits. Send resumes to: J Ann Vaughn, Director of Membership, Michigan Dentists, 4146 Dublin Dr., Bloomfield Hills, MI 48302

CLERICAL ASSISTANT
DYNAMIC individual needed to provide administrative support for health care staff. Position requires a detail oriented person with knowledge of Lotus & WordPerfect (both DOS, NOT Windows), having 30 wpm typing speed, excellent verbal & written communication skills. Location in Farmington Hills. Call (810) 646-1190

Clerical Assistant
Growing automotive supplier has an immediate opening for a Clerical Assistant. The position involves investigational duties such as filing, we have a requirement for a detail oriented individual with a high school diploma, have good organizational skills, knowledge of Word Perfect 5.1 or WordPerfect 6.0 for Windows and Microsoft Word for Windows and Microsoft Excel. Preferred candidate is available immediately & can work full time. Salary commensurate with experience, benefits package including TUITION REIMBURSEMENT. The salary range for this position is $7.50 to $8.00/hour. Please submit complete resume to:
AMERICAN YAZAKI CORPORATION
8700 Haggerty Road
Canton, MI 48187

502 Help Wanted-Office Clerical

CLERICAL/BOOKKEEPER
FOR Farmington Hills consumer company. Full time, Mon thru Fri, 7am-3pm. Sal. 8am noon. Benefits. Resume to: 810-476-8199

CLERICAL/DATA ENTRY
Big Beaver Coolidge Troy. Resume & salary requirement P.O. Box 835, Bloomfield Hills, MI 48012-0835

CLERICAL

DATA ENTRY OPERATORS
Coming Clinical Laboratories, the largest laboratory in Michigan is looking for DATA ENTRY OPERATORS to work full time days and afternoon. The qualified applicant must possess excellent data entry skills (45 wpm)
We offer a competitive salary and benefits package, including life, health, dental, insurance, 401K, and Company stock options. For immediate consideration, please call Mrs. Bell 11 AM-3 PM at Coreless come prepared for testing at Clinical Laboratories, 28244 Crocker Coolidge Road, Auburn Hills, MI. EOE M/F/D/V

CLERICAL EMPLOYEES - in need of full & part time Evenings & weekends. Good positive attitude required. Good benefit package. Apply within, 8300 Wayne Rd., Westland

CLERICAL
Full time. Benefits. Up to $3 per hour depending on experience. Fax or send resume to: 5634 Hemburgh Rd., Westland, MI 48185

CLERICAL - full time N Oakland County area. Seeking organized, competent detail oriented individual with good math & clerical skills for our model homes sales center. Computer office skills preferred. Design experience helpful. Send resume with salary history to: Attn: Consultant, PO Box 7100, Detroit, MI 48213

CLERICAL - General office, accounts receivables/payables, computer knowledge. Call 810-459-5347

CLERICAL HELP - FULL TIME
For Dearborn area. Duties include inventory control & light filing. Must have experience & knowledge of Word & Lotus. Good pay and benefits to those who qualify. Resume Mon. Card, 8430 Wyoming Dearborn, MI 48126

CLERICAL
OPEN HOUSE
SES Temps currently has immediate temp to perm, long term and short term opportunities
• Accounting Clerks
• Receptionists
• Secretaries
• Typists/Clerks
• General Office Clerks
• Data Entry Clerks
WHEN
Weds., October 11, 1995
9:00 AM to 4:00 PM
Holiday Inn Southfield
25355 Telegraph Road
BRING
Resume (optional)
Social Security Card
Drivers License
JOBS WILL BE FILLED ON A FIRST COME, FIRST SERVED QUALIFIED BASIS

CLERICAL OPPORTUNITIES
Construction firm seeks Full time Receptionist & Accounts Payable Clerk for immediate hire. Apply at Sunset Office 12841 Stark Rd., Livonia, Mich
Equal Opportunity Employer

CLERICAL/PART TIME position, 18 hrs. per wk. min with flexible schedule. Computer literate, knowledge of Word & Lotus W. Bloomfield/Farmington Hills area. 810-932-0505

CLERICAL/PART TIME
Work close to home. Ideal candidate will possess an energetic individual to work in our Farmington Hills office. Must enjoy fast paced environment. Experience with Word Perfect & Lotus. Wage commensurate with experience. Send resume to: Human Resources Handicap, Michigan Inc., Attn: Dept 113, 11844 Gateway Blvd., Livonia, MI 48150. Fax, 313-427-1899

CLERICAL PART TIME
Tuesdays and Thursdays for Bloomfield Township Office
Call Sheree (313) 961-4153

CLERICAL - Part time evenings
R J Lewis Furniture
25525 W 8 Mile Rd., Redford

CLERICAL - PART TIME
Must be dependable. Perform office duties typing, etc. Redford area. 537-2000

CLERICAL POSITION
No experience necessary. Full time 40 hours. Days. 7 days. Farmington area.
810-474-1136

CLERICAL
Professional and reliable individual needed to handle various office duties. Must be accurate with numbers and detail oriented. Some typing, data entry and answering of telephones. Send resume with salary expectations to:
PERSONNEL DIRECTOR
P.O. Box 302230
Redford, MI 48239

CLERICAL / RECEPTIONIST position available in Troy area. We are looking for someone with a pleasant telephone manner for world headquarters. Light typing, light bookkeeping and general office work. Experience preferred 810-524-2500

CLERICAL RECEPTIONIST
Successful candidate for Farmington Hills training & consulting firm will possess excellent verbal/written communication skills, be able to handle multi-line phone system, type 35 wpm, perform basic math functions, and be able to handle multiple tasks. Must be self-motivated and organized. Salary DOE. Benefits package include phones, scheduling & general clerical support. Salary starts at $17,000 plus benefits. Ideal candidate with experience. Send resume and cover letter to:
Total Performance Tech, Inc.
30101 Northwestern Hwy. # 330
Farmington Hills, MI 48334

CLERICAL
Seeking computer literate person for data entry. Must be familiar with Microsoft 6.0, Windows and Access programs. Call Jerry Jay. Contact Kelly Science Div. thru Fri 9-3 at (810) 737-2929 ext. 131

Clerical

There's Energy In Our Choices
At Volt Services Group, the choice of where you want to work and what where you want to work is yours. That's the energy we bring. Volt employees are successful because we believe they are the best people in the business.
Currently, we are accepting applications from dedicated individuals who have a high energy level, a high school diploma or equivalent, that recognizing and preserve customer satisfaction. Our benefits are unsurpassed and combined with our commitment to our employees.
• Medical Plan available
• Kaiser Permanente available
• Bonuses
• Cash monthly adult care assistance
• Employee's compensation, dentistry & Matrix
Make the Volt choice and charge up your career with Volt Services Group. Call today to find out more. Call Jerry Jay (313) 737-2929 ext. 131 or fax your resume to 313-737-2930.
An Equal Opportunity Employer
VOLT

502 Help Wanted-Office Clerical

CLERICAL
Toyota Assembling hiring for billing and accounts receivable position. Experience necessary. Apply in person. Fax resume. Call TODAY'S 31262 Telegraph Southfield

Clerical
Windows
OPPORTUNITIES
• MS Word
• WordPerfect
• Lotus, Excel
$9-$14/hr
Put your software skills to work in our fast, long-term assignments available immediately in Bloomfield, Southfield, Troy, Farmington Hills, Wyoming. Training, Bonus Programs, Vacations, Holidays.
CALL TODAY!
Farmington Hills 810-615-0660
Madison Hgts. 810-543-7320
Rochester Hills 810-650-9630
Western STAFF SERVICES

CLERICAL
Full time position for light clerical duties. Must have good organizational skills and detail oriented. Send resume to:
T. McWilliams
30200 Telegraph, Suite 467
Bingham Farms, MI 48025

FILE CLERK/PART TIME
Now company needs a part time Filing Clerk 3 hours per day, Mon-Fri. Call Judy at 810-478-9700
An Equal Opportunity Employer

FILE CLERKS
Marketing company planning a major relocation. Will have entry level positions for 2 file clerks. A genuine desire to work an expected job and a good attitude are required. We offer an excellent opportunity for advancement. Call Mr. Bell at 810-827-1000 for an interview at: (810) 827-1010

FILE ROOM CLERK
Part time. Duties include maintenance and organization of pre-1 carrier, copying, filing. Ideal candidate will have 6 months experience room maintenance. Interested call Office Administration, in Southfield, at 810-827-1868

GENERAL CLERICAL/DATA ENTRY
Growing equipment leasing company needs full working periods available in order to process incoming mail, consisting of new files and data entry, and a variety of other tasks. Benefits include medical, 401-K, plus. Please send resume with minimum salary requirements to:
SHIFT, P.O. Box 9068
Farmington Hills, MI 48333

GENERAL OFFICE busy sales office needs pleasant telephone personality for relaxed sales office opportunity. (810) 258-9528

GENERAL OFFICE CLERK
Southfield organization seeks self motivated individual to perform switchboard, receptionist and typing duties. Must be proficient and have at least one year office experience.
If interested, please send resume and salary requirements to Mr. Thurman, PO Box 931, Southfield, MI 48034
We are Equal Opportunity Employer

GENERAL OFFICE HELP
Self starter needed for busy office assisting customer requirements. Previous WordPerfect 6.1 experience & familiarity with Windows 3.1 required. Excellent entry level position for the qualified candidate. Mailing to Mr. Bell Sentinel Inc., 28000 Grand River, Farmington Hills, MI 48335

GENERAL OFFICE help needed for a small office in Farmington Hills. Part time, flexible hours. Light typing, filing & telephone conditions. Jennifer 810-539-0202

GENERAL OFFICE
Join high tech company as we software packages. They use Microsoft Word, Excel, Access, etc. Deals someone with computer experience good communication skills.
Diversified Recruiters
810-344-4700 FAX 810-344-6704

GENERAL OFFICE
Part time. Entry level position to assist bookkeeper with light bookkeeping duties & general office duties. Willing to learn. Send resume to M out application at 36850 Grand River, Farmington Hills, MI 48335
(810) 477-8000

GENERAL OFFICE Part time, 10am-2pm, 5 days/wk. Living in Farmington area. Call Tony to start. Call Bob bod 313-421-5921

GENERAL OFFICE with light typing. Call Ann at Perfect Hours 8 days. Birmingham.
Call 810-647-7350

GET PAID ON FRIDAY!
Immediate openings for
• Word Processors $3+/hr
• Switchboard Operators $7+/hr
• Entry Level $5+/hr
• Executive Secretaries $12-/hr
• Temp-to-Perm
Positions available in Southfield, Livonia, Farmington Hills, Wayne and Troy
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

GRAPHICS SPECIALIST
Successful Southfield organization seeks Graphics Specialist. Ideal candidate will be creative, able to function in a fast paced environment. Formal training and experience in the latest graphics programs is preferred.
• Illustrator 6.1
• Photoshop 2.0
• Corel Draw 3.0
Interested, please send resume and salary requirements to Mrs. Thompson, 26555 Evergreen, Suite 1000, Southfield, MI 48037.
An Equal Opportunity Employer

GREAT JOB - OPPORTUNITIES!!!
RECEPTIONISTS/SWITCHBOARD
WORD PROCESSORS
TYPISTS FILE CLERKS
BILLING CLERKS DATA ENTRY
Cash Bonuses, Temp-Med Insurance, Holiday Pay, Overtime pay
Seeking Personal Services
Equal Opportunity Employer
Livonia, 313-266-6000
Southfield, 810-352-1300
Troy, 313-362-0777
Auburn Hills, 810-373-7500

GREENHOUSE WORKER, indoor/outdoor, experienced, hands
GREENHOUSE Worker to maintain and cultivate tropical plants. Full-time. Excellent advancements. References required. Call
(810) 643-0647

HOUSCLEAN ARE GROWING
START MAKING YOURS GREEN NOW!
Wayne and Oakland Counties
Please call Housclean
Date Entry, Medical Office Computer Experience
Call today to set up your interview
CORPORATE PERSONNEL SERVICES
810-483-4180
EOE NO FEE

HUMAN RESOURCES CLERK
Immediate long term position available. Ideal candidate will have 5 years experience. The individual will report directly to company payroll clerk. Ideal candidate should have word processing and spreadsheet experience, excellent verbal and written communication skills and type at least 60 wpm. Must be organized, detail oriented, self motivated and be a team player. Competitive pay and benefits package. Qualified applicants should forward resume to: Box 9021 c/o The Brighton Argus, 113 E. Grand River, Brighton, MI 48116

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
Part time mornings - available immediately - making outbound phone calls to existing clients regarding our automotive industry. Call TODAY'S 1000 Troy, 810-649-8455
Auburn Hills 810-373-7181
Detroit 313-393-1800

CUSTOMER SERVICE CAREERS
Full or part time
Temp to perm available
23 positions
Automatic leases - Promotions
Days and evenings
One Weekend Day
Join America's fastest growing career opportunity. Receive technical training and add to your earning potential. Troy, Auburn Hills, Farmington and New Center locations. Bring your
• Excellent oral skills
• Excellent communication skills
• Typing 30 wpm
• Flexible/energetic to learn
Call Claire today for interview
Birmingham Livonia
810-646-7832 473-2921
UNIFORCE SERVICES

CUSTOMER SERVICE
(PART TIME)
Our fast paced Customer Service Department is seeking individuals with previous banking or telephone customer service experience. Responsibilities and include responding to over 100 telephone calls per day and some problem solving. Qualified candidates will must have a pleasant disposition, be energetic, articulate and have excellent verbal and written communication skills.
HOURS FOR THE POSITIONS ARE
3:30pm-8:30pm Fri
We offer a competitive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer
M/F/D/V

CUSTOMER SERVICE
busy Farmington Hills office seeks detail oriented person with accurate typing and excellent follow up
Call 810-478-2942

CUSTOMER SERVICE positions available in Southfield & Pontiac areas. Requires excellent interpersonal & telephone skills. Computer familiarity a plus. Apply in person or send resume to 31530 Mound Rd., Warren, MI 48090 (810) 977-9317 Fax: 810-979-5952

CUSTOMER SERVICE REP
For busy wall paper store in Troy. Good communication skills, organized and organized orders. Attention to detail. Typing & computer skills necessary. Non-smoking office. Mon-Sat. 2707 Stephen Royal Oak, Call Stanley at 810-280-5888

CUSTOMER SERVICE Rep
We are an expanding dumpster company with high customer standards. Candidates must be energetic, organized, have ability to deal with people effectively via phone. Prior customer service experience preferred. Send resume to PO Box 700204 Plymouth, MI 48170

DATA ENTRY, CLERICAL
General Office, Phones, Typing, Work Hours
HYMAN RESOURCES
(810) 541-0600

DATA ENTRY CLERKS
Needed Immediately
Processing orders & general clerical duties for a large company in Troy
8.00am - 5 pm
$7/hr.
Long term positions
ContemPra
810-583-9600 Madison Hgts
810-540-9600 Rochester Hills
313-563-3300 Dearborn

DATA ENTRY
Computer / typing in Troy area seeking several individuals with and well with others. Typing 40 WPM Call Kathy at computer knowledge $7.50/hour to start.
Call Fernande. (810) 827-1010

DATA ENTRY
Enjoy your job working for our company. Work for our modern high tech offices. They require 8,000 key strokes per hour. Benefits. Long term or temp to perm. Call Carmen at
Livonia Birmingham
810-473-2921 646-7661
UNIFORCE SERVICES

DATA ENTRY
for law firm. Must know Data Base 3 or 4. Apple. Call Linda Wilson Personnel 810-642-0078
(or fax) 810-643-8119

DATA ENTRY - Immediate openings day/afternoon/evening shifts. Call 313-464-7078
ETD Temporary Service
Equal opportunity employer

DATA ENTRY
Immediate Openings. Day & evening shifts available. No much prior. For appt. call
TempExchange
Livonia (810) 474-7766
Southfield (810) 557-5800
Westland (313) 326-9335

DATA ENTRY OPERATORS needed for high production Southfield firm. Hours available. Call 313-525-4808

DATA ENTRY - Part-Time. Earn $7.00 per hour. Work 3 - 3 hours per week, may lead to full-time. Southfield Call Mrs. Bell 7am-3pm. 810-559-1407

DATA ENTRY
Part time position for Data Entry Clerk. Hours are 8:30 - 12:30 for marketing company. Numerous individuals needed to work evenings from 10am-10pm Mon-Fri. $7.50 to start. Contact Fernande (810) 827-1010

DATA ENTRY
Troy law firm seeks data entry clerk. Mortgage/title office experience helpful. Knowledge of computers helpful. Ability to work with WordPerfect, 93-5/hr. HRMS. 810-088-0267

DATA ENTRY/
WORD PROCESSING
Part time market research position with publishing company seeking individual with typing skills (35 wpm) and organizational skills. Duties include data entry, word processing. Proficiency in MS Word 5.0 and/or WordPerfect 6.0. Harvard Graphics a must. Send cover letter and salary requirements to: MAR, PO Box 2600, Troy, MI 48007

DATA ENTRY
$10,040 FEE PAID
Direct hire position for one do Credit Card Verification Benefits. Farmington Hills area
EMPLOYMENT CENTER ACT.
810) 569-1606

DATA ENTRY
Immediate openings in Detroit & Romulus. Career opportunity.
(313) 397-6033

DEPOSIT RECONCILIATION
Full time position. Will balance general ledger. Call Ann. Mon thru Fri. 7am-3pm. Sat. 8am-noon. Benefits. Fax resume to: 810-474-6199

DISPATCHER
scheduling installations, general office/typing, full time. Livonia area
(313) 421-1600

DISPATCHERS-Experienced. Both full & part time available. Permanent Long Term Temp to Perm
1-800-521-1040 Fax 1-800-615-5662

DOCUMENTATION DEPT OF TIER AUTOMOTIVE SUPPLIER
is seeking part time assistance with full time potential. Skills required for this position in Wordperfect Windows 6.0 and Excel.
Attn: Training Dept.
An Equal Opportunity Employer
13170 Globe Rd.
Livonia, MI 48150

DOCUMENTATION
Part time position preparing lease documentation, typing, overall clerical duties. Send resume to
Donnel
P.O. Box 8066
Farmington Hills, MI 48334

DOWNTOWN Royal Oak interior design firm seeking individual for clerical tasks including answering phones, filing, & misc. duties. Entry level position. Excellent for college student.
(810) 545-3100

DO YOU HAVE MEDICAL TERMINOLOGY KNOWLEDGE?
We need you for a Data Entry Position in Northville. $7.50 an hour
CORPORATE PERSONNEL SERVICES
953-4180
EOE NO FEE

EDI TRAFFIC CONTROL ADMINISTRATOR
Traffic area of automotive manufacturer seeks skilled person for diverse administrative responsibilities, including rate code table and product requirements processing, regulatory verification, shipping & traffic maintenance, computer maintenance, invoicing and plus related duties. Computer systems knowledge and ability experience with great communication and organization skills. Knowledge of Fortran/Computer Assisted Programming helpful. Excellent benefits and outstanding automotive OEM accounts is desired. Competitive salary, great benefits, bonuses. Location in I-275 corridor. Send resume to:
TRAFFIC Box 61850
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EMPLOYEE BENEFIT Company needs person for full time entry level accounting position. Must possess good communication skills, previous experience helpful. Please send resume to: Sterling Suite 200, Ann Arbor, MI 48108

ENGINEERING CLERK
IMMEDIATE opening for computer literate person to perform duties in Microsoft Word V6, Excel, & Access. Candidates should have office management experience, good organizational and verbal communication skills. Prior sales experience helpful. Salary and annual discretion. Send resume to ET Clark, 2707 Stephen Royal Oak, fax (810) 398-6073. Or fax to 810-549-7804

ENGINEER
Manufacturer of electrical enclosures, seeks person for engineering, program maintenance, lamicoid punching software and Hardwood Radius DAF punching and nibbling machines. Person must possess mechanical aptitude, be familiar with Autocad experience. Fully paid benefits including medical, holiday pay, Blue Cross Blue Shield, Delta Dental & profit sharing. Send resume to Dynon Electric Corp., 34425 Schoolcraft, Livonia, MI 48150 Att: Robert Robb (313) 261-3310

ENGINEER NEEDS office assistant. This full time position offers good pay & full benefits. Drafting, computer & phone skills required. Please response to Box 61837 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ENTRY LEVEL CLERICAL POSITIONS ROYAL OAK
$5.50 $6.50/hr. Temp to Perm
3 shifts, 7am-3:30pm
Mon - Sat. Overtime OK
Must be hardworking & dependable
OAKTEC
Professional Staffing
Farmington Hills 810-489-0464
Auburn Hills 810-377-4070

EXECUTIVE ASSISTANT TO $25,000
Key position as assistant to President, coordinate activities of projects with architects, attorneys, & banks. Benefits. Personnel Systems 435-1166

EXECUTIVE ASSISTANT
$12 / HR
Immediate full-time, permanent and temporary to permanent positions available in western suburbs.
REQUIRE:
• 50 WPM
• 2 years office experience
PROFICIENT IN
• MS Word
• Excel
• Power Point a Plus
For confidential interview, call or fax:
Talent Tree Staffing Services
Phone: 810-355-1156
Fax: 810-355-3065

EXECUTIVE SECRETARY/ASSISTANT
Immediate opening for a motivated individual with strong organizational & interpersonal skills. Responsibilities include management and/or construction experience a plus. Send resume and salary to: Box 9, Farmington Press, 33203 Farmington Rd., Farmington Hills, MI 48333-3089

EXECUTIVE SECRETARY
$24,000
Generous benefits paid by Co. Low pressure office environment serving 30 hour work week. Must be proficient in Word Perfect, Lotus