502 Help Wanted-Office Clerical

CLERICAL JOB OPPORTUNITIES

If you are dependable & hardworking and are looking to work in a professional office environment, we have a variety of opportunities available:

SECRETARIES
WORD PROCESSORS
SWITCHBOARD RECEPTIONISTS
DATA ENTRY CLERKS
CUSTOMER SERVICE FILE CLERKS

We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!

ConTemp

810-683-9500 ..... Madison Hts.
810-852-9600 ..... Rochester Hills
313-563-5800 ..... Dearborn

CLERICAL OFFICE Manager General office duties. Experience required. Send resume to: OFC MGR, 29400 Southfield Rd., Suite 200, Southfield, MI 48034

CLERICAL/OFFICE PERSON Duties include filing, typing & general office work. Experience with word processing & quotations. Please send resume to Sterling Books Co., 20950 Sherwood Dr., Southfield, MI 48075. Attention: Service Manager

CLERICAL - PART TIME 16-20 hours a week with the Finance Dept. Good computer skills including using a calculator. Flexible hours. Call Nancy, 810-557-7300 ext. 2

Erb LUMBER
Corporate Office

CLERICAL POSITIONS available at a progressive title insurance company. Fax your resume to: Metropolitan Title Co., 32122 Grand River Ave., Howell, MI 48843

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

CLERICAL POSITION
Bendix Group CPA firm is seeking a dependable person to work in its accounting department. Applicant must possess good typing, & organizational skills. Please send resume to: Human Resources, Aiken & Company 30200 Telegraph Rd., Suite 155 Bingham Farms, MI 48025. or FAX: 810-540-1328

CLERICAL POSITION
Call Gemini America, a global leader in customer service. Enjoy. This is immediate opening for a receptionist. Mature woman preferred. Call for an appointment today! Time is a premium! full-time position with company paid benefits. Pleasant working atmosphere. Excellent experience would be helpful. Send resume to and ask for Line Administrator, Gap Gemini America, 25325 Telegraph Rd., Southfield, MI 48034 or fax to 810-350-1611. We are an Equal Opportunity Employer.

CLERICAL/RECEPTIONIST General Office duties. Send resume to P.O. Box 826, Novi, MI 48376-0826

Clerical/Receptionist
Established Troy office has an opening for a person with office experience. Duties include telephone, scheduling, shipping, light typing, order entry & other office duties. Knowledge of Peachtree helpful. Call for appointment: 313-528-1601

CLERICAL SUPPORT
Large Detroit-based brokerage firm hard working, self motivated, team player individual for our entry level position. Applicants should have general clerical skills including word processing in Windows environment, good typing skills (40wpm accurate) typing skills (40wpm desired). Send resume and salary requirements to:
Olde Discount Corporation
751 Griswold Ste.
Detroit, MI 48226
Attn: Human Resources
Equal Opportunity Employer

CLERICAL
We have various clerical opportunities available for individuals interested in entering the field of mortgage banking.
Qualified candidates should have excellent verbal/written communication skills, accurate typing, good math aptitude and be team oriented. Prior office experience a plus.
We offer a competitive benefit package. Qualified candidates should send/fax a confidential resume stating salary requirements or apply Mon-Fri 8am-5pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Road
Farmington Hills, MI 48334
FAX 810-488-7121
Equal Opportunity Employer M/F/D/V

CLERK
Looking for motivated, energetic person for a busy Rochford office. Office duties include answering phones, filing, interviewing, and other duties as assigned. Eligibility. Call Renee for more information.
(313) 534-9924

CLERK POSITION
AVAILABLE in Birmingham Human Resources Department. Entry level position requiring knowledge of Microsoft Word and Excel. Full-time day shift with benefits. Drug screening is a condition of employ. Please fax resume with salary requirements by November 8 to:
Box 1018
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER ASSISTANT
COMPUTER Assistant is needed to work in a microcomputer environment supporting various end-user. Hardware, software, windows experience, as well as knowledge of DOS is a minimum. $19,610 - $29,000 depending on experience. Send resume and salary requirement to:
UAW Legal Services Plan
7430 Second Ave., Suite 200
Detroit, MI 48202

COMPUTER VB PROGRAMMER
18 year old Livonia based systems integrator has immediate programming position available. Successful candidates will be experienced in design, development, and installation of custom applications, training and orders based document management and intercomputer systems integration. Knowledge of Novell is a plus. Disabled applicant will have a minimum of 2 years programming experience. Please send resume, with salary requirements, to:
Box 1019
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COURT CLERK I
46TH DISTRICT COURT
Starting salary of $21,082 plus benefits. Position will perform various typing and clerical duties. Must be high school graduate or equivalent. One year of court or legal experience required. Submit resume by 5pm, November 6, to:
46th District Court
ATTN: Brian Brosh
26600 Southfield Road
Southfield, MI 48076

CUSTOMER SERVICE POSITION
TOTAL Travel and Accounting (formerly Dania & Salt to our customers). Part time position available with flexible hours. Responsibilities included at Burton Kitchen & Bath, 29800 Northwestern Hwy., Lathrup Village. Call 948-8 Plymouth Rd.

502 Help Wanted-Office Clerical

CREDIT/COLLECTORS

Auburn Hills corporation has a full-time opening for an individual experienced in accounts receivable, credit and collections. Responsibilities include reviewing credit reports and establishing credit lines and billing package preparation. Qualified individuals should submit their salary requirements and resume to:
Personnel Dept.
1799 Orchard Lake Rd.
Auburn Hills, MI 48326

CUSTOMER SERVICE REPRESENTATIVE
Insurance company located in Farmington/Farmington Hills seeks Customer Service Representatives to work 25-30 hrs per week. Starting at $7.00 per hour. We train. Opportunity for advancement. Please call Mark At 810-351-7222

Customer Service Assistant
for insurance company. Handle customer calls, type correspondence, maintain records. MS Word & Excel experience preferred. Insurance background helpful. Pay $7.50 plus full benefits. Resumes to:
Customer Service, 1820 S. Lapeer Rd., 810, Lake Orion, MI 48360

CUSTOMER SERVICE TO $20,000
Automotive related experience, Microsoft word and Excel. Pleasant Farmington Hills. Bonus. Paid holidays and vacations. Call Donna (810)855-7661 Livonia
(810)646-7661 (810)4732831
UNIFORCE SERVICES

CUSTOMER SERVICE
Earn extra $$$ for the holidays. We have several clients in the Livonia area looking for people with great telephone skills to do customer service NO SELLING INVOLVED. You can almost name your hours & the days you choose to work from now to the end of the year!
Dynamic People
313-464-6500

CUSTOMER SERVICE
In Rochester and Auburn Hills areas. 30 positions for people with good phone and keyboarding skills. Earn $6.00 per hour. Call Kelly Services and ask about a February 15. There is a possibility for permanent placement, advancement and benefits. Schedules vary and may include weekdays, evenings and weekends, but all are 4 days/40 hours a week. Day shifts start at 6, 7 or 8am and night shifts at 6, 6:30, 7 or 8pm. All shifts pay $7.00/hr. We provide a $200.00 bonus upon completion of assignment. Call now for schedule details.
(810) 362-8686
CORPORATE PERSONNEL SERVICES
EOE NO FEES

CUSTOMER SERVICE CAREER OPPORTUNITIES
New Opening
Automotive dealers Promotions
Full or part time
Temp to perm available
Days and evenings
Some weekends
Join America's fastest growing career opportunity. Apply at our temporary location and Add to your setting. Troy, Auburn Hills, Farmington Livonia. Bring this ad.
• Excellent oral skills
• Excellent communication skills
• Typing 30 wpm
• Flexibility/willingness to learn
Call Cathy today
Temporary Jobs - 810-646-7661
UNIFORCE SERVICES

CUSTOMER SERVICE
Emergency, full time position individual needed for sales oriented office. Computer literate, able to work under deadline pressure. Not to fax resume to: P.O. Box 430632, Pontiac, MI 48343 Fax 810-332-9550

CUSTOMER SERVICE
FARMINGTON Hills printing & ad specialty company is seeking a full-time Sales Service Consultant. Must be customer oriented with experience in customer service or administration of details. Good oral skills, outgoing, energetic. For interview call Carl or Richard at (810) 478-6620

CUSTOMER SERVICE
LIVONIA AREA
Entry level customer service at chart sales office. Experience in data entry, typing, customer inquiries. Printing or business forms experience a plus. Pleasant phone manner, excellent benefits package. Send resume to: Attn Joyce, Suite 301, 17197 N. Laurel Park Dr., Livonia, MI 48152 or fax to 313-953-3255

CUSTOMER SERVICE
Growing firm has an opening for a Customer Service Rep. with telecommunications background, at Farmington Hills based area office. Data base collection, programming and user training on our PBX, Key and Voice Mail products. NEC knowledge preferred but not required.
If you love challenge and a fast pace, FAX or mail resume to:
AMSTAR Communications
27790 Haggerty Rd., Ste. A-17
Farmington Hills, MI 48331
FAX: (810) 553-8923
EOE- M/F/V/D

CUSTOMER SUPPORT ASSISTANT
Industrial Health Care
Responsible for performing a variety of clerical & bookkeeping duties including mail, general filing, Word-Processing & duplication.
Qualified candidates will have high school diploma or GED, 1 year clerical, data entry & Word-Processing experience, preferably in a health care setting. We offer competitive salary & benefits including 401K plan.
Call or send resume to:
OLSTEN KIMBERLY QUALITY CARE
Ruth Ulrich, Branch Director
29840 Telegraph Rd.
Southfield, MI 48034
810-356-8800 800-482-8503
EOE M/F/V/D

DATABASE ADMINISTRATOR
EXCITING career opportunities exist in leading edge technology software company located in Troy. Top quality growing company seeks a Database Administrator / Administrative Assistant in Marketing Department. Must have 1-2 years marketing experience, IBM PC experience including Amiga, Lotus, typing and excellent phone skills. Resume to:
Future Three Software Inc
32031 Schoolcraft Rd.
Livonia, MI 48150
Attn: Human Resources

DATA ENTRY CLERK
Inventory control and sales order entry. Send resume with salary requirements: Accounting, P.O. Box 930244, Livonia MI 48153-0244.

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.
ConTemp
810-683-9500 ..... Madison Hgts.
810-852-9600 ..... Rochester Hills

DATA ENTRY - FULL TIME
must have 50 wpm typing speed accuracy. Experience on IBM equipment preferred. Send resume or apply in person to P.O. Box 184, Wixom, MI 48393

DATA ENTRY - Immediate openings days/afternoons available
Call 313-464-7079
ETI Temporary Service
Equal opportunity employer

DATA ENTRY
Legal/Litigation secretary near Metro Airport. Expert opportunity.
(313) 267-6020

DATA ENTRY OPERATORS - High production needed for bnk shift at large Livonia firm. $8 an hr. CAL
313-525-4808

502 Help Wanted-Office Clerical

DATA ENTRY In Rochester Area

Over 30 different schedules including days, nights, weekends and/or weekdays & weekends. Mar 11/27/95 and is ending around mid February, with opportunity for permanent placement and benefits. Must possess good phone voice and keyboarding skills. Pay is $7.60/hr. for day and night shifts. A $200 bonus will be paid after completion of the assignment upon attendance. Call now for schedule preferences.
CORPORATE PERSONNEL SERVICES
(810) 362-8686

DATA ENTRY
Troy company seeking Data Entry Operator. Minimum 200 keystroke. Computer experience helpful.
CALL SUNCORATTLY1
TODAYS TEMPORARY
(810) 640-4455
EOE

DATA ENTRY
Troy, nice work environment. 40 hours per week. $6 per hour
(810) 435-4141

DATA ENTRY
We need your accurate 8,000 to 10,000 key strokes and recent experience for our multiple sub-urban locations. Flexible hours, opportunities with starting salary up to $6.00/hr. Paid holidays and vacations. Call Donna
(810)855-7661 Livonia
(810)646-7661 (810)4732831
UNIFORCE SERVICES

DATA PROCESSOR
Farmington Hills direct marketing firm is looking for people with great telephone skills to do customer service. NO SELLING INVOLVED. You can almost name your hours & the days you choose to work from now to the end of the year!
Dynamic People
313-464-6500

DENTAL OFFICE RECEPTIONIST / BOOKKEEPER
No experience necessary. We are interested in finding a caring, hard working, people oriented person to work in our practice. Full time position with benefits package.
Please fax resume to 313-459-9360

DOCUMENTS CLERK
Fast growing mortgage lender has an immediate opening for a document clerk. We offer a great compensation/benefits package and opportunity for advancement. We have WordPerfect 5.1 skills, attention to detail, organizational skills, are a plus. Call Christine Mon-Fri, 9-3 at 810-471-5400
Southwest Mortgage
23000 Northwestern Hwy. Ste 100
Southfield, MI 48075
FAX: (810) 350-3839
Attn: H.R. Documents

EMPLOYMENT COORDINATOR
Sales/service oriented individual to interview and place temporary staff. Office experience necessary.
ANDOR TEMPS 459-1166

ENGINEERING CLERK - full time needed for area hotel. Farmington Hills office. Entry Microsoft Word & 10 key Windows skills needed. Minimum typing speed 60 wpm. Computer literate. Bring your resume to personnel package. Equal Opportunity Employer. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ENTRY LEVEL CLERICAL
for growing law firm. Please send resume to: Human Resources, PO Box 5018, Rochester, MI 48308

EXCELLENT TYPIST
$10/hour. Near Beck/Thirteen Mile. Minimum 50 wpm. Excellent benefits. Well established Farmington company. Please send resume to:
Box 1018
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE ASSISTANT
Growing real estate development firm has immediate opportunity for a multiple tasks. P.O. Box 830, Keego Harbor, MI 48320

EXECUTIVE SECRETARY
Executive Secretary needed for growing Southwest firm. Experience preferred but will train. Knowledge of word processing helpful. Candidate must possess exceptional organization and people skills, proficient at Microsoft Word, able to maintain high quality work under pressure, self-starter, detail oriented, team player, and possess a minimum 5 years secretarial experience. Legal experience a plus. Competitive salary and benefits package including 401(k). Please send cover letter with resume to: Human Resources, 30 Cons Ct., Suite 200, P. O. Box 267, Southfield, Michigan 48037. Fax: 810-557-8118

EXECUTIVE SECRETARY
Needed for Livonia based contractor. Generous benefits package & plus. Very competitive salary and tremendous benefit program. Send resume with salary requirements to:
P.O. Box 2426
Livonia, MI 48151-2426

EXECUTIVE SECRETARY
GSA Training, Inc., a high-profile training and consulting firm located in downtown Detroit, is seeking a self-motivated, well-organized individual to provide exceptional assistance and administrative support in a fast-paced environment. Ideal candidate will possess strong exceptional skills, excellent computer skills and 3-5 years of exceptional experience. If interested, send resume and salary requirements to: Personnel Manager, GSA Training, Inc., 945 Griswold, Suite 2190, Detroit, MI 48226. NO PHONE CALLS PLEASE

EXECUTIVE SECRETARY
Busy partner in Farmington Hills law firm needs your administrative experience. Your good organizational skills, attention to detail, ability to think through problems, & WordPerfect skills are needed. Prior legal experience not necessary. Work in a pleasant, atmosphere with friendly people. Competitive salary & benefits. Send resume to: Box 8087, Farmington Hills, MI 48333

Experienced Data Entry Operators Needed
Top market research firm in Farmington Hills, MI is currently seeking experienced data entry operators who possess high numeric keystroke rates to work on a special project.
You can earn $7.50/hr. if you have an accurate 10-key and the desire to work in a professional environment. Call ADIA today for an immediate interview and you could be working tomorrow!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

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

FAST PACED Dental Billing Service in Livonia has an immediate opening for an experienced data entry operator. Excellent career opportunity for an organized people person, with good communication skills. Computer knowledge a Plus! Call Pauli Performers at (810) 477-2777 EOE No Fees

FAST PACED office, phones, receptionist, typing, computer literate. Opening in the Northern, Ann Arbor, Livonia, Novi, Sterling area. 313-398-1882

502 Help Wanted-Office Clerical

FILE CLERK
ENTRY level position for an individual who has basic clerical skills including Alpha & Numerical filing & typing requires great phone voice for Farmington coverage. Full time Monthly FH With benefits. Located Telegraph/Grand River.
Call (810) 646-1150

FILE ROOM CLERK
Full time position for energetic, creative person to maintain integrity of files and research, provide copying and outgoing shipping support, as well as window envelope. Benefits/advancement opportunity in growing Rochester Hills firm. Minimum 3 years office experience and above average typing skills required. Send resume with salary requirements to:
MPH & Doster, 2619 Product Dr. Ste 100, Rochester Hills, 48309

FINANCE ASSISTANT
FOR large Ford Dealership. Experience preferred. Knowledge of Ford & Blue Cross experience preferred, but not necessary. Work in Ford Motor Company, Ford, 6600 Telegraph Rd. Redford or call 255 3100

FRONT DESK Receptionist
Looking for a fine weather, dedicated person, part-time. General office skills helpful. Southfield area.
(810) 559-0366

FRONT DESK
Sales oriented. Computer literate. Pleasant phone voice. WordPerfect experience helpful. Sound benefits package. Call Donna, 223 Amelia, Royal Oak, MI 48073.

GENERAL CLERICAL/ DATA ENTRY
Growing equipment leasing company needs hard working person with strong clerical skills. Responsibilities include: comping of new files and data entry, and a variety of other duties. Position includes 401-K, plus Please send resume with minimum salary requirements to:
SHIT, P.O. Box 9066
Farmington Hills, MI 48333

GENERAL CLERICAL
PERSON needed full-time for Troy business office. Good telephone manners, typing, computer literate and knowledge of CRT multi-line telephone system preferred. Non-smoking office. Starting pay $6.00 an hour. Send resume to:
PO Box 7090
Troy, MI 48007-7090
Attn: Pam Kowalewski

GENERAL OFFICE
Busy Farmington Hills office seeks full-time general office person. Computer experience & good phone skills helpful. Salary commensurate. 401K available. Call Christine Mon-Fri, 9-3 at 810-471-5400

GENERAL OFFICE
ENTRY LEVEL POSITION
Must like working in a busy office. Some assembly required. Responsible work, typing, filing & other duties. Some Sat. overtime work required. Call for an appointment. Miss Austin, Ramer Floors, Inc. on Telegraph Rd. in Bloomfield Hills 810-433-4000

GENERAL OFFICE, experienced, for Bloomfield Hills area. Mail Room experience. To 180 Oakland Ave., #350, Birmingham, 642-7700

GENERAL OFFICE
Full-time office position. Various duties. Computer skills necessary. Must like working with people. Some paid overtime may be required. Call for an appointment. Bob Austin, Ramer Floors, Inc. on Telegraph Rd. in Bloomfield Hills. 810-433-4000

GENERAL OFFICE HELP
Must be detail oriented with good follow through & good phone manner. PC knowledge a must. Immediate opening. Apply:
13250 Farmington, Livonia
1 block S of I-96 (313) 953-4100

GENERAL OFFICE / SECRETARY
Person needed for fast paced manufacturer. Must be organized type 50 wpm & have good phone manner. Duties to include, data entry, phone, general office. Full time plus benefits. Fax resume to 810-398 7358 or call 810-398-7300

GENERAL OFFICE To $20,000
Opportunity to join growing company with pleasant working environment. Must Microsoft and Excel a plus. Company will train on several different software packages
Diversified Recruiters
810 344-8700 FAX 810-344-8704

GREENHOUSE WORKER
Indoor plant wholesaler needs GREENHOUSE Worker to maintain tropic plants, specialist in foliage. Full time. Excellent benefits. Competitive Salary. References required. Please call
(810) 553-0647

HAVE A CHOICE
Positions from Entry Level Clerical to Executive Secretary. Salaries from $13,500 to $30,000. All fees paid by companies. Location throughout the metro area. Let us know what the right opportunity for you but you need to call us first to find it. Tell us what you call the sooner we can start working for you! 810-644-8020
Smoking Permitted Services

HOTEL CATERING ADMINISTRATIVE ASSISTANT
Must be professional, individual. Extensive computer related skills desired including MS DOS & Word. Perfect & gracious Buyer's communication & creative skills necessary. Please send resume to:
Human Resources
Radisson Hotel Detroit
1500 Town Center Place
Southfield, MI 48075

HOT JOBS
Legal Secretary, litigation, suburbs, $29,000
Legal Secretary, litigation, suburbs, $28,000
Legal Secretary Trainee, suburbs, $25,000
Legal Secretary, litigation, Downtown, $25,000
Data Entry/Accounts Receivable/Payable, $22,000
General Office/Word Processor, suburbs, $21,000
Receptionists/Secretary, suburbs, $18,000
Temp and temp to perm positions
All fees employer paid
CALL OR FAX TO:
M. LAURIN & ASSOCIATES
(810) 649-3330
FAX 649-4276

HUMAN RESOURCES CLERK
$9-$9 Hour
Immediate long term position available for a Fortune 100 automotive supplier. Candidate must have:
• Excellent communication/phone skills
• Ability to work in fast-paced environment
• Multiple task oriented
• Familiar with Microsoft Word & Excel
• Human resource experience
• Air conditioning environment a plus
For information call Karen at:
ACRO SERVICE CORP.
313-591-1100

IMMEDIATE OPENING for commercial loss CSR for agency in Oakland County. Experience and computer knowledge necessary. Excellent benefits. (810) 398-5878

IMMEDIATE OPENING. Large property management company seeks experienced bookkeeper. Must have typing & filing, accuracy & must. Computer literate a plus. Call Ann (810) 356-1030 or FAX resume to 810-208-9008
An Equal Opportunity Employer

IN-HOUSE BUSINESS ASSISTANT
Flexible 30 hour week. Home computer required. Ideal for student. Start 90-$7 per hour. Casual friendly environment in Novi
(810) 349-1708

INSURANCE AGENCY - LIVONIA
Extraordinary person for sales and customer service. Opportunity for advancement. Attn: Dan, 32031 Schoolcraft Rd., Livonia, MI 48150.

502 Help Wanted-Office Clerical

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

INSIDE SALES/ADMINISTRATIVE Assistant for Plymouth based manufacturer of fine furniture. Must have skills along with friendly personality a must. Computer literate experience necessary. Call 8-10am
(313) 454-7620

INSURANCE
CUSTOMER Service. Full-time. Personal lines experience needed. Large commercial lines. Livonia agency. (313) 261-9000

INSURANCE - Experience CSR for Livonia office. Full time. Benefits. Resumes for: Box 8028
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

JOBS OF THE WEEK
$18-$20,000 TEMP-PERM
SALES ASSISTANT - Working on MS Word windows, some dictaphone, lot of customer contact. Great phone experience a "Plus" in Livonia.
$20-$23,000 TEMP-PERM
Word Perfect - DOS Secretary for Farmington Hills area. Great benefits, but not much advancement opportunity
$18-$22,000 TEMP-PERM
RECEPTIONIST opening in Novi on busy Lathrup Village location. Must be MS Word for windows knowledgeable. Team Player!! Great benefits!
Snelling Personnel Services
An Equal Opportunity Employer
Livonia, 313-266-8000
Southfield, 810-352-3000
Taylor, 313-284-0777
Auburn Hills, 810-373-7200

JUNIOR SECRETARY
Immediate need for expanding suburban office, growth potential. Must know Microsoft Word, Excel & 2 years experience $22K, now benefits, fee paid.
PERMANENT STAFF
Troy (810) 362-8080
Farmington Hills (810) 737-6750

LATE NIGHT OPEN HOUSE
Thurs., 11-2:05 till 8 PM.
AT SNELLING PERSONNEL SERVICES!
36187 Plymouth Rd., Livonia at corner of Newburgh and Lavan in the L.A. Plaza building
Call for appointment
Bring resume
and 2 pieces of I.D.
Snelling Personnel Services
313-266-8600
Equal Opportunity Employer

LEGAL ASSISTANT - full time for a growth oriented, fast paced firm in Southfield. Major responsibility will be assisting attorneys with litigation files. Duties to include, data entry, phone, general office. Full time plus benefits. Fax resume to 810-398 7358 or call 810-398-7300

LEGAL ASSISTANT
8AM-1PM to start, light secretarial duties. Call 559-0582

LEGAL SECRETARIES
Probate Secretary ..... to 30K
Civil Defense ..... to 33K
Civil Litigation ..... to 35K
P.I. Defense ..... to 31K
Corporate ..... to 35K
Receptionist/Secretary ..... to 25K
Word Processor (Microsoft/Windows) ..... to 30K
Executive Secretary ..... to 40K
We have many more openings in Oakland County & downtown.
Temp-to-perm
Temporary
Temp-to-perm
Temporary
Linda Weston Personnel
810-643-0078, fax 810-643-6119

LEGAL SECRETARIES
THE UAW Legal Services Plans are seeking experienced secretaries for positions in its Detroit area offices. Applicants must possess a minimum of three years legal secretarial experience, type at least 60 WPM, also know Word Perfect and computer word processing experience preferred. Salary in the $20,000 annually plus excellent benefits.
Send resume to:
Monica Breakfield
UAW Legal Services Plans
7430 Second Avenue, Suite 200
Detroit, MI 48202
Please no calls

LEGAL SECRETARY - Bingham Farms sole practitioner seeks self-starter, experienced legal secretary with corporate, real estate, tax & estate planning background. Must be WordPerfect 5.1 proficient. Time Slips knowledge helpful. Pleasant working scheme & working environment. Send Resume & Salary Requirements to: Box 2086, 30600 Telegraph, Suite 3350, Bingham Farms, MI 48025-4533

LEGAL SECRETARY
Experienced full time Legal Secretary needed for growing firm in Royal Oak. Knowledge of WordPerfect required & Timeslips helpful. Competitive salary, benefits.
810-435-0338

LEGAL SECRETARY
Experienced, detail oriented, friendly, professional plaintiff tenfirm located in Royal Oak. Fax resume to:
Administrator (810) 541-3304

LEGAL SECRETARY
Full time. Must have a minimum 3 years litigation experience and strong organizational skills. Knowledge of Windows 6.1 preferred. Please send resume to: Provident Litigation & Phillips, PC, 4000 Town Center, 19th Floor, Southfield, MI 48075.
Fax to: 810-352-1461
No Phone Calls Please

LEGAL SECRETARY
For Farmington Hills Personal Injury Defense Litigation Firm. Full Time. Excellent benefit package. Send resume to: P.O. Box 3040, Farmington Hills, 48333.

LEGAL SECRETARY - for 17 attorney firm in Bloomfield Hills, experience in good organizational skills required for commercial litigation, salary commensurate with experience, benefit package & other requirements to: Office Manager, 300 Bloomfield Hills Blvd. Suite 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY
for established Southwest Oakland law firm. Extensive experience with estate planning is required. Excellent benefits, excellent working relationship & writing skills. Highly desirable environment. Salary commensurate with experience & skill level. For confidential consideration, please send resume to:
P.O. Box 81112
Bloomfield Hills, MI 48303-1112

LEGAL SECRETARY for Personal Injury firm. Excellent skills required. Good salary & benefits package.
(810) 354-2500

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Full time position, with benefits. Call for interview. (810) 358 0111

LEGAL SECRETARY
needed for non-smoking law firm in Bloomfield Hills area. Experienced only in litigation, type 60-80 wpm, computer literate, knowledge of Word Perfect 5.1 O'Brien 2550 Telegraph, Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Needed for Birmingham law firm. Must have excellent typing, typing transcription, computer skills & be highly organized. Experience in real estate & litigation required. Competitive salary & benefits. Call for interview.
Personnel Department
(810) 642-0333

LEGAL SECRETARY
Prestigious Troy law firm seeks full time Legal Secretary. Secretary General Corporate. Proficient in WP 6.1, Hourly, organized, 401 (k) & benefit package. Send resume to PO Box 1874, Troy MI 48099-1874

LEGAL SECRETARY
Bloomfield civil litigation firm. Must have high skills & wordprocessing experience. Pleasant working environment. Salary commensurate. Call Ann Marie 642-6454

LEGAL TYPIST/ RECEPTIONIST
Busy Southfield Town Center law office seeks person with strong WordPerfect 6 must. Call Jo Anne 810 358-4545

Legal Word Processor / Secretary
Part-time, 3 days/week, 8:30am-5:30pm. Need 4 years secretarial & word processing experience. Full time Troy law firm. Typing 70 wpm, Word Perfect 6.1, Windows, and phone. Share library filing. Good communication, organizational and interpersonal skills a must. Salary $12.50 per hour. Please send resume to:
5800 Crooks Rd., Suite 180
Troy, MI 48098-2836, Attn: Gail

MARKETING COORDINATOR/ ADMINISTRATIVE ASSISTANT
Are you creative? Motivated? Our Marketing Director is real creative & needs a detail-oriented Marketing Coordinator to assist the Marketing Director in advertising & public relations. Must have good word processing skills, detail skills & ability to manage a project from beginning to end. If you are interested, we are based in Troy. Send resume by Nov. 1, 1995 to: Marketing Director, P.O. Box 269, Glenn, MI 49416

MARKETING
TruGreen Chemlawn, America's largest lawn and tree care company is now accepting applications for full-time sales representatives. Qualified candidates must possess good communication skills and be motivated to succeed. Training with one of the industry's fastest growing service companies. Sales Experience preferred, but not necessary, we will train.
We Offer:
• Base salary plus incentives ($25,000-$30,000 earning potential)
• Advancement Opportunities
• Paid Training
• Excellent Benefits
Please contact Ken Lewis for consideration: (313) 522-5000

Market Sales Assistant/Clerical support, insurance office, 20-30 hours per week, no commission. Non smoker. 810-474-1100

IMMEDIATE OPENING for Office Manager for Dr. Cizman building in downtown Plymouth. Administrative Communication, and general office duties are required. Salary and benefit package. Call between 9 AM - 4 PM. 313-455-3670

OFFICE ASSISTANT
La-Z-Boy Furniture Galleries is now accepting applications for an immediate opening for a full time office/clerical position. Requires motivated self-starter, strong organizational skills, the ability to work with the public. Computer skills are a required. Apply in person or call
LA-Z-BOY Furniture Galleries
27774 Novi Rd.
Novi - 810-349-3700
(On Twelve Oaks Across Mall)

OFFICE ASSISTANT / RECEPTIONIST
Southfield HVAC industry is looking for a high energy individual with excellent typing and organization skills and strong computer and basic bookkeeping knowledge. Must be self confident, able to handle multiple tasks at once. Full benefits. Fax resume & salary requirements to: 810-350-2178

OFFICE ASSISTANT - Eastside area manufacturer company has an immediate opening. Typing, answering phone, light bookkeeping duties. Some experience preferred. Send resume to:
Box 1018, P. O. Box 308,
Southfield, MI 48037

OFFICE ASSISTANT
Fast paced manufacturing environment. Responsibilities include order and collection for GENERAL OFFICE WORK, TYPING, ANSWERING PHONES AND MULTI-LINE COMPUTER KNOWLEDGE REQUIRED. 12-5PM Full time. Good benefits package. Call RECEPTIONIST/GENERAL OFFICE Full time. Good benefits package. Farmington Hills area.
(810) 477-8200

RECEPTIONIST/GENERAL OFFICE
Phone & word processing. Lotus helpful catalog mailings, typing 50 wpm, detail oriented, good benefits, 401K and profit sharing. Resume to: 31251 Industrial Rd., Livonia, MI 48150.

RECEPTIONIST
Good Food Co., Michigan's largest natural food supermarket needs person with great personality on phones, computer knowledge, good pay. Benefits. Vacation. Troy.
810-362-0866

RECEPTIONIST/ JUNIOR SECRETARY
Entry level position for small South-Oakland County office. Good telephone skills, WordPerfect and legal experience preferred.
(810) 557-8100

RECEPTIONIST
Long term position available in Troy. Experienced preferred.
START RIGHT AWAY!
TODAYS TEMPORARY
Troy (810) 649-4455
Auburn Hills (810) 373-7181
Detroit (313) 393-1890

RECEPTIONIST - Mail, phones, Word Perfect. Resume to: Receptionist, 29800 Northwestern Hwy., Suite 200, Southfield, MI 48034.

RECEPTIONIST, MICHIGAN'S
Oldest and largest Quick Read Nanny company is now accepting applications. Duties will include phone, light bookkeeping and data entry. The individual that joins our team will be outgoing, organized and willing to learn. Apply in person or mail resume to: Velvet Truck Plaza, 23828 West 8 Mile Rd., Farmington Hills.

Receptionist
Busy Orthopedic Specialty Management Company seeking a person to handle the front desk of a busy office. We need a team player, reliable, dependable, self-starter with outstanding communication skills (AT&T MERLIN), computer experience on WordPerfect, 10-key and Lotus, and typing speed of 50wpm. Salary commensurate.
810-433-1100

RECEPTIONIST CLERICAL
Answer phones, operate clerical work. Job is located in Southfield. Oakland County. Good benefits package and salary requirements to: Office Manager, 13 B. Dorr Highway, Fax, MI 48503

RECEPTIONIST
Dependable person with excellent phone etiquette. Some office experience preferred. Full time. Send resume to: Marketing Director, 30600 Telegraph Rd., Suite 2300, Bingham Farms, MI 48025. Fax 810-353-8136

502 Help Wanted-Office Clerical

Office Clerical
Several clerical positions with good benefits available at Jewish Vocational Service

RECEPTIONIST
Part-time (24 hours/week) working the following schedule: Monday 3:00 p.m. - 6:00 p.m.; Tuesday 8:30 a.m.-5:30 p.m.; Wed 1:30 p.m.-8:30 p.m.; Thurs. 3:00 p.m. - 6:30 p.m.; Fri. 2:00 p.m. - 5:00 p.m. Experience working a busy switchboard and excellent communication skills required

MAIL ROOM CLERK
Full time opening for an individual to operate copy machine and sort and distribute copy work. Detail oriented mail and monitor clerical support.

RECORDS CLERK
Part-time (20 hours/week) opening in the Accounting Department to perform basic clerical and accounting duties. Ability to operate calculator with a high degree of accuracy.

Clerical positions are given at 9:00 a.m. on November 2 and November 7 at the JVS facility in Southfield. Please bring your ID and be able to stand either one of the testing sessions.

Teresa Schwartz
Jewish Vocational Service
29699 Southfield Road
Southfield, MI 48076
(810) 559-5000
An Equal Opportunity Employer

OFFICE HELP wanted
Part time to full time flexible hours. General clerical duties. Pleasant working atmosphere. Call (313) 453-1414

OFFICE MANAGER - Act as receptionist, secretary, bookkeeper, good phones & typing skills. Must be self-starter with senior citizens and senior citizen housing experience preferred. Job works, accounting knowledge helpful, non-smoking office. Salary based on experience. Send resume to: Clawson Manor, 225 W. 14 Mile, #109, Clawson, MI 48017 or Fax to (810) 435-0840

OFFICE MANAGER
full time position in Plymouth. Duties include bookkeeping, payroll, payroll taxes and statements. Must have experience and PC skills. Call
Sally 313-421-9254

OFFICE MANAGER
NEEDED for properties in Riverview and Southgate. Please send resume to: 23901 Jeannette, 48066. Attn: Cherie

OFFICE MANAGER
We are looking for an aggressive, self-motivated person to run our sales & customer service department. Qualified candidate must have 5 years experience in sales and customer service. Mostly administrative duties. Must be computer literate. Salary commensurate with experience. Mostly Mon-Fri 8-5. Send resume to:
Mostler Manufacturing Co.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170-2564
Fax (313) 416-2200
Phone (313) 416-0000

OFFICE POSITIONS
Bloomfield Hills based mortgage banking firm is looking for several positions at every level to experienced. Qualified applicants must have experience in data entry, familiarity with computer skills, and the ability to work in a high volume environment. Please send resume to: Human Resources, 6967 Telegraph Rd., Suite 200, Bloomfield Hills, MI 48301 or call LAURY RECRUITMENTS for Kristin Valiant, Personnel, FIRST SECURITY SAVINGS BANK, 2600 Telegraph Road, Bloomfield Hills, MI 48302 or call
(810) 338-7700, ext. 2683
Equal Opportunity Employer

OPERATIONS ASSISTANT
Transportation company in Livonia is searching for enthusiastic, hard-working, knowledgeable person for this full time position. Responsibilities include backing up Transportation Administrator, printing, file server backup, troubleshooting, word processing, and computer training, helping users and clients. Call Donna, Mon thru Friday between 9-5 at 313-591-0896

PART-TIME - CLERICAL HELP
12-5, Mon-Fri. Computer experience helpful. Great benef