EMPLOYMENT

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Work with creative professionals in the center of the entertainment and information time. Automotive, Fashion, Entertainment. Work for Windows preferred. We offer Flexible Hours, Pleasant Environment, $13.00/hr. Call Susan today. Employment Plus 313-459-7410

ADVANTAGE STAFFING

ADMINISTRATIVE ASSISTANT
Our client is currently looking for multi-talented individual to handle assists to three Administrative Assistants. Must be self-motivated, have strong communication skills, be able to work independently and be able to multi-task. The candidate will be open minded and willing to learn new procedures. Must have strong computer skills, knowledge of Word, Excel, Lotus and Windows. Please send resume and salary required to:
Human Resources
Former Residence Co.
17430 Laurel Rd. Ste. 300
Sterling Heights, MI 48313-1153
Resumes by fax 810-726-7067
No phone calls please.
An Equal Opportunity Employer

Administrative Assistant/Receptionist
WAVE CAT SYSTEMS
Is looking for an energetic, organized individual to join our Clarkston, MI office. Duties include Receptionist, Clerical, Computer Data Entry, Customer Service.
313) 459-9090

ADMINISTRATIVE ASSISTANT
For fast-paced commercial construction company in Livonia. Must have excellent communication skills, be self-motivated, detail oriented, and able to work independently. Must have knowledge of Word, Excel, Powerpoint. Good telephone & typing skills required. Knowledge of Accounting Payable preferred. Send resume to Administrative Assistant, 30300 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
Fast paced company seeking person to assist in all areas of office management. PC skills including word processing, spreadsheets and organization skills are a must. Ability to take personal ownership of issues and be self-motivated. Ideal candidate will have strong communication skills, plus full office support experience. Salary commensurate with experience. Send resume to: Administrative Assistant, 30300 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
McKinney Properties, Inc. a national residential developer is looking for someone to assist in the development department. Duties include word processing, spreadsheets and organization skills are a must. Ability to take personal ownership of issues and be self-motivated. Ideal candidate will have strong communication skills, plus full office support experience. Salary commensurate with experience. Send resume to: Administrative Assistant, 30300 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
Fast paced company seeking person to assist in all areas of office management. PC skills including word processing, spreadsheets and organization skills are a must. Ability to take personal ownership of issues and be self-motivated. Ideal candidate will have strong communication skills, plus full office support experience. Salary commensurate with experience. Send resume to: Administrative Assistant, 30300 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
(Southfield Office)
BUCK CONSULTANTS, INC. is seeking experienced Administrative Assistant to support our Southfield office.
Qualified individuals will be self motivated, detail oriented, capable of handling multiple projects in a fast paced environment. Minimum 3-5 years administrative experience required. Must have excellent word processing, data management, presentation and communication skills. Strong knowledge of Windows 3.1 and Microsoft Word for Windows and Lotus 1-2-3 and other spreadsheet software a preferred.
Responsibilities will include supporting departmental support staff, assisting with preparation of budgets, management presentation materials, telephone interaction with clients, file maintenance and recordkeeping duties.
Buck offers a competitive compensation package including an annual bonus and an excellent benefits package. Please send resume with salary history to: Buck Consultants, Inc. ATTN: DENISE EP, Buck Consultants, Inc., 2000 Town Center, Suite 1200, South Field, MI 48075. Equal Opportunity Employer MF/D/V

Buck Consultants, Inc.

ADMINISTRATIVE ASSOCIATE
Interesting position needed for Administrative Associate for Sales Manager. Duties include accounts receivable ADP system, order processing, customer service, and other secretarial functions. Must have strong telephone skills, typing. Optimal opportunity available immediately. Send resume with salary requirements to: Administrative Associate, 30903 Northwestern Hwy., Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
Fast paced company seeking person to assist in all areas of office management. PC skills including word processing, spreadsheets and organization skills are a must. Ability to take personal ownership of issues and be self-motivated. Ideal candidate will have strong communication skills, plus full office support experience. Salary commensurate with experience. Send resume to: Administrative Assistant, 30903 Northwestern Hwy., Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
Rapidly growing software company seeks an energetic, detail oriented individual to assist President. Duties include word processing, spreadsheets, and other administrative duties. Candidate must have excellent communication skills, be self-motivated and able to work independently. Qualified candidate will have 2-3 years administrative experience, preferably in a small office environment. Knowledge of Word, Excel, Powerpoint, Windows 3.1 and Lotus 1-2-3 required. Salary commensurate with experience. Send resume to: President, 30903 Northwestern Hwy., Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
President of growing firm seeks full time assistant to handle all office functions. Candidate must possess excellent communication skills, be self-motivated and able to work independently. Qualified candidate will have 2-3 years administrative experience, preferably in a small office environment. Knowledge of Word, Excel, Powerpoint, Windows 3.1 and Lotus 1-2-3 required. Salary commensurate with experience. Send resume to: Administrative Assistant, 30903 Northwestern Hwy., Farmington Hills, MI 48334. Fax 810-932-0700

ADMINISTRATIVE ASSISTANT
Rochester Boomtown Developers Office. Immediate opening full time assistant. Must have strong word processing skills (Windows WordPerfect). Spreadsheet and database experience helpful. Ability to handle multiple projects. Deadlines are least as critical as quality of work. Pleasant with salary. Box 2164
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE SECRETARY
President and Vice President of growing company seek individual to gather personally to assist in all areas of business. Duties include typing, word processing, reports and travel arrangements.
Diversified Recruiters
810 344 6700 FAX 810 344 6754

ADMINISTRATIVE/SALES ASSISTANT
Data Management firm is an information and system design group located in Bloomfield Hills seeks self motivated individuals. Candidate must be proficient in Microsoft Word and Excel. Must have pleasant and professional telephone manner, strong communication skills, computer knowledge and general office skills. Provide marketing and customer assistance, accounts receivable and accounts payable. 3 years experience is a plus. Send resume and salary requirements to: Data Management, 2154 Woodward Ave. #33, Bloomfield Hills, MI 48302

AIR CENTER Inc. a Troy, MI. based company is looking for sharp people to fill the position of Receptionist/Assistant. Flexible hours and Great benefits. Send resume to: Air Center Inc. 2131 Stephenson Hwy. Troy, MI 48083 Attn: General Manager

AMBITIOUS PERSON needed in Southfield location for office receptionist & course work/ pass/ pass sales. Good pay & benefits. Please send resume to 3302 Fort Street Lincoln Park, MI 48146

ANNOUCING THE GRAND OPENING OF TAD STAFFING SERVICES!!
One of the WORLD'S LARGEST STAFFING ORGANIZATIONS!!
Now open in the Metro Detroit Area. IMMEDIATE temp & perm positions available in the following areas:
- Administrative Assistants
- Secretary
- Data Entry
- Receptionist
- Switchboard Operators
- Clerks

Call today for an appointment.
810-351-0111
Or send resumes to:
TAD STAFFING SERVICES
26955 Northwestern Hwy
Suite 130
Southfield, MI 48034
FAX 810-351-4299

Appointment Setter
Needed for 20 year firm. Hourly pay + commission & bonuses. NO SELLING. Approximate Starting Only. Send name, address, phone # and reasons why to P.O. Box 3080 Southfield, MI 48037-3080

ARBOR TEMPS NEEDS
Administrative Assistants
Executive Secretaries
Data Entry
Word Processors
Customer Service
Receptionists
458-1168

ASSISTANT ADMINISTRATOR
Assisted living facility, in Farmington Hills, is looking for someone with proven communication skills, compassion and respect for the elderly, leadership & decision making abilities. Full time worker.
Please call Pat at (810) 539-3131

ASSISTANT BOOKKEEPER
Full-time for Royal Oak Travel Agency. Computer experience helpful. Salary based on experience. (810) 586-9600

AUTO DEALERSHIP
Customer oriented individual to make accepting applications for office clerical positions. Excellent benefits available. Apply in person at:
Jack Gaunt Chevrolet
2200 Orchard Lake Rd
W. Bloomfield Mon. Fri. 9am-5pm

AVFUEL CORPORATION
The nations leading independent supplier of aviation fuels and services is seeking an enthusiastic individual for the following position:
ACCOUNTANT (Immediate entry level opening) Ideal candidate will have Accounting Finance degree (preferred) Lotus General ledger accounting experience (preferred) Very detail oriented, high volume work.
Please send resume to:
T. Kennedy, Avfuel Corporation
47 W 210 Bunker Rd
Attn Accy Mgr Affiliate
MF EOE

A WELL established residential property management company has a planned computer expansion and is looking for a detail oriented individual to include coordinating purchase orders, billing and collecting accounts payable. Residential construction background. Resume only:
Richman Properties
6805 Telegraph Road
Bloomfield Hills, MI 48301

BILLING CLERK
Dependable person who can type needed to assist in billing. Must be competent at Doctors office. Work than Monday-Friday, part-time 16-27 hrs/week. Call 313-937-3150

BILLING CLERK
Immediate Opening. Experienced Data entry. Call 313-459-0400 or send resume to P.O Box 3080 Southfield, MI 48037
EOE

BILLING CLERK
Part time 15-20 hours Essential company located in Livonia. Candidate must be detail oriented, have strong attention to detail good work ethic and be able to work independently. Knowledge of Accounting helpful. Interested parties send resume to: Billing Clerk, 30903 Northwestern Hwy., Farmington Hills, MI 48334. Fax 810-932-0700

BOOKKEEPER ASSISTANT
For busy executive. Exciting position with good benefits. Must have strong attention to detail, good work ethic and be able to work independently. Knowledge of Accounting helpful. Interested parties send resume to: Bookkeeper, PO Box 3080 Southfield, MI 48037

BOOKKEEPER ASSISTANT needed for growing Southfield company. Must have strong attention to detail, good work ethic and be able to work independently. Knowledge of Accounting helpful. Interested parties send resume to: Bookkeeper, PO Box 3080 Southfield, MI 48037

BOOKKEEPER/CLERICAL
PART TIME. Flexible hours. Must be detail oriented. PO Box 2466 Livonia 48151

BOOKKEEPER experienced full time, duties will include billing, accounts receivable, accounts payable & clerical duties. Competitive salary commensurate with experience. Send resume to Bookkeeper, PO Box 2164 Westland 48185

BOOKKEEPER
Full charge bookkeeper, experienced in all phases of bookkeeping. Please submit resume & salary requirements to:
Box 2163
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER Full Charge Bookkeeper, experienced in all phases general ledger & computer experience required. Salary commensurate. Box 13060 W. 8 Mile Rd. Detroit, MI 48235 or FAX 810-326-0115

BOOKKEEPER
Full time, Knowledge of computer a plus. Call Mr. Sandman
B. Harmon 23800 W. 10 Mile Rd.
Ste. 220 Southfield, MI 48034

BOOKKEEPER
Livonia accounting firm seeking part time help. No experience needed. (810) 442-8590

BOOKKEEPER
MUST be experienced in Peachtree Accounting package. Peachtree software knowledge a must. Ability to handle accounts receivable and payable, bank reconciliations, and general ledger. Knowledge of Word and Excel helpful. Associate degree in Data Management or 2 years related experience preferred. Salary commensurate with experience. Send resume and salary requirements to: Data Management, 2154 Woodward Ave. #33, Bloomfield Hills, MI 48302

BOOKKEEPER PART-TIME needed for small well established company. Must be familiar with computers & enjoying working. Send resume to Rich & Associates 25240 Lahser Rd. Ste. 101 Southfield, MI 48034 EOE

BOOKKEEPER/PAYROLL - 3 days per week Duck Book 31 experience preferred Excel & access knowledge a plus. Reference a must. Pay based on experience. Small Farmington Hills company firm, pleasant environment. Call 810 848 9120 or Fax resume to 810 848 9019

BOOKKEEPER/RECEPTIONIST
Bookkeeping experience necessary. Computer knowledge helpful. Send resume to: Peter F. Greco, Attorney, 340 Main St. Plymouth MI 48170

BOOKKEEPER
State scented door maker is a part time Bookkeeper. Send resume to 25711 Southgate Rd. Ste 101 Southfield, MI 48075

BOOKKEEPER WANTED
Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger, A/P, A/R, payroll, and sales tax. Work must be familiar with Windows environment. Accounting software a plus. Candidate should have outstanding communication and organizational skills. Apply Dana Corp. Inc. Please send resume to G.P.B., 32300 Northwestern Hwy., Suite 125, Farmington Hills, MI 48334

BOOKKEEPING ASSISTANT
$18-$20K
Accounting software helpful
PERSONNEL SYSTEMS 459-1186

BOOKKEEPING ASSISTANT
Full time, experience required thru 1995 for Medical Practice. Knowledge of preferred. Accurate general ledger and accounts payable. Minimum computer program 5 typing and calculator skills required. MS word and Lotus a plus. Competitive wages and benefits. Apply in person Mon. - Fri. 7 AM - 3 PM Perennial Inc. 488 South Opdyke Pontiac (Behind Auburn Pontiac Dealership)

BUBBLY RECEPTIONIST
TO $5/HR
ARBOR TEMPS 458-1168

CANTON INSURANCE agency seeks reliable Customer Service Rep. Detail office duties include filing, mail. Good phone skills, computer literacy preferred but will train. Salary. Call Gary (313) 292-1463

CHURCH SECRETARY
Strong organizational and people skills. Dictaphone, phone and computer knowledge necessary. 20 hours.
(810) 477-6144

CLAIMS SUPERVISOR
for mid-sized Oakland County insurance agency, experience in commercial & personal lines. Knowledge of coverage a must. Excellent salary & benefits. Leave message at 810-968-0679

CLERICAL/DATA ENTRY
Big Beaver/Coolidge area. Flexible work schedule requirements to P.O. Box 836, Birmingham, MI 48012-0836

CLERICAL ASSISTANT
Part time position in Livonia. Duties include: Light Bookkeeping, Data Entry, Phone & Computer Skills. Experience preferred, however, full training will be provided. Responsibilities include: Filing, Phone Coverage, and taking messages. Call Dorothy at 810-737-8481 Fax 810-737-8474
An Equal Opportunity Employer

CLERICAL ASSISTANT
Needed for high tech company in Farmington Hills. Must have good phone and communication skills. Knowledge of Word and Excel. Call Mrs. Hall for time position. Call Sue (810) 476-2500

CLERICAL
Established Bloomfield Medical has need for a detailed organized person to take phone orders & perform clerical duties. Must have good phone skills & be well organized. Good salary & benefits. Send resume to: Mr. Manager Consensus Forms Inc. 12238 Woodbine Detroit, 48239

CLERICAL
Dependable person with light typing needed in Farmington Hills. Permanent full time office position. Varied duties. Competitive salary. Excellent benefit package. Wage commensurate with experience.
(810) 489-5455

CLERICAL +
Fast growing Bloomfield Hills based Mortgage Firm seeking clerical position with well and motivated individual. Clerical experience, computer typing and detail skills to work in a fast paced environment. Mortgage Industry experience helpful but not necessary. Salary commensurate. Send resume to: Sterling Mortgage, Attn: Personnel, 5 Sterling, West Bloomfield, MI 48322. Fax 810-737-8474
Equal Opportunity Employer

CLERICAL
Full time Employee Benefit Support Clerk Organizational & Computer Skills required. Medical Dental, Life & More. Apply in Person Only
Yoo and Ali Medical Group
313) 481 5056

CLERICAL - full time with benefits. Multi-talented person, possess excellent phone & computer skills. Ability to type 50 WPM. Knowledge of Word, Excel, Powerpoint, Windows 3.1 helpful. Salary commensurate with experience. Fax resume to 313-422-8330 Attn: Ms. Hall or call 313-422-8323 Southfield, MI 48075

CLERICAL - must have a friendly young team assignment in Livonia. Call 313-464-7078

EED Temporary Services
Equal Opportunity Employer

CLERICAL OFFICE MANAGER
Quality printing center seeks detail oriented individual. Call (313) 538-0188 Livonia/Redford

CLERICAL OPENINGS ABOUND
General Office Clerks
Receptionists
Word Processors
Administrative Assistants
Experience with MS Word Excel or WordPerfect a plus. Call Today
CORPORATE PERSONNEL CONSULTANTS
Phone (313) 722-7900
Fax (313) 722-8132

CLERICAL ORDER ENTRY
Full time & part time. Corporate Data Entry experience helpful. Non smoking office. Send resume to: BEA INC. 37700 Schoolcraft Livonia MI 48150

CLERICAL - PART TIME
Bright highly motivated individual with good clerical detail skills. Must have extensive Human Resource experience and knowledge of employee benefits. We offer excellent compensation and benefits for part time, which may include a flexible work schedule. Call 4016. Submit resume to Human Resource Dept. Fax Detroit 313-259-7011 Ext. 4016. Send resume to: Human Resource Dept. P.O. Box 3015 S. Eton Birmingham MI 48009
An Equal Opportunity Employer

CLERICAL - Part time Mornings up to 25 hours. Apply in person. Sport Services 30600 Telegraph Sq. 1724 Bingham Farms MI 48025

CLERICAL
Part time Mon-Fri 2 5 entry level position in downtown Birmingham. Call Receptionist Carol Maddonna Linda Burk 810-540-3200

CLERICAL PART TIME
4 hrs daily. Filing, light typing, phone coverage. Flexible hours. Non smoker. Please call (313) 336-6333

CLERICAL / PART-TIME
For Southfield law firm 1-6:00 Mon. - Fri. Duties include light typing and processing experience. Preferred Sales Related or Inner Office Teacher. Mail: 101 Galleria Officentre S 333 Southfield, MI 48034 Attn: Mary

CLERICAL - PART TIME
Immediate opening for a dynamic company seeking part time clerical help in Southfield. Ideal candidate will be required. Extensive experience, Flexible hours $7.00/hour. Call Sales Related or Inner Office Teacher. Mail: 101 Galleria Officentre S 333 Southfield, MI 48034 Attn: Mary

CLERICAL POSITIONS
We have immediate organized, detail oriented positions for clerical functions. Successful candidate (clerical job requires no typing). Applicants should possess ability to handle fast paced environment. We offer full time, Mon - Fri, no nights or weekends, with advancement opportunities, excellent benefits, including 10 paid vacation days, 12 holidays/year, and 100% college tuition refund. Salary is $310.00 daily. Send resume to:
Mail Jo
860 Penn Center One-CRL
Detroit, MI 48202
NO PHONE CALLS
Equal opportunity employer

Clerical Receptionist
Small Property Management firm in Farmington Hills seeks a detail oriented office skills, some computer knowledge required (Word Perfect, Lotus preferred) Excellent communication skills. Full time $6-$8/hr
Call
Jim@Hartman-Inc.(810) 553-5646
CLERICAL/DATA ENTRY
Graph location at Michigan Chamber for Company. Full time entry level position. Excellent benefits. Call Sue after 10am (810) 353-0610

CLERK
up to $8/hr.
Entry level positions available in Southfield, Farmington and Bloomfield for general office work. Requirements:
- 2 years consistent experience
- Full time availability
- Reliable transportation

Call for an appointment.
(810) 355-1155

CNC PROGRAMMER/OPERATOR
for hardinge conquest lathes. Full benefits. Call Gordon City 313-425-2980

502 Help Wanted-Office Clerical

Clerical

SALES ADMINISTRATOR
Fast paced sales office has a sales administrative position available for a detail oriented individual motivated outgoing individual. The candidate should be flexible, enthusiastic and have excellent communication skills.
The position involves secretarial assistance to Manager of Sales and Sales Managers, handling phone calls, typing, word processing, preparing monthly reports, interaction with clients and internal personnel. Computer knowledge is required.
Qualifications include proficiency in Word Word & Excel excellent grammar spelling and punctuation. 3 years secretarial experience. College degree or business college preferred.
Please send resume with salary requirements to
BI PERFORMANCE SERVICES
3221 West Big Beaver Road
Suite 204
Troy, MI 48084
An Equal Opportunity Employer

CLERK WANTED
An automotive supplier near Metro Airport is in need of a clerk to coordinate shipping schedules. Candidate must have moderate typing skills and be comfortable with computers. Candidate must have good interpersonal skills to interface with the technical personnel. Pay is $12 per hour. Prior shipping experience. Please mail resume in confidence to:
Box #2206
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

COLLECTIONS/ CUSTOMER SERVICE
Build your career with this thriving and expanding company. Ideal candidate possessing genuine company loyalty, a team player, and a strong work ethic. Ideal candidate will have good communication skills, customer service experience & computer literacy. Livonia 646-7661 473-2931
ADVANTAGE STAFFING

CUSTOMER SUPPORT
Rapidly growing software development co. has an immediate position for a Customer Support Analyst. Ideal candidate will have 2 years customer service in the area of manufacturing, computer operations, MRP II knowledge of manufacturing, & accounting systems a plus. Must have experience in customer support. Please mail resume to:
Box #2204
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Computer Assistant
Computer Assistant is needed to work in a manufacturing environment supporting various office sites. Hardware, software analysis and support are a must as hours 22 and 33 Salary minimum $19 687 to $26 687 depending on experience. Send resume and salary requirement to: Laura Bowen Human Resources Hair 7430 Second Ave Ste 200 Detroit MI 48202
Or Fax at (313) 872 1724

CREDIT COLLECTIONS
Looking to create Manager position needed for full time position. Seeking individual with ability to handle credit and construction industry collections. Applicant should be dependable, organized experienced self starter. Ideal candidate will have 3 yrs. ref. ex. to company needs. We offer good starting salary, health and life insurance, 401k plan, 3 weeks vacation. Reply by resume only to:
Box #2198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CSR MANAGER OPPORTUNITY
Outdoor lighting co. has immediate opening for dynamic supervisor who can communicate excellent. Ideal candidate will have 2 years experience, PC literacy and proof phone experience. Interested parties send resume to Usha Systems Inc., Attention Pat Evans, 5742 Executive Dr., Westland, Mich. 48185

CUSTOMER SERVICE
Join a team of professionals for this growth company in Livonia. Auburn Hills Troy Farmington Hills Detroit Suburbs. You will receive:
- competitive salary
- promotions and free training
- of or part time consideration
- Qualified candidates have:
- Flexibility & willingness!
- Skills
- Excellent oral/written skills
- Customer service experience
- Typing ability
- Typing @ 35 wpm
- Computer skills
- Call Cathy today
- Birmingham Livonia
- 540-7000 473-2931

Advantage Staffing

CUSTOMER SERVICE TO $8/HR.
ARBOR TEMPS 458-1168

CUSTOMER SERVICE
Must have strong written/verbal skills, computer literate, able to build manage. Heavy customer contact. Excellent benefits environment, benefits, 401(k) Resume and resume to:
KL, P.O. Box 8066
Farmington Hills, MI 48333

CUSTOMER SERVICE / SECRETARIAL
Full time for small computer office. General office duties. Good phone personality or organized team player a must. Benefits. Non-smoking office. Whom area. Send resume & Salary requirements to: P.O. Box 930467 Wixom, MI 48393

CUSTOMER SERVICE/ RECEPTIONIST
sought for telemarketing referral hospital. Outstanding customer service skills required for this full time position. Excellent compensation package available for right candidate. High quality, personal work resume to MVS, 21800 W 11 Mile Road, Southfield, MI 48076

DATA ENTRY
Must have high production. Day shift only. Call Mr. Jeffrey 313-626-6908

502 Help Wanted-Office Clerical

DATA ENTRY CLERK
Small company seeks person for Livonia. Daily data entry, report generating, basic computer operations. Must be versatile and able to handle several different jobs at once. Computer knowledge helpful. Truck routing knowledge would be a plus. Send resume to: 34030 Lyndon, Livonia, MI 48150. Attn D. C.

DATA ENTRY
CROWN LIFT TRUCKS, a leader in the material handling industry is looking for a data entry/clerical secretary. Prior PC Filing & secretarial experience preferred. Crown offers excellent benefits and competitive wages. EOE. Please call or fax send resume to
Wm Collins
Crown Lift Trucks
22655 Heslip Dr.
Novi MI 48375
(810) 344-1050

DATA ENTRY OPERATORS
Full & part time positions available. Medical dental, free life insurance, 401k plan, 100% tuition reimbursement. Must have strong customer service background, be detail oriented, have excellent potential. Will train the right people. 810-478-7353 Nice Low Office

DATA ENTRY TO $9.50/HR.
Wal Mart - All Shifts
Temp to Perm
ARBOR TEMPS 459-1168

DATA ENTRY
$7+/HR.
PLYMOUTH
FARMINGTON
S. AUBURN HILLS
Must be dependable organized with accurate typing. Keyboarding experience. Work plus 1st & 2nd shift available. Full/Part time. Temp-To-Hire. Benefits.
CALL TODAY!
Farmington Hills 810-615-0660
Rochester Hills 810-650-3690
Troy 810-345-2550
Western STAFF SERVICES.

DISBUSEMENT SPECIALIST
Responsibilities include coordinating payroll, preparing payroll forms and disbursing funds. Ideal candidate will have excellent communication and interpersonal skills. Must be very organized and professional. Forward resume and salary history to:
Human Resources Manager
28124 Orchard Lake Rd. Ste 110
Farmington Hills, MI 48334

DON'T CALL US....
If you're looking for fancy but expectations, endless interviews and waiting to see if someone will hire you. One application and one interview and we will open the door to many office/clerical positions. Call us today, we are hiring. We're waiting for your call. Temp Plus, Inc. (810) 557-3232
Not a temporary agency
(but we also have temporary work)

DYNAMIC SALES ADMINISTRATOR
needed for growing Video/Audio Customer value added reseller. Experience in Sales Administration/Customer Service required and Team in Windows & MicroSoft product. Successful candidate will support the sales team in the Detroit area. Excellent salary & benefit package opportunity, send your resume to Box #2198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE ASSISTANT - Property management/real estate office seeks organized individual to handle administrative duties. Computer skills preferred. Excellent compensation package. Fax resume to 27172, Observer & Eccentric newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

EXECUTIVE ASSISTANT
AT&T SYSTEMS LEASING (located in Bloomfield Hills, MI), a business unit of AT&T CAPITAL CORPORATION, is a leasing company for diversified equipment leasing and financing. Currently, AT&T is seeking a candidate to provide administrative support to the VP Human Resources Corporate Communications and Marketing. Responsibilities include composing and proofing memorandums/correspondence, organized and professional. Forward hotel arrangements and other administrative duties. Have the following qualifications:
- 5+years experience supporting an executive
- Knowledge of Microsoft Word & Excel
- Ability to work with details and tight deadlines while maintaining flexibility
- Ability to handle confidential information
- Excellent writing and communication skills
- Organization, planning and follow-up skills
- Ability to handle employee inquiries and information
- Telecommunications preferred

Qualified candidates may send a resume and salary requirements to Human Resources Department, P.O. Box 2187, Bloomfield Hills, MI 48303-2017. We are an equal opportunity employer.

EXECUTIVE DIRECTOR - Friendship Alliance is accepting resumes for an executive director. Salary range $35,000-$40,000. MA or equivalent + 6 yrs experience in human service management, strong leadership, organizational, communication, and financial skills. Experience in HIV/AIDS services preferred. Applicants must apply by Jan. 31, 1996. Please send resume to: Friends Alliance 1418 W Warren, Detroit, MI 48208 Attn: Personnel Committee. Mail resumes only, no fax.

EXECUTIVE'S ASSISTANT
Immediate opening for assistant to assist real estate executive. You should be an organized & positive person, a good communicator - both written and verbal, computer literate with computerized processing, have a good sense of humor, be a team player with a quick mind and be willing to work overtime at times. This work in a fast-paced real estate office in Canton. We offer an exciting atmosphere and a competitive salary. Please indicate salary desired. The first step to us, send or deliver your resume to:
RE/MAX Crossroads Realty
7984 Canton Center Road
Canton, MI 48187
Attn: Lee or Noel INTTINGER
Fax: 313-453-8297

EXECUTIVE SECRETARY
Data base, computer, bookkeeping and phone skills necessary.
Call: (810) 958-6334

Executive Secretary
Major communication company in Southfield seeking top notch experienced secretary. Must possess Powerpoint, Windows, Excel & excellent organizational & communication skills. Fast-paced opportunity.
Call: 810-351-0111
or Fax: 810-351-4299
TAD Staffing Services
26955 Northwestern Hwy.
Suite 130
Southfield, MI 48034
EOE

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY
928 $35K
Two confidential searches underway for candidates with recent experience working directly for a CEO. Requirements include polished image, self-confidence, superior diplomacy and computer skills. Beautiful offices and terrific benefits. Reference to Cindy Kramer, fax (810) 932-1214. Harper Associates 28470 Middlebelt Farmington Hills, MI 48334

EXPERIENCED PAYROLL & Billing Person. Phone, typing & computer skills necessary. Electronic pension. Send resume to: PO Box 531117, Livonia, MI 48153

FILE CLERK for orthopedic practice in Livonia. Experience preferred, knowledge of medic. computer helpful. Call (313) 953-7244

FILE CLERK
Part time Flexible hours, Farmington area law firm. Filing, recaptionist back up, office procedures. Must have car.
FULL OR PART TIME
Office Positions days and evenings, mostly customer service and phone work (no sales). No experience needed. We will train. $5.50-$8.50 hour/start
Call. (313) 326-6502 ext. 3

FUNDRAISING EVENT SUPPORT
4-6 month temporary position approx. 30 hours/week. Mon-Fri. Detail oriented person in strong organizational and administrative skills needed to support major fundraising event. Ideal candidate will have strong customer service background, be detail oriented, have excellent potential. Will train the right people. 810-478-7353 Nice Low Office

GENERAL CLERICAL position, full time. Send resume to: Vulcan Inc. 14000 Industrial Rd. Livonia, MI 48150, attention Linda Roth.

GENERAL OFFICE CLERK
Full time, general office/file clerk needed for Farmington Hills law firm. Excellent organization & communication skills required. Minimum 3 to 5 plus Fax resume to 810-442-0518 or call Kim for interview at 810-442-0510

GENERAL OFFICE
Motivated and organized individual needed but last long position. Entry level employment. Must be flexible and a team player. Receptionist, mail processing, copying and general office duties required. Fax or mail resume to Susan Savage
S. Yanagisawa & Associates
26400 Lahser Road, Ste 100
Southfield, MI 48034
FAX # 810-357-3231

GENERAL OFFICE - part time, Tue & Thurs. City of Huntington Woods, 26325 Scotia. Ask for Yul Call 810-541-3030

GENERAL OFFICE
Part time position in the office for executive offices. Duties include receptionist/warehouse and general office. WordPerfect plus. Hours are afternoons Mon-Fri. Excellent salary for right candidate. Fax resume. Call. 313-591-7425

GENERAL OFFICE
Responsibilities include: light lighting showroom, Telephone, computer and filing, part time, 15 hours a week. Apply at Red Lighting 43443 Grand River, Novi

HERE'S THE JOB FOR YOU!
We are looking for an experienced, energetic full time secretary to assist us in our very busy, outstanding West Bloomfield Real Estate office. Computer experience required. Call Claudine at (810) 626-8600 ext 273 or fax resume to attn: Claudine (810) 855-0831

HIV / AIDS Education & Office positions. Some college or experience preferred. Resume to:
MAPP
702 Livernois
Ferndale, MI 48220
Fax (810) 545-3313
An Equal Opportunity Employer

HUMAN RESOURCES COORDINATOR
Our client is seeking a Human Resources Coordinator for its Detroit born location. The successful candidate will handle compensation issues, coordinate the review process, handle all payroll, etc. We report to the controller & the ideal candidate has experience required & the ability to work in a fast paced environment. Send resume & salary expected to
ATTN: WAHR
Fulcher Hustavitz & Co
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153
Recruiting for EOE

HUMAN RESOURCES
Start-up plant in Plymouth has an opening for a Human Resources Administrative Assistant. Qualified applicants will have an associate's degree in human resources, general administration, and 3-5 years related experience. Responsibilities include benefits administration and support, payroll, investment support, safety & security, personnel information, excellent organization skills, and other human resource related projects in a multi-task environment. A.D. Smith provides a competitive compensation and benefits package. For confidential consideration, please send resume to A.D. Smith, Human Resources Manager, Attn: Human Resources-WAHR, 3800 Hilton Tech Drive, Farmington Hills, MI 48331

IMMEDIATE OPENING for phone sales associate to service existing established accounts in beauty industry. Experience preferred. Call Mr. Sandman at (810) 355-7730, Ext. 304

IMMEDIATE OPENING Large property management company seeks assistant to purchasing agent. Good typing & filing, accuracy & multi-tasking a must. Call Mon-Fri 8am-5pm (810) 356-1030 or FAX resume to 810-356-8350
An Equal Opportunity Employer

IMMEDIATE OPENINGS
- Experienced Data Entry Operator
- Receptionist/Switchboard part time

Call and apply today!
ADIA
THE IMPLOYMENT PEOPLE
(810) 442-7800

IMMEDIATE OPENINGS
MEDICAL BILLER - Pontiac. Experienced Billing. Long term.
SECRETARY/Receptionist - Southfield $12/hr. Word/Excel.
RECEPTIONIST/Word Processor - Livonia. Word & Lotus. $8/hr.
EXECUTIVE Secretary - Auburn Hills. Word, Lotus, WordPerfect. $12/hr.
ORDER PROCESSOR - Troy. Must know Windows. $10/hr.
OAKTEC Professional Staffing
8 Farmington Hills 810-489-2244
Auburn Hills 810-377-4070

502 Help Wanted-Office Clerical

INSIDE SALES COORDINATOR
Manufacturing Representative of electronic components has opening for experienced inside sales coordinator. Professional image and communications skills a must for interfacing with management, sales staff, vendors, and customers. Ability to handle multiple responsibilities in fast-paced environment. Proficient in Excel, Microsoft Word, and E-Mail. Automotive background preferred. We offer a competitive salary and benefits package. Reporting 40 hrs. Please send resume and salary requirements to:
Box #2162
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

INSURANCE AGENCY - personal line CSR. Must enjoy working with people & show good phone skills. Insurance preferred but will train right person. (810) 280-1966

INSURANCE AGENCY - LIVONIA. Enthusiastic person for sales and service assistance. Send resume to Ann. Dept. 31288 Schoolcraft Rd., Livonia, MI 48150

INSURANCE CLAIMS
Large agency seeks experienced Auto & Liability Claims Processor with 1-2 yrs background. Send resume to: Personnel, Dept 81 for PO Box 530309 Livonia, MI 48153-0309 EOE

INSURANCE CLERICAL
Farmington Hills branch office of a major insurance company is looking for individual for customer service rep position. Duties include typing, answering the phone & processing of insurance policies. Individual must be self motivated, knowledge of property & casualty insurance helpful. Send resume with salary requirements to
Box #2194
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Insurance
TOP NOTCH ASSISTANT
Here is the position you have dreamed of - have the best of both worlds. Successful, upbeat, busy, mature Oakland county law firm looking for a part time secretary (3-4 days per week) to be responsible & perform with "working mom" Experience & knowledge of WordPerfect a must. Respond to Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515

INTERNATIONAL FREIGHT forwarder for national company, full benefits. Experience in ocean import documentation and customer service, for office of Detroit Airport. Send resume to Box #2207
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

KEYPUNCH/KEYDISC - Experienced entry operators if you are productive, reliable & a highly motivated individual. A low pay 14.000 plus & have ability to learn quickly, we'll show you top formatted work. We have both on-premise & off-site openings. We offer competitive salary & benefits. Please call Kathy at 9-3pm (313) 561-5288

KEYPUNCH OPERATORS
Start the New Year off right at Metro Corp. We are looking for experienced full time operators for our afternoon shift in Livonia. Call today for an appointment! 313-422-8002

ADMINISTRATIVE
Enterprise, Rent-A-Car, the nation's largest car rental company, has an outstanding full time administrative support position in our corporate office in Livonia.
Various job responsibilities will include typing, computer work and filing.
Candidate