502 Help Wanted-Office Clerical

ACCOUNTING OPPORTUNITIES!

Must have experience in the following:

- Payroll
- Accounts receivable/payable
- Computer background

WE OFFER:

- Vacation/holiday pay
- 401 K
- Eye care plan

KELLY SERVICES
2525 Telegraph Road, Suite 102
Bloomfield Hills
(810)642-9650 or (810)338-0318

Never a fee EOE

ACCOUNTING

TEMP-TO-PERM
- Full Charge Bookkeeper, Accounts Payable Solomon software To $40K
- Full Charge Bookkeepers Downtown To $32K
- Accounts Payable Clerk Downtown To $25K

TEMP
- Tax Accountants/CPAs South West Downtown Term in Short & long term
- Full Charge Bookkeepers Detroit Downtown Southfield
- Accounts Payable Clerks Troy Downtown
- Accounts Receivable Clerks Downtown Livonia

We plus our Temps free priority when requesting for permanent openings and our Temps are employed by our clients and are excellent benefits. Therefore we are receiving new Temporary assignments to the these positions and others.

Accountants One, Inc.
(810) 354-2410

ACCOUNTING

Variety of Positions Available
Accounts Payable & Receivable
- Accounts Payable Bookkeeper

CALL (810) 541-0600
FAX (810) 541-0697
OLSTEN PROFESSIONAL SERVICES
5455 Corporate Dr.
Troy, MI 48098-2623

Account Manager

Leading edge training/staffing company seeks a high energy person to coordinate customer relationships and training programs. Ideal candidate will possess strong interpersonal skills, be a team player, have a bachelor degree and 2 years sales experience. Excellent benefits package. Salary commensurate with experience. Fax resume to: HR Manager, NEWCO, 30600 Ann Arbor Trail, Suite 200, Livonia, MI 48150. Fax: 313-427-0355. Attn: Office Manager.

ACCOUNTS PAYABLE SUPERVISOR

West side manufacturing company seeks full charge A/P person to supervise Manufacturing experience necessary. Experience in accounting software general ledger & P.O. system. Salary commensurate. Applicant must be organized, self-motivated and work independently. Competitive salary & benefits. Send resume with salary history and required to: P.O. Box 74, Royal Oak, MI 48068

ACCOUNTS Payable/Receivable BOOKKEEPER

SECRETARY/RECEPTIONIST (3 positions). Full & part time available. Send resume to: Sandra Lee, 1451 Shaw, Walled Lake, 48390

ACCOUNTS PAYABLE Clerk

Dynamic company looking for experienced accounts payable person. Peachtree and Lotus experience a plus. Excellent wages and benefits. Call Brian at (313) 422-0355

ACCOUNTS PAYABLE CLERK

needed for W. Bloomfield property management company. Full time, experience a plus. Fax resume and salary expectations to 810-855-2992 or fax resume to 810-855-3192

ACCOUNTS PAYABLE ASSISTANT

Entry level. Full time position. Southfield. Three minimum 2-3 yrs previous experience in Accounts Payable. Excellent math ability & organizational skills required. Send resume including salary requirements to PO Box 5081, Southfield 48086

502 Help Wanted-Office Clerical

ACCOUNTS PAYABLE

Large company in Livonia needs person with Accounts Payable back ground to work in Vendor Relations Dept. Must have Customer Service & multitasking skills. Hours 8:30am-5pm Mon-Fri. Pay range $7.50-$8/hr depending on experience

Contemp

810 563 9900 Madison Hgts
810 650 8000 Auburn Hills
313 563 5900 Dearborn

ACCOUNTS PAYABLE - our accounting team needs a new player. Must have some experience. Job duties & benefits. Resumes only RBS 30400 W 8 Mile Southfield MI 48336

ACCOUNTS RECEIVABLE/BILLING

Energetic person needed for growing environmental company. Computer experience preferred. Must have at least 2 years office experience dealing with customer service, accounts receivable and basic book keeping. Self-starter, ability to work effectively in a team environment, excellent communication skills required. Position requires some overtime. Excellent salary & benefits package. Send resume and cover letter with salary requirements to: Administrative Assistant, 614 W Ann Arbor Trail, Suite 200, Plymouth, MI 48170. An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK SPECIALIST

Position has an immediate opening for an Accounts Receivable Specialist. Accounts Receivable experience required. Must have knowledge of Microsoft Word and Excel. Duties include entering customer payments, preparing reports, data entry, and other duties as assigned. Excellent benefits package. Qualified candidates should forward resume to: Human Resources, P.O. Box 5006, Livonia, MI 48151-5006

ACCOUNTS RECEIVABLE CLERK

Needed for large automotive supplier. Prior experience preferred. Must have strong math skills and be detail oriented. Excellent benefits package. Salary commensurate with experience. Please send resume and salary requirements to: Human Resources, P.O. Box 5006, Livonia, MI 48151-5006

ACCOUNTS RECEIVABLE CLERK

Needed for large automotive supplier. Prior entry level computer experience required. Send resume and salary requirements to: P.O. Box 5006, Livonia, MI 48151-5006

STARK HICKEY

24790 W Seven Mile Rd Detroit

ACCOUNTS RECEIVABLE CLERK

Full time entry level computer experience preferred. Send resume and salary requirements to: Human Resources, 30 W Big Beaver, Suite 100, Troy, MI 48084. Fax: 810-362-6000

Act Now

Excellent Job Opportunities

Join our team of professionals during January & qualify for our have free month of $200

- Data Entry
- Receptionist
- Word Processing

Call now!

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ACT NOW = $ $ $ $
NEEDED IMMEDIATELY
Experienced General Secretarial Secretarial Typist

Great Opportunity - Top Pay
Call Now = $ $ $ $

(313) 261-6311
M & T SERVICES

ADMINISTRATIVE ASSISTANT/SECRETARY

Farmington Hills area. Part time permanent. Assistant to busy executive. 20 hours a week. Flexible schedule. $7.50 per hour depending on skills, marketing office skills and computer literacy. Non smoker. Send resume to: PO Box 37735, Enterprise Ct. Ste 400, Farmington Hills, MI 48331

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

Fast paced communications company needs an intelligent motivated person with excellent PC skills, strong organizational skills. We are looking for fully generalized team and multitasking abilities. Thriving high growth company can offer great opportunities to people with the proper blend. Management skills a plus. Full benefits. Please send resume & salary requirements to: Atlanta Law Group, LDAS, 4601 Cabot St, Hamtramck, MI 48211 1403

Or Fax to: 1 810 477 5364

Administrative Assistant

Growing Beverage company with a dynamic, well organized, self motivated individual to assist in all areas of administrative work. You will need to be proficient in Windows & spreadsheet. Have basic computer knowledge. Must be a team player. Fax resume to: (313) 207-0947 Attention: Mel Reuther

Administrative Assistant

$32,000-$35,000 Year

Challenging position for high profile Executive Secretary. Must have positive attitude, outstanding clerical skills, and be detail oriented. Send resume to: Cindy Kitchen, Human Resources, 2470 Mistwell Rd, Auburn Hills, MI 48326

ADMINISTRATIVE ASSISTANT

Livonia Office

Mortgage Management Company has an immediate opening for an experienced Administrative Assistant. Ideal candidate will have 2 years office experience, excellent communication skills, ability to work independently and be detail oriented. Must have knowledge of Microsoft Word and Excel. Excellent benefits package. Qualified candidates should forward resume to: Human Resources, P.O. Box 5006, Livonia, MI 48151-5006

ADMINISTRATIVE ASSISTANT

Fast paced, multi-tasking position. Must have excellent computer skills, Word, Excel, Lotus, Powerpoint, Internet. Excellent benefits package. Salary commensurate with experience. Please send resume and salary requirements to: Human Resources, P.O. Box 5006, Livonia, MI 48151-5006

ADMINISTRATIVE ASSISTANT

Cable Communications Inc. CO Westland/Livonia area has an immediate opening for an Administrative Assistant with an extremely professional attitude. Responsibilities include general clerical, telephone coverage, filing, typing, word processing, and other duties as assigned. Qualified candidates should have 1 year of related experience. Other general office experience is required. Ideal candidate must be self motivated, have a positive attitude and be able to work independently. Excellent benefits package. Please fax resume and salary requirements to: Cable Communications Inc. CO Westland/Livonia, HR Dept, Fax 313-953-1693

ADMINISTRATIVE ASSISTANT

Human Resources Dept. AA CECOM CONCORD MANAGEMENT CORPORATION
32900 Lakeland Way, Ste. 410
Mayfield, OH 44124
Fax: 440-460-0180

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

For sales department. Accounting or business degree. Computer literate. Knowledge of Windows. Send resume to: Sales Manager, 30 Burton Hills Blvd, Suite 250, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT RECEPTIONIST NEEDED FULL TIME FOR FAST PACE DESK OF BUSY ENGINEERING FIRM. ABILITY TO ANSWER MULTI-LINE TELEPHONE, RECEIVE & DISTRIBUTE MAIL, ORDER OFFICE SUPPLIES, MAINTAIN CALENDARS, TYPING AND GENERAL OFFICE DUTIES. MUST BE ORGANIZED, HAVE GOOD COMMUNICATION SKILLS. Send resume to: Michael Murphy, 1605 W Maple, Suite 100, Troy, MI 48084

ADMINISTRATIVE ASSISTANT/SECRETARY

Administrative Assistant/Secretary for Engineering Manager. Ideal candidate will have 5 years office experience, knowledge of Windows, Word, Excel, Powerpoint, Lotus, Internet, Company Strong communication skills, organizational skills, attention to detail, self-starter, ability to work independently, commitment to quality. Excellent salary and benefits to the right candidate. Fax resume to: 313-459-7550 or send to: Human Resources, 30000 Hudson Drive, Suite 200, Novi, MI 48377. EOE

ADMINISTRATIVE ASSISTANT

Deutsche Financial Services Corporation has an entry level opening for an Administrative Assistant. Responsibilities include: inventory control, purchasing office equipment, responsible to customer inquiries, calculating of credit lines, preparing and reviewing reports, typing and word processing. Salary is based on experience. Strong communication skills, good numerical aptitude and basic knowledge of computers. Work in an office environment and experience in a leading environment a plus. We offer a competitive salary and benefits package. Interested applicants should send their resume with salary requirements to:

Deutsche Financial Services Corp.
P.O. Box 1343
Troy, MI 48099
Any fax to: (810) 362-2000

No phone calls or agencies please
An Equal Opportunity Employer
Minority, F/H/V

ADMINISTRATIVE ASSISTANT

New career opportunities with great growth financial firm in Detroit and Bloomfield Hills offices. Must find social secretarial experience and knowledge of windows software considered. Fr $9.50 $14.00/hr

Birmingham Livonia
646-7661 473-2931
Advantage Staffing

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

Southfield based CPA firm is seeking a professional administrative assistant person to work with a team of dynamic professionals. Ideal candidate possess advanced Word skills, exposure to Lotus. Must be detail oriented, have great organizational skills. Full benefits. If interested, send resume and salary requirements to: Ms. Hayward, PO Box 891 South field MI 48037

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Human Resource department of corporate office in Plymouth seeks an Administrative Assistant. Responsibilities include entering personnel information into the system, processing employee insurance forms, filing, typing, taking & scheduling appointments, and scheduling interviews. Must have good telephone & typing skills. Position is full time with benefits. Salary commensurate with experience. Fax resume to: (313) 207-0947 Attention: Mel Reuther

Administrative Assistant

$32,000-$35,000 Year

Challenging position for high profile Executive Secretary. Must have positive attitude, outstanding clerical skills, and be detail oriented. Send resume to: Cindy Kitchen, Human Resources, 2470 Mistwell Rd, Auburn Hills, MI 48326

ADMINISTRATIVE ASSISTANT

Wireless Communications Inc. formerly Dial of the 130 Best Company is looking for an Administrative Assistant with an extremely professional attitude. Responsibilities include general clerical, telephone coverage, filing, typing, word processing, and other duties as assigned. Qualified candidates should have 1 year of related experience. Other general office experience is required. Ideal candidate must be self motivated, have a positive attitude and be able to work independently. Excellent benefits package. Please fax resume and salary requirements to:

Wireless Communications Inc.
CO Westland/Livonia, HR/KVB
Fax 313-953-1693
Livonia, MI 48150

An EEO/Equal Employer
Applicants with foreign language skills are encouraged to apply

ADMINISTRATIVE ASSISTANT

Word perfect & good communication skills required. Part time 10-13 hrs. Livonia between 10-3. 810-354-3540

ADMINISTRATIVE ASSISTANT

Entry level. Basic sales office duties. Word, Excel, Lotus. Between 11am & 2pm. Fax resume to: 313-591-6230

ADMINISTRATIVE ASSISTANT

Entry level multi-tasking office position. Knowledge of Windows, Word, Lotus, Internet & Excel. Benefits. Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Fast paced multi-tasking position. Detail oriented. Excellent typing. Word perfect of MS & general knowledge of Windows. Computer experience a plus. Mail to: PO Box 1010 Birmingham, MI 48012 Attention: Sales Manager

Administrative Assistant

For busy pleasant Farmington Hills office. Must be organized, detail oriented and able to take minutes. Sales experience helpful. Fax resume and salary requirements to: (810) 539-1908

ADMINISTRATIVE ASSISTANT

For growing automotive supplier's Farmington Hills office. Minimum of 3 yrs experience & knowledge of Word, Excel, Lotus. Must be organized, self starting communication & organization skills. Send resume to: PO Box 9043 Farmington Hills, MI 48331 EOE

ADMINISTRATIVE ASSISTANT

A local manufacturer requires full time in Troy. Is currently seeking a person to assist the president. Candidate must be proficient in computer skills and have 2 to 4 years experience in an office setting, with various aspects of marketing. Duties and skills include: word processing, data entry, and working well with customers and employees. Please fax resume to: (810) 524-9130

ADMINISTRATIVE ASSISTANT

Caption Environmental Consultants, Inc. are looking for one of the Detroit area's most respected environmental consulting firms, is seeking an enthusiastic motivated individual to join our team. The full time position will report to our corporate attorney and will be responsible for providing administrative support, including course. Specific responsibilities include general office duties, such as handling various insurance matters and maintaining corporate records. Our finances include at least two years of fast paced administrative support experience. Bachelor degree preferred. Please fax resume with salary requirements and cover letter to: 810-643-5048

ADMINISTRATIVE ASSISTANT

Caption Environmental Consultants, Inc. are looking for one of the Detroit area's most respected environmental consulting firms, is seeking an enthusiastic motivated individual to join our team. The full time position will report to our corporate attorney and will be responsible for providing administrative support, including course. Specific responsibilities include general office duties, such as handling various insurance matters and maintaining corporate records. Our finances include at least two years of fast paced administrative support experience. Bachelor degree preferred. Please fax resume with salary requirements and cover letter to: 810-643-5048

ADMINISTRATIVE ASSISTANT

Growing Westland Dealer has an immediate opening for NEW Car Sales Department. Call Jack for information. Call John Jeannette

BOB JEANNETTE PONTIAC
PONTIAC GMC TRUCK

AVFUEL CORPORATION

The nations leading independent supplier of aviation fuels and services is seeking an energetic individual for the following position:

ACCOUNTANT - Involves entry level accounting. Requires Bachelor's Accounting Finance degree preferred. Requires excellent communication skills. Location: tax reporting. Very detailed high volume work.

Please send resume and salary requirements to: T Kennedy, Avfuel Corporation 47 W Huron Street Ann Arbor, MI 48108
NO FEE EOE

BI-LINGUAL ASSISTANT

$20,000-$30,000
FEE PAID BY COMPANY

International faculty expanding programs. Ideal candidate will be bilingual English/German and studies experience a must. Call 810-399-3450

Breiting Personnel Service

BILLING CLERK

Has an opening for a receptionist in Western Wayne County, has an immediate full time opening. Must have excellent math skills, must have computer experience and a minimum of 2 years experience in Medicaid, Medicare and commercial billing. Must be detail oriented, have math aptitude important. Competitive wages and benefits. Send resume to: Human Resources, Progeny, PO Box 8623, N. Wayne, MI Suite 200 Westland, MI 48185 EOE

BILLING COLLECTIONS CLERK

Full or part time for medical office in Farmington Hills. Experience preferred but train right candidate. Contact Annette at (313) 513-0505 Ext. 241 or fax resume to (313) 513-0531

BOOKKEEPER/ADMINISTRATIVE ASSISTANT

for busy executives. Existing opportunity for honest & energetic person with strong math skills. Salary commensurate. Fax resume to 5033 Harrison, Wayne, MI 48184

BOOKKEEPER

For Redford Bookkeeping service. Experience preferred. Flexible hours. Call

BOOKKEEPER

Full charge through general ledger for a West Bloomfield mortgage office. Please submit resume & references

Box #1908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER - PART-TIME

Accounts payable/receivable, general bookkeeping. Flexible hours. Call immediately (810) 545-7474

BOOKKEEPER/SECRETARY

Live-time position available in small Womens Boutique. Basic record keeping & general office experience preferred. Flexible hours. Send resume & references to Ms. Cheryl Mitchell, 201 W Fourth Street, Royal Oak, MI 48067

Bookkeeper/Secretary

Established SE Michigan consulting firm has immediate full time position available. The ideal candidate will have a minimum of 3-5 years experience. Must be proficient in MS Word, WordPerfect, Lotus, and Excel. Good math skills are required. Must familiarity with accounting software packages (especially Great Plains) and an ability to backup, learn & develop plus. Resume to: The TM Group, Inc., 33333 W. 12 Mile Road, Suite 101, Farmington Hills, MI 48334

BOOKKEEPER

Through General ledger, with computer operating background. Walled Lake CPA firm (810) 669-8000

502 Help Wanted-Office Clerical

ADMINISTRATIVE SECRETARY

National property management firm seeks team player with excellent communication and organizational skills. Ideal candidate can work multi task oriented & computer literate. Knowledge of Word, Send resume & salary requirements to: Controller, 25400 Greenfield, Suite 326, Oak Park, MI 48237

ADMINISTRATIVE SECRETARY

Rochester/Bloomfield. Developers office. Immediate opening for experienced person familiar with Windows, WordPerfect/Spreadsheet and computer literate. Must have ability to handle pressure as well as initiate self directed projects. Respond with resume to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150 (313)0

ADMINISTRATOR

- part time for small non profit association. Human services orientation, office management experience required. Must have strong interpersonal skills, confidence, analytical ability, attention to detail, decision making knowledge & basic computer skills required. Salary commensurate with experience. Send letter stating salary requirements & resume to: Box 8125, Southfield MI 48075

ADMINISTRATIVE ASSISTANT

Customer service project. Call Mr. Mullen at (313) 981-1000 ext. 3. Salary $9 $13/hr depending on experience. Please fax resume to (810) 851-8793

ARE YOU TRAINABLE?

Then we have the job for you. $13 an hour + fee paid bonus. Full benefits and advancement opportunity. Need good math skills and office experience. Call 810-644-4500 for assistance.

Seeking Personnel Services

ASSISTANT MANAGER

Home Suite seeks energetic individual to assist in Corporate Office. Send resume to: Corporate Office, 4250 W. Maple Ste 110, Bloomfield Hills, MI 48301. Fax resume to: 810-647-8653

ASSISTANT

National award winning real estate company seeking full time assistant. Individual with interest in computers & communications a plus. Call (313) 462-4900

ASSISTANT PROJECT COORDINATOR

Part time. Detail oriented person needed for assistance in preparation of small research firm in Birmingham. Must be organized, have experience using Microsoft Office & be able to prepare charts & graphs. Ability to perform accurate data entry important. Please send resume and salary requirements to: Box 8125 Observer & Eccentric Newspapers Rd, Birmingham, MI 48009

ATTORNEY GENERAL PRACTICE

Experienced Paralegal & Secretarial Salary depending on experience. Fax resume to 2928 Coolidge Rd Royal Oak, 48073

AUTO DEALER needs experienced switchboard operator. Receptionist duties also available. Perfect for an expansion of Big Sales Dealership. 31000 Grand River Farmington

AUTO DEALERSHIP - CLERICAL

Immediate full time Monday-Friday 8-5 Schoolcraft area location for entry level position. Ideal candidate has Dealership experience necessary. Call Ms. Hamilton at 313-953-2275 Fax to: Mary 313-953-2275 Ext. 222

AUTO DEALERSHIP

Customer oriented dealership, sales & service, accessories, parts & service positions. Excellent benefits. Apply in person or call:

Jack Cauley Chevrolet
1020 Orchard Lake Rd
W. Bloomfield, Fri. 8am-5pm

AUTO DEALERSHIP CLERICAL

Immediate full time Monday-Friday 8-5 Schoolcraft area location for entry level position. Ideal candidate has Dealership experience necessary. Call Ms. Hamilton at 313-953-2275 Fax to: Mary 313-953-2275 Ext. 222

AUTO DEALERSHIP Hiring for full time Baker and part time Receptionist. Apply in person at Ryan Toyota 27047 Telegraph Rd Southfield

AUTOMOTIVE

Growing Westside Dealer has an immediate opening for NEW Car Sales Department. Call Jack for information. Call John Jeannette

BOB JEANNETTE PONTIAC
PONTIAC GMC TRUCK

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NO FEE EOE

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$20,000-$30,000
FEE PAID BY COMPANY

International faculty expanding programs. Ideal candidate will be bilingual English/German and studies experience a must. Call 810-399-3450

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BILLING COLLECTIONS CLERK

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BOOKKEEPER/SECRETARY

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BOOKKEEPER

Through General ledger, with computer operating background. Walled Lake CPA firm (810) 669-8000

502 Help Wanted-Office Clerical

BOOKKEEPER WANTED

A Farmington Hills construction company needs a knowledgeable and experienced person with the day to day operations of a construction company. Good salary. Please call (810) 489-7180

BOOKKEEPING ASSISTANT $18-$20K

Accounting software helpful. PERSONEL SYSTEMS 855-1160

BOOKKEEPING CLERICAL

support for a CAD CAM company based in Livonia. Accounts receivable/payable team is in need of a helpful hand, computer knowledge is necessary. Full time position with excellent benefits. Send resume to: Human Resources, Dept 38079, Schoolcraft, Livonia, MI 48150

BOOKKEEPING/OFFICE

To assist controller in medium size advertising agency. Some bookkeeping experience required. Must be resourceful, detail oriented, have good office skills. Some back office work. Send resume to: Human Resources, Suite 1850, Southfield Center, Suite 1850, Southfield, 48075. No phone calls. EOE

BROKERAGE ADMIN ASSISTANT

Major brokerage firm in downtown Birmingham. Full time position. Salary for a Sales Assistant. Background experience preferred. Contact Ms. Gregory, Linda Blue, Fax 810-540-3202 E.O.E.

BUBBLY RECEPTIONIST

TO $5.50/HR
ARBOR TEMPS 454-1166

CAREER POSITION

full time, new position, excellent job for an high energy, self motivated individual. Birmingham. Call Mr. Bloomfield 810-626-2652

CAREER POSITION

- Administrative Assistant. Bookkeeper for a 5 person non smoking office. Handle personnel, payroll, company benefits. Excellent communication, organizational, and computer skills. Knowledge of Word, Quickbooks, QuickPay, Lotus, Excel. Call 810-645-9220 Fax 810-645-9221. Send resume to: Sales Manager, 30 Burton Hills Blvd, Suite 250, Farmington Hills, MI Troy, MI.

TRANSCRIPTIONIST FOR

year-round position. Outstanding typing skills required. Medical experience and grammar skills helpful. Flexible hours. Excellent benefits package. Call Ann at Time Transcription, Inc. Call 810 548 9120

CLAIMS

Large auto dealership seeks Claims Processor. Must have 1-2 yrs multi-line claims experience. Fax resume to: Claims Manager, Fax 810-540-3202 E.O.E.

CLERICAL

Dynamic individual needed for successful professional accountants. Must be detail oriented, have strong math skills, high organizational skills. Located in Farmington Hills. Call Ms. Hamilton at 313-953-2275 Fax to: Mary 313-953-2275 Ext. 222

CLERICAL ASSISTANT

Dynamic individual needed for successful professional accountants. Must be detail oriented, have strong math skills, high organizational skills. Located in Farmington Hills. Call Ms. Hamilton at 313-953-2275 Fax to: Mary 313-953-2275 Ext. 222

CLERICAL

Part time, flexible hours, light office work. Call Mr. Mullen at (313) 981-1000 ext. 3. Salary $9 $13/hr depending on experience. Please fax resume to (810) 851-8793

CLERICAL

Clerical Customer Service

EARN EXTRA $ IN THE NEW YEAR!

Customer Service Data Entry
- No Selling
- Flexible Hours

$7-$7.5/hr

Call Today For More Information

accountants on call
810-356-0660
EOE

CLERICAL ASSISTANT

Big Beaver Coolidge area. Fax resume and salary requirements to: P.O. Box 835 Birmingham MI 48012 0835

CLERICAL/DATA ENTRY

Part time position for growing property company. Call Anne 810-645-2151 or fax resume to 810-645-2136

CLERICAL/DATA ENTRY

Successful Southfield CPA firm is seeking a motivated person to handle a seasonal workload in our tax department. Position involves 75% data entry and 25% clerical. Other duties include word processing, miscellaneous clerical duties and assisting as well as between clients. Ideal candidate will be detail oriented, have excellent computer aptitude, be neat and prior data entry experience is required. Salary is negotiable and benefits are excellent. If interested please send resume and salary requirements to: Box 8125 Observer & Eccentric Newspapers, P.O. Box 891, Southfield MI 48037

An Equal Opportunity Employer

CLERICAL/DATA ENTRY

Full time position for company located at 18 Mile and Van Dyke. Must have 1 year experience. Selected self motivated organized. Excellent benefits. Salary commensurate with experience. Fax resume to: Personnel Dept, 810-264-6047. Detroit MI 48244 0047

CLERICAL EMPLOYEES needed part time & full time, evenings & weekends. Good positive attitude required. Good benefit package. Apply in person: Kwik Kopy Corp. 30300 Wayne Rd., Westland

CLERICAL

For small Livonia office. General duties. Entry level position. Up to $6.00/hour (313) 513-9040

CLERICAL

FULL time entry level general office position for Livonia firm. Detail oriented self starter with professional manner & computer experience a plus. Call (313) 522-2910 or fax to: (313) 522-1222

CLERICAL - full time entry level, small busy office needs detail oriented, multi tasking person to handle phones, word processing, accounts receivable & general office clerical tasks. Must be courteous, professional, able to work independently. Send resume to Cech Corp 11876 Seven Oil Livonia MI 48150

CLERICAL - full time Mon Fri. Bentley area. Filing, sorting & miscellaneous clerical duties. 14 Mile/Crooks area. Call 810-298-1700

CLERICAL

Local auto supplier company in Rochester Hills is seeking a sharp candidate with good communication skills and computer background. Microsoft Word/Excel and eager to learn new software applications. Immediate opening. Please fax resume to P.O. Box 82203, Rochester, MI 48308 2203 Attn: Ruth

CLERICAL - PART TIME

Flexible hrs, entry level, good people. Send letter & resume to 23661 Telegraph, Southfield, 48034

CLERICAL

Part time position available for Bloomfield Township Dry Cleaning in Bloomfield Hills. Legal experience a plus. Please call (810) 645-1010

502 Help Wanted-Office Clerical

CLERICAL

Looking for a part time clerical position, offering flexible, daytime hours (20-25 hours/week), above average wage, paid holidays & vacation time. Do you have clerical, word processing and spreadsheet experience? If so send resume with cover letter to: Personnel Administrator, PO Box 1600, Farmington Hills, 48333

Clerical

OFFICE CLERICAL

Queen, a subsidiary of Kodak, Inc., is looking for an individual to provide general office support to our Wayne plant. The hourly position requires office clerical skills such as letter typing, backup switchboard support and strong computer skills in word processing and automated spread sheets. Exposure to bookkeeping and accounts payable preferred. For immediate consideration

APPLY IN PERSON
Mon-Fri 8 10AM & 3 5PM

or send resume to

QUALEX, Inc.
43045 W. Nine Mile Rd
Northville, MI 48167
EOE M/F/D/V

CLERICAL OFFICE

Self starter needed. Well established position. Knowledge of computers and good phone manners a must! Full time position. Birmingham/Bloomfield location. Send resume to: Dena's Richards, 200 East Brown St., Suite 101, Birmingham, MI 48009

CLERICAL OPPORTUNITIES

UNLOCK YOUR POTENTIAL

When you team up with Hertz Claim Management, a wholly owned subsidiary of The Hertz Corporation, you'll be working for the best in the field which in turn brings out the best in you.

Our entry, we offer excellent opportunities in our FARMINGTON HILLS headquarters for highly motivated detail oriented and energetic individuals in the following areas:

- PART-TIME DATA ENTRY CLERKS

You will enter information into our system for claim payment. Requires strong keyboard skills. Schedule Mon Fri, about 35 hours/day

- MAILROOM CLERK

You will sort open and route incoming mail, handle warehouse retrieval of files and provide backup to file room. Requires strong organizational skills and the ability to lift up to 50 lbs.

- FILE CLERK

You will perform file typing, filing, phone answering and general clerical functions. Requires a high typing accuracy and a previous telephone manner. Knowledge of computer skills preferred. An insurance background and/or a plus but not necessary.

Choose HCM because your future depends on the company you keep. We offer competitive compensation with benefits for full time employees. For more information, please send your resume, with salary, requirements indicating position of interest to:

HERTZ CLAIM MANAGEMENT
31533 West Twelve Mile Road
Suite 250, 3rd Floor
Farmington Hills, MI 48331

An Equal Opportunity Employer
Responses will ONLY be made to qualified applicants and supply the requested salary information.

CLERICAL

Part time clerical, level position in downtown Birmingham. Contact Carol, Marshmouse Linda Blue 810 540 3200 EOE

CLERICAL - PART TIME

Mon thru Fri. 4pm 9pm. Must type 45 wpm with good accuracy. Some experience in good customer service skills. $6.50 per hour. For local home delivery company in Livonia. Call Ed at (313) 522 3612

CLERICAL - PART TIME

Insurance Marketing & Service company seeking part time clerical help in Southfield office. Some typing required. Employee benefits. Flexible hours. $7.50/hour. Send resume to Dennis Stone, Box 422, 33290 W. 14 Mile Rd. W. Bloomfield MI 48322

CLERICAL

Person with excellent phone skills, well train on computer software to direct many calls, must be use, full time position 9:30-6:00 Excellent pay & benefits. Apply at 25215 Glendale, Redford, & of Schoolcraft, W of Telegraph

CLERICAL POSITONS Available

Well train employee, preferred receable individuals to handle clerical duties in Southfield office (should job require no typing). Applicants should possess ability to work in fast paced environment. We offer full time Monday thru Friday positions, with advancement opportunity and have benefits including 10 paid vacations days, 10 holidays, and 100% employee tuition refund. Salary is $310.00 wkly. Send cover letter resume to

Mel Ike
660 New Center One CXL
Detroit, MI 48202
NO PHONE CALLS
Equal opportunity employer

CLERICAL

Property management company seeking full time individual for general office help. Accounting experience preferred. Fax resume to (810) 442-0709

CLERICAL / RECEPTIONIST

For growing leasing company in Southfield. Must have computer knowledge and excellent communication skills. $7 an hour to start with growth potential. Call Signature Financial Group, Inc. (810) 223-5400

CLERICAL

We have various clerical opportunities available for individuals interested in entering the field of mortgage banking.

Qualified candidates should have excellent interpersonal communication skills, accurate typing, good math aptitude and be team oriented. Previous office experience a plus (We also have a few receptionist position available in our Human Resources Dept.)

We offer a competitive benefits package. Qualified candidates should send/fax a combined resume stating salary requirements or apply Mon-Fri, 9am-4pm.

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
37565 Farmington Road
Farmington Hills, MI 48334
FAX 810-488-7121
Equal Opportunity Employer
M/F/D/V

CLERK

Looking for motivated, energetic person for a busy Redford office. Office duties include answering phones, filing, interviewing. Benefits and vacation after eligibility. Call Renee for more information

(313) 534-9959

502 Help Wanted-Office Clerical

CLERK

One of Michigan's leading home care agencies is currently seeking a clerk to work in a fast paced medical resource department. Responsibilities include typing, filing, reference checks, and answering telephones. Minimum of 40 wpm typing speed, with previous medical experience preferred. Salary range $8.50 plus full benefits package. For more information please contact

Arcadia Health Care
(810) 740-1440
JCAHO Accredited
EOE/FDM

CLERK PART TIME

Company in Livonia in need of a general clerical person for sorting checks for distribution. No experience necessary. Must have an eye for detail. Involves sitting & standing both hours 7am-4:30pm with occasional overtime. $7.50/hr. Long term indefinite position.

Contemp

810 563 9900 Madison Hgts
810 650 8000 Rochester Hills
313 563 5900 Dearborn

CLERK TYPIST

For rapidly expanding engineering facility in Troy

Responsible for input and maintenance of numerical data into Microsoft Access database

Computer experience a MUST with Microsoft Word for Excel for job diversity

Full Benefit package with 401(k)

THE HMS CO

Send resumes to 1233 E. Big Beaver, Troy, MI 48083
(810) 689 3232

An Equal Opportunity Employer (810) 689-0665

CLIENT SERVICE COORDINATOR

for financial services company in Southfield. Part time 25-30 hrs/week with career potential. Work in processing and customer service responsibilities. Business or finance education a plus. WP required. Pay $7/hr training wage with raises to $7/hr after 18 months. Resumes to: CSC, 1520 S. Lapeer Rd #119 Lake Orion, MI 48360

CLIENT SERVICE REPRESENTATIVE

We are the the fourth largest Employment Agency in North America and are looking for a self motivated friendly people oriented Client Service Representative for our Livonia office. Position includes daily contact with clients by phone, interviewing, testing and matching candidates to job assignments. Must be able to work independently in a fast paced environment. Previous customer service or HR experience preferred. We offer salary + excellent benefit package. Send resume with salary requirements to: Human Resources, P.O. Box 231, Farmington, MI 48331 or Fax to (810) 775-7665

COLLECTIONS/ CUSTOMER SERVICE

Blued your career with free training and experience as Fortune 500 data processing service company. Long term assignment for selected candidate with good communication and organization skills. Computer experience a plus. Call Claire (810) 646-8501

ADVANTAGE STAFFING

COMPUTER OPERATOR & ACCOUNTS PAYABLE

Opportunity for a hard working time located in Oak Park. Accounts payable experience preferred. Must be familiar with computer applications and possess good typing skills. Salary commensurate. Send resume & salary requirements to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

COMPUTER/ PART TIME

Experienced computer person in DOS, WordPerfect and Lotus. Ability to work long hours Mon-Wed. Fri. flexible hours. Pleasant office. Excellent benefits. Call Ms. Kemp at (313) 953-6767

CREDIT COLLECTIONS

leading to credit Manager position needed for