## 502 Help Wanted-Office Clerical

### ADMINISTRATIVE CLERK

CERNER CORPORATION, a leading provider of clinical information systems, is searching for an administrative clerk. Responsibilities include copy and assemble materials, mailing, supply inventory, other administrative duties, mail functions, answer and direct incoming calls and perform general clerical tasks.

General office knowledge, ability to handle multiple tasks, web organized and knowledgeable of PBX preferred, plus PC and Word Processing knowledge required.

Cerner offers unlimited opportunities for learning/growth, competitive salaried and an excellent benefits package. Send resume and salary history to:

Recruiting Coordinator
CERNER CORPORATION
28333 Telegraph Rd., Suite 500
Southfield, Michigan 48034-1903
An Equal Opportunity Employer

### ADMINISTRATIVE SUPPORT

Position available for an individual with outstanding interpersonal and communication skills to assist with Accounting and Administration Departments. Job duties include filing, typing, copying, answering phones, PC use, fast paced working environment, excellent salary compensation with a competitive benefits package. Fax resume to:

John DEC 24395 Industrial Circle, Farmington Hills, MI 48335
An Equal Opportunity Employer

### ADMINISTRATIVE WORK PART-TIME

Good computer, typing and phones skills. Call Vincent 810 649 2800

### A JOB FOR YOU

From Receptionist to Management, all jobs in between. Call Tam 810-362-2241

### ALL CLERICAL SKILLS NEEDED!!!

Fit your resume with experience through us! Work in professional offices, climates with hours for goodies. Call or Fax Resumes Today. CORPORATE PERSONNEL SERVICES
Fax (313) 722-8132
Phone (313) 722-7900

AMERICAN DIABETES ASSOCIATION - seeks part time Receptionist skilled in excellent customer service skills, pleasant telephone manner, able to multitask, extremely busy telephones. Minimum 1-2 yrs experience. Computer experience a plus. Hours are Mon-Fri 8-12pm. Send resume to Sally Spaid Hartley, Diabetes Services, 29200 Northwestern Hwy., Suite 200, Southfield, MI 48034. Fax 355-2255. Telephone Fax 355-2000. No phone calls please.

### ARBOR TEMPS NEEDS

Administrative Assistants to $13/hr
Receptionists to $10/hr
Data Entry to 39.50/hr
Word Processors to $12/hr
General Clerical to $8/hr
9493 Lilley Rd
453-1166

### ASSISTANT MANAGERS

For new self serve car wash. 6 days per week. Office work & light maintenance. Call (810)476-6444

### ASSISTANT OFFICE MANAGER

Will be responsible for all phases of computerized accounting & payroll and other miscellaneous duties. Must have knowledge of DOS & plus. Hours are Mon-Fri 30 hrs per week. Mon, thru Fri. 313-525-4411

### ATTENTION!!!

COME join Bertech! Actively seeking Administrative Assistants/Clerks starting to work in leading automobile company. Must be proficient in one or more of the following software packages

4MS WORD
4FOCUS
4WORDPERFECT
4HARVARD GRAPHICS
4POWERPOINT

BARTECH
Personnel Services
313-271-5454
An Equal Opportunity Employer

### ATTENTION HOMEAKERS!

Permanent part time for Administrative Doctors office. Filing, light typing. Flexible hours. No experience necessary, will train. 810 540 2591

### AUTO DEALERSHIP

Full time cashiers/watchboard position. Benefits available, experienced helpful but will train. Apply in person at

BLACKWELL FORD
41001 Plymouth Rd., Plymouth, MI

### AUTOMOTIVE DEALERSHIP

Seeking a hard working experienced parts person for a fast paced position. Some accounting experience helpful, but not needed, will train. Apply in person Mon-Fri Friday 8 am to 1 pm at

SNETHKAMP-BUICK-EAGLE
23951 Plymouth Rd
Redford MI

### BENEFITS MANAGER

Large healthcare provider seeks full time candidate to administrate health care insurance 401K, workers compensation disability & other accounting functions. Send resume

P.O. Box 5031
Southfield MI 48086-5031
Attention Benefits

### BILLING MANAGER

Durable medical equipment division is seeking a Billing Manager for its Southfield office. Qualified candidate DME Billing Billing Software, Quickbooks, Word & Excel. Must generate DME billing management reports, prepare financial statements, Degree in Business Accounting or related field. Send resume to Henry Ford Health System, Attn: J. Dandy 30100 Telegraph Rd., Suite #700, Bingham Farms, MI 48025

### BOOKKEEPER

Commercial interior design company is expanding and seeks a bookkeeper to manage the office full time. Must be knowledgeable in computers & type 35 wpm. Must be organized and all aspects of interior design work

Call 810-723-2210
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### BOOKKEEPER

Entry level position in Livonia involving all phases of the work on computer. Some experience is due. Send resume to Box 2340

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### BOOKKEEPER

Farmington Hills manufacturer has opening for a bookkeeper responsible for day general accounting thru trial balance, must have good knowledge of skills & recent experience in manufacturing office benefits, paid vacations & holidays, salary commensurate with experience. Send resume with salary requirements to

Personnel Office 30057 W 8 Mile, Livonia MI 48152 or call Mon. & Tues. 8-3 810-473-9305

### BOOKKEEPER FULL CHARGE

2 yrs. experience in Accounting Degree preferred. Knowledge of Solomon preferred. Excellent working environment in Farmington Hills. State salary required.

Send resume to Box 2360
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### BOOKKEEPER

PART TIME CHARGE
for mortgage mortgage company. Experience with Client confidentiality knowledge of Solomon II software. Enjoy working in a dynamic environment with excellent pay & benefits. Call Erich Applebach 313 261-1088 or send resume to

Life Center Inc
15415 Middlebelt
Livonia MI 48154

## 502 Help Wanted-Office Clerical

### ★ BOOKKEEPER

Full time position available for person to perform general bookkeeping functions & vendor invoices for a well established Property Management Company. Computer experience necessary and value a plus. Good salary & benefits. Send resume to

100 Galleria Officentre
Suite 400
Southfield, MI 48034

BOOKKEEPER - Local general contractor seeking bookkeeper for accounts payable, A/R billings, certified payroll. Lotus, full benefits. Send resume or call. Salary requirements to

Box #2243
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### BOOKKEEPER NEEDED

Full or Part-time. Please call Crombok Nursery in Canton

(313) 459-1700

BOOKKEEPER NEEDED for large distributor. A minimum of 3 years computer experience necessary. Qualified applicants must resume to: 32133 Northwestern Highway, Suite 296, Farmington Hills, MI 48334

### BOOKKEEPER

Part time for A/R & payroll. Flexible hours, 15+. Quicken Pro (DM experience a plus. Will work with CPA. Please send resume to P.O. Box 700403, Plymouth, MI 48170

BOOKKEEPER - part time. Data entry, accounts receivable & payable. Collections & must. Meticulous attention to detail. Call Bookstaff Livonia office 25 to 30 hrs a week, Mon., thru Fri. Fax resume to Madelyn Beckett (517) 394-0797

### BOOKKEEPER/SECRETARY

with good communication & office skills for growing CPA firm. Good salary & benefits. Send resume to Bravenec & Company PC, CPAs 30600 Telegraph Rd., Ste 1300 Bingham Mi 48025-4531 Fax 810-647-4770

### BOOKKEEPER/SECRETARY

NOW! CPA firm has immediate full time opening. Must have computer experience and be knowledgeable in General Ledger, Receivables, Payables and Payroll. Highly visible position requiring excellent communication skills. Send resume with salary history to CPA 40004 Grand River, Suite F, Novi, MI, 48375

### BOOKKEEPERS PER DIEM

We are a Bloomfield Hills regional CPA firm seeking qualified Bookkeepers for clients per diem work. Our clients are located in the tri-county area in a variety of disciplines: manufacturing, distribution, service industries, etc. Ideally, you must be flexible, proficient in multi-line computer applications (Pro), financial statement preparation, and be able to navigate in a small business environment. Please send resume along with your chargeable hourly rate to

ATTN: BPDK
Fellner Rudzewicz & Co
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

### BOOKKEEPER

Steel company seeking bookkeeper with strong detail & organizational skills. Requires proven record of ability to handle bank accounts, cash disbursements & fast paced setting. Skills to include analytical ability, familiarity with computerized accounts payable/receivable systems & knowledge of all accounting procedures. Experience in bulk metals preferred. Must be highly motivated & responsible. Immediate opening. Attractive non-smoking office. Benefits. Call for interview

Crown Steel Company
7031 Orchard Lake Rd., Ste 302,
W. Bloomfield, MI 48322
810-737-4400 or fax 810-737-4427

### BOOKKEEPING/DATA ENTRY

Experience necessary. Salary Commensurate. For more information call Deg 313-487-8800

### BUBBLY RECEPTIONIST

$7.510/HR.
ARBOR TEMPS 459-1166

### CASHIER

Number accuracy, highly organized, work with deadlines and basic knowledge of basic bookkeeping preferred. Monitor teller/bookkeeper cashiering experience. Excellent benefits. Send resume to

Sheila Berry
Attn: Julie Zoltak
373 South Woodward
Birmingham, MI 48009

Equal Opportunity Employer
Make it smoke/handicapped/Vet

### CLERICAL/CUSTOMER SERVICE

Tired of working nights, weekends & holidays? Want to develop office clerical skills? No sales calls, Large area service company seeks an organized individual for its Clerical/Customer Service Dept. CRT, data entry, customer contact, PBX/switchboard or receivables experience helpful. This is a full time entry level position providing opportunity for advancement.

Call Person at 541-1300

### CLERICAL DATA ENTRY

Temporary 3 month position, effective immediately Mon-Fri 40 hrs/wk $8/hr. Bloomfield area. Fax resume to 810 433 0911

### CLERICAL

Full time inventory control position available for self motivated individual. Must be resourceful, versatile, and have an eye for detail. Computer experience helpful. Excellent benefits package. Send resume with salary history to: Hagopian World of Rugs 30140 Orchard Lake Rd., Oak Park, MI 48237

CLERICAL - Full time general office work for Southfield apartment complex. Benefits. Call Mon-Fri, 9am-5pm

810 353 9090
An Equal Opportunity Employer

### Clerical - Full Time

Growing resume service has an immediate opening for a proficient knowledge of Microsoft Word. Must be detail oriented, have strong organizational and writing skills. Ideal candidate will type 40 wpm. Prior resume experience a plus. We offer benefits & incentives. Call (810) 848-7028. Mon-Wed 8am-1pm or apply in person at 30200 Telegraph Rd., Suite #200, Bingham Farms, MI 48025

### CLERICAL

Full time Professional phone skills, typing filing & Windows operated software. Please FAX or mail resumes to FAX 810-333-3033

Dart Appraisal Services
1383 S Woodward, Su 106
Attention Mark
Bloomfield Hills, MI 48302

### Clerical Immediate Openings

Source One Mortgage has immediate clerical openings for individuals looking for a challenging opportunity.

Qualified candidates should possess the following skills

- Data Entry
- Strong Attention to Detail Ability
- Typing 35+wpm
- Previous Banking Experience a Plus

Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefits package.

Qualified candidates should send/fax resume or apply Mon-Fri 8am-5pm

SEE OUR DISPLAY AD IN TODAYS GENERAL HELP WANTED SECTION

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27566 Farmington Rd.
Farmington Hills, MI 48334
FAX 810-476-7121

Or for other available positions please call our Job Opening Hotline at...810-476-8877 JOB

FOR ANYONE

## 502 Help Wanted-Office Clerical

CLERICAL - Mature, responsible person needed for part to full time hours. Various schedules available including days, evenings and weekends. Call Philip 810-476-2626

### CLERICAL PERSONNEL AGENCY

Experienced secretarial recruiter for Recruiter/Manager position with the best known name in permanent clerical placement services.

Call 313-464-0909.
Sterling Personnel Services

CLERICAL PHONES, light computer entry for retirement benefits office at our in home office in Novi. Office moving to Westland in summer of 1996. Please call Tammy at Novi office. (810)669-4883

### CLERICAL POSITION

in Detroit area. Data entry. Data entry experience preferred. Send resume to 12627 Greenfield, Detroit, MI 48227

### CLERICAL POSITION

For office supply company. Must be able to type and have good computer knowledge. Great starting salary, insurance benefits & 401K plan. Call Monday thru Friday, 8:30-6:30pm (810) 489-9340

### CLERICAL/RECEPTIONIST POSITION

High paced Dearborn based hockey puck publishing company seeks a person to handle all office clerical tasks, including data entry, word processing, switchboard & billing. Computer experience necessary.

(313) 730-1110

### CLERICAL/ RECEPTIONIST

Full time position in an insurance agency in Farmington located in Tel-Twelve Area. Must have a good phone manner, know office procedures and have a pleasant phone personality. Computer knowledge helpful. Call 644-8206

### CLERICAL/ RECEPTIONIST

NEW YORK CARPET WORLD is seeking a receptionist person who has pleasant telephone manners. We will train you on our computer system for general office duties. Part time evenings & weekends. Apply between 9:30am & 4pm Mon-Fri at 1850 S. Rochester, Rochester

### CLERICAL

Requirements: proficient phone skills & computer knowledge a must. Full time with benefits. Salary commensurate with experience. Send resume to: Shaun at (313) 691-7404. No calls between 12 noon & 1pm.

### CLERICAL

Responsible person needed to assist staff members with typing, filing & miscellaneous tasks. Flexing management experience helpful. Write Perfect experience necessary. Fax resume & salary requirements to 810-358-5329 or mail to: Mail Box P.O. Box 250543, Franklin, MI 48025-0543

### CLERICAL SUPPORT

Detroit financial corporation seeks an efficient support individual for a clerical position in a fast paced working environment. Candidate should have prior exposure to a busy office setting. Must have computer experience to include data entry, job posting (Pagemaker), and a professional telephone manner. Position provides for a complete salary and benefit package. Qualified candidates forward resume in confidence to

OLDE DISCOUNT CORP.
ATTN: HUMAN RESOURCES
751 GRISWOLD ST
DETROIT, MI 48226

Equal Opportunity Employer

### CLERICAL

To assist office manager in a South-field law firm. Data entry, typing, filing, general office duties. Salary commensurate. Approximately 19-20 hours per week. Please send resume to

Box #2348
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### CLERK

Looking for motivated energetic person for busy office. Duties include answering phones, filing, data entry, mail, sales and vacation after eligibility. Call Renee for more information

(313) 534-9959

### CLERKS NEEDED IMMEDIATELY

Volt Services Group is recruiting for various clerical positions in the Greater Troy area Twelve Area. Must have clerical experience and excellent clerical skills. Please call Volt Services Group at 649-2190. EOE

### CLIENT SERVICE REPRESENTATIVE

Total Travel Management, one of the nation's leading travel management companies, is seeking an internal Client Service Representative. Must be outgoing, self-motivated, and committed to customer service. Excellent verbal, writing and communication skills are necessary. Graduation from high school and at least with 1 to 2 years agency experience preferred. Please mail or fax a current resume with salary history. No phone call please.

Sue Farrell
Total Travel Management
1441 E Maple Rd
Troy, MI 48083
Fax 810-528-3342

### DETAIL ORIENTED PERSON

with pleasant personality for rapidly growing Bloomfield Corporation. Must work well with others. Bachelor degree preferred. Resume and salary requirements. Resume only by mail or fax to CCA, 31535 Southfield Rd., Suite 100, Southfield, MI 48076. Attn: Shelley Hoffman. FAX 810-258-1731

### COLLECTIONS CLERK

Valassas Communications, Inc. has an immediate opening for a Collections Clerk. Responsibilities include resolving billing discrepancies, processing payment schedules and collecting past due invoices. The ideal candidate will have excellent attention to detail, superior communication skills, fast, self-promotion collection experience. Qualified applicants should send a resume and brief cover letter with salary requirements to

Valassas Communications, Inc.
C/O Westwood KYB
36111 Schoolcraft Rd
Livonia, MI 48150

### COMPUTER WORK

PC users needed. Ready Work! Excellent pay! Flexible hours! No experience required. 1-800-201-4715

### CORPORATE PERSONNEL

- temp to perm in Farmington Hills, should possess the following skills:

- Strong knowledge of Word & Excel
- Proficient in Windows
- Strong Interpersonal skills
- Ability to multitask
- Ability to work independently

Call 464-7078

ETD Temporary Service
An Equal Opportunity Employer

### CUSTOMER SERVICE REPRESENTATIVE

$8 per hr + plus commission. PC literate, high school diploma, background helpful. Full time position including benefits. Send resume to

NCI
28202 Franklin Rd
Southfield MI 48034
or FAX 810-354-6282

### CUSTOMER SERVICE

Southfield automotive supplier company that immediate opening for outgoing person willing to work as a team member in a fast paced environment. Responsibilities include telephone coverage with strong written & verbal communication skills to work with automotive purchasing & on-line automotive material control systems. Candidate must have computer skills in WordPerfect with familiarity and/or Quattro Pro a plus.

All qualified candidates please call Jim Brown, HR Manager, (810) 354-4411 or Fax resume to (810) 354-4004. Call Candidate at

## 502 Help Wanted-Office Clerical

### CUSTOMER SERVICE ADMINISTRATOR

Large residential builder has opening for Customer Service Administrator. Must be customer friendly and experienced with Windows applications. Construction knowledge helpful. Salary DOE. Send resume or FAX to Jennifer Silver at: 810-618-4129, 41000 Vincente Ct., Novi, MI 48375

### CUSTOMER SERVICE REPS

needed for growing company. Data Entry & computer skills helpful. Pay up to $8/hr. 313-525-4908

### CUSTOMER SERVICE

(FULL TIME/PART TIME) - immediate opportunities in Farmington, Troy, New Center and Auburn Hills locations for your people and computer skills. Up to date knowledge of the state of the art equipment. Outstanding opportunity for advancement. Training opportunity with Days and evenings.

Call Clara today
Birmingham
646-7661 Farmington/Livonia
644-2931

### Advantage Staffing

### CUSTOMER SERVICE & ADMINISTRATIVE

Full time position available. Excellent benefits program including medical, dental, pension & 401k. Interviews scheduled. Apply in person 30795 Grand River, Farmington Hills.

(810) 476-7030

### CUSTOMER SERVICE

Seeking an energetic individual with strong communication & organizational skills to handle all office functions. We are a wholesale distributor of office furniture & a full service package. If you can excel in a fast paced environment, please mail resume to: Virginia Tile Company, 30025 Grand River, 47A Farmington Hills, Mich. 48335. Attention Customer Service Manager.

### DATA ENTRY

Accounts payable/receivable experience. Good communication & computer skills. Call 557-5600

### DATA ENTRY

Accounts Payable/Receivable, general office clerical. 231 West 9 Mile Rd, Ferndale, MI 48220

### DATA ENTRY

Be appreciated and well paid in the warm loving environment of our suburban firm. Temp to perm career opportunities. Ability to work solo. Productivity pay increases.

Call Dale
Livonia
649-7661 473-2931

### Advantage Staffing

### DATA ENTRY/BILLING CLERK

Wholesale distributor located in Redford has an immediate opening for an accounts payable/billing clerk. Must be detail oriented. Microsoft Office/Access a plus. Excellent benefits. Competitive wage & benefits. Send resume to Box 2349 Attn: Kathy 12130 Dixie, Redford, MI 48239

FAX 313-530-2856

### DATA ENTRY/CLERICAL

Novi company has opening for a full time data entry/clerical person. Duties include data entry and some general office work. Excellent fringe benefits. Equal Opportunity Employer. Call Judy at (810) 478 9700

### DATA ENTRY CLERK

- full & part time positions available.

810-477-5900

### DATA ENTRY CLERKS

We are looking for dependable data entry clerks. Full time, part time and temp to perm. $6.00 to start

CORPORATE PERSONNEL SERVICES
36136 S Gratiot, Clinton Twp
EOE (810) 463 2231 No Fee

### DATA ENTRY

Major distributor requires Data Entry Clerk for night shift. Duties include entry of orders, price receipts, transfers and billing paperwork.

Send resume in confidence to

Box #2367
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### DATA ENTRY OPERATORS

$6.00 HOUR
Earn $6.50 - $7
Call today and apply

ADIA
(810) 442-7800

### DATA ENTRY to $9.50/hr.

W4 Data Entry Temporary Services, Farm
ARBOR TEMPS 459 1166

DEPENDABLE AND energetic pre-housecal to pre-year Medical Insurance for multiple companies includes light typing and administrative duties. Hours are Mon-Fri 8-5 pm. Call Kelly 912 at 810-252-1402

### DETAILED, PERSONABLE

for computer accounts receivable. Entry Macro Word helpful. Farmington Hills (810) 471-7272

### DISTRIBUTION COMPANY,

in Ferndale, has a full time position available for a person with clerical service & telephone answering. Benefits included.

Call Sue at 810-398-1200

### DOCKET CONTROLLER

LEGAL SECRETARY

Busy Bloomfield Hills law firm needs experienced docket controller/legal secretary. Salary & benefits commensurate. Word Perfect 6.0 experience necessary. Send resume in

P.O. Box 200
48037-0200 or
Fax 352 44.95

### ENTRY LEVEL

Full time. Benefits. Ideal for recent graduate. Must have good clerical skills, typing work & be outgoing. Call Sylvia 313 459 1300 Ext. 1.

810-354-0500

### EXECUTIVE ASSISTANT

- full time for small office in downtown Birmingham. Must have computer skills. Reply to Box #2306

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### Executive Assistant to President

Experienced, professional, mature individual with initiative, strong accounting skills, excellent communication skills for automotive distributorship in Novi to support the President in day to day operations. Word/Excel/Wordperfect needed. Send resume and salary requirements to

Executive Assistant
P.O. Box 354
Novi, MI 48376-0354

### EXECUTIVE ASSISTANT

Growing Bloomfield Hills real estate development firm needs professional to handle general administrative duties. Box 830 Keego Harbor, MI 48320

### EXECUTIVE ASSISTANT SECURITIES

seeking bright, self-starter. Take charge individual to work with SP VP's of Sales & Service for an automotive supplier. Lower candidate must possess AA AS Degree (Business, Sciences) or equivalent preferred. Minimum of 2 years secretarial experience, of which at least 3 years must be in support of a senior level executive. Knowledge of one of the best salary and benefit packages in our industry. Please send resume and salary requirements to: Box 2 Brown, 101 W Big Beaver, Sterling Heights, MI 48314. EOE.

### FILE CLERK

- needed for law firm. Candidate should possess excellent skills and be dependable. Fax resume to 810-363-4500 or call Candide at (810) 363-2882

## 502 Help Wanted-Office Clerical

### FAST PACED CO

looking for the right individual to perform A/R as well as general office duties. Experience helpful but not essential.

Resume to Box #2342
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### FILE CLERK

Accepting applications for part time file clerk for a lending dept. in community credit union. Afternoon hours Mon-Fri, general office experience preferred. Ideal for someone looking to resume the work force. Apply at Community Federal Credit Union, 500 S. Harvey, Plymouth, MI 48170

### FILE CLERK

Southfield law firm needs responsible person for courting, data entry & miscellaneous. Full time, employment. Must have reliable transportation. Call Mr. Weiner at 810-948-0000

### FILE CLERK/TYPIST

Full time entry level position. Immediate opening. Ideal candidate will work in Bloomfield Hills. Full-time position. Computer literate, 35 wpm. Non-smoking office. Please call Linda, Monday thru Friday at (810) 540-7722

### FRONT DESK HELP

8-10 hours per week (afternoons) Call (810) 618-8770

### GENERAL CLERK

Hours 8 to 5, 5 days a week. $5.50 per hour. Livonia area. Contact Laurie Vendetti (313) 425-2500

### GENERAL OFFICE

Full time & part time. Southfield location. Candidate must be detail oriented, able to handle phones and scheduling. Good written and verbal communication skills a must. Some keyboard a plus.

Call 810-352-2000

### GENERAL OFFICE

FULL TIME

Marketing services firm in Farmington Hills seeks a dependable general office personnel with career opportunities. Please respond if you possess the following:

- High school diploma
- Good phone communication skills
- Strong verbal and speaking skills
- Data entry experience helpful
- Salary low to mid teens
- Hours 8am to 5pm
- Work well in team and learn new skills

Please send resume to

Human Resources Dept. (MAD2)
P.O. Box 2467
Farmington Hills 48331-2487

### GENERAL OFFICE - Good telephone and people skills, computer in Windows 95 a plus.

Call Jan (810) 737 8700

### GENERAL OFFICE

Immediate opening for motivated self starter for a local wholesale company. Entry level position. Computer skills needed for multiple duties including computer loading programs and data entry. Must work with salary & benefit requirements to

24312 Southfield Rd
Detroit MI 48219

### GENERAL OFFICE - part time, hrs 8-5 (potential for full time) Mon-Fri. Non smoking office. $6/hr. Apply at Tel-X Corp. 32701 Industrial Rd (Industrial Rd & Mercy area) No phone calls

### GENERAL OFFICE

Permanent part time position with small computer company. Answer phones, general office, light data processing. Duties 20 hours per week, between 8am and 5pm. $7.50 per hour. Great environment. Good writing skills & word processing a plus. Send or fax resume to

PetaData Financial Systems
37420 Hills Tech Drive
Farmington Hills, MI 48331
Fax 810-488-1067

### ★ HOT JOBS

Bi-Lingual Executive Secretary, Italian, suburbs, $40,000
Legal Secretary, Detroit, $30,000
Legal Secretary suburbs, $28,000
Escrow Secretary suburbs, $26,000
Secretary suburbs, $25,000
Payroll Clerk suburbs, $23,000
Accounts Receivable Clerk, suburbs, $23,000
Temp and Temp to perm positions

All fees employer paid

CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

### HUMAN RESOURCES ASSISTANT

Established distribution operation in western Wayne County seeks a Human Resources Assistant. This position requires accuracy and the ability to multitask in a fast paced environment. Must have previous Human Resources experience and/or education, good interpersonal skills and a computer aptitude. Challenging position offers competitive salary, benefits including 401K plan, attractive incentive program paid holidays. Qualified candidates please forward resume, cover letter and salary requirements to

3200 Greenfield Rd.
Dearborn, MI 48120
An Equal Opportunity Employer

### HUMAN RESOURCE

Fast paced company seeking energetic professional individual. Must possess strong interpersonal skills. Entry working with the public. Entry level position. Must have computer literate. College degree preferred. Salary low 30's. Benefits are great potential. If interested please call Pam at 313-525-4908

### ★IMMEDIATE OPENINGS★

Computer Reseller for a major computer manufacturer is looking to fill the following positions. All positions full time & benefits.

Receptionist/Accounts Receivable Clerk

Duties include: Phone coverage, sales, invoicing & follow-ups, answering phones, general typing & typing during conversation, relation suite computer is clerical (word 6.0 etc.)

Marketing Support

Assist with-file order entry, mail as needed, telephone, purchasing, warehouse sales staff plus other marketing duties. Must be well organized

Sales Rep

Inside/Outside sales position. Must be aggressive & self-motivated. Sales or Customer service experience helpful. Outstanding potential. Will train. Resume to

Personnel Dept. 1324 Goldsmith Plymouth, MI 48170
or call 313-453-8010

### IMMEDIATE OPENING RECEPTIONIST/ WORD PROCESSOR

- Multi-line phone experience
- Word, Excel

Call today and apply!

ADIA
(810) 442-7800

### INSURANCE AGENCY - in Plymouth

Northville area needs full time clerical position. Non smoking office

Call 420-1200

### INSURANCE SERVICES

Part time for Southfield office. Computer experience preferred. Call (810) 644-9122

## 502 Help Wanted-Office Clerical

### INSURANCE AGENCY

Farmington Hills location seeks part time general office/clerical help. Office skills required. Salary plus benefits. Insurance experience. Call Gary at 810 851-3084

### INSURANCE

ASSISTANT to commercial department for property & casualty agency. Entry level experience/interest a plus. Good benefits. Call Vicki at 810 557-1880

### INSURANCE - COMMERCIAL PROCESSOR,

full time, in Birmingham insurance office, computer experience a must, customer service plus benefits. Insurance knowledge helpful. Please contact Teri or Marlene at 810 646-6300

### INSURANCE

Customer Service Rep. Full time. Perfect opportunity for a self motivated entrepreneurial knowledgeable insurance agency. Call Laura (313) 261-6000

### JOBS OF THE WEEK

EXECUTIVE SECRETARY
To $33,000 Microsoft Office Access a plus. Excellent benefits.

EXECUTIVE SECRETARY
To $32,000 Microsoft Word & Excel. Insurance or medical experience preferred. Southfield area Bene Sec Call Renee

LEGAL SECRETARY
To $30,000 Pleasant Bloomfield firm, employment litigation experience preferred. Word Perfect 5.1 a must. Quick hrs. Call April

ADMINISTRATIVE ASSISTANT
To $30,000 Pleasant Bloomfield firm. Brokerage, investment or a financial background needed. Bene

ADMINISTRATIVE ASSISTANT
To $29,000 Microsoft Word. Lots of variety. Now area. Big 3 benefits. Immediate opening. Call Sue

ADMINISTRATIVE ASSISTANT
$26,000. Automotive background a plus, microsoft and Excel. Immediate opening. Bene Denise

SECRETARY, $23,000
Two positions, friendly Southfield firm. Workpaper. Word Perfect 5.1. Variety. Benefits. Call Danielle

SALES SECRETARY
$16,500. Nice area. Word for word. Does good office skills. Call 810-772-8760
or FAX 810-772-1811
Sterling Personnel Services

LAW OFFICE - Southfield, part time temporary, 9 mornings, Monday-Wordperfect 5.1, knowledge, handle overflow, legal experience preferred not necessary. Call Nancy Lead 810 350 2333

### GREAT MONEY! Leasing Consultant

- Full and/or part time
- Weekends
- Farmington Hills location

CALL TODAY!
(810) 477-0133

NIGHT TIME - Legal Secretary needed for Southwest Town Center personal injury firm. Word Perfect 5.1 hours flexible. Ask for Andrea or Gwen (810) 356 6250

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### LOAN OFFICER

Assistant/Processor

Excellent opportunity for individual with 1 year processing experience to directly assist loan officer. This candidate must possess good organizational & inter-personal skills. Starting salary, full benefits, plus sales & production bonus. Call Mr. Smith (810) 644-4063 or Fax resume to his attention

### LOOKING FOR A NEW CAREER?

Let our professionally trained staff do the work for you. All types of openings ranging from entry level to upper management. Permanent, temporary, temp-to-perm, contract, contract-to-hire, and extended hours to make it most convenient for you! We specialize in Temporary and permanent jobs available & benefits. Call today for an interview

Livonia 313 266 8600
Southfield 810 827 1300
Auburn Hills 810 373 7500
Taylor, 313 284 0777

### SNELLING PERSONNEL SERVICES

An Equal Opportunity Employer

LOOKING FOR outgoing individual with 5 years minimum experience in accounts receivables, collections. Excel job cost management. Must good phone manner & great Word. Tam 4pm (810) 684-1215 ext 225

MAINTENANCE - Experienced person for Ann Arbor apt complex. Knowledgeable in heating, plumbing, appliances etc. Must have own tools. Send resume to P.O. Box 7413 Ann Arbor MI 48107

MATURE PERSON for office. Computers knowledge & accounting helpful. Hours 9-5 Monday-Friday. Call NEHOC 32000 Telegraph Rd 3172 Farmington Hills, MI 48334

MEDICAL RECORDS - We have an immediate opening for a person with general office skills. Must demonstrate ability to thrive on detail, phone technique & medical record experience helpful. For personal interview please call Mr. Sewell Lanham, Bert & Sam 313 535-7103

SALES ONE CALL - Has an immediate demandable friendly people for full part time to answer telephone and data entry. Good spelling and telephone skills required type 35 wpm. Send resume and cover letter to

Data Entry P.O. Box 215195
Auburn Hills, MI 48343 Drug & smoke free environment. EOE

MONTGOMERY CLINIC - Is one of the nation's largest credit reporting service seeks full time medical analysts to assist customer service staff. Experience helpful but not required. We offer a great benefit package. Call Mary (810) 557-7788

### NIGHT OWL

Does this describe you?

Large processing firm in Livonia is looking for help for their night shift. Light duty work. Must be detail oriented and flexible. Work Mon-Fri 11pm-7am. Pay is $5.50 to $7/hour. EOE. Contact Manager at (313)349-9350

### OFFICE ASSISTANT

Canton area seeks person who can immediate opening. Typing, answering phones, general office duties. Some supervisory experience preferred. Send resume to

Box 2344
Observer & O Box 308
Southfield, MI 48037

OFFICE ASSISTANT - Full time Computer literate familiarity with all office procedures necessary. Send resume to Kadmas, 29111 Evergreen Rd., Suite 1, Southfield, MI 48076. Attn: Judy

OFFICE ASSISTANT

For Advertising Specialty Company in Troy, Mi. Self-motivated professional person needed. Fast paced daily activities, variety of tasks. Skills typing, WordProcessing, phone skills, production order processing & general office support. Experience required 40 hours per week, 8:30 to 5. Fax resumes to 810-619-9004

OFFICE CLERK

Full time position. Must be good with numbers. Some typing and filing. Looking for person with good organizational skills. Great opportunity for person with attitude. Call Sam 810-478-6729

## 502 Help Wanted-Office Clerical

### LEGAL SECRETARY

Friendly, professional non-smoking Bloomfield Hills law firm seeking legal secretary with minimum of 2 years legal experience. Word Perfect 5.1, 70 wpm dictation/transcription, familiar with general legal and litigation forms helpful. Good writing/proofreading and analytical ability required. Competitive salary and benefits. Fax resume to 810-644-3901 or call Pamela between 9:30 AM - 5:30 PM at 644-3900

### LEGAL SECRETARY

Full time for fast-paced Bingham Farms office. Word Perfect 5.1 and dictaphone. Salary & benefits. Resume to Box #2343

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36251 Schoolcraft Rd
Livonia, MI 48150

### LEGAL SECRETARY

for Troy law firm with corporate, real estate, tax and employment law experience necessary. WordPerfect 5.1 a must, will be supporting 2 attorney who requires skilled and effective litigation assistance. Salary commensurate with experience. Send resume to: Office Manager, 2701 Troy Center, Suite 600, Troy, MI 48084. No phone calls please.

LEGAL SECRETARY - Livonia, full time. Previous legal secretarial experience required. Knowledge of WordPerfect for Windows preferred. Send Resume and salary requirements to: Brashear, Tangora & Spence, LLP, 33300 Five Mile Rd., Suite 210, Livonia, MI 48154. Fax: 810 No telephone calls please

LEGAL SECRETARY

needed for small personal injury firm in Bloomfield Hills. Experience in local, federal and state court, type 60-80 wpm computer skills necessary. Send resume to M. O'Brien, 2555 Telegraph, Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY

Needed for small personal injury firm. Must have excellent grammar, typing, transcription, computer skills and be highly organized. Experienced in legal work preferred. Salary commensurate. Call for interview. Personnel Department

(810) 642-0333

LEGAL SECRETARY

Needed to work for an attorney in a Southfield Pfizer form 2 days experience, 25-30 hrs. for small office. Contact Mrs. Raven 810 552 8500

LEGAL SECRETARY - part time hrs. 25-30 hrs. for small office. Must have strong skills, excellent salary, full benefits. Word Perfect 5.1 essential and good typing and bookkeeping experience helpful. Excellent salary plus

Fax 810 651-2852

LEGAL SECRETARY

Part time for Plymouth Law Firm. 3-4 hours a week. Must know Word Perfect 5.0

(313) 207-3300

LEGAL SECRETARY - part time for Bloomfield Personal Injury firm. At least 3 years experience plus Word Perfect 5.1. Salary commensurate with experience & full benefits. Call Cindy Bell at (810) 353-7575

LEGAL SECRETARY

Data for Bloomfield Personal Injury firm seeks professional secretary with 5+ years. Word Perfect 5.1 required. Salary commensurate with experience. Call Mr. Sewell Lanham, Bert & Sam 313 535-7103

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MATURE PERS