502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANTS NEEDED
SOUTHFIELD & LIVONIA AREA
M. S. WORD, 4.0
EXCEL 5.0
POWERPOINT
50 WPM
Great pay, Great benefits
Call our job opportunity line
SNELLING
Personnel Services
810-362-1300

ADMINISTRATIVE ASSISTANT
Recruiting firm seeking energetic person to support recruiting department. Must have experience with Microsoft products. Salary will increase from $17,500.
FAX resume only, Sue Kemp
610-471-0924

ADMINISTRATIVE ASSISTANT/ GENERAL OFFICE
Above average pay offered for a variety of duties. Typing, a some computer skills necessary. Excellent salary & benefits. 275 & 6 Mile area. Please call between 8 & 3.
(313) 432-6600, Ext. 230 EOE

ADMINISTRATIVE ASSISTANT
rapidly expanding Troy engineering consulting firm seeks for an experienced self starter with Microsoft office experience. Transcribing a must. Legal experience helpful. Strong people skills. Send resume to:
Box #2062
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Seeking self-starting, motivated, professional Administrative Assistant directly with Regional Vice President and sales staff.
Handling aspects of administrative responsibilities, the qualified applicant must possess 3-5 years professional office experience, word composition and computer skills, Required Microsoft Windows, Word Windows environment, specifically Word Perfect, Lotus, Visio and Point empint. Strong organizational and interpersonal skills are essential.
Salary to commensurate with experience and skills. Excellent benefit packages available. NO PHONE CALLS please. Send resume and salary history to:
Chip Rohde
Regional Lab
Regional Marketing Manager Technologies
100 East Big Beaver, Ste. 811
Troy, MI 48083
An Equal Opportunity Employer

Administrative Assistant Hospitality Industry
Well said president of recruitment agency. Need computer expertise, great people skills, knowledge of Detroit restaurant industry. Call or fax (810-642-7700, fax 642-7705
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334
Phone: 810-932-1170

ADMINISTRATIVE ASSISTANT
Requires intelligence, common sense, ability to work well independently, tact and ability to multi task. Also requires ability to be organized and adapting to changing work loads, and quick communication skills are a must. Must have a working knowledge of a word processing and a spreadsheet program. Position is in a small office with supportive team. Pay rate will be $8 - $10/hr. Great opportunity employer since. Send resume to P.O. Box 40808, Detroit, MI 48240.

ADMINISTRATIVE ASSISTANT for Birmingham law firm seeking 3-4 days a week. Heavy phone duties. Computer literate. Resumes to: AJAX, 877 S. Adams, Birmingham, MI 48009.

ADMINISTRATIVE ASSISTANT
Growing Canadian manufacturing company seeks and experienced person to perform sales, accounting and administrative functions at its Troy Distribution Center. Excellent communication and organization skills are required. Computer experience and knowledge of any experience is a must. Send resume to:
1070 Maplelawn, Troy, MI 48084.

ADMINISTRATIVE COORDINATOR
A growing marketing and communications firm is relocating to Clarkston. We are looking for a dynamic individual to work as an administrative Coordinator. Responsibilities include answering phones, administrative tasks and payroll processing. The successful candidate will have the following qualifications:
• Experience in Word for Windows 6.0 & PowerPoint
• Word processing 70 wpm
• Excellent phone and interpersonal skills
• Desire to work in a fast-paced environment.
We offer our employees an upbeat and pleasant work environment, competitive salary, and benefits package including 401(k), and opportunity for advancement.
Please send cover letter and resume by mail or fax to: (810) 620-6120. TRIO Communications
North Lake Office Suite 801
432 N. Saginaw Street
Flint, MI 48502

ADMINISTRATIVE RECEPTIONIST
$20K+
Growing Novi corporation has opening due to recent promotion, excellent opportunity for person, a human resource manager with clerical duties. Excellent skills needed.
Diversified Recruiters
810-344-8700 FAX: 810-344-8704

ADMINISTRATIVE SUPPORT/ TYPIST
Fast growing service company desires professional individual with excellent typing (50 wpm) skills, PC & Excel knowledge required. Please send resume and salary requirements to:
Customer Service Manager
3001 W. Big Beaver, Suite 810
Troy, MI 48084

ADMINISTRATIVE ASSISTANT - RECEPTIONIST
for manufacturers rep office. Interacting with principals & customers via phone. Must be organized, have good communication skills & be computer literate. Competitive salary. Send resume to:
Box #2075
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

• AGENT STATE Farm office in Southfield would like responsible person with knowledge in property/casualty for advancement. Please leave message. 810-350-1818

ADMINISTRATIVE POSITION
6 week assignment for project starting 12-11-95 for experienced person in accounts payable. $12 per hour, or higher based on experience. Call Marie Sequerra, • (810) 851-8783

ARBOR TEMPS NEEDS:
• General Laborers
• Customer Service Reps
• General Office Clerks
• Receiving/Shipping Personnel
• Accounting Personnel
488-1138

ATTENTION!!!
Come join the fastest growing company in the area. Learn basic Actively seeking Administrative Assistant. Excellent opportunity to assist in leading automobile company. Must be proficient in computer skills or be willing to learn. Send resume and salary requirements to:
Box 2078
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

ATTENTION! ATTENTION! WANTED....

GENERAL CLERICAL
Detail oriented, good with numbers, data entry. NO** - $7.00/HR

SWITCHBOARD OPERATOR
Meet 4 number system for direct calling. DEARBORN - $7.50/HR

ACCOUNTS PAYABLE ANALYST
Experience needed. 8,000 kim/ hour, medical benefits. LIVONIA - $8.00/HR

HOSTESS/HOST
Personable, answering phones, good attitude. CANTON - $8.00/HR

CHECK PRINT HELPER
Reliable, dedicated, flexible, quick learner. LIVONIA - $7.00/HR

EXECUTIVE SECRETARY
Personable, flexible, 60+wpm, proficient/45 Word/Outlet/Excel. DEARBORN - $10.00/HR

CALL:
(810) 474-5000
EXPRESS Personnel Services

AUTO DEALER
Accounts receivable - must have large volume. ADP Computer experience. Excellent working conditions and benefits. Program. Located in Western Suburbs. Call Julie at (313) 846-5600, ext 280

AUTO DEALERSHIP
Full time cashier/receptionist position. Benefits available. Knowledge helpful, but will train. Apply in person at:
BLACKWELL FORD
41001 Plymouth Plymouth, MI

AUTO DEALERSHIP
has immediate openings for the following positions:
• Office Manager/Comptroller (GM experience preferred)
• Buyer
• Cashier/Receptionist
• General Office-Part time
Apply in person or call John Lenoble at 800 East JEANNOTTE
PONTIAC-GMC TRUCK 14949
Sheldon Road, Plymouth
313-453-2500

AUTOMOTIVE ADMINISTRATIVE ASSISTANT
Reporting to Lease Manager. Full time position, Monday - Friday, some flexibility. Position requires responsible, detail oriented & motivated person. Fast paced entry-level position. Must be comfortable working with retail customers. Apply in person to Lori Brinkley, North Brothers Ford 33300 Ford Road Westland. (313) 421-1300

BENEFIT/EBA ADMINISTRATOR
Position requires various clerical, computer skills. Ideal candidate will Apply to communicate with people essential. Group benefits knowledge a plus. Send resume and salary requirements to:
Office Manager
31780 Telegraph Rd.
Bingham Farms, MI 48025

BILLING CLERK
Busy steel service center is looking for a mature individual to do computer billing. Accurate proofreading a must. Office experience preferred. Fast paced environment. Position is full time. Mon.-Fri. Excellent fringe benefit package. Apply in person only; CSC, 36555 Amrheim, near Plymouth and Levan, Livonia.

BILLING CLERK
Medical Billing Experience, Experienced, Data entry - CRT, 10 key calculator. Send resume to: P.O. Box 908, Troy MI 48099

BILLING CLERK
Hall Yellow Pages ad agency seeks a detail oriented individual with 1-2 yrs. agency experience. Billing experience, as well as good figure aptitude. Low pay & spreadsheet capabilities helpful.
We offer an attractive benefits package. Please forward resume and salary requirements to:
DOIC/TMP Worldwide, 1250
14 Mile Road, Ste 100, Clarkston, MI 48017, Attn: Sales Support Supervisor. EOE

BLUEPRINT LEADER
Responsibilities will include data entry, knowledge of equipment, packing lists, enforcement relief, and general clerical duties. No experience required will train. Full time, benefits. Position skills preferred data entry, word processing, and general clerical duties. Apply in person. Employment Opportunity Employer. Please submit your qualifications and salary requirements in writing to:
Mary Ann Gasenere
Holcroft
12058 Mainé Street
Livonia, MI 48150
Phone: (313) 591-1000
Fax: (313) 591-6443

BOOKKEEPER/ACCOUNTANT
Small engineering company needs experienced person to assume all accounting functions. Extensive computer/spreadsheet experience required. Familiarity preferred. Start mid-January. Good pay and benefits. Send resume with cover letter & salary requirements to: DAI, 50420 Pontiac Trail, Wixom MI 48393. NO PHONE CALLS PLEASE

BOOKKEEPER/AIDS OPERATOR
for Travel Agency in West Bloomfield. Part time. Experienced only. (810) 855-9780

BOOKKEEPER
Entry level position for a Livonia accounting office. Will train on computer. Salary commensurate a plus. Send resume to: Box #2036
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER - experienced, responsible for all phases of business for management company, 12 Mile/Northwestern hwy., computer experience required.
Call Boost at (810) 354-8118

BOOKKEEPER
FULL time, 10 key calculator. Nice offices, benefits. Located at Mile and Greenfield. Call Kashat Accounting. (810) 352-5530

BOOKKEEPER OR ACCOUNTANT
For accountant's office. Minimum 4 years previous accountant's office experience. Thru year balance a must. (810) 653-9722

BOOKKEEPER - PART-TIME
Needed for Oakland county law firm. Send resume to: Rick, Rice & Odell, P.C., 30150 Telegraph Rd., Ste 345, Bingham Farms, MI. 48025-4522

BOOKKEEPER
With computer experience for Farmington Hills CPA firm. Must resume Simpleset, Solar, Rehman, Lister and Kingston PC. 30800 Northwestern Hwy., Ste 100, Farmington Hills MI 48334 or Fax: (810) 855-8802

BUBBLY RECEPTIONIST
ARBOR TEMPS: 488-1188

CAREER OPPORTUNITIES
Newly opened office is taking applications for all positions
CERTIFIED NETWARE Engineer
National computer services company seeks Certified Netware Engineers. Requirements: Senior or mid-level individual achievers and CNE certificate, experienced whiz-kids, hubs and bridges. We are an employee owned firm offering competitive salaries and benefits. Qualified applicants should send resume and salary history ASAP to:
CLERICAL
Level position open to perform a variety of misc. secretarial/assistant duties. Must be well organized and dependable. Experience a must. Position to permanent full-time. Please send resume and salary history ASAP to:
CLERICAL
Looking for qualified person to type, do computer entry and a little filing. Send resume to P.O. Box 180, Sterling Hts., Mich. 48311

502 Help Wanted-Office Clerical

CASH RECEIPT CLERK
Horizon Health System has an immediate full-time opening in their central business office in the billing and collections department. The position involves processing all incoming payments and work closely for hospital patient accounts and corporate accounts and preparation of bank deposits and cash summary reports.
Must have good organizational/ communication skills. Knowledge of third-party payments and experience with automated systems and 10-key adding machine preferred. High school graduate or equivalent.
Qualified candidates may forward their resume to:
HORIZON HEALTH SYSTEMS
affiliated with Henry Ford Health System
Human Resources Dept. - CRC
28100 American Dr.
Southfield, MI 48086-5153
Equal Opportunity Employer

CLERICAL
General office duties, typing, word paper and basic computer knowledge.
Call 810-362-4233
I.P.G. CORP.
900 Wheaton Drive, Suite 115
Troy, MI 48083
Fax 810-362-4042

CLERICAL
Part-time, 23-30 hours per week, possibility of full-time, Birmingham CPA firm. General office & telephone skills required. Word Perfect helpful. Send letter of application or resume weekly receptionist position to: Rehmann Robson & Associates
30700 Telegraph Suite 3450
Bingham Farms, MI 48025

CLERICAL - Part-time, Mon-Fri, 12-5pm, Rochester area. Call Michelle from 8:30am-5pm at:
(810) 299-8111

CLERICAL - PART TIME
Mon, thru Fri., 4pm-9pm. Must type 45 wpm and have phone etiquette & good customer service skills. For local home delivery company. EOE
Livonia area.
(313) 522-3612

CLERICAL - PART-TIME
Responsibilities include answering phones, typing, preparing letters, memos, studies and light filing. Must be organized and professional. Clean computer skills required. Knowledge of Microsoft Word, Lotus, Forward mailing and sales helpful. Contact: Vice President, Administration, 28124 Orchard Lake Rd., Ste. 110, Farmington Hills, MI 48334

CLERICAL POSITION
Metrocall Security, the fastest growing cellular & paging company, seeks full & part-time clerical. Competitive salary & benefits provided. Contact Sandra Ec 1313 B. Woodward, Birmingham or call:
(810) 644-8833

Clerical Position Entry Level
Available for permanent part-time with partial benefits. Please send resume to: Box #2062
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL SUPPORT - to assist supervisor in Southfield state insurance agency. Full time position, actuarial. Detail oriented, 40-45 wpm, dictaphone transcription, good customer service skills. WP 6.0 is a must. Qualified candidates apply for pre-interview testing. Call Kathy for appt. 810-353-1808 ext. 333

CLERICAL - Tues. thru Sat., full time (10-6pm). Heavy phone work. No selling. Light general clerical for our home delivery Co. (313) 522-3612

CLERICAL
Wanted - Bright, energetic individual for answering phones, typing and general office duties. Proficient with Word, Excel and Windows a plus. Typing 60wpm. Experience in life insurance a plus. Please submit resume to: Mrs. Crivetham, Office Administrator, 5000 Town Center, Ste. 1240, Southfield, MI. 48075

CLERK: STUDENT SERVICES
Must type 60wpm. Excellent skills in math and English. Experience with GIS, CMS, IMS, SYSTEM 36 & AS400 and proficiency in Windows. Ability to scheduling packages helpful. Excellent wage & benefits package. Apply by Dec. 8 to: Personnel, Troy School District, 4420 Livernois, Troy, MI 48098
An Equal Opportunity/Affirmative Action Employer

CLIENT SERVICE COORDINATOR
for financial services company in Southfield. Part time 25-30 hours/wk with career potential. Word processing and customer service experience plus. Business or finance degree a plus. WP required. Pay $12/hr. training wage with raises to $13/hr. after 18 months. Resumes to: CSC, 1520 S. Lapeer Rd. #119, Lake Orion, MI 48360

CLIENT SERVICE REPRESENTATIVE
Join the industry of the 90's
INTERIM PERSONNEL is a fast growing, dynamic temporary help company. We are looking for a people oriented organized individual to staff our Livonia office. Responsibilities include: Interviewing applicants, placing them in temporary job assignments & daily customer contact by phone. Must be able to handle fast paced environment. Salary and excellent benefits. Send resume to: CORVER, Mgr. 14615 E. Nine Mile Rd., Eastpointe, MI 48021 or fax: 810-775-7065 or 810-775-6533.

COMMERCIAL LINE CUSTOMER SERVICE REPRESENTATIVE
Immediate opening for experienced person. Excellent opportunity in fast growing, West Oakland county insurance agency. Fax resume to: 810-383-6248

COMPUTER & WORD/ DATA PROCESSING ADMINISTRATOR
Need computer literate, self motivated, to use spreadsheets, general ledgers, word processing and database maintenance for CPA firm in Birmingham. Other duties include filing, errands, and general office functions. Professional environment for team player. Salary commensurate with experience / aptitude. Call Jennifer Lochocki to apply at:
(810)642-0651

CTS UNITEL, INC. is a growth oriented telecommunications firm. We are in the process of increasing our staff to provide support for our expanding client base. We are seeking dependable, self-motivated individuals for the following positions:
CUSTOMER SERVICE/ SECRETARY/RECEPTIONIST
Pleasant phone manner with good communication skills
Strong word processing knowledge of Word Perfect 5.0 with the ability to type 50+ WPM
A commitment to excellence
We offer competitive salary and benefits including medical and 401K plan. Please mail or fax cover letter with resume. Only one of the following positions:
CTS UNITEL, INC.
2005 Franklin Road
Bloomfield Hills, MI 48304
FAX: 810-334-5898
CTS UNITEL, INC. is an Equal Opportunity Employer

CUSTOMER SERVICE
POSITION. Tired of talking to children only? Come & talk to our customers. Part time position available. Flexible hrs. Applications accepted at: Kurtis Kitchen & Bath, 12500 Merriman, Livonia between 1-4 & Plymouth Rd.

CUSTOMER SERVICE/SALES
sales. Entry level phone sales & friendly, outgoing personality. Pleasant work environment. Top pay. Resume only: Human Resources, 30777 Northwestern Hwy., Suite 200, Grand River Suite H, Novi, MI 48375

CUSTOMER SERVICE REP
For busy pest control company distributor in Troy. Good communication skills, attention to detail, organized, follow-up. Typing & computer skills necessary. Non-smoking environment. Send resume to:
H.S.Dean-Sales, Dept. 2
Call Stacey at: 810-360-5898

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
All immediate openings in Southfield, Troy & Auburn Hills for responsible and pleasant telephone skills. No sales involved. Temp to perm opportunity with bonuses and outstanding benefits and financial incentives. Days and evenings. Part and full time.
Call Connie now:
Birmingham 810-645-7881 Livonia 810-476-7881 810-473-2939
UNIFORCE SERVICES

CUSTOMER SERVICE REPRESENTATIVE
Opening in growing department of Southfield trade association for PART TIME Customer Service Rep. Responsibilities include telephone support, such as presenting correspondence, typing and filing. Must have 2-3 years general office experience, 6 months of computer entry experience, typing of 45 wpm and excellent math and communication skills. Insurance industry experience helpful. Send resume and salary requirements to:
S. Stoltzer
P.O. Box 6339
Detroit, MI 48235

DATA ENTRY/CLERICAL
Southfield based CPA firm seeks Data Entry/Clerical Assistant. Heavy 10-Key work and computer literacy required. Occasional clerical duties such as phones, occasional letters, etc. Must be organized. We are looking for someone skilled with figures who's intelligent, friendly, and desires to work in a professional environment. Send resume and salary to:
Attn: RSID
Follmer, Rudzewicz & Co.
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

DATA ENTRY/CLERICAL position, approximately 30 hrs/wk, for Southfield travel agency. Knowledge preferred, call Kim 810-352-8180

DATA ENTRY clerk for Troy law firm, experience necessary, salary commensurate with experience.
810-649-7800

DATA ENTRY CLERK
Opening in growing company. Must have ability to operate a 10 key pad by touch, CRT, and general office equipment. Phone etiquette, good attitude and accuracy. Prior data entry experience a must! Send resume to:
B. Sisskind
P.O. Box 6210
Detroit, MI 48235

DATA ENTRY CLERK (Windows) Accurate, grammar/spelling, typing, filing, phone skills helpful for busy office. Knowledge of litigy systems. Answer inbound customer phone calls. Switchboard relief. $7.50/hr.
810-258-3866 - Paul

DATA ENTRY
Experience necessary. Wholesale distribution company. Full benefits package. Non-smoking environment. Please send resume to Data Entry, P.O. Box 6567, Southfield, MI 48037-2567

DATA ENTRY
Full time/Part time
We need your accurate 8,000 to 10,000 kim/hour typing, 10-key, 12 months experience for long term assignments in the Southfield area. Benefits of rapidly expanding Southfield firm. Temp to perm. Paid holidays and vacations. Call Donna
Birmingham Livonia
473-7661 473-2939
UNIFORCE SERVICES

DATA ENTRY KEYPUNCH
Experienced production operators. Flexible shifts. Full time. Great benefits. Salary commensurate with keystroke rate. Nice area.
Call for appointment. (810) 254-1910

DATA ENTRY OPERATORS
$7-$8 per hour. Resumes to: Manpower, 1001 Woodward, Southfield Rd, Southfield, MI 48075-3409

DATA ENTRY
$7.50/Hr.
Will train. All shifts.
Temp to Perm.
ARBOR TEMPS: 459-1156

DISBURSEMENT SPECIALIST
Responsibilities include maintaining paperwork for retirement plans, preparation of checks, mailings, and disbursing funds. Extensive client and telephone contact. Must be highly organized and professional. Forward resume and salary history to:
Human Resources Administration
28124 Orchard Lake Rd., Ste. 110
Farmington Hills, MI 48334

EXECUTIVE ASSISTANT
for Institute of Real Estate Management. Must have 60 wpm, good typing, some travel. Communication and computer skills required. Fax resume to: 810-787-6583 or send to P.O. Box 183, Flint MI 48501

EXECUTIVE & MEDICAL SECRETARIES
Henry Ford Health System has openings for experience Executive & Medical Secretaries with knowledge in various software programs, spreadsheets and word processing. Must have excellent typing skills (50wpm) and strong word processing skills. Qualified candidates should send resume to:
HENRY FORD HEALTH SYSTEM
EMPLOYMENT DIVISION
One Ford Place, 1B-54
Detroit, MI. 48202
An Affirmative Action/Equal Opportunity Employer 313/876-7000

EXECUTIVE SECRETARIES
Needed for very prestigious offices in downtown Detroit and Troy. Must have excellent skills and possess Word-Perfect knowledge. Great career opportunities with a very competitive average pay scale.
Call now for an interview:
CORPORATE PERSONNEL SERVICES
810-362-8806

FARMINGTON HILLS office needs part time office help. Organization and computer skills required. Non-smokers only. Call 810-855-0757

FAST CASH!
Get Paid The Same Week You Work!
Clerical positions available in Livonia, Southfield, Troy, Rochester, Farmington Hills.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

FAST PACED office, phones, receptionist, Microsoft Windows, Operating system. Pleasant, Ann Arbor, Novi, Sterling Hts. 313-398-1862

FILE CLERK
for small office, entry level, full time, High School graduate preferred.
Call (810) 557-1241

FILE CLERK, medical office, Southfield area. Part time, flexible hours, approximately 20-30 hrs/wk. Fax resume Office Manager: 810-552-9602

FILE CLERK
part-time. Flexible hours, Farmington area. Light typing, knowledge of filing, office procedures, mail errands, office maintenance. Call Nancy at:
(810) 626-5000

FRONT DESK PERSON
Small friendly office in Wixom seeks full-time, self motivated individual person needed to handle phones, schedule appointments & dispatch technicians. Light typing, filing & some A/P Pro-ficiency required. Benefits provided. Send resume: PO Box 382, New Hudson, MI 48165-0382.

GENERAL CLERICAL/ DATA ENTRY
Growing equipment leasing company needs hard working person with a sense of urgency for incoming mail, filing, light office flex and data entry and a variety of other tasks. Benefits include medical, life, 401k plus. Please fax resume and salary requirements to:
SHFT, P.O. Box 9066
Farmington Hills, MI 48333

GENERAL OFFICE
Building company seeks person located Greenfield & Mile Rd. area.
Call:
810-557-6300

502 Help Wanted-Office Clerical

GENERAL OFFICE ASSISTANT
We are seeking a full-time, entry level clerk for our busy Southfield office. Ideal candidate possesses pleasant phone skills. Must be energetic, dependable, and professional. Salary and full benefits. If interested, send resume to: Human Resources, P.O. Box 891, Southfield, MI 48037.
An Equal Opportunity Employer

GENERAL OFFICE
Busy Farmington Hills office seeks full-time general office clerk. Computer skills a good phone voice helpful. Blue Cross/Blue Shield, 401K available. Call Christine Mon-Fri, 9-3.
810-471-6400

GENERAL OFFICE CLERK
Bloomfield Hills Service is looking for a mature individual to fill full time position assisting in many clerical duties, such as data entry, proofreading orders, checking invoices, answering multi-line telephone, etc. Fast paced environment requires an organized person who can work well with others. Office experience preferred. Excellent fringe benefit package. Apply in person, CSC, 36555 Amrheim, near Plymouth and Levan, Livonia.

GENERAL OFFICE - Experienced person to assist Office Manager, full or part time. Knowledge of Word or Word Perfect a plus. Fast paced with business experience and good communication skills for busy Livonia office. Excellent salary and benefits. Call Ron Huff (810) 442-2233

GENERAL OFFICE
For fast paced Farmington Property. Part time - flexible hours.
Call: (313) 864-6700

GENERAL OFFICE
FULL TIME
Marketing services firm in Farmington Hills seeks entry-level general office personnel with career opportunities. Please respond if you possess the following...
• High school diploma
• Good phone communication skills
• Strong verbal and spelling skills
• Data entry experience helpful
• Able to lift mid-level
• Hours 8am to 5pm
• Willing and eager to learn new skills!
Please send resume to :
Human Resources Dept. (MAR5)
P.O. Box 2068
Farmington, MI 48331-2487

GENERAL OFFICE - Part-time 25 hrs. per week. Experience in general duties. Typing, filing, and computer knowledge. Non-smoking office. Troy area. Call Marilyn after 11am:
810-280-5888

GENERAL OFFICE RECEPTIONIST
Fast paced, busy Southfield office. Novi area.
Call Mrs. Davis at: (810) 478-7800

GENERAL OFFICE
Steel service center seeking office person. Qualifications include: Data entry, 10 key, computer experience, light typing, good math aptitude, be detail oriented, people oriented. Prefer person familiar with bulk metal purchasing. Immediate opening. Attractive, non smoking office. Call 810-737-4400 Or send resume to:
Crown Steel Co.
7031 Orchard Lake Rd.
Suite 302
W. Bloomfield, MI 48322
Attn: M. Seppala
or Fax: 810-737-4427 .

GENERAL OFFICE
Troy based company looking for part time help, approx. 20 hrs. per week, flexible, $6.00 per hour. Call Jack or Jim at 689-2225, Mon. - Fri., 9:30am-3:30pm.

GENERAL OFFICE
Troy based company, located at 15 Mile and Livernois, has required part time general office help in sales area. 20-25 hours per week. Prior office experience and typing a must. Hourly rate $7.50-$8.00 per hour based on skills. Send resume to: General Sales Position, PO Box 7048, Troy, MI 48007-7048.

HERE'S THE JOB FOR YOU!
We are looking for an experienced, energetic Data Entry Specialist to join us in our very busy, expanding West Bloomfield Head Quarters. Must be adept at and relate experience a plus! Call Claudine at (810) 626-2000 ext. 273 or fax resume to Claudine, fax: (810) 655-0831

HUMAN RESOURCES ASSISTANT
Great applicants, Great Area. Temp to Perm. Part Time/Full Time.
PERSONNEL SYSTEMS: 459-1156

IMMEDIATE OPENING. Large property management company seeks assistant for purchasing dept. Light typing & filing, accuracy a must. Computer experience a plus. Call (810) 356-1030 or FAX resume to: 810-356-8056
EEO/AA Opportunity Employer

IMMEDIATE OPENING for phone sales associate to service estate/antique customers in beautiy industry. Experience helpful, full or part time. Call Sales, 810-333-1300, Ext. 504.

IMPROVE YOUR CAREER WITH ADIA
Several temporary - permanent positions available. Put your skills to use -
- WordPerfect, Excel, Lotus, Word
- Data Entry
- Phone/Switchboard
Call today and apply.
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

INDUSTRIAL DISTRIBUTOR seeking highly motivated individual. Purchasing/distribution entry. Full time position. Must have good communications skills & computer experience a plus. Fax resume:
810-355-0150

INSURANCE
Customer Service Rep. Full-time, Southfield. Insurance or related field with commercial lines background. Livonia agency. (313) 261-8000

INSURANCE - Customer Service Rep. Full time. Commercial Lines experience needed with some Personal Lines experience preferred. Southfield agency. 810-644-0122

KNOWLEDGE OF computers a asset. Must have excellent typing skills 50 wpm minimum, general office duties. Apply at Jody Bob, 24 Oakland, Pontiac, MI 48342 Mon thru Fri 8am-3.30pm or send resume.

LATE NIGHT With Snelling Personnel
WED., Dec. 13
By appt., will 8 PM.
Start the New Year right with a great new career! Temp and permanent openings.
Call for an appointment
Livonia, 313-348-8400
Southfield, 810-1300
Troy, 313-284-0777
Auburn Hills, 810-373-7500
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

LEAD CLERICAL POSITION
at library research firm in Canton. Full-time, 12-6:30pm, great people, positive atmosphere, easy commute. Call Sandy, 313-459-9000

LEGAL/EXECUTIVE SECRETARY
2-3 years experience required for Southfield law firm. Knowledge of insurance company, MAC computer and computer experience preferred. Send resume to: L.E.B.
17117 W. 9 Mile Rd., Suite 1800
Southfield, MI 48075

LEGAL SECRETARY
DEFENSE LITIGATION
TROY
Opportunity for experienced secretary (2-5 years) to join growing mid-size firm. WordPerfect 5.0 DOS, docket control and time entry. Organized and accurate. Good people, litigation skills and ability to work as a team. Please send resume to:
HRD, Suite 200, CH&R, Fifth Floor
Columbia Center, 201 West Big Beaver, Troy, 48084-4160

502 Help Wanted-Office Clerical

LEGAL
Premium Assignments, Top Rates, Paid Training & Bonus Program
Great Permanent Spots always available
Call Mail or Fax In Confidence to:
PERSONNEL LAW
313-786-7899
810-358-0060
3000 Town Center #2500
Southfield, MI 48075
Fax (810) 358-0735

LEGAL SECRETARIES
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Growing mortgage company needs clerical personnel for servicing & post closing positions. Experience is helpful but not necessary. Call Homestead Mortgage for appointment: 810-559-1100 or fax resume: 810-559-2756

502 Help Wanted-Office Clerical

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Bingham Farms

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Environmental Consulting Firm has an immediate opening for an office assistant at our Novi corporate office. Responsibilities include proofreading, computer data entry, Word Perfect, delivering bank deposits to local branch, handling inter-company mail/over-night package preparation, providing clerical support for the accounting department. Applicant must be personable, detail oriented, organized & capable of handling a wide variety of assignments. Please forward resume to: Laura Allen-OE, Clayton Environmental Consultants, Inc., 41000 Gardenbrook Rd., Suite 155, Novi, MI. 48375. No phone calls please.
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