502 Help Wanted-Office Clerical

ADMINISTRATIVE SECRETARY
Develop you skills in the warm atmosphere of the firm with several locations in both Detroit and suburbs. Advancement, long term positions, temp to perm. Call Sandra 646-6166
Farmington/Livonia 473-2931 Birmingham 646-7661
Advantage Staffing

ADMINISTRATIVE SECRETARY
Michigan's largest home care agency is seeking an Administrative Secretary to Chief Operating Officer to work in its Detroit Office. Position requires excellent organizational & interpersonal skills, ability to type at least 65 wpm, take shorthand & transcribe materials, also knowledge of WordPerfect & other business software packages required. A self starter with good decision making & problem solving abilities as well as ability to work independently a must. Associate Degree in secretarial science or commensurate experience preferred as well as 3-5 yrs. related experience preferred. We offer an excellent salary & benefits package including free parking. Please submit resume with salary expectations to:
Visiting Nurse Association of SE Michigan
Attn: Human Resources Dept.
7700 Second Ave
Detroit, MI 48202
or fax to: 313-874-5251
Equal Opportunity Employer

ADMINISTRATIVE SECRETARIAL Full-time. Experience in Window Base Software. Must have excellent telephone skills & organizational abilities. Birmingham area.
Fax Resume: 810-433-0311

ADMINISTRATIVE ASSISTANT
Outstanding opportunity in Troy area with a great company. Use your excellent skills using MS Word, Excel & transcription to land this job. Duties include answering phones, word processing, spreadsheet & transcription ...

ADVERTISING RECEPTIONIST

A JOB FOR YOU

ARBOR TEMPS NEEDS

ASSISTANT TO ADMINISTRATION

ATTENTION!!!

OUTGOING PEOPLE APPLY AT:

AUTO DEALERSHIP SHOWROOM GREETER

BOOKKEEPER

BOOKKEEPER - Part time for computerized veterinary practice. 18+ hrs per week, with some flexibility. Data entry, monthly billing, client relations. Familiarity with computers & typing skills very helpful. Wage commensurate with experience. Call Steve, mornings: 313-525-5050

BOOKKEEPER/SECRETARY
Seeking a mature, dependable person for general bookkeeping, phone and typing for a busy, Livonia based company. Approximately 30 hours/week. Send resume with salary requirements to: Bookkeeper/Secretary, 43334 W. 7 Mile Rd., Ste. 8600, Northville, MI 48167

BUILDER'S Secretary
Individual with computer skills, cost estimating, blueprint familiarity, etc. Construction background helpful. Send RESUME with SALARY REQUIREMENTS to: Builder's Secretary, P.O. Box 1720, Birmingham, MI 48012

CAR AUCTION HOUSE
Needs temporary full time experienced help for general office work, filing, typing, answering phones, etc. RM Classic Car Productions 313-459-3311

CAREER opportunities with major Brokerage Firm in West Bloomfield. Must be well organized & detail oriented. Full time Sales Assistant, experience a plus. Also part time clerical position, 20 hours weekly. Fax resume to: Cal Hall at (810)737-8474 or call (810)737-8463. EEO

CHIROPRACTIC CLINIC needs responsible, flexible person with clerical background to perform a variety of duties. Will train for X-ray. 810-644-9495

CHURCH SECRETARY
Part time in Farmington Hills. 20hrs/wk. Experience necessary. Good people skills & Computer/ ...

CLERICAL

CLERICAL I

CLERICAL POSITIONS Available

CLERICAL POSITION

CLERK
(313) 534-6959

EVALUATION TECHNICIAN

Securities Industry
Top producing stock broker looking for experienced Customer Service Rep. Series 7 helpful, and working knowledge of WordPerfect 5.1 and Lotus 1-2-3 required. Challenging, high paced position. Excellent communication skills a must. Send cover letter, resume and salary requirements to: P.O. Box 9153, Farmington Hills, MI 48333-9153

CUSTOMER SERVICE REPRESENTATIVE NOVI
Word processing/secretarial duties, non-smoking office, part/full time positions. Pleasant outgoing manner for a busy medical/legal Novi office. Professional appearance, computer/telephone skills required. Previous exposure to any type of customer service operation would be an advantage. Send resume and salary requirements to:
Box #2387
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE
FULL TIME/PART TIME
Add variety and growth to your career. Learn about our immediate openings in Sterling Heights, Troy, Southfield and Auburn Hills locations. No sales involved, state of the art training. Outstanding opportunity for advancement. Call Cora today.
Birmingham 646-7661 Farmington/Livonia 473-2931
Advantage Staffing

CUSTOMER SERVICE
Responsible daily for order entry, answering phones, filing, etc. Must have some computer knowledge. Full time. Please mail resume to:
Attn: Supervisor
27260 Haggerty Rd., Suite C15
Farmington Hills, MI 48331

CUSTOMER SERVICE REPRESENTATIVE

CUSTOMER SALES SECRETARY

CUSTOMER SERVICE

DATA ENTRY CLERK

DATA ENTRY CLERK Part-time

DATA ENTRY

Data Entry/ File Clerk

DATA ENTRY

DATA ENTRY
To $9.50/hr.

Do you have Customer Service experience?

ADIA
(810) 442-7800

EXECUTIVE SECRETARY

Fiserv

FILE CLERK

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FORECLOSURE TECHNICIAN

GENERAL OFFICE

HUMAN RESOURCES ASSISTANT

INPUT ANALYST

LEGAL ADMINISTRATOR - EXPERIENCED

LEGAL ASSISTANT/ LEGAL SECRETARY

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LEGAL SECRETARIES
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FAX 810-362-4681
ALL FEES EMPLOYER PAID

LEGAL SECRETARY/ ASSISTANT

LEGAL SECRETARY

LEGAL SECRETARY

Legal Secretary

MANAGEMENT ASSISTANT

MORTGAGE LOAN PROCESSOR

OFFICE ASSISTANT

OFFICE MANAGER

OFFICE MANAGER

OPEN HOUSE
Wed., March 13
2pm - 7pm
ENTECH PERSONNEL
(313) 464-0196

PART TIME RECEPTIONIST

PAYROLL CLERK FULL TIME
TempExchange/Payroll
20270 Middlebelt, Suite 7
Livonia, MI 48152
Hourly Pay: $8-9

"POT OF GOLD" JOB OPPORTUNITIES
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PUBLIC RELATIONS/ ADMINISTRATIVE ASSISTANT

REAL ESTATE RECEPTIONIST

RECEPTIONIST
City of Farmington Hills

RECEPTIONIST/ CUSTOMER SERVICE

RECEPTIONIST

RECEPTIONIST/ GENERAL CLERICAL

RECEPTIONIST
ENTECH PERSONNEL
(810) 354-1600

RECEPTIONIST

Receptionist - Part Time
Ideal for student or retiree, no experience necessary. 4-8pm Mon-Fri. Immediate opening. Call Sara, (810) 647-7100

RECEPTIONIST PERSONNEL ASSISTANT
SNELLING PERSONNEL SERVICES
36167 Plymouth Rd.
Livonia, MI. 48150
ATTN: Manager

RECEPTIONIST

RECEPTIONIST/ SECRETARY

RECEPTIONIST
Advantage Staffing

RECEPTIONIST

GENERAL OFFICE

RECEPTIONIST VETERINARY CLINIC