502 Help Wanted-Office Clerical

ACCOUNTS PAYABLE. position. Experienced bookkeeper to organize basic accounting procedures. (810)437-7821

ACCOUNTS PAYABLE
Skilled nursing facility needs individual for accounts payable, insurance and payroll related office duties. Good typing skills a must. Experience preferred. Excellent benefits. Please send resume to P.O. Box 7008, Bloomfield Hills, MI 48302

ACCOUNTS PAYABLE CLERK
Sought for corporate office of multi state chain. Large company based in Farmington Hills. Minimum 2 years experience approving high volume of invoices for payment, excellent 10 key, strong P.C. skills (Platinum accounts payable and LOTUS software knowledge preferred), familiarity with general ledger accounting, able to work to deadlines, through with detail is a must. At least 3 years coursework toward an accounting degree preferred. Please fax resume and salary history to 810-478-1158 EOE

ACCOUNTS PAYABLE CLERK for well established Property Management / Real Estate firm in Southfield. Responsibilities include timely and accurate processing of invoices, petty cash, reimbursements, check requests, preparation of reports, maintaining accounting records, monthly Systems reviews. Some administrative responsibilities, pleasant face to face contact, ability to work well with others, detail oriented and 40 hrs. Please send resume and salary requirements to:

Ms. S. Hart
P.O. Box 267
Southfield, MI 48037

ACCOUNTS PAYABLE & Receivable and other light clerical responsibilities. Must be computer literate. Nice working conditions. Full or part time. Farmington Hills. 810-539-3880

ACCOUNTS PAYABLE
Perfect for a student or part time mom. Easy, fun, good typing skills & computer skills needed.
Call (810) 585-9440 12-3pm

ACCOUNTS PAYABLE
Full time entry level position. Northwest Detroit Suburb. Candidate must have minimum 2 years previous job experience, excellent math ability, 10 key calculator & typing skills required. Please send resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE & PAYABLE CLERK. Full time position. Candidate must have 2 yrs computer experience, typing excellent communication skills. Prior accounting experience helpful. Must have great communication/interpersonal/organizational skills and be a team player. Some overtime required during peak periods. Competitive salary and full benefits. If interested, please send resume and salary history to Plante & Moran, ATTN: Ms Valerie P.O. Box 307, Southfield, MI 48037. (810) 352-0018 An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
W/D section & experience needed for Southfield Based property management company. Benefits included. Send resume & salary requirements to Clerk, P.O. Box 308, Southfield MI 48037

Accounts Receivable / Accounting Clerk
Excellent opportunity for individual with some accounts receivable experience. Need to be detail oriented and organized. Pleasant office setting, working conditions. Non smoking office. Full time, 40 hrs/wk. Call 810-355-1000

JOE PARKINSON MARKET GEO
28111 Telegraph
Southfield

ACO HARDWARE is looking for energetic salesmen for seasonal clerk positions. We are looking for a self starter with excellent communication skills and good computer skills. Good salary, full benefits, 401K, employee discount, and a fun place to work. We offer competitive salary, excellent benefit package and free car. Call Karen Dodge for an application/resume AND SALARY REQUIREMENTS to ACO Hardware, ATTN: HR Director, 23333 Commerce Dr., Farmington Hills, MI 48335-2711. EOE

ADMINISTRATIVE ASSISTANT
Looking for mature person to work with Administrator. Must know MicroSoft, with Windows skills and good secretarial skills. Call 645-7700 or 313 532 4400

ADMINISTRATIVE ASSISTANT
$29,000. Some accounting, heavy spread sheet experience. Major firm. Opportunity to advance. Great benefits. Call Charlotte Personnel 313-557-0010. Smalling Personnel Services

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
To work for an engineering company. Bookkeeping skills and computer knowledge (Excel, Worldstar a plus). Friendly, fast paced office. Send resume to P.O. Box 27126, Detroit, MI 48227

ADMINISTRATIVE ASSISTANT NEEDED
For growing company. Duties include assisting Executive Director in the processing of immigration work, and obtaining licenses for ancillary professionals. Some travelling may be required. Call Shirley or Suzanne at (810) 355-1990

ADMINISTRATIVE ASS...STANT
TO $24K
Excel or Lotus and WordPerfect. Legal experience helpful but will train for right person.
Personnel Systems 459-1166

ADMINISTRATIVE ASSISTANT
Temporary to hire position with Southfield company. Once hired full pay, $20-$24K if you have software experience call Denise at (810) 350-9777

ADMINISTRATIVE ASSISTANT
Large property management company located in Farmington Hills needs a high energy individual to handle varied administrative duties in busy office. Send resume to Operations Manager P.O. Box 9154, Farmington Hills, MI 48333-9154

ADMINISTRATIVE ASSISTANTS TEMP TO HIRE $10-$11 PER HOUR
Depending on Experience
Various Metro locations, full benefit packages upon permanent conversion. Suitable candidates will MS Word a must. Excel a plus.
Call 810-399-3450
Snelling Personnel Services

ADMINISTRATIVE assistant - NE suburbs. Word for Windows Excel and computer literate. Minimum typing speed 60 wpm. Salary $12-$15/hr. Temp to hire.

EXECUTIVE ASSISTANT - for CEO. 5 yrs experience in administrative support assistant, typing, shorthand required, great benefits, $30,000 plus. Fee paid.

RECEPTIONIST - busy phones, in medical setting, excellent staff, hourly rate, fee paid.

LOIS RAY PERSONNEL
(810) 646-5580

ADMINISTRATIVE ASSISTANT
Large, prestigious local CPA firm in Bloomfield Hills is seeking an Administrative Assistant. Ideal candidate will have a solid word processing/spreadsheet background and work with advanced skills in Word Perfect 6.0 and Quattro Pro. Some graphics experience is helpful. Must have great communication/interpersonal/organizational skills and be a team player. Some overtime required during peak periods. Competitive salary and full benefits. If interested, please send resume and salary history to Plante & Moran, ATTN: Ms Valerie P.O. Box 307, Southfield, MI 48037. (810) 352-0018 An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Prestigious Troy law firm seeks full time Administrative Assistant for Labor Law Department. Bookkeeping, Word Perfect 5.1 & spreadsheets skills a must. Real World Accounting knowledge a plus.
We offer
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401 K
• Paid Vacation & Personal Days
Send resume w/salary history to
Labor Department
801 W Big Beaver Rd. Ste 500
Troy, MI 48084
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Prestigious executive offices of international firm in both Western and Northern suburbs is asking to staff their well experienced candidates. $+Jobs $14.00/hr. Temp to perm. Call Shannon today
Birmingham Farmington/Livonia
646-1001 473-2931

Advantage Staffing

ADMINISTRATIVE ASSISTANT - Temp to perm for Livonia & Detroit. Great opportunities for a real go getter. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer
etd

ADMINISTRATIVE SUPPORT
Secretaries
Receptionists
Customer Service
Enjoy the flexibility and benefits of our Temp to Hire program. Good communication skills & word processing skills are required. Call us for immediate positions with local companies. Long-term/ short term benefits, free upgrade training.
Farmington Hills 810-615-0660
Livonia 810-543-2550
Rochester Hills 810-650-5690
Western Staff Services

ADMISSIONS OFFICE
Auburn Hills
Phones, WordPerfect and Lotus needed. Prowess helpful. Receptionist support for three month maternity leave. Future potential if desired. Starts April 15. Pay $10/hr. Resume to Marie, 1520 S. Lapeer Rd., #121, Lake Orion, MI 48360. Fax 810-693-3234

ADVERTISING - ENTRY LEVEL POSITION
Account Group Assistant. Excellent opportunity to "get your feet wet" with a rapidly growing account service team. Qualified candidates should be detail oriented, work well under deadlines and have excellent organizational and communication skills, ability and secretarial duties required. Knowledge of WordPerfect 5.1 & MicroSoft Excel helpful. Strong comfort level with numbers required. College Degree preferred. Send resume to: SOLOMON FRIEDMAN ADVERTISING, ATTN: HAZ, P.O. BOX 2002, BLOOMFIELD HILLS, MI 48303-2002

APARTMENT SEARCH
Is looking for upbeat, positive person for busy Royal Oak office. Part time evenings & weekends. If you've got what it takes, call
Jen 810-625-6678

ARBOR TEMPS NEEDS
Administrative Assistants to $10-$13/hr
Receptionists to $8-$10/hr
Data Entry to $8-$9.50/hr
Word Processors to $10-$12/hr
General Clerical to $7-$8/hr
8433 Higgins Rd. • 458-1166

ASSISTANT BOOKKEEPER
Part time. Payroll, computer skills & general ledger knowledge required. 401K, profit sharing plan, offered. Farmington Hills. For more info call Maria at (810) 478 0005 ext. 100

AUTO DEALERSHIP CLERICAL
Immediate, full time M-F starts at $7.50/hr or more based on experience plus full benefit package. Deal entry, general accounting experience. HAHS PARK UNION BENCURY. Ask for Sue (313) 453-2973 ext. 2281

AUTOMOTIVE DEALERSHIP
seeking Accounts Receivable Clerk. Must be well to work in a fast paced environment. No experience needed, we train. Contact Laurie at
Sunnybrook Lincoln
23951 Plymouth Rd. Redford
462-39

AUTOMOTIVE SUPPLIER located in the metro-Detroit area seeks an experienced person to provide secretarial support to its engineering staff.
Qualifications include
• 5-10 years secretarial experience preferably in an engineering environment
• Strong computer skills (Windows, Excel & Word)
• Ability to type 60 wpm with accuracy
• Strong organizational skills
• Strong communication (oral, written & interpersonal) skills
Please send resume Box #2503
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
or fax to the attention of
HR JW 313-591-7582

BOOKKEEPER
Full charge administrative assistant to owner. Construction background preferred. Part time. Flexible hours. Salary range based on experience. Fax resume to 810 851-0705

502 Help Wanted-Office Clerical

AVAILABLE!!! WORD PROCESSING & SECRETARIAL POSITIONS
Great Companies are Looking for your skills
Full time Opportunities
Training Available
Call today
for an appointment!!
CORPORATE PERSONNEL SERVICES
(313) 722-7990

BARTECH AUTOMOTIVE OPPORTUNITIES OPEN HOUSE
Are you waiting for opportunity to knock at your door? DON'T WAIT! Work for one of the "Big 3" Come Join us March 27 29 9 AM - 6 PM for our AUTOMOTIVE OPPORTUNITIES OPEN HOUSE
•ADMINISTRATIVE ASSISTANTS
•EXCEL
•WORDPERFECT
•POWERPOINT
BARTECH
3 Parklane Blvd.
Suite 1001 West
Dearborn, Mi. 48126
313 271 5454
FAX 313 271 9174
An Equal Opportunity Employer

BOOKKEEPER - Full charge for Mt pond, system. Duties include payroll, accounts payable & receivable, vendor relations. Working trial balance at month end. Financial degree. Peachtree, healthcare experience preferred. Salary commensurate with skills/ experience. To PROMED MANAGEMENT INC. 7001 Orchard Lake Rd., Ste. 204, W Bloomfield MI 48322

BOOKKEEPER
Full time. Full benefits. Must be computer literate with payroll background. FAX resume 313 937 4164

BOOKKEEPER full time position needs accounts receivable, payable & computer experience plus customer sales. Call Betty 810-545-2558

BOOKKEEPER
needed for Troy insurance agency. Perfect for mature lady. Knowledge of computerized accounting. Resume to 1224 Harding Troy, MI 48098

BOOKKEEPER
Need bookkeeper for property management company. Candidate must have knowledge of Skyline helpful. Good communication skills. Mail resume to 7013 Orchard Lake Rd., Suite 110, West Bloomfield MI 48322

BOOKKEEPER - PART TIME
Perfect for student. Will do bank reconciliation, inventory. Call Pam at 810-474-3050 or FAX resume to 810-474-5780

BOOKKEEPER
Permanent position. Interesting & diversified work. Figure aptitude, attention to detail, and computer experience preferred. Payroll and sales tax experience required. Excellent working conditions. Office in Farmington Hills. Fax resume to 810-476-7481 ext. 101, to leave name & phone number, or fax resume to 810-476-6849

BOOKKEEPER WANTED
Must have minimum of 2 years experience in small business. Full time. Plymouth. Call (313) 451-3990

BUBBLY RECEPTIONIST
Full time
Arbor Temps 495-1166

CLERICAL/ADMINISTRATIVE
Full time flexible hours. Smoke free. Benefits. Downtown Rochester
(810) 332 6800

CLERICAL
AVAILABLE JOBS for experienced office person. Must be computer literate and general office duties. Must be articulate & professional. (810) 355-1040 Fax resume (810) 948-1663 attn: DM

CLERICAL/CUSTOMER SERVICE
Tired of working nights, weekends, holidays? Want to develop office clerical skills? No time will give you the experience? Active Wyndotte area service company seeks an ambitious & organized individual for its Clerical/Customer Service Dept. CRT data entry, customer service, PBX switchboard or receivables knowledge a plus. This is a full time entry level position providing opportunity for advancement.
Call Personnel 2-1pm, 810 347-3689

CLERICAL
DATA ENTRY OPERATORS
*Days & Afternoons
*Auburn Hills Factory
Coming Clinical Laboratories, the largest rural laboratory in Southern Michigan is currently seeking DATA ENTRY OPERATORS DAYS, PLUS AFTERNOONS, for our AUBURN HILLS FACILITY. The qualified successful candidate will possess excellent data entry skills (45WPM).
We offer a competitive salary and benefits package (medical, life, vision and dental insurance, 401(k) and CONTINUING stock option plans). For immediate consideration, please apply Mon Thurs., 11AM-3PM (please come prepared to take a test) to Coming Clinical Laboratories, 8444 Dutkins Road, Auburn Hills, MI. EOE M/F/D/V

CLERICAL
Entry level positions. Receptionist with computer experience. Outside Sales & General Office. Pay based on experience. Permanent placement positions available
HUMAN RESOURCES
810-541-0600

CLERICAL/ENTRY LEVEL
Full time
Needed for filing and data entry. Please apply in person
893 KOLLMORGEN
34443 Schoolcraft, Livonia

CLERICAL
Full time Clerical Data Entry position available in a relaxed, professional setting. Individual must be eager, adaptable, possess a confident Computer experience helpful. 84 per hr. with excellent benefits. Call Sandy at Lorenz Corporation, 30 West World of Ruge, 14050 W & Mile Rd Oak Park, MI 48237

CLERICAL
GROWING retail decorating chain now hiring for clerical support staff. Competitive pay and benefits including health insurance and 401K. Personnel at 810-960-2001, Ext. 211

CLERICAL
Hard working responsible person needed for multiple clerical task position. Base computer & phone skills making a good call. Melissa
(313) 418-5600

CLERICAL HELP needed - Non furniture co needs 2 positions filled immediately. Mon Fri 40 hrs. Mon., Thur. Fri. nights & weekends. 25 hrs Call Sam at Sales
810 344-0880

CLERICAL HELP
Part time. Non smoking office in Farmington. Wordperfect/MS Word helpful. Send resume: 32500 Grand River, Ste 202, Farmington, MI 48336

CLERICAL/INTERNATIONAL Trade Big Beaver/Coolidge. Troy Resume salary requirements to PO Box 836, Birmingham MI 48012-0836

CLERICAL/MEETING COORDINATOR
Opportunity to join major consulting company & perform varied general office responsibilities. Excellent communications & organizational skills needed to coordinate conferences.
Diversified Recruiters
810-344-6700 FAX 810-344-8704

502 Help Wanted-Office Clerical

Clerical Job Opportunities
If you are dependable & hard working and want to work in office work in 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, health insurance. Please call for an appointment today!
Contempo
810 559 9500 Madison Hgts
810 650 8000 Rochester Hills

CLERICAL
Needed for Southfield office
Please call Beth Mon-Fri., 1-5pm
810-443-0000

CLERICAL OPPORTUNITIES
Our rapidly growing network has positions at several of our medical centers
Positions require one year clerical experience and accurate typing computer keyboard skills. Ideal candidates will possess good clerical office experience and medical terminology
To hear a complete listing of open positions and instructions on how to apply, call our
Job Opportunity Hotline at
810-424-3171 Ext. 3
PROVIDENCE
Hospital & Medical Centers

CLERICAL
PART time (20-25 hours/week). Typing required. Flexible office. Light typing, filing, mail office duties. $7 per hour (313) 427-0200

CLERICAL PERSONNEL AGENTS
Experienced secretarial recruiter for Recruiter/Manager position with the great known name in temporary/permanent clerical placement services.
Call 313-464-0909
Snelling Personnel Services

CLERICAL POSITION
Qualified individual should possess good communication skills, attention to detail and a positive attitude. Please must resume to: Clerical Position, P.O. Box 8 Free Hudson MI 48165
EOE

CLERICAL/RECEPTIONIST
ENTRY level career opportunity with SE Michigan's #1 Authorized Aastra telecommunications dealer. Gus Konel service and processing and organizational skills a must. Company gives a 401K plan profit sharing and full medical, dental, optical and life insurance. Call Gus Konel at Farmington Hills or call Laura at 810 476 0000 ext. 202

CLERICAL/RECEPTIONIST
Full time days & 2 evenings. Call Sam 313 261-7538, ask for Rose

CLERICAL/ SECRETARIAL

Positions open for data entry, phone & people skills needed for permanent positions.
$7-$10/ Hour
Call Wanda (810) 473 1112

CLERICAL
SHORT & LONG TERM ASSIGNMENTS AVAILABLE
WORD PROCESSORS $9 $11 hour plus Any software experience
RECEPTIONISTS-SWITCHBOARD Operators $7 $7 hour
FILE CLERKS $6 hour
DAT ENTRY OPERATORS $7-$8 hour
Livonia 313-266 8600
Southfield 810 352-1300
Auburn Hills 810 373-7500
Taylor, 313 284 0777
SNELLING PERSONNEL SERVICES

CLERICAL SUPPORT

Growing Medical Review Company seeks a qualified clerical support person. We are looking for a highly motivated and detail oriented person with data entry experience and the ability to work in a fast paced environment. Responsibilities will include: filing, accurate data entry of medical bills, switch board relief and more. Send resume to Human Resources, P.O. Box 240158 W Bloomfield Mi 48324

CLERICAL
5750 Detroit Court in Rochester Hills is seeking part time clerical employees. Send resume to Office Supervisor, 1145 Rochester Circle, Rochester Hills, MI 48307

CLERICAL BOOKKEEPER
Experienced Accounts Receivable, Collections and bookkeeping for Southfield CPA office. Call Lydia 810 350 2600

COLLECTOR

HENRY FORD HEALTH SYSTEM one of the state's premier health care providers, has an immediate opportunity for a Collector, within our Financial Services Center in Detroit. Requires a high school diploma or the equivalent and the ability to work with numerous PC applications. Full time days. Qualified candidates should submit resumes to:
Henry Ford Health System
Employment Department, Dept. KR
One Ford Place 1E
Detroit, MI 48202
Henry Ford Health System
An Affirmative Action/Equal Opportunity Employer, M/F/D/V

CONSTRUCTION PROJECT MANAGER
Needed to oversee multi-family tenant remodeling and maintenance projects in Class A suburban buildings. Knowledge of construction costs and office building systems required. Ideal candidate will possess good people skills. Please send resume to
Box #2424
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Courier/Office Services Assistant
Southfield office of national law firm seeks Courier/Office Services Assistant. Primary responsibilities: filing papers in local courts and other general duties (sorting mail, copying, collating, binding, etc.). Own car (mileage reimbursed). 35 hours/week, starting at $7 per hour. Excellent benefits including medical & dental. Apply to Jeffrey Leatherwood, Morrison Mahoney, 1 Maple, 25800 North-western Hwy., Suite 900, Southfield, MI 48075. Fax 810-353-6924
An Equal Opportunity Employer

CRAZY
Distribution department of Large Processing firm in need of people to work part time hours. Temp to Perm position for detail oriented, team player. Call now for more information $7/hour
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

CUSTOMER/SALES SERVICE
Part-time/full, part time. Includes phone, computer & general office. Customer service background preferred. Will train. Starting at $6.25/hour. Call Dan Henry 810-478-0505

CUSTOMER SERVICE
PART TIME
Keep busy during the busy corporate showroom. High energy, positive person with good phone & computer skills. Approximately 30 hours, some evenings & Saturdays. Please apply: 17500 Merriman, Livonia, between 1-96 & Plymouth.

CUSTOMER SERVICE
REPRESENTATIVE
National security/insurance exam prep company located in Southfield seeks part time, high flexible hours. Must have phone & computer skills. Excellent benefits. Fax resume or Fax resume to 810 356 3329

CUSTOMER SERVICE
Large Southfield based company located on westside of Detroit taking applications. Good office skills, typing, 10 key, good phones & order entry. AR/AP Helpful. Good phone voice. Fast paced non smoking office. Excellent starting pay + benefits. Call
(313) 491-6300

CUSTOMER SERVICE/
SALES SECRETARY
Fast paced office seeking dependable person with good written and verbal skills. Attention to detail and organized. If you like to stay busy with a mix of word processing and phone sales, please send resume to: Attn: Peter Bauer, R.O. Whitesell & Associates, 29100 Northwestern Hwy., Suite 311, Farmington Hills, MI 48334

CUSTOMER SERVICE
REPRESENTATIVES
Looking for motivated individuals used to work for a fast paced long distance telephone sales environment. Must possess sales in phone requests, data entry & problem solving. Hours 8:00 a.m. to 5:00 p.m. Please fax or send resume to
LDAR Long Distance 8801 Comm Ave. Minneapolis, MN 55337
FAX - 800-367-5692

CUSTOMER SERVICE
45 immediate openings in Troy area. Work in air conditioned office, your pecies and computer skills no sales involved. Temp to perm opportunity with excellent benefits, standard operating hours and financial rewards. Dial your dream job today!
Call Lisa Call Connie now
Staffmark
646-7661 473 2911
Advantage Staffing

CUSTOMER SERVICE
Customer service representative of major Farmington Troy and Sterling Heights manufacturing company have immediate temp to perm needs. Qualifications for the unique assignment are
• Excellent telephone skills
• commitment to long term assignment
• light computer skills
Thorough background will be provided to qualified candidates. Call Carol Farmington/Livonia Birmingham
473 2911 646-7661
Advantage Staffing

Customer Service Representative
The Detroit Area Service Center of First American Real Estate Solutions is looking for a team player in state of the art property tax processing. Has an excellent career opportunity for a responsible customer service specialist.
Responsibilities for researching analyzing and responding to customer inquiries, authority inquiries and requests related to real property taxes, cash sales must be able to work in a team oriented with strong organizational and follow through skills. Must be a team player and enjoy and written communication skills in a fast paced meeting the following qualifications
• 1-2 years recent telephone customer service experience preferably within the property tax processing mortgage Banking/financial services industry.
• Experience researching accounts and providing written customer correspondence.
• Demonstrated ability to make decisions within company guidelines and exercise good judgment in a high volume environment.
• 35+ wpm typing preferably using PC Windows based software or other on line computer system.
• Ability to work overtime
First American offers competitive salaries and a comprehensive benefits package. For confidential consideration please mail/fax resume to: First American Employment Dept. KR 3412 Fox Hills Drive, Ste 101 48153 9800 FAX (313) 591-1326 EOE

FIRST AMERICAN

CUSTOMER SERVICE Terrific organized, energetic, customer service oriented individual for entry level position. Auburn Hills retailer. Salary based on experience. Call Carol at 810 340-7220

CUSTOMER SERVICE REP. looking for motivated individual experienced in truck accessories &/or auto parts for busy phone manner skills a plus. Good wages & benefits. Apply at Wolverine Truck Accs., Webb Dr., Westland 48185. 1-800-766-5203

CUSTOMER SERVICE
Clerical/Data Entry. Growing Canton corporation seeking enthusiastic, organized person. Duties include customer service, clerical, data entry and filing. Please contact Brenda at (313) 416 8351

CUSTOMER SERVICE/
RECEPTIONIST
Sought for top veterinary referral hospital. Outstanding opportunity. Skills required for full time & part time position. Full benefit package available for night candidates. High quality personal resume to 30 Lakeshore Dr. 11 Mile Rd., Southfield, MI 48076

CUSTOMER SERVICE
REPRESENTATIVE
Computer friendly for order taking courier service in Livonia. Livonia based company seeks individual who takes initiative to handle multiple calls. Ideal candidate will be well versed with others. Minimum starting pay $8.50 per hour plus overtime. Call Mark at 464 or fax application: Tyndall Photo 34505 Industrial Rd. Livonia MI 48150

CUSTOMER SERVICE
A national distributor of gourmet frozen foods has an immediate opening for a customer service representative with 1-2 years experience. Non smoking environment. Must possess excellent telephone skills, typing 10 key & math aptitude. Experience in telemarketing sales & handling customer complaints required. Fast paced office environment. For consideration, fax or mail to:
Attn: Customer Service 24470 Indoplex Circle, Ste 102, Farmington Hills, MI 48335, or fax 810 478 1437

DATA ENTRY CLERK/ PART-TIME
Suburban advertising agency has immediate opening for a part time data entry clerk who would work 20-25 hrs/wk. The ideal candidate must have speed, but the emphasis would be on accuracy. Send resume with salary history to
W.B. Doner & Company
Attn: HR Data Entry
25900 Northwestern Highway
Southfield, MI 48075
EOE

DATA ENTRY
Full time for Tuscaloosa Distributor. Must be computer literate & people friendly. Call Mark (810) 960-2400

502 Help Wanted-Office Clerical

DATA ENTRY CLERKS
Rapidly growing auto finance company is seeking to fill full time data entry positions. Must type a minimum of 35 wpm and possess excellent communication skills. Competitive wage & benefit package including health, life, 401k & paid days off. Please apply in person or send resume & cover letter to: Acceptance Corporation, 25800 W 12 Mile Rd., Ste 300, Southfield, MI 48034. Attn: Human Resources

Data Entry
CROWN LIFT TRUCKS, a leader in the material handling industry is looking for a detail oriented, fast paced, high energy, secretarial experience is preferred. Competitive salary, excellent benefits and competitive wages. EOE. Please call or send resume to
Van Collins
Crown Lift Trucks
22633 Heslip Dr
Novi, MI 48375
(810)344-1050

DATA ENTRY
Experience necessary. Wholesale distribution company. Full or part time position. Non smoking office. Fax resume. Please send resume to Data Entry P.O. Box 2347, Southfield, MI 48037 2347

DATA ENTRY
Immediate openings with major brain trust and the industry's leading headquarters. Auburn Hills, Romulus and Farmington Hills locations. We specialize in assignments suitable to your needs & skills. Top pay & benefits. Call Debbie Farmington/Livonia Birmingham
473 2931 646-7661
Advantage Staffing

DATA ENTRY OPERATORS
Farmington Hills real estate/computer company seeks experienced data entry operators. Must type 50 WPM accurately, strong oral & written communication skills required. Experience with Windows helpful. Previous experience in real estate related position also helpful. Competitive salary & benefits package includes Medical, Dental, 401K & more. Please submit detailed resume excluding salary requirements to:
Box #2453
Observer & Eccentric Newspapers
3251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer
NO PHONE CALLS PLEASE.

DATA ENTRY OPERATORS
Full & part time available. Blue cross dental, free life insurance, 401k plan 100% tuition reimbursement, tuition waiver & on-premises. Type 45wpm. Excellent advancement potential. We are the right people. Face Lift Office
810-476-7355

DATA ENTRY OPERATORS
See our ad under classification 500
(313) 261 8220

DATA ENTRY Part time work. Detroit area. Flexible hours. Call Carol at Paris Dr. Farmington Hills. Call Carla after 7:30pm. 810 471 4111

DATA ENTRY Part - time, early mornings. Wholesale food distributor. Lathrup. 8634 Fenkell. Detroit (313) 864-4454

DATA ENTRY person experienced for busy accounting department. Looking for dependable person with good attendance. Familiar with a fast paced work environment. Salary negotiable. Fax resume to 810 543 9100

DATA ENTRY
To 99.50/hr.
We have all shifts. Temp to Perm
ARBOR TEMPS 452-1166

Do you Have Customer Service experience?
Major construction company in Farmington Hills is looking for professional customer service rep. Work on a three month project $7.50/hr
Please call today and apply
ADIA
IMPLEMENTAL PERS
(810) 442-7800

Do you have Word Processing/ Office Experience?
We have paid $7 to $8/hr time opportunities waiting for you
Word Excel WordPerfect Lotus
Data Entry
Call today and apply!
ADIA
IMPLEMENTAL PERS
(810) 442-7800

DYNAMIC Real Estate office seeks part-time office assistant. Ideal candidate has strong phones and excellent word processing skills. 30 hr week. Flexible schedule. Send resume with cover letter via FAX 810 350 1106 or mail to 27777 Franklin Rd. Ste 490 Southfield, MI 48034

EMPLOYMENT COORDINATOR
Growing Temporary Agency needs service sales individual to interview and match applicants to employers. Will train.
Personnel Systems Arbor Temps
(313) 459 1166

ENTRY LEVEL administrative position in Troy. Duties include typing, telephone & good communication skills. Please send resume to 100 E. Big Beaver, Box 3, Troy MI 48083

EXECUTIVE ASSISTANT TO CEO
$5,000 BONUS
Real estate development corporation has immediate opening for a full time Executive Assistant to CEO. Major opportunity for advancement. MS Word and transcription experience required. Send resume with cover letter, salary requirements, available commencement date and immediate and long term career goals to: Ms Lion, 200 E Brown St. Ste 101, Birmingham MI 48009

EXECUTIVE ASSISTANT
Downtown, work for the president of the Fortune 500 corporation. Must have top level management work experience and strong sales work comp experience. Salary negotiable.
962-0565 - Fax 962-2571
Dorothy Day Personnel

EXECUTIVE ASSISTANT
To $36,000 high level secretarial experience. Microsoft office or Lotus. Small Sales Experience in a CPA's office. Call Barb 810-772-6760
Snelling Personnel Services

EXECUTIVE LEGAL SECRETARY
To manage the workflow of dynamic and sure Farmington Hills law firm. Experienced educated professional. Administrative responsibilities, corporate & civil litigation. Excellent salary & benefits, opportunities 810 626 5000

EXECUTIVE SECRETARY
An exciting opportunity with a leading centrally located manufacturer. Top 3 secretary to the president. Excellent benefits
SEC 3-21-96
P.O. Box 514
Clarkson, MI 48017

EXECUTIVE SECRETARY
Downtown, must have "strong" computer skills and steady verifiable work history. To $25K
962-0565 - Fax 962-2571
Dorothy Day Personnel

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY
$30,000 Administrative background, sandwiches & social. Work for President. Call Barb. Call 810-772-6760
Snelling Personnel Services

EXECUTIVE SECRETARY
$30,000 Administrative background, 5 years secretarial experience needed for prominent downtown firm. Call Darnell 810-772-6760
Snelling Personnel Services

FAST PACED
Livonia Processing company has several immediate temp to hire positions available. If you like working at a lively, hectic environment and have strong production monitoring background. CALL NOW!
DON'T MISS
the opportunity to work at a fast paced, growing processing company in the Livonia area. This does lead to perm openings for production supervisor of travel and expense reports
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

FAST PACED office phones, receptionist. Microsoft Windows & Word. Arbor
313 398 1862

FILE CLERK
for small office, entry level, full time. High School diploma. Call Carol
(810) 557 1241

FILE CLERK
Full time for Livonia. Entry level duty
law firm Birmingham area
810 258 6282

FILE PERSON - Part or full time. Excellent benefits. Farmington & Livonia locations. If interested call
(810) 353 8460

FULL TIME individual needed for Real Estate Escrow Department. Experience preferred but will train the right person. Call Sharon at 299 1821

GENERAL CLERICAL Part time morning evenings and weekends. Farmington Hills area. Art Video Furniture 8300 Wayne Rd. West of Merriman

GENERAL CLERKS
We are seeking energetic hard working individuals to work in our Micrographics area. Position requires good eye coordination, for microfilming responsibilities, some organizing, filing, preparing microfilm jackets/jobs and sorting of boxes and fees up to 50 lbs. Ideal candidates should have good organizational skills and the ability to work in a fast paced production environment. Previous data entry experience is a plus. Starting salary is $6.00 per hour. Full time with benefits package. Qualified candidates should apply Mon Fri 8am to 4pm
For other available positions please call our Job Opening Hotline
810-488-7 JOB
An Equal Opportunity Employer M/F/D/V

GENERAL OFFICE Assistant - Real estate/development. Organized. Knowledgeable with accounting & computer skills a plus
810 559 4680

GENERAL OFFICE - bright, amiable, detail oriented person. Farmington Hills manufacturing office, pleasant working atmosphere. Computer literate, general clerical duties, some light bookkeeping. Salary negotiable. Paid vacation & holidays. Call Mon Tues Wed & Fri 3
810 473 8305

GENERAL OFFICE - Customer service, light typing, good phone skills. Farmington Hills area. Part time
(810) 478 4100

GENERAL OFFICE
PART TIME
Good phone voice. W Bloomfield
810 851 1992

GENERAL OFFICE
position for Individual Family Counseling Center in Rochester Hills. Part Time Central Standard Time - 9 15 pm two days a week and every other Saturday 9 00 am - 1 00 pm. General office duties, answer phones, general clerical, collect fees, typing (long Send resume to Rochester Hills Counseling Associates, Attention M Taurinus, 1640 Rochester Rd. Suite 100 Rochester Hills MI 48309 EOE

HOT JOBS
Legal Secretary Detroit $37,500
Legal Secretary Sales Suburbs $30,000
Legal Secretary Detroit $27,000
Legal Secretary Detroit $28,000
Executive Secretary Sub Top Temp to Perm
Entry Level Legal Secretary Suburbs $23,000
Secretary Suburbs $22,000
Temp to perm positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

IMMEDIATE OPENINGS
We have many positions open in several areas. These jobs plus many more are filling up fast, so CALL NOW!
CLERICAL/DATA ENTRY
This position requires Quattro Pro, WordPerfect and Windows. AS 400 knowledge a plus.
ACCOUNTING CLERK
This position comes with many opportunities for advancement. Must have an accounting degree or 3-5 yrs. experience.
CUSTOMER SERVICE
We have 15 openings for a major service organization.
PERFORMANCE PERSONNEL
313-513-5823

INSURANCE
Entry level Assistant Account Representative. Must have strong work ethic, type 40wpm. Well organized & team quickly. No insurance experience necessary. Send resume to Personnel Dept. P.O. Box 530309 Livonia, MI 48153-0309 E.O.E.

INSURANCE
Personal Lines Account Representative with 1-3yrs experience licensed or willing to get. Fax resume to Personnel Dept. P.O. Box 6500, Troy, MI 48007-6500 EOE

JOB COORDINATOR
Staffing Company seeks energetic "People Person" for our Customer Service Area. Place employees on assignments with Hospitals, Nursing Homes and Clinics. Full time. Southfield office. Call Bob 810-357-7085

KEYPUNCH OPERATORS
Experienced data entry operators. Full/part time, days/afternoon shifts. Denesen
(313) 581-5151

502 Help Wanted-Office Clerical

JOBS! JOBS! JOBS!
SWITCHBOARD - Southfield, 8 lines, $8/hour
CUSTOMER SERVICE REP
Light typing background. Southfield
SECRETARY - Livonia, MS Office - experience necessary $9-10/hr
DATA ENTRY - Farmington Hills, 8,000+ KPM & accuracy. Temp through June
LEGAL SECRETARY - Bloomfield Hills. Minimum 3 yrs. experience. Temp to perm
OAKTEC
Temporary Staffing Service
Farmington Hills 810-488-0484
Auburn Hills 810-377-4070

KELLY SERVICES
As of Wednesday, 3/27/96
Accepting walk in Clerical
WESTLAND
RECEPTION CENTER
896 S Wayne Rd (South of Cherry Hill)
9am - 1pm, Mon-Fri
Please Bring
• Drivers license & social security card
• Resume if possible

LAW FIRM RECEPTIONIST
Large Southfield firm seeks highly skilled & professional receptionist. Full benefit package & excellent starting salary.
Call Mrs. Belanger (810) 351-4032
or Debbie (810) 851-9490

PATENT DATA RESEARCHER
Master Data Center's Payments Department has immediate temporary assignments for patent and trademark law payments. Seeks individuals with strong attention to detail, data descriptions on law payments and respond to the needs of our clients.
Qualified individuals will have superior written and verbal communication skills, be self motivated, organized, manage track and solve several open priority issues and have Word Perfect or Backtracer Experience preferred.
Please send your resume to Paula Stone Master Data Center, 29100 Northwestern Hwy., Suite 300, Southfield, MI 48034 Master Data Center is proud of Simon & Schuster's International and Business & Professional Group is an equal opportunity employer.

LEGAL ASSISTANT
Oakland County law office seeks experienced Workers Compensation knowledge required. Send res