EMPLOYMENT

THIS Classification Continued from Page 7D

502 Help Wanted-Office Clerical

ACCOUNTANT BOOKKEEPER
Bloomfield Hills real estate management company seeks part time (12-20 hrs/wk) Accountant/Bookkeeper. Duties include A/R, A/P, payroll, G/L, Accounts Receivable with other general duties. Property management experience helpful. Send resume & salary requirements to:
Box 41241
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTANT - 2 years experience in Payroll, plus general ledger. 12 months Temporary. Mail resume to: Accountant, 30130 Telegraph, Suite 317, Bingham Farms, MI 48025 or fax 810-540-7533

ACCOUNTING ASSISTANT & Clerical Office help. Some experience necessary. Send resume to 41155 A Rd., Canton, MI 48187

ACCOUNTING ASSISTANT
(ENTRY LEVEL/PART-TIME)
Excellent opportunity for person with good math skills, word processing and spreadsheet computer skills to prepare cash receipts and deposits and perform other duties in dynamic busy accounting group. Flexible schedule, convenient Livonia location, no sales. Income results may include college tuition reimbursement. Community outlook of 34-14 and Middlebelt Road. For immediate consideration, send resume and salary requirements to: Lynn Wise, SME, 28980 Plymouth Oaks Blvd., Plymouth, MI 48170 EOE

ACCOUNTING CLERK
Use your excellent communication skills to manage A/R, collections and process business functions. Customer service and computer experience a must. 810-357-7080
Health Care Professionals

ACCOUNTING CLERKS needed for office in Livonia area. Full time & part time. Call 525-5899 for more info. 810-734-6681

Accounting Clerk
Property Management company is seeking an experienced accounting person for busy office. Minimum 3 yrs. accounting experience. Will do payroll, A/P, A/R, G/L. Send resume to: Accounting, PO Box 2188, Bloomfield Hills, MI 48012-1703

ACCOUNTING CLERK - accounts payable, some recs. data entry, general office duties, best people need apply. Job has variety, fast paced office. Send resume to: Office Manager, 27855 Schoolcraft, Livonia, MI 48150

ACCOUNTING
TEMP-TO-PERM
• Payroll Bookkeepers with Certified Payroll experience To $30K
• Relevant Bookkeeper or Jr. Accountants/Trainee. Detroit non-profit. To $25K
• Accounts Receivable Clerk, Detroit To $20K
TEMP
• for Accountant, Troy long term
• Accountants-trainee, starting Lathrup, Southfield, long-term
• Collection Clerk
• Accounting Clerk, Ann Arbor
We give our Temps first priority when seeking for Permanent Hire. Many of our Temps are hired full time. Temp jobs are easy to find with our extensive benefits package.
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE / Secretary. Tri Component Township Business. 1 to per office. Computer experience required. Excellent experience & plus. 30-40 hrs. Flexible weekend & evening hours. Minimum 3 years experience. Fax resume (810) 360-8442

502 Help Wanted-Office Clerical

ACCOUNTS PAYABLE CLERK
Douglas & Lomason Company is seeking an experienced accounts payable clerk. The ACCOUNTS PAYABLE CLERK will be responsible for all phases of the accounts payable function. Knowledge of accounts payable and general office procedures is required. A beginning salary of $11 per hour is offered. Douglas & Lomason offers a competitive salary and an excellent benefit package which includes medical, life, dental, vacation, 401(k) and profit sharing. Please send resume including salary requirements to:
Douglas & Lomason Company
8800 Lyndon
Livonia, MI 48154
Attn: Ms. Bell
Douglas & Lomason Company
17199 N. Laurel Park Dr.
Farmington Hills, MI 48335-1017
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Fast growing national manufacturing company in Livonia has an opening for an experienced Accounts Payable Person.
• Familiar with computers
• Familiar with general ledger
• Familiar with A/P posting
• Full company benefit package including 401(k)
Please send resume or apply:
ROUSH INDUSTRIES
11111 Middlebelt
Livonia, MI 48150
Attn: Sandy Bell
313-591-1310
FAX 313-591-4333
EOE

ACCOUNTS PAYABLE
Rock Financial, Michigan's largest mortgage lender, is seeking an experienced Accounts Payable Manager. Purchase order & cost accounting experience required. With Jones & Excel helpful. Please send resume & salary requirements to:
Human Resources
30200 Telegraph Rd.
Fourth Floor
Bingham Farms, MI 48025-4534

ACCOUNTS RECEIVABLE CLERK
with section 8 experience needed for Southfield based property management company. Benefits included. Send resume and salary requirements to: Box 81794
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
with section 8 experience needed for South Lyon based property management company. Benefits included. Send resume and salary requirements to: Box 81794
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS RECEIVABLE
$24,000
Plush offices. Long term stability. Excellent benefits. Call Ms. Van 313-326-2160
DAVIDSON LARID & ASSOC

ACCOUNTS RECEIVABLE
Ann Arbor based company has immediate opening for Accounts Receivable Transaction Analyst. Duties to include invoicing, Accounts Receivable adjustments, Accounts Receivable aging, other customer service functions and clerical. Prior customer service experience. Excellent benefits package. Excellent pay. Send resume with salary requirements to:
Human Resources
30600 Telegraph Rd., Ste. 2000
Bingham Farms, MI 48025

ACCOUNTS RECEIVABLE
$20-$23,500
SERVICE check cut paid by company. Western suburban company with full benefits package. Minimum 1 year experience as a result of a highly essential position. Computer knowledge a must. Platinum preferred. 810-393-3430
Snelling Personnel Services

ACCOUNTS RECEIVABLE, Time & Billing position for Farmington Hills SBA firm. Time look knowledge a plus. Resume to: GM, 32255 North Northwestern, Ste 258, Farmington Hills, MI 48334

ADMINISTRATIVE SECRETARY
Position at a highly aggressive mortgage company. Must be organized and a self starter.
Send your resume to:
Human Resources
30600 Telegraph Rd., Ste. 2000
Bingham Farms, MI 48025

502 Help Wanted-Office Clerical

Accounts Receivable Coordinator
A suburban based HMO is seeking an Accounts Receivable Coordinator to manage the collection of disputed receivables through out our group practices. Ideal candidate will have a bachelors degree and 3 years accounting or a business related discipline. Must have 3 years of experience in commercial collections and have a demonstrated knowledge of billing procedures and collection methods, and negotiating the best results. Excellent benefits package and competitive salary commensurate with experience. Send resume and salary requirements to: Yale Medical Handling, Michigan Inc. 11844 Haggerty, Livonia, 48150 Attn: Job Opportunities. Fax # 313-427-1846

ADMINISTRATIVE ASSISTANT
Company seeking an assistant to support the director of its government services area. Individual will perform multiple tasks and help improve office practices and procedures. Microsoft Word preferred.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

ADMINISTRATIVE ASSISTANT
Large regional CPA firm is seeking an Administrative Assistant for its Southfield location. Heavy 10-key skills and computer literacy required. Occasionally, traditional duties such as letters, filing, and answering phones required. We need someone who is intelligent, skilled with figures, friendly and desires to work in a fast paced environment. Send resume and salary requirements to:
Ann Arbor
FOLLMER RUDZEWICZ & CO
28200 American Drive, Ste 300
PO Box 5004
Southfield, MI 48075-5004

ADMINISTRATIVE ASSISTANT
VALASSIS Communications, Inc. named "One of the 100 Best Companies to Work for in America", is looking for an Administrative Assistant to provide administrative support for our Human Resources department. Responsibilities include: general clerical and personnel functions, special project work, word processing, and telephone. The ideal candidate will possess 30+ wpm, attention to detail, initiative and ability to work on projects with minimal supervision. Interested candidates should send a resume, cover letter, and salary requirements to:
Valassis Communications, Inc.
120 Westwood Place
38111 Schoolcraft Rd.
Livonia, MI 48150
An EEO/Drug Testing Employer
Applicants with foreign language skills are encouraged to apply

ADMINISTRATIVE ASSISTANT-Birmingham, phones, travel arrangements. Word/Excel. 3 DOS. To $23,000 Fee paid

SALES ASSISTANT - Madison Hts Word/Perfect & 1 & Excel, assist in sales department. Phones. $6-7 To $20K

FULL CHARGE - bookkeeper, Bloomfield Hills, well established firm. bookkeeping experience, certificate. $10K Temp to hire

CLERICAL ASSISTANT - PC, Windows, Word & Excel. Southfield, N.E. Suburbs. Long term temp

CUSTOMER service & data entry. Phones. Work for small company. Payroll days $10.50/hr long term temp

LOIS RAY PERSONNEL
(810) 646-5580

Administrative Assistant

EXECUTIVE ADMINISTRATIVE ASSISTANT
Sports organization seeks qualified individual for Executive Assistant. Responsibilities include performing a variety of executive administrative and clerical tasks. Independent individual, with take charge attitude, will fit perfectly in this fast-paced environment.
Qualifications include good professional communication skills, strong typing ability (60 wpm minimum), knowledge of word processing and Lotus knowledge, 3-5 years secretarial experience, 2-3 years administrative Assistant level experience and legal transcription ability. Knowledge of Dictaphone a must. The willingness to work overtime when necessary is essential. College related coursework and the ability to speak Spanish and entertainment field is preferred.
Competitive benefits and compensation package. Qualified candidates please fax or mail resume with salary requirements to: GMA Sports, Attn: Carolyn, 2211 Woodward Ave., Detroit, MI 48201. Attn: Carolyn. Fax 313-646-3258

ADMINISTRATIVE ASSISTANTS
$10-$13/HR
Must be reliable and organized, with good communication skills. Lotus Word, Excel and other computer skills needed.
DATA ENTRY
$7-$9/HR
Experience a plus!
Accurate typing needed.
Full/part time. Temp-to-hire positions. Farmington, Auburn Hills & Sterling Heights areas. Benefits, overtime, paid training ?
CALL NOW!
Farmington Hills...810-615-0660
Rochester Hills.....810-852-9402
Madison Hgts.....810-546-2580
Western STAFF SERVICES.

ADMINISTRATIVE ASSISTANT
Full time position for data entry clerk in Rochester. Computer literacy. Good phone personality. Call for an appointment. 810-293-0206

ADMINISTRATIVE ASSISTANT
for small energy company in Troy. Starting at $25 per hour. Hours: Mon-Thurs, 11:00-4:00. Must have strong communication skills, with ability to multitask. Call 810-737-9462

ADMINISTRATIVE ASSISTANT - part time, for Farmington Hills home based company. Skills: 2 PC, data management, word processing, 2 phone lines, 2 fax. Flexible hrs. Call 248-737-7703 or fax resume to 810-788-0240.
Inventive Marketing Inc. EOE

ADMINISTRATIVE ASSISTANT
Rapidly growing national service company in Troy. Ideal candidate will have excellent telephone skills and be organized, detail oriented, multitasking environment skills a must. Call 810-740-0020.

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT
Must be personable, organized, and loyal. Helpful PC literate with data base, word processing, 10-key, sheets, advertising or sales experience. Strong communication and people capabilities. Call 810-901-5100

ADMINISTRATIVE ASSISTANT
Rehabilitation Hospital in Farmington seeks business degree. Must have health care and computer experience. Excellent benefits. Resume with salary requirements to: Sports Medicine, 7470 Middlebelt Rd., Westland, MI 48327 or fax: (810) 855-9637

ADMINISTRATIVE ASSISTANT
Growing mortgage company seeks individual with strong word processing, clerical duties. Opportunity for advancement. Experience a plus but will train right person. Send resume and salary requirements to Office Manager, 2525 Daleson, Royal Oak, MI 48073 or FAX to 810-332-0024

ADMINISTRATIVE ASSIST/
Full time for Directors of Training & Recruiting. Must be organized, possessing a diversified work. Competitive salary/ benefits. Send resume to: Mark Fabiano
Northeastern Mutual Life
2701 Troy Center Drive, Suite 6300,
Troy, MI 48084

ADMINISTRATIVE ASSISTANT
Commercial real estate company is seeking an energetic individual with strong organizational & interpersonal skills for an Administrative Assistant position in our Southfield office. Position requires knowledge of Word, Excel, & Power Point. Send resume & salary history to:
Thomas Cole Company
30 Oak Hollow, Suite 390
Southfield, MI 48034
EOE

ADMINISTRATIVE
PERMANENT CAREERS
$21,000 TO $28,000
Clerks in Troy, Shelby Twp., Plymouth, Livonia, Southfield, Bloomfield Hills, Farmington Hills and Detroit have permanent career opportunities for bright, motivated and experienced (2 yrs plus) achievers. Excellent skills, attitude and references preferred.
CALL TODAY FOR PAID FEE
Dorothy Day Personnel of Troy
810-643-8797 Fax 810-643-2456

DAY

ADMINISTRATIVE SECRETARY
Growing CPA firm is looking for person with WordPerfect, telephone & computer. Will train. Salary commensurate hours & room for growth.
Business & Computer Consultants, CPA's
30700 Telegraph
Bingham Farms, MI 48025-4527
FAX 810-647-4770

ADMINISTRATIVE
• Secretaries - Word Processing
• Customer Service - Sales
• Data Entry
Call (810) 553-7710
HUMAN RESOURCES
EMPLOYMENT SERVICES

Administrative/Secretarial
$320 + A Week
Relaxing service seeks centrally located individual to join our team. Ideal candidate will have 3 years experience, excellent skills in Word, knowledge of Word 6.0 and Windows, multitasking, editing and writing experience a plus.
• We Train • Excellent Benefits
• Full Time Days • Extra Incentives
• 1-7 years exp. Clerical Skills
Send resume to: Resume Manager, 28200 Civic Center Dr., Suite 225, Southfield, MI 48076 or fax 810-948-8464 or apply in person: Nov 14th, from 7am-6pm, between Evergreen and Lahser.

ADMINISTRATIVE/
SECRETARIAL
Work work in an Engineering department at a large automotive company. Must have secretarial experience and be comfortable with long term commitment. Proficiency in Lotus, Word 6.0 and Excel is a plus. Training available for qualified candidates with strong windows software experience.
Competitive salary and excellent benefit package including Medical/Dental Life and Disability Vacation/Holiday Pay
Call
KELLY SERVICES
LIVONIA
Ask for Cheryl or Karen
(313) 427-4225
or
Fax resume to
(313) 522-8096
Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
The corporate office of a manufacturer of specialty products is seeking resumes for a Administrative Secretary. Ideal candidate will possess a thorough knowledge of WordPerfect 5.0, Lotus and Windows based spreadsheets. The position requires an Associate Degree or Vocational Technical Certificate and offers Medical, Dental, life insurance, paid vacation, 401(k) retirement plan and a profit sharing plan. Please send resumes to:
Administrative Secretary-O
P.O. Box 7018
Plymouth, MI
48170-0986
EOE/AAAE

PART TIME ADMINISTRATOR
Farmington Hills area. Typing, Excel, WordPerfect, mail, phones. Call Linda. (810) 449-8625

AGENTS ASSISTANT
NEEDED for insurance agency in Livonia. Wide range of marketing, customer service, and telemarketing duties. Ideal candidate is detail oriented with people skills, organized and eager to learn. Will train. Full time. Send resume to C. Fletcher, PO Box 67042, Detroit, MI 48267.

AGENT STATE Farm office in Southfield would like responsible person experienced in personal lines. Resume to: Box 81794
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

AN ENERGETIC INDIVIDUAL with good spirit to fill a wide variety, clerical, bookkeeping & shipping duties. Medical benefits. Call 810-933-4678
Trim Systems

APARTMENT MANAGEMENT POSITION. Luxury apartment community looking for site management personnel. Site leasing/showing experience preferred. Excellent benefits. Send Resume to: 100 Piedmont Dr., Detroit, MI 48236. Attn: Administrative Manager EOE

ARBOR TEMPS SEEKS:
DATA ANALYSTS
DATA ENTRY SPECIALISTS
RECEPTIONISTS
50 + STYLES
Entry level to advanced student friendly temp!
Temporary to Permanent
ARBOR TEMPS 459-1166

ARTS & CRAFTS DIRECTOR
Farmington Hills area seeks experienced person to implement new program. Call Ms. Gerstenberger 810-851-7500

502 Help Wanted-Office Clerical

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

ASSISTANT TO CONTROLLER
Opportunity with manufacturing firm located in Oak Park. Must have strong background in general accounting spreadsheets and word processing software and possess bookkeeping and typing skills. Supervisory experience preferred. Must communicate with Quantitations. Excellent fringe benefits. Send resume & salary requirements to:
Box 81843
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ATTENTION - Part time office assistant for Southfield rock music management company. Flexible hours
(810) 443-2170

AUTHORIZATIONS
CRT OPERATOR
National leasing company has immediate openings for experienced full or part time operators. Positions available for days and afternoons. Medical benefits. Pleasant work place and good hiring skills. Southland area. Call Victoria. 810-794-9600

AUTO DEALER
FAST paced dealership looking for Sales Manager. Excellent earnings. Must be a friendly people person and be need a motivated. Front line, full benefits. Call Tom between 8-3pm 810-333-3200

AUTO DEALER
needs a detail person. Previous experience required. ADP Computer experience preferred. Good wages and benefit package. Please call Patsy at
Krug-Lincoln-Mercury
313-274-6800

AUTO DEALERSHIP
Customer oriented dealership is now accepting applications for a full time cashier. Excellent benefits available. Apply in person Mon-Fri, 9am-5pm at Lexus Cadillac, Inc., 7020 Orchard Lake Road, West Bloomfield

BANQUET CENTER
BOOKKEEPER - PART TIME
Experienced Accounting Clerk. Must have good communication and people skills. Pay commensurate with experience. Call Vince Toia at (313) 953-9724

BILINGUAL SECRETARY/
TRANSLATOR
(JAPANESE)
Engineering/technical background preferred. Call To 517-19-AIRTEK
ARBOR TEMPS 459-1166

BILLING CLERK - Needing good phone skills, payroll experience preferred. Medical/Dental Benefits available. Send resumes to P.O. Box 531117, Livonia, MI 48153

BILLING CLERK
Plymouth area. Full time. Benefits. Must have good phone skills. Hours are approximately 30 WPM. Positions available immediately. Starting at $7.50/hour. Send resume to Billing Clerk, P.O. Box 700204, Plymouth, MI 48170

BLAIR TELEVISION looking for entry level sales assistant - to assist account executives & sales department with day responsibilities. Full time with full benefits. Ideal candidate will have excellent personality, job includes computer entry & answering phones. Interested candidates call LENORE (810) 827-8600

BOOKKEEPER / ACCOUNTANT
With 3 years experience in Accounting. Full & part time employment. Please send resume to Scott & Associates, 33341 Cherry Hill Rd, Westland, MI 48185

BOOKKEEPER - EXPERIENCED
Data Entry experienced. Payroll Taxes including Payroll Taxes. Public Accounting and 1040 / 1120 experience a plus
810-655-1670

BOOKKEEPER
Full charge through general ledger for a West Bloomfield manufacturer. Please submit resume & references to:
Box 81808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
FULL CHARGE
Only experienced need apply. Must have 5-10 years experience. Degree preferred in Accounting or Business. Must have experience in all phases of bookkeeping, general ledger and financial statements. Call Bernie
(810) 827-8600

BOOKKEEPER
Full time for successful manufacturing firm. Strong organizational skills required with computer knowledge preferred. Please send resume and salary requirements to: Office Manager, 30000 Cedar, Suite C, Plymouth, MI 48170-0023

BOOKKEEPER
Property Management Firm in Southfield has a Bookkeeper position opening for a bright and organized, detail person. Knowledgeable in computerized accounting cycle. Salary commensurate with experience. Please fax resume and letter ASAP. To Box 81898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPING/SECRETARIAL
part time for small Pontiac/Auburn Hills construction company. Experience required. (810) 852-0119

BUBBLY RECEPTIONIST
TO $8/HR
ARBOR TEMPS 459-1166

Business
BILLING/FILE CLERK
(Afternoon). High tech Oakland County company seeking Afternoon Billing/File Clerk. Responsible for data entry of work orders, maintaining accuracy of documents and responding to client requests. Three years business office experience plus good math and computer skills required. Send resume and salary history to: Billing/File Clerk, P.O. Box 76040, Lathrup Village, MI 48076

BUSINESS MANAGER
HIGH tech Oakland County corporation seeking Business Manager. Responsible for tracking of customer orders, pricing of inventories, responding to client requests and daily office duties and duties. Three years business office experience plus good math and computer skills required. Bachelor degree preferred. Send resume and salary history to: Business Manager, P.O. box 760481, Lathrup Village, MI 48076

CASHIER
POSITION available for an experienced Cashier who is hardworking, reliable, outgoing & enjoyed working with the public. If you have three consecutive years of cashier exp. Call 313-463-7503, Ext. 301 and ask for Robin

CLERICAL / Bookkeeper - Part-time. Fast paced Birmingham office needed for accounting, data entry, typing and w/3 yrs. experience. Call Ann, Weekdays. 810-258-8202

CLERICAL/DATA ENTRY
Big Beaver/Troy area. Part time hours. 5 years experience. P.C. literate. Salary commensurate. Call 810-643-0026

502 Help Wanted-Office Clerical

CLERICAL ASSISTANT
PART TIME
Valassis Communications, Inc. is looking for a Part Time Clerical Assistant to work Monday through Friday, at least 4 hours/day. This person will be responsible for basic clerical duties, word processing, special project work, and additional functions. The ideal candidate must be able to type 35 WPM, handle multiple priorities, and work in a fast paced environment. Interested candidates should send a resume, cover letter, and salary requirements to:
Valassis Communications, Inc.
CO KVS
36111 Schoolcraft Rd
Livonia, MI 48150

CLERICAL COORDINATOR
PART-TIME
needed immediately for group home management office in Garden City area. Must have previous clerical experience & be computer literate. Windows, Word, Excel preferred. 27-28 hrs/wk, hour 30-35 hours per week. Please call Therese today! 313-522-7148
EOE

CLERICAL
CUSTOMER SERVICE
International company needs individuals background and some customer service experience. $18-$20,000 Fee paid by company on medical benefits available. Advancement opportunities available. Call 810-644-4600 for more info
Snelling Personnel Services

CLERICAL
CUSTOMER
Service Reps
$17,000-$20,000
Depending on experience
Various positions available for immediate hire. Offering full paid benefit package. At least 1 year experience in customer service required. Must knowledge of sheeting a plus.
Snelling Personnel Services

CLERICAL
DATA ENTRY
OPERATORS
Afternoons
Corning Clinical Laboratories, the largest diagnostic laboratory in Michigan, is currently seeking DATA ENTRY OPERATORS to work full and part time afternoons. The qualified applicants must possess excellent data entry skills (35 wpm).
We offer a competitive salary and benefits package, including life health, dental, insurance, 401k and CORNING stock option plans. For immediate consideration, please stop by Mon - Thurs 11 AM-3 PM please come prepared to testing. Corning Clinical Laboratories, 44708 Grand River, Auburn Hills, MI. EOE M/F/D/V

CLERICAL
Entry level positions. Receptionist with computer experience, outside sales & general office. Pay based on experience. Performance based bonuses available.
HUMAN RESOURCES
(810) 541-0600

CLERICAL
Huntington Banks of Michigan has several entry level Clerical positions available at its Troy, Pleasant Ridge and Mt. Clemens offices.
The positions are eligible for benefits including medical and dental insurance, tuition reimbursement, stock purchase plan, scholarship and discounted bank services and many others.
Huntington Banks of Michigan maintains a smoke free environment and requires pre-employment drug testing.
To find out more about the exciting opportunities available at Huntington Banks of Michigan, call our Job Line Service at (810) 244-3532
Equal Opportunity Employer

CLERICAL JOB
OPPORTUNITIES
If you are looking for temporary or permanent work, let us help you find the right career choice
• Receptionists • Receptionists
• Word Processors • File Clerks
• Customer Service • Accounting
• Data Entry Operators
Several openings offering 10P PAYI All locations. Start immediately. Call us today for your personal interview.
ACCU-STAFF
(810) 757-5050

CLERICAL/OFFICE
ARE you looking for the perfect clerical, word processing, data entry or general office position?
Would you like to have a choice of when and where you work? Does top pay in the industry interest you?
Then come work for one of the largest temporary help services in the country and let us find the perfect temporary assignment for you.
INTERIM PERSONNEL
Temporary & Permanent Placement
Call or come in today for an appointment

SOUTHFIELD
26241 Northwestern Rd.
Between 10 & 11 Mile Rds
810-557-7440
MADISON HEIGHTS
31011 John R. Rd.
NW Corner of 13 Mile Rd.
810-589-5030
LIVONIA
29240 Gateway Rd.
Middlebelt & I-96
313-261-3050
ANN ARBOR
663 S. Eisenhower Pkwy
Carpenter Brooks Center
313-994-1323
PONTIAC
255 N. Telegraph #234
Summit Place Mall
810-792-1200
MT. CLEMENS
38300 Gratiot
NE corner of 15 Mile
810-792-1300
WESTLAND
34771 Ford Rd.
2 blks west of Wayne
313-721-9533
Picture I.D. & S.S. Card Required

CLERICAL SUPPORT
MULTIPLE Positions Available
This is an excellent opportunity to join a dynamic team of our Clerical Support Team in Southland servicing our largest customer. Ongoing projects consists provide opportunity for multitasking with attractive benefits, which included 100% paid medical, tuition refund program, 12 paid holidays per year, plus liberal vacation plan. Salary is $320.00 per week. Ideal candidate will possess 3 years office experience. Please send resume and salary history to:
Box 30
650 West Center One-CLK
Drawer 1
Wixom, MI 48393
NO PHONE CALLS
An Equal Opportunity Employer

Sales
Full & Part Time Positions
Livonia area has immediate positions open for dental and pediatric dentistry. Day and evening hours available. Hourly rate. 313-459-1888

COMPUTER PROGRAMMER
C/C++(Borland/Microsoft) DOS/Windows experience required. Call Ann at 810-645-4700

502 Help Wanted-Office Clerical

CLERK
Needed for full time general office work in Troy. Must have excellent numerical & alphabetical skills. Light typing & various office machine experience. Transportation required for local mail delivery with mileage compensation.
Call 810 649-8100 EXT 8002
An Equal Opportunity Employer

COMPUTER OPERATOR
& ACCOUNTS PAYABLE
Opportunity with manufacturing firm located in Oak Park. Accounts payable experience preferred. Must be familiar with computer applications and computer duties. Job requires knowledge of Windows 3.1 or greater, Word Knowledge of Access 2.0 & Windows 95 a plus. Please send resume to: Box 81869
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE POSITION Tired of talking to children only? Come & talk to adults! Flexible schedule available either 4 or 6 hrs. Applications accepted at Kwik Kleen & Dalton, (810) 932-7100 Livonia between 1:00 & Plymouth Rd.

CUSTOMER SERVICE
REPRESENTATIVE
We are a fast growing computer company with high customer service standards. Candidates must be energetic, organized, and have the ability to deal with customers over the phone. Prior customer service & PC experience preferred. Send resume to: PO Box 700204, Plymouth, MI 48170

CUSTOMER SERVICE
Ann Arbor based Bookkeeper Busy Troy office. Absolutely no selling. Customer service only. 25-wpm typing. 8 hr. 11 zero/7pm
ET SERVICES SYSTEMS
810-689-9428

CUSTOMER SERVICE REPS
PART TIME WORKERS NEEDED
FOR LIVONIA COMPANY
Telephone experience helpful. Person must be available to work a minimum of 4 hours a day, Monday thru Friday 5PM - 9PM. Call 313-525-4308

CUSTOMER SERVICE
In Rochester and Auburn Hills areas 30 positions for those with good phone and keyboarding skills. Light data is 11-27/50 and approximate and sales is February 15. There is opportunity for permanent placement. Work hours are Monday thru Friday, 8 AM - 5 PM. Starting wage is $7.00 per hour. Also offer a $200.00 bonus upon completion of assignment. Call now for schedule preference
CORPORATE PERSONNEL SERVICES
(810) 362-9696

CUSTOMER SERVICE
Fast growing Troy company is seeking their first, friendly, helpful, and energetic individual to fill this position. You will receive
• Automatic raises
• Promotions & free training
• Fulltime and bonuses
Qualified candidates have
• Flexibility & willingness to learn
• Excellent oral & written skills
• Prior customer service experience
• Decision making capability
• Typing @ 35 wpm
• Computer skills
Call Cathy Today
Birmingham Livonia
646-7051 473-2931
UNIFORCE SERVICES

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 & telephone sales details. Good oral skills, outgoing, energetic. For interview call Cal at (810) 478-0620

CUSTOMER SERVICE
MANAGER
A manufacturer of consumer/contractor business to business products, is in need of a Customer Service Manager. This position is responsible for the management of inbound and outbound customer communications, problem resolution, training, and process improvement. Candidate must have a great attitude, experience in customer service management, and knowledge of Windows. Bachelor degree a plus. Fax resume with salary requirements to Sales Manager 313-441-8313 or mail to: Sales Manager, 8951 Schoolcraft Bldg. F4, Detroit, MI 48228-2515

Earn Extra Money
For The Holidays!
Customer Service positions available immediately in the West Bloomfield area.
Call today for an interview!
ENTECH PERSONNEL SERVICES
(810) 960-9900

DATA ENTRY/CLERICAL
W. Bloomfield CPA firm needs person for permanent full time position. Experience not required.
810-737-0600

DATA ENTRY
Excellent benefits, general office assistance, flexible hours.
DYNAMIC PEOPLE
313-464-6500

DATA ENTRY
Experienced necessary. Wholesale distribution company. Full or part time, flexible hours. Fee paid. Call now! Please send resume to Data Entry, P.O. Box 5967, Southfield, MI 48086

DATA ENTRY, experienced, for medical billing company. Knowledge of medical bills helpful. Must be able to work independently and possess minimum 35 wpm. Full-time, days, 8-5 Monday-Friday. Salary commensurate with experience. Call Marianne 8 times between 8 a.m. and 1 p.m.
(810) 364-4600
or send resume to:
Marianne Hoffman
400 Galleria Officentre
Suite 101
Southfield, MI 48034
FAX: (810) 354-4608
EOE/M/F/V

DATA ENTRY OPERATORS
PART TIME WORKERS NEEDED
FOR LIVONIA COMPANY
High production is a must. Must be able to work 4-6 hrs a day Monday thru Friday. Training, bonuses and company wide incentive plans. Call 810-645-1944

502 Help Wanted-Office Clerical

DATA ENTRY
Immediate long term positions available in a fast growing Southfield area company. Excellent opportunities. Call now
(810) 477-1763
SOMEBODY SOMETIME

DATA ENTRY
In Rochester Area
Over 30 different active tubes including Darts, mixed, weekends and weekdays. Start date is 11/27/95 and is ending around mid February, with opportunity for permanent placement and benefits. Must possess a good phone voice and keyboarding skills. Pay is $7.00 per hour for day and night shift. $200.00 bonus will be awarded after completion of the assignment with good attendance. Call now for schedule preference
CORPORATE PERSONNEL SERVICES
(810) 362-9696

DATA ENTRY, TO $20,000
1-2 years experience. College a plus. Major subsidiary firm, benefits
Call Cal Gomez
Snelling Personnel Services

DATA ENTRY
We need your accurate 8,000 to 10,000 key strokes and recent experience. Ideal candidate will have urban locations. Temp to perm opportunities with starting salary from $8.00/hour. Paid holidays and vacations. Call Donna
Birmingham
810-473-2931
UNIFORCE SERVICES

DATA PROCESSOR
Farmington Hills manufacturing firm seeks individual with data processing experience and aptitude. Programming experience required. LAN/hardware experience a plus. (810) 932-7100

DISPATCHER
Service Dept. requires additional dispatcher for fast paced Farmington office, due to expansion. Requires professional phone manner and computer experience (MS Office helpful). Medical benefits and 401k Profit Sharing. Ideal candidate enjoys environment. Contact Greg at (810) 476-0200, ext. 217

DOWNTOWN
LAW SECRETARY
FEE PAID 7,000
Experienced (5 years +) legal secretary? Don't let this one pass you by. We are looking for a long term, paid paralegal position.
CALL TODAY FOR FEE
Dorothy Day Personnel of Troy
810-643-8797 Fax 810-643-2456

DAY

DYNAMIC MAIL order firm located in Wixom needs Customer Service/Data Entry & Order Fulfillment Personnel. Full/part time - Days and Mid Shift. Call Ann at 624-9100 and excellent problem solving skills. Need a single personality. Experience helpful, but will train. Salary negotiable. There is also a 900-1600 Mon-Fri 10am - 4pm for application/resume instruction.

EMPLOYMENT COORDINATOR
Sales/service company seeks individual to interview and place temporary staff. 9 pm. All shifts. Call 557-0206
ARBOR TEMPS 459-1166

ENGINEERING CLERK
Part Time (approximately 9.00 hours) Engineering Clerk needed immediately to distribute engineering documents, purchasing, filing. Should be computer literate and have good communication skills. Engineering background helpful plus. Interested individuals should send resume or letter stating qualifications to:
Ann Human Resources
Data Inventive Corporation
Attn: HR Manager
26010 Powerline Dr.
Southfield, MI 48075

ENTHUSIASTIC PERSON to do clerical work in busy Plymouth area. Some computer work. Pleasant daily. Good organizational skills a must. Send resume to ATR, P.O. Box 987, Southfield, MI 48037.

ENTRY LEVEL office position in Livonia area. Answer phones and take orders. Some computer work. Full time starting at $6.00/hr. Mon. Fri. Send resume to: Box 81881
Observer & Eccentric Newspapers
36251 Schoolcraft Rd, Livonia, MI 48150

ESTABLISHED PROPERTY MANAGEMENT CO. in Bloomfield Hills area of Oakland County is a fast paced Southfield office. Position required a knowledge of computer, organizational ability & good communication skills.
Call 354-8900 ext. 881

EXCELLENT
OPPORTUNITY!!
Lucrative career seeks a sharp, dependable person for various office responsibilities. Phone contact with customers, computer work, good pay, per week.
(313) 427-3010

EXECUTIVE ASSISTANT
Southfield Insurance Agency looking for a full time assistant with strong administrative & organizational skills. Must be proficient in Windows & other group carriers, computer literate. Knowledge of Microsoft Word 6.0 Win & Excel important. Immediate opening. 810-948-9600

EXECUTIVE
ASSISTANT
We have positions available in Bingham Farms and Pontiac. Must be knowledgeable with computer, computer software and should have ability to organized and meet deadlines.
TempExchange
3600 Orchard Rd., #102
Bloomfield, MI 48304
Fax 810-828-0001

EXECUTIVE SECRETARY
Fast paced. Varied position seeking CPO of prestigious corporation.
Call Ms. Reb. (810) 354-2190
DAVIDSON LARID & ASSOC

EXECUTIVE/
SECRETARY
TO $30,000
Right hand to President. Highly professional individual needed. Bloomfield area, R.E. Law a plus. Excellent benefits. Opportunity to advance. Excellent benefits. Fee paid to company.
Call 810-772-6360
Snelling Personnel Services

EXECUTIVE
SECRETARY
$36,000
Join international company as assistant to Chief Executive Officer. Exciting and challenging position to work with top executives and handle new projects. Must be self motivated and organized to succeeding in job.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

FAST PACED office, engineer, mostly sales. Hourly/Salary. Fax resume 810-649-2436

502 Help Wanted-Office Clerical

DATA
ENTRY
Immediate long term positions available in a fast growing Southfield area company. Excellent opportunities. Call now
(810) 477-1763
SOMEBODY SOMETIME

DATA ENTRY
In Rochester Area
Over 30 different active tubes including Darts, mixed, weekends and weekdays. Start date is 11/27/95 and is ending around mid February, with opportunity for permanent placement and benefits. Must possess a good phone voice and keyboarding skills. Pay is $7.00 per hour for day and night shift. $200.00 bonus will be awarded after completion of the assignment with good attendance. Call now for schedule preference
CORPORATE PERSONNEL SERVICES
(810) 362-9696

DATA ENTRY, TO $20,000
1-2 years experience. College a plus. Major subsidiary firm, benefits
Call Cal Gomez
Snelling Personnel Services

DATA ENTRY
We need your accurate 8,000 to 10,000 key strokes and recent experience. Ideal candidate will have urban locations. Temp to perm opportunities with starting salary from $8.00/hour. Paid holidays and vacations. Call Donna
Birmingham
810-473-2931
UNIFORCE SERVICES

DATA PROCESSOR
Farmington Hills manufacturing firm seeks individual with data processing experience and aptitude. Programming experience required. LAN/hardware experience a plus. (810) 932-7100

DISPATCHER
Service Dept. requires additional dispatcher for fast paced Farmington office, due to expansion. Requires professional phone manner and computer experience (MS Office helpful). Medical benefits and 401k Profit Sharing. Ideal candidate enjoys environment. Contact Greg at (810)