EMPLOYMENT

THIS Classification Continued from Page 7D

502 Help Wanted-Office Clerical

ASSISTANT OFFICE MANAGER
Downtown. Excellent opportunity for an the pay. Inquiring 313-259-3111 Fax 313-259-0032

ATTENTION!!!
ADMINISTRATIVE ASSISTANTS Temporary Secretarial Positions available to work in leading automotive company in Dearborn! Must be proficient in some or more of the following software packages:
WordPerfect 5.1
Excel
Powerpoint
Harvard Graphics
ABC Flowchart
BARTECH Personnel Services 313-271-5454 An Equal Opportunity Employer

Auto Dealer
BOOKKEEPER
Position open for accounts receivable & general ledger experience. Good pay with benefits. Please call Cindy at Downtown Chrysler 313-594-1122

AUTO DEALERSHIP seeking receptionist clerical. Full time and part time positions available. Interesting work, nice surroundings. TOM HOLZER FORD 30300 W. 10 Mile Farmington Hills (Township) (810) 474-1234

BANQUET CENTER BOOKKEEPER - PART TIME Experienced in Food & Beverage cost. Must have good communication skills. Pay commensurate. Notes with experience. Call Vince Tues at 313-953-8724

BILINGUAL SECRETARY LAW FIRM 313-971-7000 ANNOR TEMPS 459-1166

Billing AR Assistant
Mercy Health Services, one of the Midwest's largest healthcare providers, currently has a position open in our Billing Account Receivables Assistant in the Ann Arbor area.
In this position, you will be responsible for performing payment and credit functions of the billing department, i.e. posting, reversing, filing and shipping of billing documents. The position also maintains an efficient flow of billing related paperwork, and the filing system for assigned reports.
Qualifications include a high school diploma or GED and a working knowledge of standard office equipment, office procedures and the computer skills and the ability to effectively utilize communication skills and demonstrate compatibility with clients and employee's efforts required. A minimum of one year of billing or clerical experience in a medical office setting preferred.
We offer a superior benefits program and competitive salary. Send resume with salary requirements to: Mercy Health Services, Human Resources, Attn: Ann Arbor, 5301 Telegraph Road, Ypsilanti, MI 48197. For more information about additional opportunities with Mercy Health Services in our subsidiaries, please call our Job Line at 313-489-5000 Mercy Health Services, celebrates diversity in the workplace

BOO!
Don't let scary problems haunt you!
GET PAID THE SAME WEEK YOU WORK!
Long & short term clerical assignments for
• Bookkeepers
• Word Processors
• Data Entry Operators
Available in Farmington Hills, Wixom, Novi, Plymouth, Livonia & Southfield.
EMPLOYERS (810) 353-7050 An Equal Opportunity Employer

BOOKKEEPER - experienced with knowledge of accounts receivable for CPA firm in 13 Mile & Telegraph area. Hours negotiable. Profitable time and compensation. 810-645-8471

BOOKKEEPER
FULL-CHARGE Sole financial statements. Minimum 10 yrs. experience required for growing Farmington Hills company. Resume to Box 1867 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER - Full charge through trial balance. Minimum 5 yrs. experience & must. 16-40 / 1135 Bryan Resources 313-665-1870

BOOKKEEPER
Full charge through general ledger for a West Bloomfield Immigration Attorney. Please send resume & references to:
Box 1808
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER - Part-time, with strong background, needed for real estate office in Livonia. Send resume to PO Box 3486, Livonia, MI 48151

BOOKKEEPER/RECEPTIONIST
Time and schedule flexible. Pleasant office. Salary commensurate. Call 313-261-1020. Fax resume to 313-261-1021. Hotel Downtown, Suite 240, Livonia, MI 48150

BOOKKEEPER
EXPERIENCED full-charge bookkeeper needed, manufacturing environment preferred. Must be proficient in automated accounts payable, accounts receivable, payroll & financial statement preparation. Experience with Solomon software preferred. Immediate employment opportunity available. Please send or fax resume stating salary requirements to:
Cobra Tool & Die
32413 Park Lane
Garden City, MI 48135
Fax# 313-427-3023

BOOKKEEPER
Property Management company seeking bookkeeper. Will train, starter for computer accounting. Must have some or all of the following: Lotus, Word, Excel, Quicken. Resume must state salary requirements. Fax to 313-442-2462 Farmington Hills, MI 48333

BOOKKEEPER
Billing clerk with 2 years experience and an Associate degree or equivalent. Northern Suburb firm. Other duties include filing and general administrative. (313) 349-8460
QUALITY ACCOUNTING INC.

BOOKKEEPER With computer experience for full time position for Lakeville Village CPA firm. Prior CPA firm experience a plus. Resumes to: Steven Prohaska & Associates, 27313 Southfield Rd., Lathrup Village 48076

BROKERAGE FIRM in downtown Birmingham has immediate opening for part time accounting clerk. Work thru April, approximately 20-25 hrs weekly. 2 entry level schedules plus occasional Saturday. Hours: Mon. Thru Fri. Position requires excellent verbal/written communication skills. Windows proficiency required. Knowledge of accounting a plus. Respond to Smith, Elliott, Kearns & Company, P.O. Box 3008, Birmingham, MI 48012. Please reference desired position. EOE

BUSY APT complex near Pierce of Auburn Hills has opening for full time Leasing Agent. Good communication skills, with & office skills required. Send resume & salary requirements to: Nob Hill Apts. 1231 Circle Dr., Pontiac MI 48340

BUSY CHIROPRACTIC clinic needs a day Office Assistant. Will train. Computer experience & Saturday's a plus. (810) 644-9495

BUYERS ASSISTANT $18,200
An interesting clerical position for an Wixom based multi-million plume. Will work & train. (313) 464-0968 Sneling Personnel Services

CASHIER
POSITION available for an experienced Cashier who is hard-working friendly, outgoing & enjoys working with the public. If you have these qualifications call 313-453-7500. Ext. 281 and ask for Robin

CHURCH SECRETARY needed for part-time position, seven days. Flexibility in establishing regular hours. Demonstrate independence & composure under pressure. Strong interpersonal skills are required for this detail oriented position. Send resume, Personnel Committee, Lake Community Church, 27800 Southfield, Lathrup Village MI 48076 fax 810-557-0054

CITY OF SYLVAN LAKE
is now accepting applications for OFFICE ASSISTANT. This is a position working in City Hall General office and computer skills required.
Application should be made in person at Sylvan Lake City Hall 1820 Inwanna (north off Orchard Lake Road) between the hours of 8:30 a.m. and 4 p.m. Please submit application and resume by 10-31-95

STAFF ASSISTANT
If you're good at juggling the support responsibilities of a busy business office, we'd like to hear from you! We are looking for a recent division of a Fortune 500 corporation located in a northwestern suburb. Our ideal candidate will have a strong Staff Assistant to provide office support for our busy - but collegial - sales team.
Duties include answering phones, typing reports and correspondence, and performing other general office functions. Qualified candidates will possess a minimum of 2 years office experience and proven organizational and time management skills. Must also be computer literate, proficient with MS Word for Windows and Excel and have a typing speed of 55 wpm. High school diploma or equivalent. AA degree in an Business Office Administration area is preferred.
We offer salary range from $18,000 to $21,000 per year (depending on experience) and excellent benefits with one of the nation's most dominant companies. For immediate consideration please forward your resume with salary history to:
Box 81808
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150
An equal opportunity employer. We conduct drug testing as a condition of employment.

56.00 hr - Clerical/Data Entry Selected 30-40 hrs. per week Bookkeeping/computer experience. Call Denise at 810-433-0208

CLERICAL/ADMINISTRATIVE position available with president. Bloomfield office. Flexible hours. Must handle the education & the professional standard needed for a top executive. Bookkeeping experience. Training is available, but a background in education or bookkeeping helpful. Candidate will be detail oriented, able to handle multiple tasks, a team player & a team player. Full-time position with attractive benefits. Send resume/salary to Judy Waugh, President, Professional Association of Physical Therapists, 4200 Dublin Dr., Bloomfield Hills, MI 48302

CLERICAL/DATA ENTRY
Big Brown/Cardstop, Troy has immediate openings. Mon-Fri, 8-5. P.O. Box 836, Birmingham, MI 48012-0836

CLERICAL
FULL or part-time. Friendly office environment. Pleasant working conditions. Ideal for someone who enjoys working with people. Computer experience preferred and must be a quick, flexible & salary motivated worker. In Canton. P.O. Box 2511R2, West Bloomfield, MI 48325

502 Help Wanted-Office Clerical

Clerical
BENEFITS ASSISTANTS
Air Cargo Company seeking benefits Clerical Assistants. Candidates will be responsible for the computing, billing and processing of benefits for employees using Health Care benefits. Additional responsibilities include telephone contact, benefits department verification, and other clerical duties.
Qualifications: a high school diploma and a minimum of two years experience with a clerical position. Also a minimum of three years office and clerical experience preferred. Candidates should be detail oriented, and have excellent communication skills. Send resume or apply in person: American International Airways Inc. Attention: Human Resources DEN/CLK, 842 Wallace Road Extension, Northville, MI 48168 Fax (313) 464-7178 EOE

American International Airways, Inc.

CLERICAL-GENERAL
Full & part time. Apply in person Art Van Furniture, 27333 Greenfield, S of Grand River.

CLERICAL - general clerical temporary position in Livonia. Great opportunity. Call 313-464-7217

EOE Temporary Service Equal opportunity employer

CLERICAL - General office. Accounts receivable/payable. Computer knowledge helpful. Call 810-553-5587

Clerical
GREAT PAYING JOBS!
• Clerical • Bookkeeping • Secretarial • Temporary • Temp-to-perm
TTSI 810-473-1112

Clerical Opportunities TOP PAY!
• Data Entry • Receptionists • Customer Service • Bookkeeping • Temp-to-perm long & short term positions available for companies in the Livonia & surrounding areas. We offer holiday/vacation pay & referral bonuses. For more information call ACRO SERVICE CORP. 313-591-1100

Clerical Position
Entry Level
One full time position with full benefits & 1 part time position with partial benefits. Send resume to Box #1935
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL POSITION
For Dos Park Garden Center
Flexible hours. Call
Gretchen Goodberry 810-540-8400

CLERICAL POSITION
Bingham Farms CPA firm is looking for an experienced person to work in its clerical department. Applicant must possess good typing & interpersonal skills. Please send resume to Human Resources, Allen & Company 30200 Telegraph Rd. Suite 165 Bingham Farms, MI 48025 Attn: SEC or FAX 810 540-1328

CLERICAL POSITION
Cap Gemini America is global leader in Information Technology has an immediate opening for at least 2-3 years experience preferred. This is a permanent full time position with company paid benefits. Microsoft Word and Excel experience would be helpful. Please forward resume to Unit Administrator, 2 Corporate Drive, Suite 200, Southfield, MI 48034 or fax to 810-350-1811 EOE We are an Equal Opportunity Employer

CLERICAL & RECEPTIONIST needed full and part time. Please send resume to Attention: Ann Reese, EDA Mortgage Corporation, 200 E. Long Lake Rd., Ste 177, Bloomfield Hills, MI 48304

CLERICAL/RECEPTIONIST General office duties. Resume to P.O. Box 828, Novi, MI 48376-0828

CLERICAL SUPPORT
MULTIPLE Positions Available
This is an excellent opportunity to become part of our Clerical Support Team in Southfield servicing our larger accounts. Candidates will gain some provide opportunity for advancement and many attractive benefits, which includes 100% college tuition refund program, 12 paid holidays, Profit Sharing and Retirement plan. Salary is $320.50 per week, advancement opportunities after six months. Please send cover letter and resume to:
Box 1868
650 New Center One-DLK
Detroit, MI 48202
NO PHONE CALLS
An Equal Opportunity Employer

CLERICAL
We are seeking energetic, dedicated professional individuals for the position of Clerical Data entry clerk. Qualified applicants must possess a min. of 3yrs. experience utilizing the following:
RECEPTIONIST
• Excellent communication skills
• Knowledge of Intercom, AT&T or Merlin System
• Ability to perform multiple tasks
DATA ENTRY CLERK
• 50K of 8,000 keystrokes
• Consistently accurate
• Daytime availability
Salary will be based upon experience and changes for a long, stable, growth oriented company. Please send resume or apply: Merit Fin Services, 29777 Telegraph Road, Southfield, MI 48034 FAX 810-489-7121 Equal Opportunity Employer M/F/D/V

COMPUTER OPERATOR for media monitoring firm. Must know Word Perfect, type 55 wpm, and like TV. Current Assist 248-348-1177

CPA OFFICE IN NORTHVILLE
seeking experienced bookkeeper for varying workload & general office duties. Flexible part time. 810-600-1611 EVE

502 Help Wanted-Office Clerical

CLERK
Looking for motivated, energetic person for a busy Redford office. Office experience preferred (phone, filing and general office duties). Call Renee for more information
(313) 534-9924

CLOSING COORDINATOR
Dynamic W. Bloomfield company seeks resourceful person for position with a lot of detail. Must be organized, dynamic with flexibility, able to multitask, able to work independently. Provide administrative support for sales staff, data entry, backup receptionist in addition to the usual general office duties. Minimum of 2 years office experience, one year of office experience, are able to type 50 wpm & 10 key 10key. Fax resume to 810-737-8618 or call 810-737-8600 for a mailing address.

Consumer Research Clerks
Needed to place calls for a marketing research company in Southfield. No selling involved. Pleasant working environment and pay. Afternoons and/or evenings. Mr. Sutty

ConTemp.com
810-583-8500 Metro Hqs
313-459-3000 Northwest Hqs
313-563-5000 Dearborn

CREDIT REPORT PROCESSOR
Strong customer service skills. Work in computer based environment. Experience with Microsoft office helpful. Crash Management
(313) 462-4015

CUSTOMER SERVICE REP
Insurance office. Must be organized. Good phone & typing skills. Non smoking building. Call Ann Walsh (810) 626-2525

CUSTOMER SERVICE
Tiny based company has immediate opening for customer service. Duties include taking phone orders and performing customer service functions. Successful candidate must type 40-50wpm, have excellent written and oral communication skills, and possess organizational skills. Paid holidays, vacation pay & referral bonuses. For more information call P.O. Box 7048, Troy, MI 48007-7048

Customer Service/
New Accounts
Plymouth based company seeks people for new accounts. Data entry skills necessary. Hours are Monday thru Friday. Evenings and weekend hours available. Full/part time. HRMS 313-436-8000

CUSTOMER SERVICE $25,000
PLEASANT Farmington Hills firm. Automotive related background. Word processing experience, busy work environment, opportunity to learn. Call Sneling Personnel Services. Denise, 810-772-6760
Sneling Personnel Services

CUSTOMER SERVICE CAREER OPPORTUNITIES
Automotive related. Promotions within 6 months.
Full or part time.
Temp to perm available.
Ships and receives daily.
Jon Anderson, fastest growing career opportunity, add to your earning potential, receive technical training. Troy, Auburn Farmington and New Center locations. Apply now!
• Excellent pay & benefits
• Excellent comm incentive plan
• Training 30 days
• Paid holidays
• Free parking
• Free uniforms
Call today for interview
Jon Anderson 810-362-7000
313-446-7081 473-2321
UNIFORCE SERVICES

CUSTOMER SERVICE position, part time. Time flexible. Pleasant location in Farmington. Call Cindy at 810-478-7030

CUSTOMER SERVICE
BUSY Farmington Hills office seeks person with excellent communication skills, accurate typing and assistant duties up.

CUSTOMER SERVICE REPS
20 OPENINGS !!!
Get your foot in the door! You need to be a people person, with excellent communication skills. College helpful. Call Jeanette, PC Temps, Inc. Berkesch, 313-981-3425 (Annie) EOE

CUSTOMER SERVICE
Positions available in Southfield & Pontiac areas. Requires excellent typing & telephone skills. Knowledge of Computer terminology a plus. Apply in person or send resume to: Attn: Ms. Lynn Wilson, 31555 Northwestern Hwy., Farmington Hills, MI 48002 810-477-9117. Fax: 810-979-5958

CUSTOMER SERVICE REP
Looking for a dynamic, self-motivated individual to handle inbound telephone inquiries regarding people. Customer service experience, computer literate, good verbal skills, ability to work independently and be able to work independently and multitask a must. Fax resume to 810-540-3840

DATA ENTRY/BOOKKEEPER
Troy manufacturing company looking for individual who can handle data input in our job costing area. Attention to detail, organization & team are about skills necessary. Candidate must be able to work independently and multitask well in a fast paced environment. Computer knowledge, preferably Lotus 123 and Lotus Manuscript required. Full time position with excellent benefits. Please send resume or call Personnel Dept. P.O. Box 4834, Troy, MI 48099 810-583-4790

DATA ENTRY CLERK
Small fast paced company with accounting. Experience on IBM equipment required. Send resume or letter of interest to: P.O. Box 184, Wixom, MI 48393.

DATA ENTRY - Immediate openings days/afternoons. Call 313-464-7078
ETQ Temporary Services
Equal opportunity employer

DATA ENTRY
Many positions available in Rochester and Auburn Hills area. Temp to perm, temp & part time. Great pay and very flexible scheduling. Weekdays and/or

502 Help Wanted-Office Clerical

DATA ENTRY OPERATORS needed for high production insurance company. Call 313-575-4908

DATA ENTRY
Troy company seeking Data Entry Operator. Minimum 10,000 keystrokes. Computer experience helpful.
CALL SUSAN BELL
TODAYS TEMPORARY
(810) 649-4455
EOE

DATA ENTRY - Word for Windows, Lotus, experience preferred. Many openings. Send Resume to MIKA Personnel, Inc. 17197 N. Laurel Park Dr., Suite 113, Livonia, MI 48152 or Fax to 313-462-1323

DATA ENTRY
10 KEY
30 Positions available in Rochester area starting 11/27/95 and ending 2/15/96, with opportunity for permanent placement. Many schedules to choose from: mornings, afternoons and weekends, all are 4 days and 40 hours weekly. Pay is $6.50 for days and $7.00 for nights. Opportunity for a bonus upon completing the assignment. Will train. Call now for schedule preference. 810-362-8100
CORPORATE PERSONNEL SERVICES
NO FEES

DATA PROCESSOR
Farmington Hills direct marketing firm seeks individual with data processing experience/aptitude. Responsibilities include data entry, order processing, customer service. Knowledge of computers helpful. Excellent salary, benefits package. Fax resume to 810-932-7100

EMPLOYMENT COORDINATOR
Seeking experienced individual to interview and place temporary staff in Office Automation environment.
ARBOR TEMPS 459-1166

ENTRY LEVEL
TEN Temp to Perm positions available in the Southfield area for persons with upbeat personality, who like phone contact, have a pleasant voice, good attendance and strong communication skills a must. Call now for more details
EMPLOYERS (810) 353-7050
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Dynamic Farmington Hills based manufacturing organization for multiple international locations is seeking a qualified office professional to serve as an Executive Assistant to the President/CEO and other corporate staff members. Outstanding office, interpersonal, communication and interpersonal skills a must. Wordperfect 5.1 and Windows proficiency required, desktop publishing and spreadsheet applications a plus. Professional appearance, reliability, experience and flexibility are essential. College degree or courses relevant to office organization preferred. Excellent fast paced work environment with a growing, high quality and well respected company. Competitive salary and benefits with cover letter and compensation expectations should be mailed to:
Karl Hurbelow
Presbyterian Villages of Michigan
25300 W. 8 Mile Rd.
Redford, MI 48240
313-537-0000
313-531-7186 fax

EXECUTIVE SECRETARY
State of the art environment. Varied responsibilities. Microsoft Office a plus. EXCELLENT BENEFITS. Call Ms. Dow (810) 358-2160
DAVIDSON LAURO & ASSOC.

Experienced Data Entry Operators Needed
Top market research firm in Farmington Hills area is seeking experienced data entry operators who possess high accuracy keystroke rates to work on a special project.
You can earn $7.50/hr if you have the alpha skills and the desire to work in a professional office environment. Call ADIA today for an immediate interview and you could be working tomorrow!
ADIA THE EMPLOYMENT PEOPLE (810) 442-7800

EXPERIENCED DATA ENTRY OPERATOR NEEDED
EARN $6.50-$7.50
Call and Apply Today!
ADIA THE EMPLOYMENT PEOPLE (810) 442-7800

FARMINGTON HILLS manufacturers rep for industrial steam specialty products is seeking a highly motivated individual for a variety of duties including interfacing with distributors, order processing, order entry, expediting quotes & letters, and telephone sales. Applicant must have working knowledge of word processing including MS Word, and spreadsheet based programs. Work is fast paced and demanding. Pay is competitive and excellent benefits available. Apply to Box 292200 Orchard Lake Rd. Ste. 109, Farmington Hills, MI 48334. NO phone calls please

FAST PACED office with phones, receptionist, Microsoft Windows, Genesis on the RenCen. Ann Arbor, Farmington Hills, Redford. 313-398-1080

FRONT DESK RECEPTIONIST
For Northville Country Club in Farmington. Midwine cannot exceed 30 hrs. Must be able to work Friday & Saturday evenings. A full job. Call Anita or Jeann, 810-478-3246

FULL CHARGE Accountant needed for growing Farmington Hills manufacturing company. Excellent compensation & benefits package. Ideal candidate will have 5 years of general accounting experience. Send resume to J. Snyder, Sales Manager, Box 5000, Troy, MI 48007-5000

FULL TIME hypastatter. Excellent opportunity for full time position in busy medical office. Must have some experience and knowledge. Previous phlebotomy experience a plus. Full time hours, Monday thru Friday, 10-6pm. Full benefit package, 401K. Apply in person: Bloomfield Family Medicine, 6340 W. Third Road, Bingham, MI

GENERAL CLERICAL/ DATA ENTRY
Growing equipment leasing company seeks friendly and positive person with a sense of urgency for incoming mail, data entry, phones and data entry and a variety of other tasks. Individuals medical, 401-K, plus Profit Sharing with excellent salary requirements. Fax
Mr. Bu Bui
Lasers Inc. Partners, prestigious, solid company, long & strong. Fax resume to 313-522-1083

502 Help Wanted-Office Clerical

GENERAL OFFICE ADMINISTRATIVE ASSISTANT
$20,000
GOOD typing, microsoft word, excellent phone manner, good organizational skills, friendly Troy firm. Lots of variety. Immediate opening. Excellent benefits. 810-772-8760
Sneling Personnel Services

GENERAL OFFICE ASSISTANT
Light phones, data entry, clerical duties, computer knowledge helpful. Note taker.
(810) 335-9050

GENERAL OFFICE
Full time. Typing, filing and computer skills. Call 313-464-7217

GENERAL OFFICE Clerical Word processing, Lotus, good background. Suite, full or part time. Farmington Hills area. Fax resume, P.O. Box 2547, Southfield, MI 48037-2547

General Office Clerk
Duties include: Answering phones, filing & greeting customers. Word & Excel a plus. Must be pleasant & have good attitude. Part time, 30 hrs. per wk.
Fax: (810) 357-7807
28732 Telegraph Rd.
Southfield, MI 48034
We are an equal opportunity employer

GENERAL OFFICE CLERK - Good typing skills, accurate, personable, purchasing, light shipping. Good salary & benefits. Farmington Hills. Schain Mail, 32335 Howard, Madison Heights, MI 48071

GENERAL OFFICE CLERK
Full time, entry level position for a medical office in Troy. Attention to detail & organizational skills mandatory. Attractive benefits package. Send your resume with salary requirements to: Office, 1740 W. Big Beaver, Troy 48084

GENERAL OFFICE POSITION
Must like working in a busy office. Some experience helpful. Reception work, typing, filing & computer skills. Some Sat. over time work required. Call for an interview: Mike Sullivan, Rainer Floors, Inc. on Telegraph Rd in Bloomfield Hills.
810-353-4050 or 810-335-2060

GENERAL OFFICE
Full time. Answer phone, fund, good phone manner, light math skills. $240/week. Southfield area. Call between 8 & 5pm 810-353-1811

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. Mike Austin, Rainer Floors, Inc. on Telegraph Rd. in Bloomfield Hills. 810-353-4050

GENERAL OFFICE
No experience necessary.
We train an all around person starting with Receptionist/file clerk, customer service, data entry/probler, accounts payable/receivable. Must speak English including 40-10 keys, 35 per hour. Apply within at: 11866 Hubbard, in Livonia (off Plymouth between Farmington/Merriman)

GENERAL OFFICE PERSON
with light bookkeeping skills to accept duties. Feasible hrs. Resume to: EMS Inc. 29200 Northwestern Hwy. Suite 212, Southfield MI 48076

GENERAL OFFICE
Troy based company looking for part time general office clerk, (25) hours per week. Salary $3.50 per hour. Contact Ginger Kelly, Ext. 225. Mon - Fri., 9:30am-3:30pm.

GENERAL OFFICE - Troy
Relieving receptionist, ordering supplies, must light data entry skills. $10/hr.

PRODUCTION ASSISTANT - Farmington Hills. Must be detail oriented and logical thinker. Will train. $10/hr. Temp to perm.

ADMINISTRATIVE ASSISTANT - Troy. MS Word and Excel. Excellent phone and grammar skills.

GENERAL CLERKS - Royal Oak - light document production. 2 shifts. $6.50/hr.
OAKTEC Professional Staffing
Farmington Hills 810-489-2464
Auburn Hills 810-377-4070

GENERAL OFFICE WORKER
Computer knowledge helpful. Apply in person: Energy Products of Idaho, 30600 Grand River, Farmington

GROWING INTERIOR design firm requires experienced Office Assistant. Fax resume to: Sand Inc. Box 81893
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HIRING FOR full-time cashier positions. Some benefits available. Apply in person at Page Toyota, 31262 Telegraph, Southfield

HO, HO, HO!
• SANTA
• ELVES & HELPERS
• ON-SITE MANAGERS
Full and part time holiday support from the Pole! Work close to home, the children at Lakeshore Village, Dress Mall and at Fairlane Mall. We'll try to accommodate your schedule, but please call soon! Holiday season is upon us! Apply in person: Mon. Oct. 23 & Tuesday Oct. 24, 10am-7pm at Lakeshore Village, 30327 Northwestern Hwy. (at Drake) Farmington Hills. Ask for Ellen. Fax: 810-645-2550
Western STAFF SERVICES.

IMMEDIATE OPENINGS in Livonia area!
• Word Processing Secretaries
• Receptionists
• Data Entry Operators
• Data Entry Clerks
Full and Part time positions available. Call today for an appointment.
ADIA THE EMPLOYMENT PEOPLE (313) 525-0330

IMMEDIATE OPENING. Large property management company seeking experienced bookkeeper. Light typing & filing, accuracy a must. Computer knowledge a plus. Call Ann Fri. 8am-9pm 810-356-1030 or FAX resume to 810-356-9268
An Equal Opportunity Employer

IMMEDIATE OPENINGS!
Receptionist/Clerical
Call Now and Apply!
ADIA THE EMPLOYMENT PEOPLE (810) 442-7800

502 Help Wanted-Office Clerical

IMMEDIATE OPENINGS
APPLY TODAY!
WORD PROCESSORS
RECEPTIONISTS
Get your foot in the door with the right companies. Temp and perm openings available. Bonuses, temp-to-hire finance, overtime and holiday pay.
Snelling Personnel Services
Livonia, 313-266-6600
Southfield 810-352-1300
Taylor, 313-284-0777
Auburn Hills, 810-373-7500

IN-HOUSE BUSINESS ASSISTANT
Flexible 20 hour week. Some computer & office work with music. Lakes Start $8.6 per hour. Excellent friendly environment in Novi.
(810) 348-1706

INPUT ANALYST
Seeking individual enjoyed input mathematics analytical communication skills for Southfield offices to service major group customers. Knowledge of Microsoft Excel helpful. Excellent benefits package including medical/dental/life, 401K, 100% college tuition refund and paid vacation/holidays. Send cover letter and resume to MMUM
655 New Center One - INPUT,
Detroit, MI 48202
NO PHONE CALLS - EOE

INSURANCE ACCOUNTING
FULL charge accounting position with medium sized agency. Automated accounting environment. Ideal candidate will have 5 years of accounting experience, knowledge of insurance accounting, and excellent communication skills. Send resume with references and call John Bennett at
The Glenn Miles Agency
30600 Telegraph Rd. Ste 1130
Bingham, MI 48025
(810) 642-4022

INSURANCE COMPANY located in Farmington Hills seeks person service representative to work flexible hours, Mon. thru Fri. Must have excellent and have good communication skills. Will train. Please call Mr. Murray for appointment at (810) 540-3180

INSURANCE
CUSTOMER Service Rep. Full time. Personal lines experience needed with commercial lines background. Livonia agency (313) 261-6000

Insurance Transaction Control Clerk
Primary duties will include working in our mail department. High school diploma required. Send resume or brief job history along with salary demand to:
PO Box 9182
Farmington Hills, MI 48333-9182
Attn: Dan Perry

INTERNAL AUDITOR
Major automotive supplier of Electrical Distribution Systems has an immediate opening for an experienced auditor to perform financial, operational, and compliance auditors for headquarters and plant offices. Responsibilities also include developing audit programs, performing audits, reporting results, providing guidance and assistance to other auditors.
The ideal candidate will possess a Bachelor's Degree in Accounting or Finance, CPA or CIA licensed or candidate. A minimum of 3 years experience in public accounting or internal auditing, familiarity with MIS systems and controls, excellent analytical and communication skills, and good computer (WordPerfect and Excel) Some travel required.
Please submit resume with salary history to:
HR/AUDITOR
American Yazaki Corporation
0700 Haggerty Road
Canton, MI 48187
Equal Opportunity Employer
No Phone Calls Please

INTERNATIONAL AUTOMOTIVE SUPPLIER
requires a mature, versatile, experienced person to handle Administrative Duties in varied functions for a new facility opening in the Plymouth area. Applicants should have Office Administration/Computer skills, Inventory Control and payroll skills. Salary commensurate with experience. FAX resume to (810) 420-4344 Att: Jeannette. Or mail to: 17515 W. Nine Mile Rd., #875, Southfield, MI 48075.

LEGAL Assistant/Secretary for Southfield law firm. WordPerfect 5.1, 2 years experience preferred. Call 810-562-1000

LEGAL SECRETARY - Experienced real estate. Word Perfect 5.1 preferred. Family trust, divorce, medical malpractice & probate. Oakland County.
Call Mr. Kulensky (810) 586-7272

LEGAL SECRETARY
Fax back to Marvin. 2-3 years corporate experience & WordPerfect-Windows required. Emotion free environment. Send resume to: Secretarial Connection, 7819 Lawrence, W. Bloomfield, MI 48322

LEGAL SECRETARY
Full time. Must have a minimum 3 years litigation experience. Strong organizational skills. Knowledge of Windows 5.0 a plus. Please fax resume to: Jeffrey Lichtenstein & Phillips, PC, 4000 Town Center, 13th Floor, Southfield, MI 48075
Fax to: 810-353-1401
No Phone Calls Please

LEGAL SECRETARY
Financial services firm now opening for bright motivated person to provide support to attorneys in in-house counsel. Excellent opportunity and growth potential. WordPerfect 5.1 skills and accuracy a must. Benefits include 401-K, Salary commensurate with experience. Send resume to: T.H., P.O. Box 8099, Farmington Hills, MI 48333

LEGAL SECRETARY
For Farmington Hills Personal Injury Defense Litigation Firm. Full time with excellent benefits package. Send resumes to: P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY for a Southfield law firm. Excellent skills required for a productive position. Attorney is either corporate/real estate or personal injury/probate. Send resume to: Office Manager, PO Box 816, Southfield, MI 48037-0816 or call (810) 354-8000

LEGAL SECRETARY for Birmingham law firm. Word Perfect 5.1 or 6.0. Perfect or no typos. Call Office Manager, P.O. Box 1869, Birmingham, MI. 48012-1869

LEGAL SECRETARY - Farmington Hills law firm needs secretary 7 years minimum experience. Divorce, insurance Defense, and Business Law. Please send resume to Law Firm, Box 2000, 30555 Northwestern Highway, Suite 300, Farmington Hills, 48334

LEGAL SECRETARY - for 17 attorney firm in Bloomfield Hills. Candidate must be good organizational skills, support for paralegals, support staff, proofreading, word processing. Fax resume to Office Manager, 810 N. Long Lake Rd, Suite 800, Bloomfield Hills, MI 48304

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Immediate position available in creditor bankruptcy & environmental law. Must have excellent Word-Perfect 5.1 skills. Minimum typing speed 70 wpm. Legal experience necessary. Excellent pay & benefits for qualified applicant. Send resume to Laura Conlon, Howard & Howard Attorneys, 39400 Woodward Ave., Suite 101, Bloomfield Hills, MI 48304

LEGAL SECRETARY - litigation experience required. Very substantial salary and fringe benefits package. Call Kim (810) 354-2500

LEGAL SECRETARY
needed for non-smoking law firm in Bloomfield Hills. 1-6 yrs experience in litigation, type 60-80 wpm, computer skills necessary. Send resume to M. O'Brien, 2530 Telegraph, Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY needed. Good secretarial skills required. Minimum 70 wpm typing. Pleasant, fast paced, little law. Call Kathy 810-855-2232

LEGAL SECRETARY
Wanted for Birmingham law firm. Must have excellent grammar, typing and transcription skills. Must be highly motivated. Experience in real estate & litigation helpful. Competitive salary & benefits. Call for interview
Personnel Department
(810) 642-0333

LEGAL SECRETARY/ OFFICE MANAGER
F/T or part time. Plymouth law practitioner. Excellent organizational, typing & computer skills. Must have legal experience. Non-smoker.
Fax Resume to 313-453-1232

LEGAL SECRETARY
Prestigious Troy law firm seeks full time experienced Legal Secretary. General Corporate. Proficient in WP 5.1, highly organized, good typist. Salary commensurate. Fax resume to PO Box 1874, Troy, MI 48099-1874

LEGAL SECRETARY
Part time hours. Flexible, flexible hours WordPerfect Windows experience preferred. (810) 355-0000

LEGAL SECRETARY
Bankruptcy firm seeks person with good background.
ARBOR TEMPS 459-1166

LEGAL SECRETARY/ RECEPTIONIST
PART TIME
for small Southfield law firm 3 days/week. WordPerfect 5.1 necessary. Call Marie at (810) 352-4700

LEGAL SECRETARY
Southfield personal injury firm. At least 5 years experience in personal injury. Salary open. Fax resume 41744 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Southfield civil litigation firm. Must have high skills & litigation/paralegal experience. Fine working conditions. Salary commensurate. Call
(810) 354-5644

LEGAL SECRETARY
TO $30.00
Strong litigation support, environmental a plus. Must be tremendously organized. Work for Sr. partner. Pleasant Southfield firm. Opportunity to advance. Flexible hours. Benefits include dental/medical.
— Call Kathy, 810-772-6760
Sneling Personnel Services

LEGAL SECRETARY
with a commercial litigation corporate/real estate experience needed for probate law firm. Word Perfect experience required. Excellent salary & benefits package. Send resume to Sheila Crosby, Howard & Howard, PC, 2000 Town Center, Ste 2400, Southfield, MI 48075

LEGAL SECRETARY
$25,000 for strong litigation experience. Great Detroit firm with excellent benefits.
THE KPM GROUP
800-PICK-KPM or 810-355-2440

LEGAL TYPIST/ RECEPTIONIST
Busy Southfield Town Center law office seeking experienced Typist, WordPerfect 5.1 Call Jo Anne 810 358-4545

MARKETING ADMINISTRATOR
Highly organized, Good communication skills required. Experience with WordPerfect, Excel & preferably Lotus. Knowledge of automotive industry. Duties include filing, word processing, telephone, general office procedures. Bilingual a plus. Must take direction easily and work independently. Competitive salary, benefits & salary requirements to: Human Resources, Yamaichi Securities, 1000 Maplelawn, Suite 311, Troy, MI 48084. Attn: Paula.

NIGHT CASHIERS position in Bingham's largest car dealership. Office experience with good math skills. Hours are Mon-Fri, 10pm-7am, noon to 6pm. Fri., 10am to 7pm. Full benefits package. Apply in person, Bingham Ford Mercury, 6240 W. Grand River, Brighton MI 48116

OFFICE ASSISTANT
Part-time, 23 hours per week. Now through December. Duties include answering phones, filing, word processing, data entry, etc. Benefits available. Send resume to:
Human Resources, LMC
3000 Lakeside Avenue
Cleveland, Ohio 44114
An Equal Opportunity Employer

OFFICE ASSISTANT: Must be a mature, reliable, dependable, organized and detail oriented individual. Must have excellent communication skills. Wide range of clerical duties including: Word Processing, telephone, typing 50 wpm, filing, data processing, data entry, etc. Benefits include 401-K, Salary commensurate with experience. Send resume to: T.H., P.O. Box 8099, Farmington Hills, MI 48333

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LEGAL SECRETARY - Farm