500 Help Wanted General

VENDING ATTENDANT

Mainstark Corporation, a correct food service and vending company is looking for vending attendant to work at our on-site location in the Walled Lake area. Hours are 7 AM - 3 PM, 2 PM - Monday thru Friday. Competitive wage, bus commissions and benefits. Interested candidates, apply in person at

MAINMARK CORPORATION
44800 Pontiac Trail Dr
Belleville, MI 48111
(313) 699-4100
An Equal Opportunity Employer

VENDING/FOUNTAIN MECHANIC

Minimum 2 years experience in vending machine repair with background in electrical, mechanical & canister repair. Must have electrical background, knowledge of basic plumbing, mechanical ability & refrigeration background. Excellent benefits. Competitive wages & benefits. Send or fax resume to: Brown Food Company, 1553 Stack Avenue, Detroit, MI 48207, Attention: Mr. Schulak. Fax 313 833 8435

VOCATIONAL TRAINERS

Work with developmentally disabled adults in the community. Training to provide community based services to developmentally disabled adults. Experience working with a disabled population preferred. Must possess a good driving record. We have jobs open in ROMULUS, NOVI and MADISON HEIGHTS. Competitive salary and excellent fringe benefits. Please forward resume to:

Personnel Office - Med C
1111 W Huron St
Pontiac, MI 48341
An Equal Opportunity Employer

ACO HARDWARE WAREHOUSE

SHIPPING DEPARTMENT

Full and part time positions in wholesale temperatures (depending on season). Good math and reading skills preferred. Starting time 4 PM. Starting pay $6.15 per hour, with $0.25 shift differential drop back. Send letter of interest to: Attn: Human Resources, 23331 Commerce Drive, Farmington Hills, MI. 48335-2764

Warehouse Manager

Beverage company seeks individual with 2-3 years experience to supervise all warehouse activities. Responsibilities include staffing and maintain all documentation. Candidate must possess strong organizational and interpersonal skills. Computer literacy a plus. Excellent salary and benefit package. Please send resume, salary requirements and salary requirements to:

Human Resources
P.O. Box 701248
Plymouth, MI 48170

WAREHOUSE ORDER SELECTORS

Large distribution center needs mature dependable persons for full or part time positions. Must be able to lift or women in good physical condition to work in cold storage warehouse. Competitive starting wage and benefits. Apply in person or send resume. Flexible scheduled wage increase. Full time with benefit package including medical and life insurance. Open 10am to 3pm Tues - Thurs Fri

Frank W. Kent Company
43155 W Nine Mile Rd
Novi, MI

WAREHOUSE RETRIEVAL CLERK/ DRIVER

Farmington Hills area
Call Bill (810) 477-5700

WELDER

Experienced for commercial metal frame & door fabrication shop. Please call JJ 313 422 5430

WELDER FITTERS

$8.10 per hour. Fitters & Jr. Welders also
313 397-7423

WELDERS

Day shift, 40 hrs. Time & Overtime available. Apply at 14400 Hubbell, off Lyndon, west of Beech Daly. 8am 20m (Only)

WINDOW WASHER

Experienced. Light maintenance. Part time/full time. Call for interview 1 800 642 1022

WORDPROCESSOR

Livonia area insurance company is part time for M-Fri. 10-3. Must know Word Perfect 5.0 & Windows. Knowledge of Lotus. Send resume & salary requirements to:

Box 8215C
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WORDPROCESSOR

Southfield CPA firm seeks a Wordprocessor. Work independently and have a solid wordprocessing background with knowledge of Word Perfect 6.0. Experience with Quattro Pro and Freelance Graphics plus Competitive salary and full benefits. E mail resumes to: hrdept@uhy.com or fax resume and salary history to: Ms. Judy PO Box 431 Southfield MI. 48037

An Equal Opportunity Employer

YOUTH SPORTS LEAGUE COORDINATOR

To supervise promotion & scheduling league games. Contact Jerry Westland YMCA (313) 721-7944

35TH DISTRICT COURT POSITION OPENING

The 35th District Court has an opening for the position of Deputy Court Clerk. Minimum requirements are with excellent fringe benefit package. Legal or court experience preferred. Computer skills preferred and duties include everything from filing to answering the public and phone operator and maintenance of accurate case file and computer data.

Applications are available at the Court, 650 Plymouth Rd. Plymouth, Michigan or resumes may be mailed to Jerome Lane of Human Resources, 9955 Haggerty Rd.

All applications must be received by February 2, 1996 EOE

502 Help Wanted Office Clerical

RECEPTIONIST/ SECRETARY

Huntington Hills

Filing positions available with good skills & experience with word processing. Send letter & resume to:

Sarah Jackson
30300 Beechwood, Suite 204
Bingham Farms, MI 48025

ACCOUNT ADMIN-STRATOR

Must be computer literate & demonstrate organizational & people skills. Plymouth 313 416 7432

ACCOUNTANTS WANTED

A great opportunity for seasonal work from February to April for others focused on detail, organized and deadlines. All phases of accounting. Minimum of 6 years experience. Please send resume to: Kelly Services, 27777 Center Park Blvd, Ste 365 Southfield, MI. Fax (810) 304 8437

ACCOUNTING CLERK

Experience and success in Collections required. Part time position also available. Responsibilities include billing and file maintenance. Computer experience required. Please call 810 357 7085

Health Care Professionals

ACCOUNTING CLERK

Upscale flooring facility seeks experienced A/R Clerk. Benefits, fringe bns., growth opportunities & great work environment. Successful candidate has excellent communication skills, is very attentive to detail & has accounting experience. Apply in person at Chatwood Flooring, 31000 Stephenson, 2337 15 Mile Rd Sterling Heights. (Just E. of Dequindre). (810) 979 2280 Fax Attention of Mr. Beauchamp 979 2281

ACCOUNTING CLERK

Full time position offers competitive salary and benefit package for productive reliable individual with positive attitude. 2 years minimum general office experience with emphasis in computerized billing. Send your resume to: Personnel, 13360 Capital, Oak Park, MI 48237.

ACCOUNTING/ DATA ENTRY CLERK

Fast paced accounting department seeks full time candidates with strong data entry and basic math skills. Knowledge of IBM AS-400 and Macintosh computer experience desired. Accounts receivable and full cash receipts work experience a plus. Please fax resume to (810) 468 0361 or send to:

OECHR
P O Box 9072
Farmington Hills, MI 48333 9072
EOE

ACCOUNTING

ENTRY-LEVEL ACCOUNTING CLERK

Seek our ad in General Help Wanted, Section 500 for SYNTEL, INC

ACCOUNTING SECRETARY
$23-$25,000
Fee paid by company

Are you an E.E. looking to work for an employer with stable work history. Then this professional company wants you. Great benefits. Call 810 644 4600 for additional info

Sterling Personnel Services

ACCOUNTING

TEMP

- Accounting Super, Detroit, Long Term
- Accounts/Analysts Rochester
- Jr Accountant/Trainee Excel Rochester
- Jr Accountant Trenton Long Term
- Full Charge Bookkeepers, Downtown Detroit
- Payroll Super, Livonia, long term
- Assistant Bookkeepers South West Downtown
- Accounts Payable Clerks Southfield Downtown
- Accounts Receivable Clerks Livonia Southfield

We give our Temps first priority when recruiting for permanent openings and our Temps are being hired at top salaries with excellent benefits. Therefore we are able to attract the best office employees to fill these positions for our clients.

If you are available immediately and looking for a job in an Accountants One long term assignment, call today for an appointment.

Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE

Permanent part time 1-3pm daily. Troy area. Good typing skills & both numerical & alpha skills preferred.

Call (810) 545 9410 12 3pm

ACCOUNTS PAYABLE CLERK

Needed for W Bloomfield property management company. Full time position with benefits. Must have 3 years experience & adding machine skills. For more info call Stacy 810 855 2532 or fax resume to: 810 855 3192

ACCOUNTS PAYABLE ASSISTANT

Entry level. Full time position. Southfield. Must have minimum 2-3 yrs previous experience in Accounts Payable. Excellent math ability & organizational skills required. Send resume including salary requirements to PO Box 5001 Southfield 48086

ACCOUNTS PAYABLE CLERK

National Managed Healthcare organization seeks candidate with at least 2 years experience. Duties include General ledger coding, phone inquiries and preparation of daily deposits and cash receipts. Lotus 123 required. Please send resume and salary requirements to: Personnel Manager, PO Box 2200, Troy, MI 48007-2200

ACCOUNTS PAYABLE CLERK

Experienced person needed for accounts payable. Must have 2 years experience in accounts payable. Knowledge of Lotus 123 required. Please send resume and salary requirements to: Box 8215C
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK

Livonia

Payroll, mail, accounts payable. Computer experience. Typing 35 wpm. Will train. A full benefits package. Please send resume to: Box 8216C
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS PAYABLE

Twenty plus years accounts payable positions available for long term assignments. Pre-screened candidates. Call our service today and avoid the employer fees.

EMPLOYERS
(810) 353-7050
Human Resources Unlimited

Accounts Payable Clerk

Growing multi-location company seeking individual with general office experience. Accounts Payable Good phone presence, computer literacy & strong numerical aptitude required. Competitive compensation package & benefits. Fax resume. Send resume to fax to Yale Materials Handling Corporation, 1117 E. Maple, Troy, MI 48083 Fax 313 647 1944 Livonia, MI 48150 Fax 313 427 1969

ACCOUNTS PAYABLE SECRETARY/RECEPTIONIST

Light Manufacturing Northwestern Hills Office Manager seeks person with 1-5 years office experience. Must type 50 wpm, be detail oriented, dependable & have good attitude. Benefits. Salary commensurate with experience. Fax resume to: Attn: Office Manager 313 449 4438 Plymouth, MI 48170 EOE

ACCOUNTS PAYABLES / RECEIVABLES CLERK

Part time 16-20 hours. Dependable, energetic individual with 2 years accounting experience. Must have good math & organizational skills. Small friendly working office. Send resume to:

3228 Pine River Rd
Lexington, MI 48154

ACCOUNTS RECEIVABLE position available immediately. The Livonia Wholesale Grocery/Liquor Accounts Receivable position requires some customer service duties, high math aptitude, organizational skills and teamwork. Applicants send or fax resume to:

Personnel Director
38200 Amrhein Rd
Livonia, MI 48150
Fax (313) 464 3334

ACCOUNTS RECEIVABLE CLERK

data entry, filing 37 an hour to start. Send resume to: 231 W 9 Mile Ferndale MI 48220

ACCOUNTS RECEIVABLE CLERK

full time entry level computer experience desired. Send resume with salary requirements to: Box 8217C
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
Attn: Office Manager

ACCOUNTS RECEIVABLE CLERK

for electrical contractor. Excellent pay & benefits.
313 294 2100

Accounts Receivables / Payables

Busy office in Redford looking for full time help with experience in all office functions. Must be accurate and a fast learner. Experience in Wordperfect helpful.
(313) 532 1515

GENERAL OFFICE

no entry level. Busy sales office. Good typing & computer skills a must. Call between 11am & 2pm
810-443 5170

ADMINISTRATIVE ASSISTANT

For growing automotive supplier's sales/engineering office. A minimum of 2 yrs experience & knowledge of Windows software required. Good grammar, spelling, communication & organizational skills a must. Send resume to: P O Box 9062, Livonia MI 48151 EOE

ADMINISTRATIVE ASSISTANT

Needed for a non smoking environment. Ability should include word processing, spreadsheet calculations along with general office duties. For interview call (313) 537 8300

ADMINISTRATIVE ASSISTANTS

Needed in the Troy area. Know edge of Microsoft Word & Excel is required. Training is available

TODAYS TEMPORARY
(810) 649-4455
EOE

ADMINISTRATIVE ASSISTANT

Employee owned company seeking individual with secretarial skills for position in Farmington Hills area. Must be an enthusiastic team player with excellent organizational & communication skills. Use high degree of independent judgment. Successful candidate will be proficient at hand billing multiple priorities and strong Word Perfect & Lotus. Must be flexible, dependable and able to work effectively with others in fast paced demanding sales environment. Salary commensurate with experience. Excellent benefit package and profit sharing. Send resume with cover letter and salary history to:

Personnel
PO Box 1600
Farmington Hills, MI 48331
An Equal Opportunity Employer
Non smoking office

ADMINISTRATIVE ASSISTANT

for beautiful Southfield area. Non smoker. Computer & deadpoint friendly. Call (810) 354 6606 or fax resume (810) 354 6607

ADMINISTRATIVE ASSISTANT

Part time/full time. Light accounting. Typing 40 wpm. Knowledge of Word Perfect 5.0. Will train on Windows. Call Ms. Bell 810 646 8816

Administrative Assistant
EXECUTIVE RESIDENCE

Unique opportunity for self motivated classic Executive Assistant to handle computer skills (Quicken) organizing, $24 $30K + benefits. Resume to: Cindy Karsten, fax (810) 232-1214. Harlan Associates 23670 Mt Vernon Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT

Good people skills, general office duties, computer knowledge. Full time position. Excellent salary & benefits. Fax resume to: Mon Fri 10-3 Saturday 9-12

ADMINISTRATIVE ASSISTANT

Non smoker, opportunities and benefits. Call Debbie at Wolverine Insurance (810) 557 9700

ADMINISTRATIVE ASSISTANT

up to $15/hr.

Seeking professionals multi-talented full time assistants for numerous auditions. Qualified applicants must possess a minimum of:

- proficiency in Microsoft Word
- Typing 45+ wpm
- Excellent interpersonal & communication skills

Other competitive benefits include paid holidays, 401K, medical, life insurance, etc. Fax resume to:

Fax
(810) 557 9301 (810) 557 9555

ADVANTAGE STAFFING

ADMINISTRATIVE ASSISTANT

Busy Livonia office seeking individuals with strong organizational skills. Word Perfect 5.0 or Windows experience helpful. Light bookkeeping duties. Salary commensurate with experience. Call Dennis at
(313) 459 9030

ADMINISTRATIVE ASSISTANT

Part time/full time. Light accounting. Typing 40 wpm. Knowledge of Word Perfect 5.0. Will train on Windows. Call Ms. Bell 810 646 8816

ADMINISTRATIVE ASSISTANT

Must have strong communication skills, be detail oriented & have computer literacy. Word Perfect 6.0 & Lotus 123 required. Salary commensurate with experience. Benefits package. Fax resume and salary requirements to: Alexis Lee Inc. 1000 Maplelawn, Troy, MI 48084 Fax 313 649 4234

ADMINISTRATIVE ASSISTANT

Large brokerage firm in Southfield (Inkster & Westland) seeks individual with Windows Excellent word skills, 3 years minimum. Salary $25k$31 $30K + benefits. Fax resume today!

Temp

810 563 9090 Madison Heights
810 620 6600 Rochester Hills
313 563 5900 Dearborn

ADMINISTRATIVE ASSISTANT

Major brokerage firm. Office experience required. Customer service experience helpful. Brokerage sales assistant experience preferred. Please send resume to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Busy Livonia health related clinic seeking Administrative Assistant. We oversee office management, quality control and a database. Must be very knowledgeable in computers. Bookkeeping, office equipment & have excellent phone skills. We assist in special events. Send resume & salary requirements to: Box 29300 D Livonia, MI 48152 Fax 432 3607 Southfield, MI 48076

502 Help Wanted Office Clerical

Administrative Assistant

PFS, a division of PepsiCo, is seeking a Secretary/Administrative Assistant to work in our Next Distribution Center. The successful candidate will have strong PC skills and the ability to handle multiple tasks at once in a high energy environment. Experience with drive logs and related DOT paperwork a plus.

Join a company that offers full benefits, with holidays, stock options and a competitive salary. Please apply in person or send resume to

PFS
43600 Gen-Mar
Novi, MI 48375
(810) 347-4210

PFS is proud to support a drug free work environment
A division of PepsiCo, Inc
EOE M/F/D/V

ADMINISTRATIVE ASSISTANT

McKinney Properties, Inc., a national residential property management firm located in downtown Ann Arbor, has an opening for an experienced Administrative Assistant.

Position required a minimum of 2 years secretarial experience. Strong organizational skills and communication skills and PC experience with Windows are required. Microsoft Word & Excel. Ability to handle multiple priorities. Successful candidate will be proficient at hand billing multiple priorities and strong Word Perfect & Lotus. Must be flexible, dependable and able to work effectively with others in fast paced demanding sales environment. Salary commensurate with experience. Excellent benefit package and profit sharing. Send resume with cover letter and salary history to:

McKinney Properties, Inc.
ATTN: HRD
P.O. Box 8649
Ann Arbor, MI 48107 8649
EOE

ADMINISTRATIVE ASSISTANT

Fast paced, fun, small office environment seeking an Administrative Assistant with at least 2 years experience. Qualifications include excellent people skills, strong language skills, 60 wpm minimum typing skills, and a Perfect or Microsoft Word environment. Ability to multi-task, be organized, self motivated and an assertive person. Computer literate a plus. Please send or fax resume to: Human Resources, 38400 Grand River Ste 200, Farmington Hills, MI 48335 FAX # 810 476 7614

ADMINISTRATIVE ASSISTANT

$8.50/hr to start. Looking for a motivated individual to assist office staff. Elevator experience. Will do Photocopying & engineering computer knowledge. Must have excellent typing & written communication skills. Pay attention to detail, accuracy & organizational skills. Fax resume to: Benefits available.

Fax
P.O. Box 2000 Warren MI 48093

ADMINISTRATIVE ASSISTANT

up to $15/hr.

Seeking professionals multi-talented full time assistants for numerous auditions. Qualified applicants must possess a minimum of:

- proficiency in Microsoft Word
- Typing 45+ wpm
- Excellent interpersonal & communication skills

Other competitive benefits include paid holidays, 401K, medical, life insurance, etc. Fax resume to:

Fax
(810) 557 9301 (810) 557 9555

ADVANTAGE STAFFING

ADMINISTRATIVE COORDINATOR

Light bookkeeping. Flexible hours. Farmington.
Call (810) 642 8522

ADMINISTRATIVE

Technical assistant needed for sales department. Duties include: Maintaining accounts receivable, Customer liaison and collections, Order processing, Data entry, Filing, Telephone coverage, Other duties as required. Knowledge of MS Word, Excel, Lotus 123 and accounting software a must. Ability to work in a small environment. Salary commensurate with experience. Benefits package. Send resume to: Fax (810) 557 9301 Attn: Ms. Bell

ADMINISTRATIVE SECRETARY

Immediate opening for President of industrial equipment distributor. Duties include typing, filing, telephone, computer and light bookkeeping. Must have good communication skills. Salary commensurate with experience. Benefits. Fax resume to: Fax (810) 334 6754

Diversified Recruiters

ADMINISTRATOR ASSISTANT

TO $35,000 Service oriented, multi-tasking, detail oriented, computer literate, Word, Lotus. Call Barb: 810 772 5757 Sterling Personnel Services

ADMINISTRATOR - Part time

Flexible hours. Call Sterling Personnel Services. Fax resume (810) 524 9176

APPLICATIONS PERSON needed in Troy area. Must have good typing & computer skills. Good benefits. Fax resume to: Attn: Personnel Director, 1000 Stephenson Highway, Suite 125 Fax 313 583 8334

BOOKKEEPER $30,000

3 years exp. accounts payable/receivable, payroll, G/L. Must know Great Plains. Benefits. Call Darlene 810 772 6700 Sterling Personnel Services

BOOKKEEPING ASSISTANT
$18-$20K

Call SYSTEMS PERSONNEL 459 1166

BOOKKEEPING ASSISTANT

Full time. Balance and financial statements, payroll, G/L, general operations and accounts payable. Platinum computer skills required. MS Word and Lotus a plus. Competitive salary and benefits package. Fax resume to: Mr. Fox Fax (810) 473 7123 Fax (810) 473 7124

BUBBLY RECEPTIONIST

ARBOR TEMPS 459 1166

CAREER POSITION full time inventory position outgoing receptionist. Excellent benefits. Please send resume to: 3072 Orchard Lake Road W. Bloomfield 810 626 2632

CHURCH SECRETARY

Strong organizational and people skills. Dictaphone phone and computer knowledge. Call Barb: (810) 477 8144

CLERICAL ASSISTANT

Part time position to assist financial department. Knowledge of Word Perfect preferred however, not required. Duties include typing, filing, answering phones and taking messages. Call Dorothy at 810 737 8461 or fax 810 737 8474 Ann Arbor/Ypsilanti area

CLERICAL/DATA ENTRY

Big Beaver/Coolidge Troy. Resume to: Box 2000 Southfield Rd PO Box 930, Birmingham, MI 48012 0635

CLERICAL EMPLOYEES needed part time & full time, evenings & weekends. Good positive attitude required. Good benefit package. Apply at Ann Arbor Dodge 8300 Wayne Rd Westland

502 Help Wanted Office Clerical

ASSISTANT IN OFFICE

Must be a speed typist, computer & telephone experience a must. Must be good speller/grammar. Full time in Walled Lake. Call 810 624 6010

ASSISTANT OFFICE MANAGER

for Tel-Twelve area law office. Needs some experience in billing, accounts payable & reception. Call Judy 810-645-1700

AUTO DEALERSHIP

Oxford area Chevrolet dealership is accepting applications for office/clerical positions. Excellent benefits available. Apply in person at:

Jack Gaskey Chevrolet,
7020 Dividend Park Rd.
W. Bloomfield, Mon-Fri 8am-5pm

AUTO DEALERSHIP CASHIER

Immediate full time. Mon-Fri. 8am 5pm starts at 7 50hour or more based on experience plus full benefit package. Dealership experience necessary.

Apply: Park Lincoln Mercury,
Ask for Mary 313 453 2073 Ext 222

AUTO DEALERSHIP

Hiring for part time Receptionist and Part time Fax Clerk/Receptionist. Hours: 7 30am 1pm, or 1pm 6pm

Apply in person at
PASTA MOTORS
21262 Telegraph, in Southfield

AUTOMOTIVE firm seeking an Administrative Secretary/Receptionist proficient in Lotus 123 and Word for Windows, DOS, Lotus 123 Worldwide Accounting System of Microsoft project management software is a plus. Candidates must have analytical skills, type 55 60wpm and demonstrate exceptional phone skills. Please send resume, cover letter and salary requirements to HL Yon Associates, 27 Advance Street, Brighton, MI 48116

AVFUEL CORPORATION

The nation's leading independent supplier of aviation fuels and services is seeking an energetic individual for the following position

ACCOUNTANT Immediate entry level opening. Recent four year Accounting/Finance degree preferred. Detail oriented ledger accountant, knowledge of accounting. Very detailed high volume work.

Please send resume
and salary history to:
T Kennedy, Avfuel Corporation
47 W 412 Beverly Rd
Ann Arbor MI 48108
M/F EOE

A WELL established residential mortgage company is looking for detail oriented computer literate personnel for processing mortgages. Duties to include: coordinating purchase and refinance mortgage documents, accounts payable. Residential construction experience helpful.

Send resume to:
Robertson Brothers
6905 Telegraph #200
Bloomfield Hills, MI 48301

BILLING CLERK

Immediate opening. Medical billing experience. GRT 10 key a must. Fax resume to PO Box 908 Troy MI 48099 EOE

BILLING CLERK

Part time for Livonia based company. Light typing. Data entry. Strong attention to detail, good work habits. Call Mary 313 464 0300

BOOKKEEPER ADMINISTRATIVE ASSISTANT

Full time. Executive Training opportunity. Must be detail oriented, self starter, can handle multiple tasks. Send resume to 30303 Harrison Wayne, MI 48184

BOOKKEEPER ASSISTANT needed for growing Southfield company. Position includes sales tax, payroll, journals. Good benefits, nice atmosphere. Send resume to:

2515 Deacon Royal Oak, 48073

BOOKKEEPER CLERICAL

PART TIME. Flexible hours. Knowledge helpful. Fax resume to PO Box 2468, Livonia MI 48151

BOOKKEEPER

Full charge through general ledger. Knowledge of Lotus 123 required. Please submit resume & references to:

Box 8180A
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER

Southfield CPA Firm
Call Janet for interview

BOOKKEEPER
(810) 352 3230

BOOKKEEPER

Experienced. Must be able to prepare accounts receivable/payables, payroll, G/L. Ability to type 40 wpm. Call Ann Arbor Ann Arbor, MI 48321 Plaza 810 652 2466 Phone 810 652 4471

BOOKKEEPER - Immediate full time position open for individual with strong skills in Accounts Receivable, Accounts Receivable Payable and General Ledger. Manufacturing & Storage Industry work is a plus but not required. Send resume or fax resume to: Fax (810) 557 9301 10421 Ford Rd., Dearborn, MI 48126 Attn: C.C.

BOOKKEEPER PART-TIME needed. Experienced thru trial balance. Must know Lotus 123. Computer literate. Flexible working hours. Send resume & salary requirements to: 29566 Northwestern Highway, Suite 125 Southfield, MI 48034

BOOKKEEPER $30,000

3 years exp. accounts payable/receivable, payroll, G/L. Must know Great Plains. Benefits. Call Darlene 810 772 6700 Sterling Personnel Services

BOOKKEEPING ASSISTANT
$18-$20K

Call SYSTEMS PERSONNEL 459 1166

BOOKKEEPING ASSISTANT

Full time. Balance and financial statements, payroll, G/L, general operations and accounts payable. Platinum computer skills required. MS Word and Lotus a plus. Competitive salary and benefits package. Fax resume to: Mr. Fox Fax (810) 473 7123 Fax (810) 473 7124

BUSY Farmington Hills office seeking individual with strong communication skills, computer literate, Word Perfect 6.0 & Lotus 123 required. Salary commensurate with experience. Benefits package. Fax resume and salary requirements to: Alexis Lee Inc. 1000 Maplelawn, Troy, MI 48084 Fax 313 649 4234

CLERICAL

Full time Engineering Support. Excellent Organizational & Computer Skills required. Medical, Dental, 401K & More. Apply at Ypsilanti & Ypsilanti & Ladies Locations.
(313) 481-5600

CLERICAL HELP

Looking for part time assistance for small Farmington Hills based service managers. Good telephone manner and Word Perfect knowledge of PC enabling Lotus and WordPerfect a plus. Salary commensurate with experience. Only self motivated people need apply. Contact Cindy Sorbo at
313 626 7000

CLERICAL Homrigs Business Systems Inc. Michigan's Largest Canon Copier Dealer, is currently accepting applications for clerical positions in the Non office Customer Service department. Applicants must be hard working, environment and benefits oriented, medical, dental, 401k, and company paid pension plan. Please fax resume to Ann Marie at 313 591 1040 or complete an application at HOMRIGS BUSINESS SYSTEMS INC. 41100 Bridge Street Novi, MI 48375-1280 Attn: Office Manager EOE

Clerical Job Opportunities

If you are dependable & hard working and are looking to work for a company where your setting we have a variety of opportunities available.

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

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

Temp

810 557 9300 Clarkston, Hgts
810 650 8600 Rochester Hills
313 563 5900 Dearborn

CLERICAL

NATIONAL Health Care Organization seeks candidates with 2 years of office experience. Must be detail oriented with a medical environment preferred. Word Perfect 6.0 or Windows helpful. Please submit resume to: Personnel Manager, 30201 Northwestern Hwy, Farmington Hills, MI 48334 EOE Drug Free Workplace

Clerical

OFFICE CLERICAL

Queen is a subsidiary of Kodak Inc. is looking for an individual to provide general office support to our Non Profit Medical Research Institute. Office clerical duties such as filing, typing, back up telephone support and strong computer skills in word processing, spreadsheets, and presentation graphics. Exposure to bookkeeping and accounts payable preferred. For immediate consideration

APPLY IN PERSON
Mon Fri 8 30AM 4 30PM
or send resume to

QUALEX, Inc.
4300 W Hamlin Rd
Rochester, MI 48307
EOE M/F/D/V

CLERICAL OFFICE MANAGER

Quality printing center seeks detail minded individual. Fax resume to: Livonia Rentford (313) 538 0188

CLERICAL OPENINGS ABOUND

General Office Clerks
Receptionists
Word Processors
Administrative Assistants

Experienced with M S Word Excel Word Perfect and Windows helpful. Fax Resumes or Call Today

CORPORATE RESOURCES

Phone (313) 722 8990
Fax (313) 722 8132

Clerical Opportunities

See our ad in today's General Help Wanted section!

Source One Mortgage Services Corporation

CLERICAL PART TIME

6 AM - 2 PM Mon - Fri. Computer and data entry experience. Dearborn. Non smoker. Excellent salary and benefits. Please call
(313) 336-6303

CLERICAL - PART TIME

Bright highly motivated individual with good attention to detail. Flexible schedule. Light typing. Some experience and or computer experience a plus. We offer excellent starting salary and benefits for part time which may include vacation, profit sharing and 401K. Submit resume to: Human Resource Dept. Attn: Debbie 29525 Elton, Birmingham, MI 48009

An Equal Opportunity Employer

CLERICAL - Part time Mornings approx. 25 hours. Respond to: Sterling Services 30800 Telegraph, Suite 1724, Bingham Farms, MI 48025

CLERICAL

Part time Mon-Fri. 2-5 entry level position in downtown Birmingham. EOE Contact Carol Maxsimowicz Linda Burke 810-540 3200

Clerical Receptionist

Small Property Management firm seeking Clerical Receptionist. Word Perfect data base software experience preferred. Salary commensurate with experience. Fax resume to: (810) 350 8448

502 Help Wanted Office Clerical

CLERICAL PERSONNEL AGENCY

Experienced secretarial recruiter for Recruiter Manager position with the best known name in permanent clerical placement services. Salary, commissions, bonuses.

Call 313-464-0909.
Sterling Personnel Services

CLERICAL POSITIONS Available

We want energetic, organized, reliable individuals to handle clerical functions in Southfield office (listed jobs require no typing). Applicants should possess attention to detail and a good environment. We offer full time, Mon thru Fri positions, with advancement potential. Excellent benefits including 10 paid vacations days, 12 holidays/yr, and full medical/life insurance. Salary is $310.00 wkly. Send cover letter/resume to:

MetLife
660 New Center One CKL
Detroit, MI 48202
NO PHONE CALLS
Equal opportunity employer

CLERK/CASHIER for Maple & Telegraph location at Michigan Chandler Company. Full time entry level position with benefits. Call 313 532 0510 after 10am

CLERK/CASHIER
$7.50 $8.50 PER HOUR
Fee paid by company
We need excellent phone skills and the ability to work with time consuming Advancement offered Great benefits. Call 810 644 4600
Sterling Personnel Services

CLERKS

The Department of Medical Record Services seeks qualified individuals interested in the following positions

CLERK

To work 20 hours per week 8 00am - 12 00pm Monday thru Friday

Primary responsibility will involve the filing of medical records

Qualified candidates will possess a typing speed of 20 WPM and accurate filing skills

MEDICAL RECORD CLERK

Full time position. 10 00am - 6 30pm Monday thru Friday

Responsibilities will involve the retrieval of medical records for members of the medical staff, filing records and performing audit functions

Qualified candidates must possess a minimum of six months office clerical work experience, required typing speed of 20 WPM and accurate filing skills are a must

If interested, you may apply in person or submit resume to:

Human Resources
GARDEN CITY HOSPITAL
6245 N Inkster Rd
Garden City, MI 48135
(313) 458 3400

CLERK
up to $8/hr.

Entry level positions available in Southfield & Farmington Hills and Bloomfield for general office work. Requirements:

- 2 years consistent experience
- Full time availability
- Reliable transportation

Call for an appointment
(810) 355-1155

CLERK WANTED

An automotive supplier near Metro Airport is in need of a person to do some light engineering records. Must have moderate typing skills and be comfortable working in a dusty environment. Must have good interpersonal skills to interface with the technical personnel. Pay is $8 - $12 (an hour depending on experience). Please fax resume in confidence to:

Box 8208
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERK
$18,000

Service charge paid by CO. Rapidly expanding international organization in need of person with 2 years plus experience. Wordperfect and Lotus a must. Call 810 399 3450
Sterling Personnel Services

CLIENT SUPPORT REP

To support nursing home clinical software for growing co. Ideal candidate will have previous experience in nursing home, clinical records experience LPN or MDS Coordinator a plus. Excellent salary. Relocate to sunny Florida. Fax resume to: Attn: Mr. Rhodes, 37735 Enterprise Ct #102 Farmington Hills MI 48331

COLLECTIONS/ CUSTOMER SERVICE

Build your career with the training and experience with Fortune 500 data processing service. Ideal candidate will possess 1 year of collections experience, knowledge of computers and organization skills. Computer experience a plus. Call today.

ADVANTAGE STAFFING
Livonia
646 7661 473 2931

CUSTOMER SUPPORT

Rapidly growing software development co. has an immediate position for a Customer Support Analyst. Position involves supporting our customer base in the Metro area. Ideal candidate possesses strong software troubleshooting abilities, knowledge of manufacturing & accounting systems a plus. Must have experience in customer support. Degree required. Fax resume to:

Box 8220A
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Computer Assistant

Computer Assistant is needed to work in a medium size company. Responsibilities include troubleshooting various office software packages, software installation, as well as. Novell 2.2 and 3.x. Salary minimum $18 6 00 - $22 00 hr. Depending on experience. Send resume and salary requirement to: Laura Boucher UAW Legal Services Plan 7430 Second Ave Ste 200 Detroit, MI 48202

Or Fax at (313) 872 1724

CREDIT COLLECTIONS ASSISTANT

Leading tool & die company seeking for credit manager position needed for full time position. Self-starter with experience in commercial credit and construction industry collections. Applicants should have dependable organized experience in use of PC, good communication skills. Salary commensurate with ability. We offer good starting salary, health dental life insurance. Good hours 401(k). Reply by resume only to:

Box 8165
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CSR MANAGER OPPORTUNITY

Outdoor lighting co. servicing electric utility customers. Must be experienced CSR Manager. Must have ability to work as a leader and follow all procedures as the step head. Only highly motivated, detailed people need apply. Resume to Unity Systems Attn Pat Lynch 5762 Executive Dr. Westland, MI 48185

CUSTOMER RELATIONS for fast paced service business. Office job. Full time days, well rounded. Good typing, PC and phone skills a must. Collegiate preferred. Resume to Mark T. PO Box 760207, Lathrup Village MI 48076

CUSTOMER SERVICE FRONT DESK

If you have a SMILE in your voice & a desire to please this job is for you. Computer experience required. Part time. Southfield office

Health Care Professionals
(810) 357-7085

502 Help Wanted Office Clerical

CUSTOMER SERVICE

Cellular One agent looking for person with lots of personality to solicit business to our wholesale base. Requires data entry & inventory control responsibility. Lots of customer contact with clients to detail. Salary based on experience starts at $19,000. Call Debra at 810 280-6390

Customer Service

Troy based office has opening for experienced customer service person. Duties to include, data entry, inventory maintenance, customer interaction. Excellent phone skills a plus. Full time benefits. For interview call Lisa at 810-524-9470

CUSTOMER SERVICE REPS

Outdoor lighting co. has immediate openings for conscientious people who can communicate effectively with customers & suppliers. Position involves order entry, PC literacy and price phone experience. Resumes can be sent to Unity Systems Attn: Pat Adamson Pat Lynch 5762 Executive Dr., Westland, Mich. 48185

CUSTOMER SERVICE/ SALES SECRETARY
$22,000

Service charge paid by Co. International company offering 35 hours work week and full benefits package has need for individual with a minimum of 3 years of support experience. Call for immediate appointment.

810 399 3450
Sterling Personnel Services

CUSTOMER SERVICE

Just a temp job? Not quite. Temping for these temp to perm positions in Auburn Hills, Troy, Farmington Hills and Livonia. Temping you will receive

- Automatic raises
- promotions and free training
- Paid holidays and vacations
- Qualified candidates have
- Flexibility & willingness to learn!
- Excellent customer skills
- Pleasant customer contact experience
- Computer literate
- Typing @ 35 wpm
- Computer skills
- Call Cathy today

Advantage Staffing
Livonia
473 2931

CUSTOMER SERVICE REPRESENTATIVE

We are looking for an ambitious individual who enjoys a fast paced environment. Candidate should possess Word Perfect knowledge and enjoy extensive telephone work. Contact Marco at (810) 433 9400

CUSTOMER SERVICE REPRESENTATIVE

Brass Craft Manufacturing Company a Masco subsidiary, has an immediate Opening. Essential job functions include: order preparation & processing, expediting in the plumbing wholesalers & manufacturing rep agencies. Ideal candidate will have 2 years customer service experience in a fast paced sales environment. Computer literate, strong communication & organizational skills. Ability to work independently, be highly motivated and flexible is required. Salary commensurate with Associates degree preferred. Please submit resume with salary history to: Brass Craft Manufacturing Co., ATTN: DVCS, P.O. Box 8032 Farmington Hills, MI 48333 Equal Opportunity M/F H/V

No Phone Calls Please

DATA ENTRY CLERK

Small non smoking office in Livonia. Daily data entry, report generating. Basic computer skills. Must be versatile and able to handle several jobs at once. Computer knowledge helpful. Typing knowledge required but is optional. Resume to: 34039 Sol Sol Court Livonia, MI 48150 Attn: D. C.

DATA ENTRY

CRO