502 Help Wanted-Office Clerical

ADMINISTRATIVE & SALES ASSISTANT

National 401(k) provider seeking motivated individual to handle administrative functions & assist in direct selling to corporations. Qualified candidate (experienced in 401(k) knowledge beneficiary, good computer skills. This person will work with existing clients & assist in obtaining new prospective clients. Excellent benefits, compensation has a strong base/bonus structure. Fax resume to P.A.R.T.S. 2640 Crooks Rd Suite 110 Troy MI 48084

Administrative
$8 $10/hr DOE
Apply Now
A full time opportunity exists for qualified individuals that possess the following skills
• 35 wpm typing
• Word Excel knowledge
• Detail oriented
• Ability to manage multiple tasks
• Work with little supervision
We offer BC/BS, great growth potential, bonus. Send resume to 6632 Telegraph Rd Box 172 Bloomfield Hills MI 48301 Attn: CP

ADVERTISING RECEPTIONIST
Immediate opening for someone to perform a variety of clerical duties relating to advertising functions including operating telephone switchboard, filing, word processing, typing, copying, preparing weekly reports and handling department communication. Successful candidate will possess knowledge of computer spreadsheets and word processing programs, work well under pressure, often assist others. The ability to organize and plan $7.00 to $10.00 hour depending on skills and previous related and cover letter to:
TGI Cable Advertising
4500 Beech Road
Royal Oak MI 48073
Attn: Advertising Personnel
EOE

A LEADING wholesale distributor to the Gold and Lawn Care industries has two positions available:
• Customer Service General position responsible for computer processing of customer orders and inquiries and other clerical duties. Full time.
• Receptionist and directing phone calls and handling light clerical duties. Computer experience helpful. Seasonal position, perfect for student.
Please send a letter outlining your experience to:
Dan Bates
24800 N Industrial Dr
Farmington Hills MI 48335

ARBOR TEMPS NEEDS
Administrative Assistants to $13/hr
Receptionists to $10/hr
Data Entry to $8/hr
Word Processors to $12/hr
Gerber Center
2433 Haggerty Rd
421-7766

ASSISTANT BOOKKEEPER
Permanent part time (2 days week) position with Troy bookkeeping service (and 10-12 hr a week for another company) ideally required Creative Bookkeeper to Assistant Bookkeeper 1520 S Lapeer Rd #121 Lake Orion MI 48360

ATTENTION COLLEGE STUDENTS
Are looking for a place to make some extra money? We'd like to discuss our part time positions & more. Gain real world clerical experience. 810-334-4270
WOLVERINE STAFFING

ATTENTION!!!
COME join Dunkirk! Actively seeking Administrative Assistants/Secretaries to work in our Auburn Hills office. Only must be proficient in one or more of the following: Word, Excel, Powerpoint
HIS WORD
LEXIS
MICROSOFT PROJECT
WARNER GRAPHICS
MICROFISHER
BARTECH
Personnel Services
313-271-5454
An Equal Opportunity Employer

ATTENTION
Get PAID the SAME week you WORK!
Work with a growing clerical office staff in the South Lyon, Farmington Hills, West Bloomfield area. We have Word Processing, Data Entry, Receptionists, Data Entry Operators.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

Attention
SECRETARY
Your all around skills and experience are needed for long term opportunities that pay $8.00 per hour. Candidates should have Word Perfect or Microsoft Word experience. Make this and the rest of the winter Secretarial Temporary Assignments with us. Call Kathy Birmingham 473-2931
Advantage Staffing

AUTO DEALERSHIP SHOWROOM GREETER
CLERICAL HELPER
PARK LINCOLN MERCURY
Auto dealership experience helpful. NO PHONE SALES. Full time with benefits package. 40 hours Monday-Friday. Apply Mr. Controller 4400 Ann Arbor Rd Plymouth MI 48170-4499

BILLING COLLECTIONS CLERK
For medical office in Livonia. Must have collections experience. Contact Annette at 313-513-0505 ext 247

BLUE TILE OSON looking for entry level sales assistant to assist customer executives on day to day responsibilities. Full time with full benefits. Must be organized & presentable. Job includes computer entry & answering phones. If interested call Sue Lumpkin (810) 827-9600

BOOKKEEPER
FULL charge with managerial skills. Computerized accounting system. Strong accounting background necessary. Experienced in all accounting functions through the trial balance. Excellent skills required. Salary - contact with customers, suppliers and employees. Salary commensurate with compensation expectations to
Edwin M Gray CPA
30100 Telegraph Rd
Bingham Farms MI 48025
FAX (810) 642-7367

BOOKKEEPER
ADMINISTRATIVE ASSISTANT
Part time (Local hours) to full time, starting salary $8 per hour, Birmingham area. Call Ann (810) 646-0815

BOOKKEEPER, CLERICAL, customer service, or minor sales for Livonia butcher and deli showroom. Full time. Benefits. (313) 462-1590

BOOKKEEPER
Experienced for property manager, rent company. Must have excellent understanding of accounting principles, A/R, A/P, payroll, G/L and computer software. Quality concerns and people oriented with salary requirements to
Regional Accountant
31700 Middlebelt Rd Ste 145
Farmington Hills MI 48334
Or FAX to 810-932-7402

BOOKKEEPER
Full charge through trial balance. Manufacturing computer experience required. Bingham Farms (13 Mile/Telegraph) immediate opening. Mon. Fri., 8:30-4:30. Salary DOE. Benefits include paid health insurance, dental, vision, 401K & paid time off. Starting salary $32K + Send resume & cover letter to Sam Sesi, controller / Personnel, PO Box 3068, Birmingham, MI 48012-3068

BOOKKEEPER - full charge, experienced, light clerical. Call Bookkeeping IT 313-933-9300.

502 Help Wanted-Office Clerical

BOOKKEEPER
Organized and detail oriented. Prefer clerk in timeclock or similar software. Commensurate/negotiable. Call Carole at (313) 459-9222

BOOKKEEPER - Part time for computerized veterinary practice. 15 hrs per week, with some flexibility. Data entry, monthly bills, client relations. Familiarity with computers & typing skills very helpful. Warm communicator with experience. Call Steve, mornings 313-525-5050

BOOKKEEPER - Part time w/3 years experience. Exc. computerized accounting. Associate degree in Accounting required. 313-525-4411

bookkeeper
Permanent position. Interesting & diversified. Ideal candidate will have strong machine and computer experience preferred. payroll experience helpful. Excellent benefits. Pleasant working conditions. Office located in Farmington Hills. Please call 810-476-7447 extension 122 to leave resume & phone number. Or fax resume to 810-476-6849

BOOKKEEPER/SECRETARY
Seeking creative, dependable person for general bookkeeping, phone and typing for a busy housing based company. Approximately 30 hours week. Send resume with salary requirements to Bookkeeper/Secretary 43334 W 7 Mile Rd Suite 100 Northville MI 48167

BRIGHT ambitious, administrative responsible person needed to assist with members of a fast paced medical practice. Duties include filing, copying & miscellaneous duties. Dental Office experience preferred. This full time position provides a competitive salary & benefit package. Send resume to: Office Manager, Oak Grove Dental, 30 Mile Rd PC 5445 Corporate Drive Suite 170 Troy MI 48096 2563

BUYER TRAINEE - 10 key by touch. Typing required. Previous buying experience preferred for wholesale distributor in Livonia. Call for appointment (313) 261-7600

CAREER POSITION
In plush office for experienced word processor. Must know Microsoft Word. Excel and Powerpoint. Heavy project work. Some accounting. Salary commensurate. 25-28K Full benefits. Fax resume 313-981-1120

PERMANENT STAFF
Troy (810) 649-2220
Farmington Hills (810) 737-3750

CHIROPRACTIC CLINIC needs responsible, flexible person with clerical skills. Perfect for student. Flexible hours. Call Sue at 313-981-0040

CHURCH SECRETARY
Part time in Farmington. 20 hrs. at. Experience necessary. Good people skills. Computer literate. Word processing. (WordPerfect 5.1) Call Tues & Thurs 9-noon or Sat 9-1pm 810-474-2860

CASHIER - ACCOUNTING DEPT.
Southfield company seeking a mature individual to work as Cashier/Data Entry. Some work experience & accounting and data entry a desired. Full benefits. Contact Mr. Manning between 8:30 & 10 am at (810) 352-7500

CLERICAL
Company of three has fun and other office duties. Full time benefits. Send resume to L. Cook, P.O. Box 3049 Farmington Hills MI 48333

CLERICAL

DATA ENTRY OPERATORS
• Days Auburn Hills Facility
Coming Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan & currently serving DATA ENTRY OPERATORS FOR DAYS AT AUBURN HILLS FACILITY. The qualified individuals will possess a minimum of one year of data entry skills (40WPM).
We offer a competitive salary and benefits package including health and dental insurance, 401(k) and CORNING stock option plans. For immediate consideration, please apply Mon.-Thurs. 11AM-3PM at Corning Clinical Laboratories, 1444 Centennial Road Auburn Hills MI
EOE M/F D/V

CLERICAL/DATA ENTRY
Big Beaver/Coolidge Troy Heavy telephone, regular computer. Call 835-Birmingham MI 48012-0825

CLERICAL
ENTRY LEVEL
We are a Mountain based Service Company looking for Team Players to join our Customer Staff. Customer service representatives and sales support are featured. You should be organized, attentive and possess a pleasant personality. Call Personnel (810) 347-3588

CLERICAL
Full time/ Permanent position available for self motivated individual. Must be resourceful, organized, have an eye for detail. Computer experience helpful. Salary with excellent benefits (Incl 401K). Resume to Hagopian World of Rugs, 14050 W 8 Mile Rd., Oak Park, MI 48237

CLERICAL
Full time 2nd shift office position. Livonia Area. Must have basic computer knowledge. Hourly pay, plus benefits. Please call Marie (313) 266-6004 between 8am & 4pm daily.

CLERICAL
Full time position in Livonia area manufacturing company. Candidates should have good phone skills, be detail oriented with excellent clerical skills & some accounting experience. Computer experience a plus. We offer a competitive salary & benefit package. Send resume & salary requirements to Box #2426
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL/GENERAL OFFICE/RECEPTIONIST
55-50wpm typo 20wpm PC basics. Benefits. Livonia
Phone (810) 356-2648
Fax Resume (810) 473-4348
Steven J. Greene Personnel

CLERICAL I
Social service agency seeks candidates for clerical position. Position at city Detroit location. Responsibilities include typing of various documents, based up on memorandums, lists and records, responding to correspondence, performing routine phone calls, coordinating and carrying out office and program procedures, process client referrals and complete basic data entry. Preferred candidate will have a pleasant personality, type 50-55 wpm and be customer/public service in a team environment. Excellent salary and benefits package. Please send resume and letter of interest to Deborah Mitchell, Sun Communities, 5222 Joy Rd., Detroit, MI 48204. Sun Communities is an Equal Opportunity Employer. No phone calls please.

CLERICAL
NEED EXTRA $$$
New Hudson Manufacturer seeks part time receptionist. $7.50/hr. Sam-2pm, Tues & Thurs
Call for more info!
1-800-530-9995
Ask for Keisha

502 Help Wanted-Office Clerical

Clerical Immediate Openings
Source One Mortgage has immediate openings for individuals looking for a challenging opportunity.
Qualified candidates should possess the following skills
• Data Entry
• Strong Typing 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 benefit package.
Qualified candidates should send/fax resume or apply Monday at:
SEE OUR DISPLAY AD IN TODAYS GENERAL HELP WANTED SECTION
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
FAX 810 488 7121
Or for other available positions please call our Job Opening Hotline at...810-488-7 JOB
EOE M/F/D/V

Clerical Job Opportunities
If you are dependable & hard working and are looking to work for a professional office setting, we have a variety of opportunities available:
•SECRETARIES
•WORD PROCESSORS
•SWITCHBOARD
•RECEPTIONISTS
•DATA ENTRY CLERKS
•CUSTOMER SERVICE
•FILE CLERKS
We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!
Career Temps
810 583 9500 Macomb Mall
810 650 8600 Rochester Hills

CLERICAL
Manufacturing company seeks entry level individual for a full time Third 3:30pm position. Job responsibilities include typing, filing, telephone coverage, back office support & telephone experience needed. We provide an active & dynamic work environment with benefits package. Send resume to: sms 685 Manufacturers Drive Walled Lake MI 48187
EOE

CLERICAL PERSONNEL AGENCY
Experienced secretarial recruiter for Recruiting Manager position with the best known name in permanent client placement services.
Call 313-464-0909.
Seeking Personnel Services

CLERICAL POSITION
for Southfield law office. Knowing typing & typing. Part time. Call Lori (810) 559-4055

CLERICAL POSITION - Heavy data entry, typing, filing, back up for front office, and phone work. Part time position, may possibly lead to full time. Job description available upon request. Fax resume to (810) 628-0758 or call (810) 628-0758

CLERICAL/PROFESSIONAL STAN GARDS ADMINISTRATOR
Local manufacturer seeks detail oriented individual with solid Word experience. Duties include: Maintaining standard procedures for general process and quality standards from members and public. Extra level organization and communication skills. Samples of writing would be helpful. Salary commensurate. Call PAS 901 Tower Drive #190 Troy MI 48098 2805 Attn: H. Quinby no phone calls please
FAX# 810-879-8280
An equal opportunity employer

CLERICAL/RECEPTIONIST
Excellent phone skills computer experience necessary. Full time position in Troy. Call (810) 362-3170

CLERICAL/RECEPTIONIST
Troy based office seeks a dependable, pleasant Clerical/Receptionist position available. Successful candidate will possess good typing and office skills, a working knowledge of Word Perfect, Microsoft Word and good communication skills. Send resume to:
INTERNAL SYSTEMS
1742 Crooks Rd
Troy, MI 48084
Attn: Personnel Department

CLERICAL SUPPORT
Meeting Coordinator
The position will assist administrative Office Manager. Some office experience and ability to type required. Excellent benefits, career growth and advancement awaits the successful candidate.
Diversified Recruiters
810-244-6700 FAX 810-244-6704

CLERK/ BOOKKEEPER
Experience with computers, calculator, 10 key. Mature, responsible. Bloomfield Hills. Troy. Southfield and Auburn Hills locations. Call Kathy at Staff One of the self training Outstanding opportunity for advancement. Full & part time. 2 locations. 2 days
Birmingham Farmington/Livonia
646-7861 473-2931
Advantage Staffing

CLERK
Looking for motivated energetic person for a busy Radford office. Duties include processing invoices, filing, interviewing. Benefits and relaxed atmosphere. Call Bryan for more information
(313) 534-9959

CLERK/RECEPTIONIST
Full time 9-5 for amateur phones make deliveries, photo copying, personal errands, light typing. Call Ann Approx 56 50WPM. Benefits. Send resume to Personnel Clerk Hot PLC, 28 Mile & Haggerty Rd Flour, Birmingham, MI 48009

CLOSER NEEDED - for growing title company. Experienced preferred. Excellent salary & benefits. Must have experience. Please fax resume to 810-398-8114 or call Tom at 810-299-8111.

"CLOVER OF AN OPPORTUNITY"
Multiple employment opportunities available. Secretarial, administrative, word processing, data processing, accounting positions. Great salary, excellent benefits, paid training, advancement potential.
313-298-6800 810-352-1300
Livonia Southfield
810-979-7900 313-284-0777
Auburn Hills Taylor
SNELLING PERSONNEL SERVICES

COMPUTER OPERATOR
We have a part time position available in our third shift division 25-30 hours per week. Starting wage $8.00+ per hour. Duties include printing checks and invoices and maintaining inventory. Call Ann at (810) 557-7700 ext 2. The applicant should be highly organized and detail oriented. Please apply at or send resume to
Michigan Call
Attn: Human Resources Dept.
29777 Beck Road
Wixom, MI 48393
An AA/EOE Employer

502 Help Wanted-Office Clerical

EVALUATION TECHNICIAN
Large social services agency is looking for candidates for entry level Evaluation Technician position in the Detroit office. The position will be responsible for collecting and maintaining computer files, writing reports and queries, trouble shooting problems with database, assisting MIS department in maintaining computers and software, and function as staff ware resource person for site staff. Bachelors degree and experience with computerized information systems required. Experience with data management software, relational data bases and 1 to 3 years social work experience is also desired. Starting salary is $24,255 with excellent benefits package. Send resume and cover letter and resume to Rodney Cole Baldwin Operational Staff Consultant, WRTP, 8222 Joy Rd., Detroit, MI 48204

COMPUTER SKILLS NEEDED
Positions available in Livonia and Detroit area for people with the following experience
[redacted]
Call or Fax your resume today!
CORPORATE PERSONNEL SERVICES
(313) 722-7660
Fax (313) 722 9132

CONSTRUCTION PROJECT MANAGER
Needed to bid and supervise interior construction projects. Applicant participate in Class A suburban office buildings. Knowledge of construction and office building systems required. Property management experience a plus. Please send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Securities Industry
Top producing stock broker looking for experienced Customer Service Rep. Series 7 helpful and knowledge of WordPerfect 5.1 and Lotus 1-2-3 required. Outstanding high paced position. Excellent compensation package. Send cover letter, resume and salary requirements to P.O. Box 8153 Farmington Hills MI 48333-8153

Customer Relations Entry Level $18-$30k
Coordinators Wanted!!
Come join our team of energetic individuals to service our clientele in a fast paced phone environment. Training provided. Anne / Travel & Tourism Background helpful. Great benefits package. Call (810) 948-7028
M-F 10am-6pm or send your resume to 30400 Telegraph Rd Suite 225 Southfield MI 48076
Attention CR

CUSTOMER SERVICE
Detroit one of Michigan's leading suppliers of communications equipment seeks enthusiastic Customer Service Representatives with strong commitment to excellence. Ideal candidate will enjoy in our growing organization working in a team environment, interact with the customer base and solve office/service duties. Preferred candidate will have good computer skills preferred. Prepared disposition & detail. Full time positions offer a competitive hourly salary, benefits package, career advancement and 401K. Send resume to
Corporate Office Manager CSE
PO Box 1104
Madison Heights MI 48071

CUSTOMER SERVICE ADMINISTRATOR
Large regional distributor has opening for Customer Service Administrator. Ideal candidate will have strong experience with Windows, excellent typing skills, 10 key, knowledge helpful. Salary plus bonus. Send resume to Box 2426
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Customer Service Rep
Insurance company located in Troy much seeks Customer Service Rep. Work Monday through Friday 8am-5pm. Must be well organized and have good communication skills. Salary DOE. Fax resume 810-362-8670 or call resume 810-362-6550. Attn Box 325

CUSTOMER SERVICE REPRESENTATIVE
Individuals with excellent communication skills are preferred. Prior experience to users of our motor vehicle records is helpful. Responsibilities include order entry, order follow up and handling customer inquiries. Some of the main responsibilities of the job include: Ensuring that our customers are being properly processed, good phone handling skills, good attention to detail, ability to research, knowledge of PC (personal computer) helpful. Excellent benefits and good maintenance opportunities are a plus
KENT MOORE
28400 Mound Rd
Warren MI 48092 3499
EOE/M/F/H

CUSTOMER SERVICE
Build your career with free training and experience with Fortune 500 financial services company. Training gain experience for selected candidates with opportunity for promotion to position skills. Computer experience a plus.
Birmingham Livonia/Farmington
646-7861 473-2931
Advantage Staffing

CUSTOMER SERVICE
CAREERS
Add variety and growth to your career. Immediate openings in Southfield & Heights. Troy. Southfield and Auburn Hills locations. Call Kathy at Staff One of the self training Outstanding opportunity for advancement. Full & part time. 2 locations. 2 days
Birmingham Farmington/Livonia
646-7861 473-2931
Advantage Staffing

CUSTOMER SERVICE
FULL AND PART TIME
Several market research companies in the Livonia area are looking for professionals. Troy, Farmington Hills, Southfield and Livonia locations. Inbound or outbound calls - will or training. Pay DOE. Call Sue at Manpower, responsible and enjoyable personal work? now
Manpower Temporary Services
(810) 737-1717

CUSTOMER SERVICE REPS
Plymouth. All incoming sales inquiries. Will have telephone sales experience. Good attitude & ability to learn quickly. Some city college helpful. Pay $7+
Contact Ms. Jones
313-467-6460 FAX 313-467-1838

Customer Service Specialist
Farmington Hills
Full time position for a dynamic professional office. 20 incoming lines. Must have strong telephone skills. Excellent customer service. Excellent attention to detail. Computer experience required. Includes mail, office duties. Competitive salary & benefits package. Call (810) 626-4334 Farmington, MI 48332-0434 EOE

CUSTOMER SERVICE
A Fortune 500 Company has a full time position available for someone with the following skills: Excellent communication skills, very organized, very self motivated, 2 to 3 years of office experience is essential. Send resume with salary requirements: Box #2413
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DATA ENTRY CLERK
Immediate full time opening for a Data Entry Clerk in the Chief Financial Services Broadcast Dept. of DIRAMAX. Duties include processing invoices and keypunch invoices via a CRT. Send resume/salary requirements: Box #2413 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

502 Help Wanted-Office Clerical

CUSTOMER SERVICE ASSISTANT
We are looking for a related experienced person for our busy sales office located in the Pontiac/Auburn Hills area. We are the job shop distributors for a manufacturer of metal manufacturer. Responsibilities include customer service, order entry, filing & consumer contacts. Applicant must be personably, flexible, stable & eager to learn. Full time. Competitive salary. Fax resume to 810-745-0726

Data Entry Clerk/Accounts Receivable/Accounts Payable
Fast paced Accounting Department in Bloomfield Hills
This full time position in a non-smoking office offers a competitive salary ($23,000+ per year commensurate with experience) and benefits and a great work environment. Experience with entry level data entry, 10 key, 123, Word and basic accounting skills preferred. Please send resume with cover letter to
Wildwood Industries, Inc.
Attn Personnel Dept
31400 Middlebelt
Bloomfield Hills MI 48322

DATA ENTRY CLERK
Part-time
Fast paced accounting department in Farmington Hills. Must have strong data entry, 10 key and basic math skills. Hours are Monday-Friday 12:00-5:00 p.m. plus 45-400 and Saturdays (rotating). Excellent opportunity for advancement. Accounts receivable experience helpful. Please fax resume to (810) 488-0361 or send to
Hy-Vee, Inc.
P.O. Box 9072
Farmington Hills MI 48333-9072
EOE

DATA ENTRY D.O.E.
High volume order entry dept. is looking for fast motivated detailed individual. Must type 35 wpm accuracy and 10 key by touch. Location Farmington Hills area. Hours are 11am - 15pm between 11 am and 3:30pm Activity at Dept. Call Data Drive Suite 235 Southfield between Lahser and Lafayette or fax to 810 948 9464 Attn RG
Applicants will be tested

Data Entry/File Clerk
Multi-location Auto Body law firm seeking full or part time data entry & file clerk. Ideal candidate must be fast working, responsible, experienced & knowledge of Windows & Word Perfect. Please send resumes to: Office Manager, P.O. Box 5005 Bloomfield Hills MI 48302-5005

DATA ENTRY
Full time/Part time
We need your accurate 8,000 to 10,000 keystrokes daily. Prior experience for long term assignments in Southfield, Troy, Auburn Hills, expanding firms. Temp to perm. Paid holidays and vacations. Call Temp Force Birmingham 473-2931 Southfield 948-7061
Advantage Staffing

DATA ENTRY - Full time Computer and telephone experience required. Must know Lotus. Office located in Troy. Send resume and salary requirements to Personnel Manager 3883 Telegraph, #100 Bloomfield Hills MI 48302

DATA ENTRY
To $9.50/hr
Will train. Air Walk Temp to Perm.
AIRWALK TEMPS 459-1166

DESKTOP PUBLISHING
Computer Typesetting Windows Paintbrush Proof Reading. Scanning Desk Top Publishing Bachelors helpful $10-12 per hour to start plus incentives
DOWNTOWN ROCHESTER
Growing retail store needs highly motivated & organized person with computer background & bookkeeping experience. Part time flexible hours. Salary DOE. Send resume to 301 Main St Rochester MI 48307

Do you have Customer Service experience?
Major corporation located in Farmington Hills is looking for professional customer service reps on a three month project. $7.50/hr.
Please call Kelly and apply!
ADIA
(810) 442-7800

DRIVERS/ COURIERS
Full Time Exec $
Part Time Salaries
Coming Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan, currently has DRIVER/COURIER FOR THE LIVONIA AREA & has the following positions: (1) 7:30 - 3:30 Full time, (1) 8:30 - 1PM (Part time) - Saturday Only, 8AM-3PM. Successful candidates will possess valid driver's license (with less than 3 points), good driving record, & the ability to lift boxes weighing up to 50 lbs. We offer a competitive salary and benefits package including health, dental & vision insurance, 401(k) and CORNING stock option plans. For immediate consideration please apply Mon. - Fri. from 11AM-3PM at Corning Clinical Laboratories, 1444 Centennial Road Auburn Hills MI 48326
EOE M/F/D/V

ENGINEERING SECRETARY
$23,000
Service charge is a fast growing company, international organization offering fully paid benefits & opportunity for the right person. Must be organized, self starter, minimum 3 yrs. engineering office experience, Word Perfect & Lotus 123 must. Call for immediate appointment 313-981-2400 Sterling Staffing Service

EXECUTIVE ASSISTANT - for CEO. Word for Windows. Dyna secretarial experience shorthand & dictaphone. Great benefits & great salary. Great opportunity.
LOIS RAY PERSONNEL
(810) 646-5580

EXECUTIVE ASSISTANT
Opportunity to assist with an international firm. Knowledge of word processing, Word Perfect 5.1 to 6.2/7.0. Fax resume to 810-642-1960 or send to Hewlett 1950 W Big Beaver Suite 220 Troy MI 48084

EXECUTIVE ASSISTANT
Corporate headquarters for A&W food products, with over 75 years of growth, has an immediate opening for an Executive Assistant to the Chairman. Responsibilities include administrative duties, travel planning, and interaction with high level executives.
The successful candidate will have a minimum of five (5) years of administrative support of corporate executives, strong skills in Microsoft Word, ability to maintain confidentiality and effectively manage multiple projects. Also needed: excellent communication skills, detail oriented, ability to multitask, shorthand and WordPerfect.
A&W offers a competitive salary and comprehensive benefits package. Mail or fax your resume, including salary requirements to:
A&W
Human Resource Department
17197 N Laurel Park, Ste 500
Livonia, MI 48152
Fax: (313) 462-3091
EOE

Experienced CNC Machine Operators
wanted. Full commitment with experience, starting at $8/hr. Fine and second shifts available.
ProForce
810-352-1334

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY
Large regional CPA firm located in Southfield is seeking an Executive Secretary. This position will need to have experience and possess outstanding organizational and communication skills. Ideal candidate will have excellent typing, professional phone manner, dictaphone experience and be computer literate. Wordperfect 6.0 DOS + Windows, Lotus Quattro Pro a plus. Overtime required during tax season. Salary commensurate upon experience. Please send resume and salary requirements to
Ann Marie
Fulmer, Rudzewicz & Co.
26200 American Dr. Ste 500
PO Box 5004
Southfield, MI 48086-5004

EXPERIENCE PAYS OFF!
We are currently hiring prides several hardworking individuals with experience in Word, Excel, MS Word or Lotus Data Entry and phone skills a plus. Must have 60-80 wpm. Long term assignments Weekdays. Apply
34771 Ford Rd E of Wayne
or Call for appointment
313 721 8315
INTERIM PERSONNEL

FAST PACED dental staffing service in Livonia has immediate openings for a customer service representative. Entry level position with career potential for an organized assertive people person. Computer knowledge helpful. Salary $8-$10 hourly. Call (810) 477 5277 EOE No Fees!

FAST PACED office phones receptionist. Medical/Dental Working and Staffing. Troy & Novi 313 346 1642

FILE CLERK
Full time position available. Light typing. Law firm. Birmingham area
810 258 6282

FILE CLERK - needed for manufacturing facility. Must be good at numbers. Full time position excellent benefit package. Please call between 10am & 3pm 313 455 5500

FILE CLERK - needed for law firm. Candidate should possess reliable transportation. Call for appointment. Fax resume to 810 353 4840 or call Candace at 810 353 2682

File Clerk/Part-Time
Seeking mature detail oriented file clerk for immediate entry level position. Approximately 30 hrs per week. No experience required but must possess good clerical skills. Excellent benefits. Please reply to
Box #2424
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

FILE CLERK
Part time. Farmington Farmington Hills law firm. Filing receptionist back up. Computer literate. Knowledge of Word a plus. Pleasant work environment. Salary commensurate with experience. Call Ann at (810) 626-5000

FRONT DESK
Large medical practice needed for busy practice. Phones, scheduling and insurance experience helpful. Word processing a plus. 30 hours a week. Will train the right minded person.
(810) 442-0701

GENERAL CLERICAL - Part Time 15-25 hours per week for Engineering firm in Southfield. Must type 50 WPM. Answering phones, taking orders, knowledge of MicroSoft Word & Excel for Windows helpful. $6-$7 per hour. Please call (810) 645-6400 ask for Kate Merhi

GENERAL CLERKS
(Mortgage Prep)
We are seeking energetic hard working individuals to work in our Mortgage Prep department. Duties include assembling mortgage files for underwriting. Responsibilities include organizing documents, removing staples, sorting documents by type, preparing files, up to 50 lbs. Qualified candidates should have good organizational skills and the ability to work in a fast paced production environment. Overtime is required once assembly begins. We offer competitive benefit package. Qualified candidates please apply Mon-Fri 9am to 4pm
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Road
An Equal Opportunity Employer
M/F/D/V

GENERAL OFFICE - bright, ambitious person needed for busy Farmington Hills manufacturing company. Pleasant phone manner, computer literate, general clerical work, some experience preferred. Salary commensurate. Paid vacation & holidays. Call Mon - Thurs 8-5 P.M. 810 473 9300

GENERAL OFFICE
Full time office position. Various duties. Computer skills necessary. Must be ambitious with high energy. Ideal person will have good over time may be required. Call for an appointment. Call Kathy Ruehle Fluke Inc on Telegraph Rd. in Bloomfield Hills 810 563 4050

GENERAL OFFICE for long involved with Microsoft Word, Word Perfect, Commerce Tree, excellent benefits package. Call 810 557 6550

GENERAL OFFICE, 1 person worker wanted. Experience preferred. Phone, typing, filing. Call Kathy at Art, Allen Park (313) 382-1870

GREAT OPPORTUNITY to enter dental field. Progressive Novi dental office seeks motivated individual. Great attitude & people skills a must. Call for interview (810) 476-2028

HELP! HELP! AND MORE HELP NEEDED!
SWITCHBOARD - 8 lines. Receptionist $8/hr. Temp to Perm
RECEPTIONIST - Busy phones. Bookkeeper $8-10/hr. Mon-Fri 8:30am-5:30pm. Temp to Perm
DATA ENTRY - Auburn Hills. 2 positions. Mon-Fri 8:30am-5:30pm. 10am-7pm or many part time people needed $7/hr. Temp to Perm
SECRETARY POSITIONS - Novi and Livonia. Mon-Fri 8:30am-5:30pm. Package, office experience required. $8-50/hr. Temp to Perm
OAKTEC
Farmington Hills 810-408-0464
Auburn Hills 810-377-4070

HOT JOBS
Administrative Assistant, Boards, $36,000
Accounting Managers, sub-$30,000
Credit Manager, Detroit, $35,000
Executive Assistant, sub-$30,000
Legal Secretary, Detroit, $27,000
Accounting Clerk, suburbs, $20,000
Bookkeeper/Secretary, suburbs, $21,000
Law Clerk, suburbs, $14,000
Temp and Temp to perm positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3300
(810) 649-FAX 2

502 Help Wanted-Office Clerical

Claim Adjusters
Allstate Insurance Company, located in Canton, Michigan seeks experienced Personal Mysticlassych, 37000 Grand River Ave., Suite 100 Farmington Hills, MI 48335, or call Kim at (810) 442-0610

Medical background including PPI, LPN, Case Mg., etc. Experience in Non Fault Claim Handling
A Bachelor's Degree (Minimum) Superior communication and customer service skills

We offer a competitive salary, comprehensive benefits package & profit sharing plan. Contact (810) 442-0600 Direct, (810) 351-7061 or FAX resume to (810) 351-7150
Allstate

INSURANCE AGENCY
Farmington Hills area seeks part time (semi-full help) 20-30 hours week. General office and computer skills desired. Salary commensurate with experience. Call Gary (810) 851-3060

KEYPUNCH OPERATORS
We are looking for a reliable part time operators for our day and afternoon shifts. Call Kathy at Call Volume Corp. today for an appointment!
313 422 8002

LAW FIRM RECEPTIONIST
Large law firm in Southfield, highly skilled & professional candidate with experience on multi-line phone system. Word Perfect 5.1 & excellent starting salary.
Call Mrs. Belanger (810) 351-4320 or fax resume (810) 948-9434

LEGAL ADMINISTRATOR - EXPERIENCED
Oakland county mediation firm has immediate opening for a Legal Administrator. Must know Word and WordPerfect 5.1 a must. Template 5 and QuickBooks helpful. Basic bookkeeping and accounting duties. Manage daily operations. Supervise staff. Person with experience. Benefits. Resumes to 30 Kercheval Suite 1100
27777 Franklin Rd. Suite 1100
Southfield, MI 48034
or fax to 810 356 7934

LEGAL ASSISTANT SECRETARY
Looking for self motivated detail oriented individual with communication & computer skills. Litigation experience preferred real estate & corporate experience a plus. Pay commensurate with ability. Westland area. Call Sally 810 879 7515

LEGAL
Avalaile Now!
Top Permanent Positions
at leading firms in the Southfield area
Call us today. Interview tomorrow. Offers to follow.
PERSONNEL AT LAW
3000 Town Center Suite 2580
Southfield, MI 48075
FAX 810 358 0235

LEGAL SECRETARY ASSISTANT
Needed for fast paced law firm. Typing (60+wpm) and Word Perfect experience a must. Law office experience required. $6-$8 per hour based upon letter and resume to Office Manager, 31420 Northwestern Hwy. Ste 120 Farmington Hills MI 48334

LEGAL SECRETARY
Experience needed for insurance defense firm. Word Perfect 6.0 a must. Fax or send resume to
Lynn Ellis
380 N Main St
Plymouth MI 48170
Fax# 810 588 3380

LEGAL SECRETARY
Experienced legal secretary wanted for small Bloomfield law firm. Microsoft Word 6.0. DOS Reasons. Windows 3.1 helpful. Call 810 647 8017

LEGAL SECRETARY
Exceptional Southfield law firm seeks computer literate & organizational skills. Word Perfect experience required. Personal injury litigation. Excellent benefits. Salary commensurate & benefits. Please send resume & salary requirements to Box #2426
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY experienced in litigation. WordPerfect 5 days. Ask for Mary Ann
810 642 2838

LEGAL SECRETARY
Experienced in Microsoft Word. Work in Farmington Hills. Wanted full and/or part time. Immediate opening in Novi location. Call 810 347 0777 or fax resume to 810 380 5962

LEGAL SECRETARY
Experienced with word processing skills for present Southfield law office. Ambitious non smoker. Salary based on experience and skills. Send letter and resume to Richard B. Kaplan, Esq. 26555 Evergreen Rd. Suite 840
Southfield, MI 48037-2207 All replies confidential.

LEGAL SECRETARY
Farmington Hills law firm defense 12 attorney firm seeks legal secretary with minimum 5 years exp. Salary DOE. Great opportunity. Send resume to Box #2368
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Full time for busy Farmington Hills law firm Birmingham area
810 258-6282

LEGAL SECRETARY
Full time for Southfield law office. Experience and computer skills required. Call 810 355 8130

LEGAL SECRETARY
For one attorney office. Some legal experience required. 20 hrs/wk. Call (313) 513 2200

LEGAL SECRETARY - Full time for 1 attorney office in Livonia. Experience preferred. Call Ann at 313 422 6740

LEGAL SECRETARY
Or Fax resume to 313 422 6741

LEGAL SECRETARY full-time position open immediately. Highly detailed typing and demanding legal work environment. Excellent clerical skills, numbers & telephone. Presence with numerous clients is important. Salary is negotiable. Mail resume to 4000 Livernois, Suite 300, Troy, MI 48098

LEGAL SECRETARY
for Birmingham law firm. 1-3 years litigation experience, and computer literate. Knowledge of Word Perfect with insurance. Please call
Kathy at (810) 642-1530

LEGAL SECRETARY
Flexible part time schedule. Litigation experience & proficient in WP 6.1 Windows Call
(810) 788 2022

LEGAL SECRETARY
Full-time position with domestic relations attorney. Bloomfield Hills/Farmington Hills firm. FAX resume to 810-478-6207