500 Help Wanted General

Welders - SHOP FOREMAN (M/F) B HEAD SERVICE REPAIR (10) Light gage stainless. Mechanical electrical experience a plus. 810-756-2460 Ext. 224

WINDOW INSTALLING WORK at your home! Top pay. Call Home Window Company 313-842-2200

WINDOW WASHER Full or part time. Up to $10 an hour. Immediate hire. 1-(248) 710-4925

WINTER SPORTS ATTENDANTS Ellery Creek Metropark is seeking ski rental, ski area attendants, cashier & sledding hills weather dependent. Hourly rate $5.25 to $6.30 an hour. Call 810-781-4242

WOMEN & MEN - Accepting applications for passer inspectors. Dressing room, full benefits, medical, minority advancement and assistance program. Apply Mon-Fri, 9am-4pm. Federal Marks 5001 E. 2nd St. Rochester

WORKSHOP DIRECTOR. Coach for Life Skills Workshop for Developmental disabilities. Please call 313-453-1500

21st LONG DRIVERS

Experienced Drivers
Tech. Check Tech.
Tank Endorsement
New Facility
Temps to Perm
No Touch Freight
Apply Mon-Fri. 9am-4pm
Federal Marks 5001 E. 2nd St. Rochester

$40,000 + 1ST YEAR

is very possible in a sales career with Truck Driver Training. Training is free and you will be paid while learning! Call Advance Ready! 810-660-1500

502 Help Wanted-Office Clerical

ACCOUNTING ASSISTANT
Birmingham Real Estate Developer needs bookkeeper experienced in general ledger to assist with AP, AR & payroll functions. Must have 3 years AP experience. Knowledge of G/L, Excel, Word a plus. Strong accounting software a must. Need to be organized & detailed. Salary up to $25K depending on experience. Medical benefits and retirement plan available. Send resume with cover letter stating compensation requirements to: Mr. Manual, 200 E. Brown St. Suite 101, Birmingham, MI 48009-6266

ACCOUNTING ASSISTANT & General Office Clerk. Some experience necessary. Send resume to 41155 Ann Arbor Trail, Plymouth, MI 48170

Accounting Clerk

Property Management company is seeking an experienced accounting person to fill a busy office. Minimum 2 yrs accounting experience required. Send resume to Accounting, PO Box 2000, Birmingham, MI 48012-2179

ACCOUNTING CLERK
Uniflex Corporation, a Solar Products Business Unit of Uniflex, is a leading provider of Solar Notes and Electronic Message Centers. Uniflex is seeking a full time accounting clerk. Responsibilities include data entry of accounts receivable and accounts payable, invoice preparation, matching and verification of vendor invoices, maintaining and updating of spreadsheets and databases, Lotus 123 Spreadsheet applications (Lotus 123 and Solomon

We are an aggressive motivated company that is well capitalized with clients throughout the U.S. Excellent benefits package. Fax or mail your resume with salary history to:
Uniflex Corporation
Attn: HR Manager - AC
31731 Northwestern Hwy., Ste. 255 West
Farmington Hills, MI 48334
FAX (810) 855-2475

ACCOUNTING CLERK
Use your accounting communication skills to manage accounts payable, general ledgers & electronic Customer Service and computer data entry. Call now! (810) 357-7080
Health Care Professionals

ACCOUNTING
PERMANENT
• Accounting Supervisor South Rd. to $32K
• Director/Controller - Manager Royal Oak To $70K
TEMP TO PERM
• Entry Level CPA Detroit suburbs/ Twp. To $20K
• Cost Accounting Bookkeeper with Great Plains Software Detroit To $40K
• Financial Analysis Dearborn, Farmington To $32K
• Payroll Bookkeeper with Candian, Livonia To $30K
• Assistant Bookkeeper or Jr Accountant/trainee, Detroit non profit To $25K
• Billing Clerk, Oak Park To $20K
TEMP
• Sr Accountant Troy long term
• Assistant Bookkeeper, Wayne short term
• Accounts Payable Clerks, East Detroit, Downtown Troy
• Accounts Receivable Clerks/ Collections/billing, Detroit
We give our Temps first priority when recruiting for permanent openings, and our Temps are being hired at top salaries with excellent benefits
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE
Livonia insurance agency seeks full time person for career position in Accounts Payable. Use experience from Accounts Receivable to fill this position. Fax resume to Attn: Pat Box 63030 Livonia, MI 48153-0303
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Douglas & Lomason Company, a major OEM, located in Farmington Hills, has immediate openings for an ACCOUNTS PAYABLE CLERK. The successful candidate is required to have a high school diploma and two years computerized accounts payable experience. Knowledge of any accounting area is helpful. Ten key by touch experience is required. We offer a starting salary of $16K, depending on experience along with an excellent benefit plan is offered. Qualified candidates should apply by mail or fax with salary requirements to
Human Resources Dept APC
Douglas & Lomason Company
28600 Halewood Court
Farmington Hills, MI 48335-1817
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
person needed for busy auto dealership. Excellent pay and benefits, including 401(k) plan. Prior dealership experience preferred but will train the right person. Please fax resume to (810) 478-4224 or mail to the attention of Bob Quick, 37311 Grand River, Farmington 48024

ACCOUNTS RECEIVABLE ASSISTANT
needed to help with cash receipts, expense & customer detailing on projections. Send resume to Cindy Ann Tiner AR, 12584 Inkster Rd., Redford, MI 48239

ACCOUNTS RECEIVABLE CLERK
For large, fast paced Farmington Hills apartment community. Must be people-oriented, experienced Lotus & WordPerfect skills. Fax resume to Jackie, (810) 473-8596

ACCOUNTS RECEIVABLE CLERK
With sales & experience needed for Southfield based distributor company. Benefits included. Send resume or salary requirements to: Bob #1755
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Immediate opening for a full time position. Manufacturing office. Write Lynn, Resultant Inc. 1750 Rochester Rd. Box 8047, Walled Lake, MI 48390

502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE SPECIALIST - Private rehabilitation agency has an immediate opening for an Accounts Receivable Specialist position. Duties for this position include collections on past due accounts and investigation of billing discrepancies. 2-3 years experience preferred. Interested candidates should submit their resume to: Box #1 Box 53030 Livonia, MI 48153-0306

ACCOUNTS RECEIVABLE
Professional Food Society seeking person of individual work habits with immediate need for a Credit Services Representative. The ideal candidate will have a strong work ethic and demonstrated ability to make decisions. Must be a self starter able to work independently. Capable of making decisions and have good customer service skills. Competitive starting wage and excellent benefit package available. Please send resume, cover letter & salary requirements to:
PRODUCTION TOOL SUPPLY
8055 E. 8 Mile Rd.
Warren, MI 48089
Attn: HR

ADMINISTRATIVE SECRETARIAL
Position available at a thriving business mortgage company. Must be organized and a self starter. Please contact Sharon Kuhn at Liberty Bank 313-540-9000
Or send your resume to:
Human Resources
30600 Telegraph Rd. Suite 2200
Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANT
Work with creative professionals in the client services department in development, public relations and Farmington location. Temp assignment with possibility of full time. Must have strong PC skills. Word Perfect 5.1 preferred. Fax resumes to:
Birmingham Livonia
Call Today
(248) 433-7000 (313) 421-7000
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT - for Livonia construction contractor. Responsibilities include Payroll, Insurance, Job Cost Ledger. 34450 Lyndon, Livonia, MI 48152

ADMINISTRATIVE ASSISTANT
Full time position for a growth oriented Rochester Computer Training Company. Ideal candidate will have 1 year experience. Call for an appointment 810-299-0055

ADMINISTRATIVE ASSISTANT
Job opening for a full time clerk in agency. Word 6.0 & counting skill required. Benefits including 401K. Call 313-454-1190 or send resume to: 42217 Ann Arbor Rd. Plymouth, MI 48170 FAX (313) 454-1277

ADMINISTRATIVE ASSISTANT - PART TIME
Farmington Hills or home office. Computer knowledge in WordPerfect & Quattro Pro helpful. One year experience required. Non smoker. Send resume to: Mr. Coleman, 33626 Windsor, Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT
Sr. Dive and Marine Adventure Company. Full time. Competitive salary & benefits. Office experience required. Computer experience preferred. Apply at: Wet Dreams Dive Rochester Hills

Administrative Assistant

Leading machinery sales service company seeks an experienced administrative detail oriented individual capable of coordinating service activities and assisting in sales efforts. Assertive personality, ability to work independently and professional are required. Proficiency in Word Perfect and knowledge of Quattro Pro helpful. Excellent benefits package. Qualified candidates forward resume cover letter and resume only to:
Bergen America Corp.
38121 Schoolcraft
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT TEMPORARY
Detroit Tenant Finding company, one of Michigan's largest independent leasing brokerages, is looking for a highly skilled temporary assistant to provide assistance to Support Services Vice President of Construction and our Chief Financial Officer. This very challenging position requires five or more years of experience, strong Word and Excel skills, and the ability to work Cards-Sales must have a good working knowledge of Word, Excel and Power Point. Windows & Windows 95 a plus. Excellent benefits package. Interested candidates should fax resume to Human Resources at 313-567-4000 or mail to 1000 Town Center, Suite 2000, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT - Knowledge of Lotus Excel, Windows, Microsoft Word. Days. Benefits, ask for Sharon 810-524-1220

ADMINISTRATIVE ASSISTANT

Chandler's Office

Oakland Community College is seeking qualified applicants for the position of Administrative Assistant. Responsibilities include performing functions for the Chandler's Office. Perform various duties such as word processing and editing and screening calls, scheduling meetings, taking minutes and distribution and responding to standardized letters. Prepare confidential reports.

Minimum Qualifications: Associate Degree in Business, Office Information Systems, Secretarial Science or related field required. Five years experience in secretarial or technical positions (experience MAY NOT be substituted for the degree). Demonstrated knowledge of microcomputer software applications and word processing (Word Perfect 5.1) that is organized, detail oriented and has excellent verbal communication skills. Typing 50 wpm and shorthand 80 wpm REQUIRED (applicants will be tested for clerical skills).

Salary: Between $26,635 - $31,195 annually. Excellent benefits.

Applicants MUST complete an application form and provide a cover letter, current resume, copies of transcripts for all degrees (unofficial copies acceptable), and references.

To order an application form, please call the job hotline at (810) 540-1579. Failed to present number 05-04-1. Resumes for application will be accepted only 4:30pm on Friday, June 30, 1995.

As an Affirmative Action/Equal Opportunity Employer, Oakland Community College is seeking candidates who will augment the diversity of its faculty, staff and administration.

ADMINISTRATIVE ASSISTANT
Full time for industrial real estate firm in Troy. Must consider experience Word Perfect & Lotus spreadsheet preferable. Southfield - Lathrup Area. Fax resume to 810-615-1188

ADMINISTRATIVE ASSISTANT - part time, for Farmington Hills home business office. Excellent organizer, light typing skills & PC skills required. Flex time. Call 810-706-7703 or fax resume to 810-788-4224
Incentive Resources Inc. EOE

ADMINISTRATIVE ASSISTANT - position available for highly motivated individual. Progressive, dynamic, public computer design, promotion, leasing, strong skills & computer skills required. Please resume to 250 Merrill, Suite 200, Birmingham, MI 48009 or fax 810-641-4948

ADMINISTRATIVE ASSISTANT/DATA ENTRY
Small but busy sales office, part time Mon. Fri. 1:30-5:30. Bellevue. Must be responsible, energetic, good phone skills, computer literate, professional demeanor. Call Renee for appointment. (810) 334-6500

ARTS & CRAFTS DIRECTOR
For senior high rise apartments located in northwest suburbs. Call (313) 638-0390
E.O.E.

502 Help Wanted-Office Clerical

ADMINISTRATIVE MANAGER
The Charter Township of Redford is accepting applications for the full time position of ADMINISTRATIVE MANAGER. An employee in this class provides administrative, recreational, cultural and educational and organized Compact and 10 key experience required. Salary based, included. Send resume to P.O. Box 40407, Detroit, MI 48240-0407

CLERICAL - Full time clerk include answering phone, typing (40wpm), computer literate, good phone manner required.
Diamond Lanes, 31 34 plus excellent fringe benefits

Apply IN PERSON at
Redford Twp. Personnel Office
15145 BECKY DALY RD
REDFORD, MICHIGAN 48239

Mon through Fri 9 AM to 4 PM

CLOSING DATE FOR FILING
FRIDAY, NOVEMBER 17, 1995

The Charter Township of Redford is an equal employment opportunity employer

ADMINISTRATIVE SECRETARIES

Experienced, self starter, 60 or Microsoft 6.0. Excellent grammar & professional telephone skills. Top notch company in Southfield area. Call for appointment
HOUSE RESOURCES
810-557-7710

ADMINISTRATIVE SALES SECRETARY
Large construction equipment company is seeking a full time administrative sales assistant to provide clerical support for two managers in sales department. Excellent interpersonal, organizational, and interpersonal skills required. Qualified candidates will possess minimum Administrative Skills, 40 wpm and knowledge of MS Word and Excel. Responsibilities include: Assist customers processing credit applications, answering customer phone calls, processing sales orders, assist staff & working with quotations - finance contracts.

We offer an excellent compensation and benefit package. Use 401(k) at your option and paid holidays. Please send your resume to:
Patricia S. Irby
AUSA CONSTRUCTION PARTS
56555 Pontiac Trail
New Hudson, MI 48165

ADMINISTRATIVE SECRETARY for growing CPA firm. Looking for person with WordPerfect, telephone, filing, proofreading, minutes, dictating skills. Salary DOE. Call Ann Marie Stamm. Fax resume to Barnes & Greenley, PO Box 536, Novi, MI 48376

Communications Assistant

Leading automotive supplier has an immediate opening for a full time & part time communication assistant to process all incoming & outgoing facsimiles, distribute mail, & other duties as assigned. The ideal candidate will possess a minimum of one year of work experience in an office setting, good communication skills, knowledge of equipment & good communication skills.

Please submit a completed application to:
American Yazaki Corporation
6700 Haggerty Road
Canton, MI 48187

COMPUTER OPERATOR
Anchorage seeking Computer Operator seeking an operator for Data Entry & computer related duties. Job requires knowledge of Windows 3.1 & good typing skills. Knowledge of Access, Excel, Windows 95 & plus. Please send resume to:
Box #1263
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER PROGRAMMER
C/C++/Borland/Microsoft MFC/OLE with 3 years experience. Fax resume to 313-459-4000 or call 810-993-6100

CORPORATE RECEPTIONIST

This position requires a professional, pleasant, and cheerful personality. Duties include taking messages for the president, light typing. Top company with great benefits.

Diversified Recruiters

810 344 8700 FAX 810 344 8704

CREDIT ANALYST
HIGH VOLUME Consumer finance company recruiting for Credit Analyst. Typing, key boarding, Windows knowledge, math skills required. Business credit analysis experience a plus. Competitive salary & benefits. Apply by mail, including salary requirements to: Personnel, 37519 Schoolcraft Rd., Livonia, MI 48150

CUSTOMER RELATIONS for Mortgage company. Full time, Monday-Friday starting at 9:00 AM with one alternate Saturday starting at 11:00 AM. Benefits. Good typing, PC and phone skills a must. Contact Joyce Hayes at Mole / FT, PO Box 760227, Lathrup Village, MI 48076

CUSTOMER SERVICE POSITION. Tired of talking to checkers only? Come & talk to our customers. Part time position available with benefits. Applications accepted at Kurt's Kitchen & Bakery, 12500 Merriman, Livonia between 1 96 & Plymouth Rd.

CUSTOMER SERVICE REPRESENTATIVE
Insurance company located in Northwest Customer Service Representative wanted to assist 25-40 hrs per week. Starting at $6.50 per hour. We have excellent benefits and advancement opportunities. Applications accepted at Kurt's Kitchen & Bakery, 12500 Merriman, Livonia between 1 96 & Plymouth Rd.

CUSTOMER SERVICE REPRESENTATIVE
Insurance company located in Northwest Customer Service Representative wanted to assist 25-40 hrs per week. Starting at $6.50 per hour. We have excellent benefits and advancement opportunities. Contact Greg at: (810) 478-0008, ext. 318

DYNAMIC MAN OR WOMAN located in Wixom needs Customer Service, Data Entry, Computer Full-time/Part-time. Top pay. Must be upbeat & motivated. Excellent position solving skills. Neat & legible penmanship. Experience helpful, but will train. Salary negotiable. Contact Diana 810-960-1653, Mon-Fri 10am - 4pm for appointment/resume instruction.

Earn Extra Holiday Money

Do you have Data Entry Experience? Top notch research firm in Farmington Hills is seeking experienced data entry operator.

You can earn $7.50/hr. with the required keystrokes.
Call and apply today!

ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7600

EDI TRAFFIC CONTROL ADMINISTRATOR
Traffic area of growing multinational manufacturer seeks ed person for leading edge transportation initiatives, such as bar code label and product identification, carrier relations, customer relations, shipping documentation, expedited shipping and more. Requires solid office experience, knowledge and office experience plus great communication and organization skills. Associate degree or equivalent. Competitive salary, great benefits, bonuses. Located in I-275 corridor. Send resume to:
TRAFFIC Box #1877
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

CLERICAL/DATA ENTRY
Pay Bounce Collection. Troy Resume & salary requirement. P.O. Box 930, Birmingham, MI 48012-0930

CLERICAL/DATA ENTRY
Full time position available. Requires a 13 & Telegraph. Successful candidate will be detailed, self-motivated & organized. Computer and 10 key experience required. Salary based, included. Send resume to P.O. Box 40407, Detroit, MI 48240-0407

CLERICAL - Full time clerk include answering phone, typing (40wpm), computer literate, good phone manner required.
Diamond Lanes, 31 34 plus excellent fringe benefits

Apply IN PERSON at
Redford Twp. Personnel Office
15145 BECKY DALY RD
REDFORD, MICHIGAN 48239

Mon through Fri 9 AM to 4 PM

CLOSING DATE FOR FILING
FRIDAY, NOVEMBER 17, 1995

The Charter Township of Redford is an equal employment opportunity employer

CLERICAL HELP
Looking for part time assistance to support branch and commercial lending department. Must have knowledge of PC including Lotus and WordPerfect a plus. Banking experience preferred but not mandatory. Only self motivated people need apply. Contact Gary Bierle at
313-525-5200

CLERICAL - part time
Mon thru Fri, 7pm-10pm and alternating Sats 1-5pm. Must type 40wpm with good phone manner & good customer service skills. EOE
(313) 522-3612

CLERICAL POSITION
Cap Gemini America, a global leader in Information Technology has an immediate opening for a Business Analyst/Clerical position. Ideal candidate will have at least 2-3 years experience preferred. This is a permanent full time position. Excellent benefits, Microsoft Word and Excel experience required. Qualified candidates will possess minimum Administrative Skills, 40 wpm and knowledge of MS Word and Excel. Responsibilities include: Assist customers processing credit applications, answering customer phone calls, processing sales orders, assist staff & working with quotations - finance contracts.

We offer an excellent compensation and benefit package. Use 401(k) at your option and paid holidays. Please send your resume to:
Patricia S. Irby
AUSA CONSTRUCTION PARTS
56555 Pontiac Trail
New Hudson, MI 48165

CLERICAL SUPPORT POSITION
Livonia and Dearborn
Work for Windows or Word Perfect 6.0
$8.50 - 12.00 an hour to start
Long Term Assignments
Call Today or Fax Resume to
CORPORATE INTERNAL SERVICES
Fax (313) 453-5936
Phone (313) 513-4190

CLERICAL - Word processing of quotes, letters, legal documents, sort government bids, telephone, light typing, minutes, dictating skills. Salary DOE. Call Ann Marie Stamm. Fax resume to Barnes & Greenley, PO Box 536, Novi, MI 48376

APPLY TODAY WORK TOMORROW

We have many Data Entry positions available in the Farmington area
(DAYS & AFTERNOON)
For an immediate appointment
CALL
FUTURE FORCE SERVICES, INC.
(810) 353-6300

ASSISTANT CUPID

Happy Valentine's Day! Assist cupid in the matching process. Hours Mon-Thurs. 10 am - 3 pm, Fri 7:30am - Call 3 pm. Even after hrs 810-258-9053

ASSISTANT FOR small office, phones, typing, filing. Learning opportunity. Microsoft computer knowledge helpful. 35 hours/week. $4/hour. Send resume to 345 Park Street, Suite C, Birmingham, MI 48009

ASSISTANT TO CONTROLLER

Occupant with Oak Park. Must have knowledge of computer applications and accounting procedures (accounts processing) software and possess strong organizational skills. Ability to work independently a plus. Salary commensurate with experience. Excellent fringe benefits. Send resume & salary requirements to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ASSISTANT TO RECORDS MANAGER
For Birmingham law firm. Must have excellent organizational skills & people skills required. Send resume to: Administrator, 200 W. Maple Suite 300 Birmingham MI 48009

AUTO CASHIER
needed for busy auto dealership. Office full time. Full benefits including 401 (k) plan. Prior dealership experience preferred but will train the right person. Please fax resume to (810) 478-3309 attn: Bob or apply in person at Bob Quick Buick 37311 Grand River, Farmington Hills

AUTO DEALER
PART TIME CLERICAL POSITION
Apply in person. Dick Evans Lincoln Mercury, 2000 Ford Road, Garden City

BANQUET CENTER
BOOKKEEPER - PART TIME
Experienced 2, possibly 3 days/week. Must have good communication skills, ability to work independently. Suitable with experience. Call Vince Tosi at (313) 953-9725

BILINGUAL SECRETARY
(JAPANESE) $13 $17/hr
ARBOR TEMPS 459-1166

BILLING CLERK
Experienced. Data entry - CRT, 10 key calculator. Excellent fringes. Send resume to P.O. Box 908, Troy, MI 48099
E.O.E.

BILLING CLERK
Invoicing. Ring data entry. For more information, call
(810) 442-6240

BILLING CLERK
Join the corporate staff of growing national computer distributor in South Lyon. Your 2+ years experience in computerized billing makes you the door to this opportunity. Good telephone and other clerical skills also required. Competitive hourly rate, benefits and 401(k). Mail or fax resumes to:
CTS&L
27600 Franklin Rd.
Southfield, MI 48034
Fax # 810-357-9594
An Equal Opportunity Employer
Background checks conducted

BILLING CLERK
Plymouth area. Full time. Benefits. Must have general office & data experience. 50 WPM. Positions available immediately, starting at $7/hour. Please send resume to: Billing Clerk, P.O. Box 700204, Plymouth, MI 48170

BOOKKEEPER A/P and A/R. Construction company seeking full time person. PC accounting a must. Must have computer experience. Personnel 3195 S. Milford, Milford, MI 48381. Fax 313-685-5703

BOOKKEEPER
Full charge through general ledger for a home Bloomfield mortgagee. Please submit resume & references to
Box #1808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPING/SECRETARIAL
part time for small Rochester construction company. Experience required (810) 852-0110

CASHIER
POSITION available for an experienced Cashier who is hardworking friendly, outgoing & enjoys working with the public. If you have these qualifications call 313-453-7000, ext 341 and ask for Helen

CLERICAL COORDINATOR
needed immediately for group home management office in Canton City. Must have previous clerical experience & be computer literate. Word, Excel, Publisher & dBase preferred. 20 hours per week. Please call Therese today! 313-522-7148 EOE

CUSTOMER SERVICE

Seeking well organized individual with exceptional phone and keyboard skills. Duties include data order processing and all related follow-up activity. Competitive wage and benefit package and all required systems training.
APPLY OR FAX TO:
Lester Manufacturing Co.
43938 Plymouth Oaks Blvd
Plymouth, MI 48170-2444
FAX (313) 416-2200
Phone (313) 416-0000

CUSTOMER SERVICE & DATA ENTRY. Full time, available. Full & part time with flexible hours. Apply in person 30125 Grand River, Farmington Hills. (810) 478-7030

CUSTOMER SERVICE REP
Looking for individuals with previous experience in helping people. Customer service experience required. Math skills, basic knowledge & minimum technology experience. Excellent benefits package. Fax resume to: HSR, P.O. Box 250130, Franklin Mich 48025-0130

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
Join a team of professionals for these temp to perm positions in Auburn Hills, Troy and Farmington locations. You will receive
• Automatic raises
• Promotions & free training
• Autopay time conversions
• Dayshifts, some weekends

Qualified candidates have:
• Flexibility & willingness to learn
• Excellent oral & written skills
• Personal customer oriented attitude
• Demonstrated capability
• Typing 35 wpm
• Computer skills

Call Cathy Today
Birmingham Livonia
646-7661 473-2931
UNIFORCE SERVICES

CUSTOMER SERVICE/ CLAIMS ANALYST
Troy location. Work for unemployment compensation tax consulting company seeks a full time Claims Analyst. Experience preferred, but will consider training. Must have 10 key, telephone, typing & customer service skills required. Full time, benefits. Call Tina at (810) 362-2202 Or Fax resume to 810 362 2612

CUSTOMER SERVICE REPRESENTATIVE
We are AN EXPANDING company with high customer service standards. Candidate must have strong people, organizing, and have the ability to deal with people effectively on phone. Prior customer service & PC experience preferred. Send resume to: PO Box 700204, Plymouth, MI 48170

DATABASE

GATHER information, set up a database and enter data. Must be adept at Proficient in Microsoft Access accurate, detail oriented. Excellent benefits package. Temp position $17 $20 hour depending on experience. Contact Kevin Kelly 313-454-1607

DATA ENTRY/CLERICAL
NOVI company needs a full time data entry/clerical person. Duties include: data entry and some general office duties. Salary DOE. Equal Opportunity Employer. Call Judy at (810)348-9700

DATA ENTRY
Excellent benefits, general office experience required. Livonia area.
DYNAMIC PEOPLE
313-464-6500

DATA ENTRY - Immediate part time openings days/afternoon/evening. Flexible hours. Call 313-464-7078
Staff Builders Service
Equal opportunity employer

DATA ENTRY

Immediate long term positions available in the Farmington area. Excellent opportunities. Call now.
(810) 477-1750
SOMEBODY GOOD TEMPS

DATA ENTRY OPERATORS

PART TIME WORKERS NEEDED FOR LIVONIA COMPANY
High production is a must. Must be willing to 5-6 hours a day Monday thru Friday. Morning, afternoon and overnight shifts are available. Call
313-525-1244

DATA ENTRY
Part Time, 17 hrs/week flexible, 7am-3pm Mon-Fri. Call Ann Marie at
(810) 948-0249

DATA ENTRY POSITION
Mature person with database, MS Word, Excel, Lotus & spreadsheet experience needed for full time data entry in a very busy office. $7.00 to $8.00 Per hour depending on experience. Salary commensurate with experience. Reply by mail with resume, salary history to: ADMIN, P.O. Box 130834, Ann Arbor, MI 48113

DATA ENTRY

We need your typing speed (6000 to 10,000 key strokes and recent experience in data entry. Flexible hours. Location Temp to perm opportunities with starting salary $6.00 hr. Call today! Holidays and vacations. Call Donna
Birmingham Livonia
810-473-2931 646-7661
UNIFORCE SERVICES

DATA PROCESSOR
Farmington Hills direct marketing firm seeks individual who data processing, experience/aptitude. Excellent phone manner, experience required. LAN hardware experience a plus. Call (810) 932-7100

DATA ENTRY - WordPerfect & data entry experience, and phone etiquette skills. 40 hour week, $6.50 hr. Temp to perm position, may become full time in the future. Call The Salvation Army in Inkster at 313-729-2122

DENTAL OFFICE RECEPTIONIST / Assistant
No experience necessary. We are interested in finding a caring, hardworking, people oriented person to work in our practice. Full time position available. Please call 810-855-3435

Service Dept. requires additional dispatcher for fast paced Farmington office. Ideal candidate will have professional phone skills and computer experience (Windows preferred). Medical benefits and 401K Profit Sharing Plan offered in pleasant environment. Contact Greg at:
(810) 478-0008, ext. 318

DYNAMIC MAN OR WOMAN located in Wixom needs Customer Service, Data Entry, Computer Full-time/Part-time. Top pay. Must be upbeat & motivated. Excellent position solving skills. Neat & legible penmanship. Experience helpful, but will train. Salary negotiable. Contact Diana 810-960-1653, Mon-Fri 10am - 4pm for appointment/resume instruction.

EDI TRAFFIC CONTROL ADMINISTRATOR
Traffic area of growing multinational manufacturer seeks ed person for leading edge transportation initiatives, such as bar code label and product identification, carrier relations, customer relations, shipping documentation, expedited shipping and more. Requires solid office experience, knowledge and office experience plus great communication and organization skills. Associate degree or equivalent. Competitive salary, great benefits, bonuses. Located in I-275 corridor. Send resume to:
TRAFFIC Box #1877
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

ELECTRONIC ASSEMBLER
Federal APO, is a leading worldwide supplier of parking and revenue control equipment is seeking an experience assembler for various electronic, electrical and mechanical assemblies and sub assemblies. The ideal candidate will be a high school graduate or equivalent. Prior electronic assembly, soldering experience preferred. Must have the ability to read line assignment and a competitive compensation and benefits program with weekday hours from 7:30am 3:30pm with some overtime required. If you have a strong commitment to excellent then join us at Federal APO. Send or fax a resume to Federal APO, 24705 Crestview Court, Farmington Hills, MI 48335 (810) 473-1552, or call Brian Augustyn at (810) 477-2700

EMPLOYMENT COORDINATOR
Permanent openings for persons with agency of strong customer service background. Person will interview professional, clerical, technical or light industrial applicants and assign to clients. Benefits.
ARBOR TEMPS 453-1166

EMPLOYMENT TRAINING ASSISTANT
Proficient in WordPerfect 5.1, typing, spelling and grammar skills, good telephone manner, math skills, basic benefits. Must have good driving record. Call Pat (810) 354-9187 (Training Director) (810) 348-4831
EOE M/F/V/H
Drug Free Workplace

ENTRY LEVEL Office position in Detroit. Answer phones and take messages. Light typing. Full time starting at $6.00/hr. Mon. thru Fri. Send resume to Box #1981
Observer & Eccentric Newspapers
36251 Schoolcraft Rd. Livonia, MI 48150

EXCELLENT OPPORTUNITY!!!

Livonia firm seeks a receptionist/data entry clerk for various office responsibilities. Phone contact with customers, computer work, etc. 5 days per week
(313) 427-0300

EXECUTIVE ASSISTANT
Southfield insurance Agency looking for a full time assistant with strong administrative and organizational skills. Must have experience with DOS & Windows. Word Perfect required, knowledge of Microsoft Word a plus. Salary based employee benefit package.
(810) 948 2900

EXECUTIVE SECRETARY. Immediate full time position for individual who is proficient in Word, Excel, Windows and Excel. Must have some graphic software experience. Ideal candidate office, serving top executives. Are you able to change gears quickly, show lots of enthusiasm and have excellent customer service? If so, we want to send resume to: Mr. Michael Cohen, 2000 Town Center, Suite 1900, Southfield, MI 48075

EXECUTIVE SECRETARY
for managing partner of Bloomfield Hills mid sized firm. Experience with insurance defense related matters and/or litigation is legal secretary and provide direct value to 8 deal effectively with people at all levels. Ability to learn, be a quick study, have a good attitude and demonstrated initiative & creative to attain self job satisfaction. Send resume to P.O. Box 815, Bloomfield Hills, MI 48303

EXPERIENCED DATA ENTRY OPERATORS NEEDED

EARN $6.50 $7.50
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ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7600

FAST PACED office, phones, receptionist, Microsoft Windows. Temporary to perm. Farmington Hills area. Now. Starting rate 313-398-1882

FILE CLERK needed for Southfield furniture. Small days or part time. Call
(810) 353-1070

FINANCE ASSISTANT

FOR large Ford Dealership. Excellent benefits and salary. Blue Cross Blue Cross experience preferred but not required. Send resume to 24587 Mideen Ford 9600 Telegraph Rd Redford or call 255-3100

FOSTER CARE / Adoption Office seeking Administrative Secretary proficient in Word Perfect 6.1, typing 50 wpm, detail oriented. Fax resume to Anne Carpenter, 23077 Greenfield, Suite 107, Southfield, MI 48075. An Equal Opportunity Employer

FRONT DESK person needed for rapidly growing professional group. Must have excellent telephone skills, strong organizational skills & a pleasant personality. Competitive salary & benefits. Send resume to Kathleen A. Brennan, 2000 Town Center, Suite 300, Ann Arbor, MI 48105

FULL TIME CHARGE BOOKKEEPER
Trade Show Display Company, located in Novi, seeks full time bookkeeper for fast paced office. Duties include accounts payable/receivable, payroll and general bookkeeping functions. Ideal individual must be highly organized and have strong computer skills. Knowledge of LOTUS and SBT Accounting Software a plus. Offering competitive salary and benefits Package. FAX or send resume to Personnel, 26105 Beck Road, Novi, MI 48375
FAX 810-442-7047

502 Help Wanted-Office Clerical

Full & part-time Positions available for Clerks. Day shift weekend hours. Full time opening. HIRE 313-438-1535

FULL TIME POSITION available for person with good clerical & typing skills. Send resume to KAUFMAN, 29431 Southfield Rd., Ste. 1, Southfield, MI 48076

GAIL FRIDAY (N/F) - good communication typing & math skills. Some computer experience. 4 or 5 days per week. Contact Mrs. Howard at 810-353-2800

GENERAL CLERICAL
Livonia area. Part time, permanent. Good computer, typing & phone skills. Call Lois 313-522-1082

GENERAL OFFICE Customer Service. Work in Back up Sales Dept. Candidates must have great communications & telephone skills. Responsible individuals will take a process all incoming orders, handle customer requests, & customer opening. We prepare quotes, letters & reports for Sales Reps. Prefer someone that has a working knowledge of WordPerfect & Lotus. Hours are Mon-Fri, 8am-5pm. Competitive wages & benefits package. Call Ann Marie at 40915 Ivy, Wixom (810)624 1550

GENERAL OFFICE - FULL TIME. fast paced office. Word Perfect skills and good phone manner required. Medical benefits and profit sharing. Contact Mary Ann Hartford Vocation Call for answer
313-537-9000

GENERAL OFFICE

PART TIME WORKERS NEEDED FOR LIVONIA COMPANY
Phones, filing and light computer. A minimum of five hours a week, Monday thru Friday. Call 313-525-1244

GENERAL OFFICE - writing invoices, light bookkeeping, heavy phone contact. Livonia hours. Wall Earl (313) 464-6700

GRAPHIC ARTS CO is seeking friendly, dependable individual with excellent clerical/bookkeeping skills. Responsibilities: answering phones, filing, proofreading and general office duties. Full time with benefits. Send resume & salary requirements to 24027 Research Dr., Farmington Hills, MI 48335. Attn: Lisa

GREAT FOR HOMEMAKERS
Part time days, general office. Two good computer, typing & phone skills. Southfield Call Dori 810-569-3090

HANDY PERSON - full and part time positions available. Must have own transportation. Excellent opportunity for person to deliver or drive Commercial 7x9 & Ann Arbor location. Call 810-737-3600

HEATING & Cooling Distributor seeks full time individual for line phone and general clerical duties. Excellent benefits. Salary & must Benefits package. Apply to Exeter Distribution, 12650 Hester, Redford MI 48239

HERE'S THE JOB FOR YOU!
Our Troy, West Bloomfield, Flat Rock Office is expanding and we are looking for experienced, energetic, enthusiastic Sales Support Computer & real estate experience a plus. Call Caroline at (810) 626-8600 and FAX or fax resume to attn Caroline, (810) 855-0631

HOTEL
SECRETARY/ CATERING
Medium sized upscale suburban hotel currently accepting applications for Sales Secretary. Great wages & benefits package. Opportunity for advancement. Send resume with salary requirements to: Box #1858
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HOTEL
The Hyatt Regency, Dearborn seeks qualified candidates for Sales & Administrative Assistant. Qualified candidates must possess 3 to 5 years related experience with strong computer & clerical skills. Hyatt offers competitive salary benefits as well as opportunities for advancement. Fax resume to 313 593-1268
AA/EOE M/F/D/V

IMMEDIATE OPENING for phone sales associate. 3 years service established accounts in beauty industry. Experience helpful. Call Mary Ann Coleman Sales 810-353-7730 Ext 324

IMMEDIATE OPENING Large property management company seeks assistant to purchasing agent. Light typing & 10key accuracy & must. Computer experience a plus. Call 810-356-1030 or FAX resume to 810-356-8558
An Equal Opportunity Employer

IMMEDIATE OPENING for OFFICE ASSISTANT for beautiful Troy office serving top attorneys. Professional demeanor and strong interpersonal skills are a must. Call Ms. Harsha at (810) 362-6602

INSURANCE AGENCY - CSR Personal Lines. Must enjoy working with people & know good phone skills. Experience preferred, but will train the right person. 810-280-1966

INSURAN