This Classification Continued from Page C12.

502 Help Wanted-Office Clerical

APARTMENT SEARCH

A 30 year old company is looking for an aggressive, professional sales person to join our evening team. A service oriented, goal driven, results oriented person will excel in this fulfilling assignment. Generous position. Positions are available through our entry level program. Please call 810-478-4858 EOE

ASSISTANT

NEEDED full time. Candidate must possess accounting, Word Perfect 5.0 and Lotus 1-2-3 skills and prefer oriented person will excel in this fulfilling assignment. Generous position. Positions are available through our entry level program. Please call 810-478-4858 EOE

ATTN: HOME-MAKERS

Looking to earn part time. Dependably some hours. Phone calling. Flexible schedule. Pleasant. Professional. Personality a MUST. Part time evenings & weekends. Mon. Sat. $10 hr. Mileage allowance. Call (313) 266-1876 or 266-1878 (313) 266-1963

AUTO DEALER ACCOUNTS RECEIVABLE

Clerk needed for growing Ford Dealership. Experienced preferred. Good salary. Conditions. Benefits & room for advancement. Call Jim Hoover at Hoover Ford Lincoln Mercury. Fax or send resume to:

McDonald Ford
550 West Seven Mile
Northville, MI 48167
Fax 810 349 2153
attention: Sue Sa Machine

AUTOMOBILE DEALERSHIP

seeking Motivated Receptionist. Must be able to multi-task, have fast paced environment and be detail oriented and train. Contact Laurie at Jim Kelly Jeep Eagle 23251 Plymouth Rd. Redford 48239

BILLING CLERK

Entry level position available in our Plant office. Computer experience a must. Benefits & $10hr. Please send resume to: Cash Express, 2121 Schaefer Detroit, MI 48228 (313) 341-5613

BOOKKEEPER

Experienced for General Ledger, Checking, Accounts Payable & Computer. Many Benefits. Pleasant environment for friendly person.

CALL CHRIS

KITCHEN GLAMOR
(810) 557-1700

BOOKKEEPER

Full time position available. Must have Lotus experience. Duties include payroll, accounts payable, accounts receivable, vendor relations. Working out of Livonia environment and Ford Motor Reference. Healthcare, experience preferred. Send resume with salary requirements to: PROMED MANAGEMENT, 30777 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334

BOOKKEEPER

Full charge bookkeeper. Must have 5 years bookkeeping experience. Knowledge of Lotus 1-2-3 and Word Perfect. Excellent benefits. Send resume to: Sterling Heights Plumbing, 7211 Hamilton, Suite C, Sterling Heights, MI 48314

BOOKKEEPER

Need now for of people experienced bookkeeper/payroll clerk. Experience necessary. Ford experience helpful. Employee of Skyline Hospital. Freedom Mortgage. Pleasant Mark environment. Call Senator Jim Pierce 313-591-1000 Suite 110 West Bloomfield MI 48322

BOOKKEEPER

Accounts payable, receivable. Light bookkeeping. Must be self starter. Ford general office duties. Benefits included. (313) 348-6200

BOOKKEEPER

Part time position. Accounts payable, medical office. Accounts payable and computer experience required. Flexible hours. $10-$12 hour. 313-261-7200

BOOKKEEPER/SECRETARY

Well organized self starter for small company. Knowledge of accounting and computer. Varied office procedures required. Send resume with salary requirements to P.O. Box 996, Novi, MI 48376 or fax to 810-478-6826

BOOKKEEPER/SECRETARY

Full time W.B. Department for smoking manufacturer rep office. Computer literate. Knowledge of all aspects of small business. Duties include payroll, telephone communication & organizational skills a must. Fax resume 401-961-2440 Call 810-851-2100 or fax resume 810-851-3489

BOOKKEEPER

Seeking energetic, competent individual with experience accounting & computer experience required. We have growing company, looking for accounting functions of rapidly growing company. Send resume to: Excellent opportunity to join young, aggressive company. Send resume & salary requirements to 31555 14 Mile Rd. Suite 100 Farmington Hills, MI 48334 or fax (810) 626-4571

BOOKKEEPER

Temporary/12 Mos. Immediate opening. Light bookkeeping. Must be familiar with Computerized general ledger & payroll. Hours negotiable to 30/100 Energy, 4301, Bingham Farms, MI 48025 or fax 810-540-7533

BOOKKEEPER WANTED

Must have minimum of 3 years experience in accounts payable. Full time Plymouth. Call (313) 453 3900

BOOKKEEPER - 30-40 hours/week

Responsible person for Sterling Heights. Send Resume to PO Box 868 Royal Oak, MI 48068-0868 or Fax 810-594-0807

BUBBLY RECEPTIONIST

$6.50/HR
Arbor Temps 495-1166

CABLE INSTALLER

To $1,000 week. Trained & skilled in 810-473-8700 FEE

JOB SOURCE FEE

CAREER CONSULTANT LIVONIA!

Make a difference! Become a major part of a growing service sales industry.
- Premier location
- No weekends
- Bonuses
- 8 am 5 P.M. hours
- 6th Sigs training
- 30K first year and up

For more information about becoming part of a winning team call our "Career Consultant" Sales staff, contact TERRY FORTUNE 810-649-6797 (Fax 810-649-2496)

Dorothy Day Personnel of Michigan, Inc

DAY

CAREER RECEPTIONIST

Downtown Detroit law firm seeks versatile people-person for busy reception desk. Light typing and administrative duties. Manufacturing and estate work helpful. Competitive benefits. Reply to Box #2514 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

CLERICAL - All around duties

for insurance major contracting co. Full time/part time. Must speak, read and write English. Please mail resume to: Clerical Position P.O. Box P Deer Hudson, MI 49055 EOE

502 Help Wanted-Office Clerical

CLERICAL ASSISTANT

Busy manufacturing company looking for part time (9-3) clerical person to handle phone relief, mail distribution, copying etc. Pleasant personality, ability to work well with others and ability to handle multiple tasks necessary. Computer experience helpful. Come resume with salary require marks to

OFFICE MANAGER
MEDIAR INC
30700 GRAND RIVER AVE
FARMINGTON HILLS, MI 48335

CLERICAL ASSISTANT PART TIME

Valassis Communications, Inc. is looking for a Part Time Clerical Assistant to work Monday through Friday at least 4 hours/day. This person will be responsible for various clerical support functions, special project work and additional functions. The clerk candidate must be able to type 35 WPM, handle multiple priorities and deadlines. Please send environment interested candidates should send a resume, cover letter and salary requirements to:

Valassis Communications
CIO Westwood Ave
36111 Schoolcraft Rd
Livonia, MI 48150

CLERICAL CUSTOMER SERVICE

Non smoking medical/legal. Non union. Clerical Position. Full time (40hr). Necessary Customer Service Position. Full or part time. Available. Computer telephone skills required. Other time value applicants will be considered. Light time. Call Between 8-10 (810) 552-9400 Fax resume to (810) 552-9408

CLERICAL DATA ENTRY

Immediate full time position. Experience preferred, medical medical helpful. Pleasant working environment in fast paced multi-employment. Health Care benefits. Live but not a must. Call Rick at (810) 447-9040

Sterling Personnel Services

CLERICAL

DATA ENTRY OPERATORS

"Days Autumn Hills Fax Ty

Cutting Office Laboratories, the largest Clinical Diagnostic laboratory in Michigan, is looking for DATA ENTRY OPERATORS DAYS. Responsibilities include: Accurately & quickly input business activities. Qualified applicants must possess excellent data entry skills.

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. Please come prepared for testing. Cutting Diagnostic Laboratory 2 Corporate Road Auburn Hills MI EOE M/F/D/V

CLERICAL

Entry level positions. Knowledge of word processing, computer. Operate Copiers & Genigraphics Paper Cutter. Prior experience. Permanent placement positions available.

HUMAN RESOURCES
810-541-6600

CLERICAL HELP

Experienced, bilingual person needed. Handle related duties including reception & typing. For the Bloomfield Hills area. Please fax resume to: Carol 313 255-2666

CLERICAL

Mortgage Business Systems, Michigan's Largest Centurion Corporation, current project is a nationwide roll out of a state of the art loan office. Customer Service experience required. Excellent working environment and benefits package. Please fax resume to Mark Company paid benefit package. Please fax resume to: Office Manager MORTGAGE BUSINESS SYSTEMS, INC. 4199 Bridge Street Fowlerville, MI 48836 1-800-[illegible] EOE

CLERICAL

IMMEDIATE PART TIME POSITION

Flexible hours. Knowledge of word processing, knowledge of shipping and receiving a plus. Call Bridget 810-447-9000

SNELLING TEMPORARIES

CLERICAL INTERNATIONAL TRADE

Big Beaver/Coolidge Troy Area. Hourly requirements to PO Box 835 Birmingham MI 48012-0835

Clerical Job Opportunities

If you are dependable & hard working and are looking to 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 & holiday pay & referral bonuses. Please call for an appointment today!

Kelly Temp
810-583-9500 Madison Hgts

CLERICAL LEGAL ASSISTANT

For law office specializing in collection practice. Highly motivated individual to work independent. Send resume to: 3000 Town Center Suite 2290 Southfield MI 48075

CLERICAL

Mature person to work in chemical lab. Light typing. Some bookkeeping, insurance experience. Southfield (810) 353-1582

CLERICAL/OFFICE

Seeking highly motivated individual with extensive WordPerfect skills and a strong math aptitude. Full time position with benefits. Send resume and salary requirements to:

Office Manager
Consolidated Financial
31780 Telegraph Rd
Bingham Farms, MI 48025

CLERICAL

On-site Livonia. Experienced PC back-ground. Self-starter. WordPerfect. Excel. PageMaker. Full-time. Wonderful. $8/hr 810-558-0200

CLERICAL - PART TIME General office duties. Mon.-Fri. Financial Auto Wholesaler. Royal Oak

(810) 435-3228

CLERICAL

Part - Time

Please see our OPEN HOUSE ad in today's classifieds under "Banking"

MICHIGAN NATIONAL BANK

CLERICAL PERSONNEL AGENCY

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

Call 313-464-0909.
Snelling Personnel Services

CLERICAL POSITION

Qualified individual should possess good computer skills, attention to detail, and a positive office attitude. Please mail resume to: Clerical Position P.O. Box P Deer Hudson, MI 49055 EOE

502 Help Wanted-Office Clerical

CLERICAL POSITIONS

Growing company has the following clerical openings

RECEPTIONIST

Handles incoming phone calls and greets guests in corporate office. Some typing. Light clerical duties. Excellent people skills

SECRETARY

Solid typing, phone and filing skills. Must have "can do" attitude and be a team player

ADMINISTRATIVE ASSISTANT

Looking for sharp candidate to formulate, track in busy marketing office. Must be able to create basic spreadsheets, tables and charts

Reply, resume and cover letter stating salary, phone and fax numbers. Without salary expectations will not be considered. Mail: POB 250310 Livonia MI 48151 FAX: 810 559 5540 email: jayjewel@ix.netcom.com

CLERICAL POSITIONS

- Secretary Marketing
- Typist
- Receptionist
- Clerical - Customer Service
- Accounting

Human Resources Department Services
810-553-7710

CLERICAL SECRETARY

Bloomfield Engineering/Plumbing Institute. Must speak and write English. Light typing. Must have good phone manner, organizational skills & some computer experience. Customer service. Send introduction letter with resume & salary requirements to: Box #2519

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL

SPECIMEN PROCESSORS

See our ad under Medical

CORNING Clinical Laboratories

CLERICAL SUPPORT

Southfield. The Multinational Pharmaceutical Company is seeking an experienced Word Processor. Strong typing (105 Word Min.) and phone skills detail oriented. Self-motivated. Suite Teamwork environment. Excellent benefits package. $10 hr. plus health care. Resume: Cindy Hoover, fax: (810) 746-8126 W. 12 Mile Southfield MI 48034 or Fax 810 357 3405 No phone inquiries please

CLERICAL SUPPORT

Growing Medical Review Company seeks a qualified temp assistant. Must possess strong interpersonal skills, be detail oriented and have excellent typing skills. Duties include data entry, filing, typing 30-40 wpm.

Please fax resume to Sandy 248-358-4448 or call 248-358-4700 W. Bloomfield MI 48324

TELEPHONE CUSTOMER SERVICE

NO TELESALES INVOLVED! Ideal 3 states only.
- Some detail and customer service skills.
- Strong messaging, literature fulfillment, data entry. Must be able to type accurately at 40 wpm and have basic computer skills.
- Offers excellent benefits, including 401(k), life insurance, medical, dental, vision care, paid holidays, vacation and sick days.
- Assign a dedicated temporary employment agency representative who will be responsible for your success and assignment.

ADVISTA CORPORATION
Attn: HR
1199 Wolf
Plymouth, MI 48170
EOE

CLERICAL

52nd District Court in Westland seeks clerical support for current employees. Send resume to: Office Supervisor, 135 Becker, Office Westland Mall, MI 48185

1st Shift
8:30am - 4:30pm
12,000-15,000 equivalent
2nd Shift
5:00pm - 2:00am
10,000 equivalent required
The successful candidates are expected to work long term temporary assignments.
Clerical Skills required are:
- 10 key calculator
- Ability to type 35 WPM
- Ability to learn computer software
- Ability to work in a team environment
- Ability to work in a fast paced environment
- Ability to work overtime and on weekends

Call Today!

CLERK

Looking for motivated, energetic person for a busy reception office. Office duties include answering phone, light typing, data entry, filing and assisting other staff. Send resume to: Box 2518 Observer & Eccentric Newspapers

(313) 534-9959

CLERK POSITION

With busy Bookkeeping and Accounts Receivable department. Duties include Generalists, for accounting functions of rapidly growing company. Send resume to: Personnel 20501 Rushland Suite 350 Bloomfield Hills Mich 48236 or please call the Personnel Dept at (810) 258-6700

CLIENT SERVICES ASSISTANT

Exciting position in fast growing company and uses your excellent customer service and telephone skills. Must be team player with some office & data entry experience. Diversified Recruiters 810-344-6700 FAX 810-344-6704

CONTROLLER for medium size construction company. Must possess strong supervisory skills, knowledge of construction industries. Living Stones, computerized and self starter. Sales & Purchasing. Send resume to: 30887 26211 Grand Park Blvd Suite 220 Southfield MI 48075.

COORDINATOR

high energy full time position for person with previous advertising experience, computer literate and decision making skills. Immediate interview available. Call Wendy at 313-481-7490

CREDIT INVESTIGATOR

Financial company looking for person to perform credit investigation and potential customers. Clerical office duties, answer phones & knowledge of Microsoft Word included. Send resume to: AFI, 20300 W. 12 Mile #202, Southfield MI 48076

CUSTOMER SERVICE REP

Full time for computer audio/video repair firm. Knowledge of computers, audio & video a plus. Salary plus full benefit package paid vacations, 401K. Excellent career opportunity for mature, responsible person. Room for growth. Please call Dave at (810) 546-6063

CUSTOMER SERVICE PART TIME

help needed for busy corporate environment. High energy, positive person with good phone & people skills. Approximately 30 hours, some evenings & Saturdays. Please send resume to 12500 Merriman Livonia, between 1-96 & Plymouth.

CUSTOMER SERVICE

Part time/full time
Evenings/Days
New growth position with customer service department of major Farmington, Troy and Sterling Heights marketing companies. Temp to perm thoroughly training to insure your success. Qualifications include
- excellent people skills
- commitment to long term assignment
- light computer skills

Call Carol today & start to morrow
Farmington/Livonia Temporary
473-2531 646-7661
Advantage Staffing

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPS

Pleasant, valuable quick learner with a good memory. Plymouth area Professional Temp Firm with excellent benefits. Excellent pay. Environment. For Just can Chris

TempExchange
(313) 326-9335

CUSTOMER SERVICE

DATA ENTRY

Our client is seeking individuals for Data Entry positions in Troy, Southfield and Auburn Hills. Positions are temporary but may lead to permanent. Excellent opportunities for full time and part time. Call Western Staff Services today!

Troy (810) 435-1616
Southfield (810) 352-7474

Western STAFF SERVICES.

CUSTOMER SERVICE REPRESENTATIVE

Full time position available in our Plymouth office. Responsibilities include Customer Service, Data Entry, Telephone Support. Successful candidate will have excellent written & telephone skills, be detail oriented, have good math skills, and be a team player. Monday - Friday 8:30 - 5:00. Salary commensurate with experience. Please fax resume to: 810 354 3313

CUSTOMER SERVICE

Entry level position in our Customer Service Dept. Responsibilities include telephone support, data entry, and other duties as assigned. Successful candidate will have excellent written & telephone skills, be detail oriented, have good math skills, and be a team player. Monday - Friday 8:30 - 5:00. Salary commensurate with experience. Please fax resume to: 810 354 3313

CLERICAL SUPPORT

Growing Medical Review Company seeks a qualified temp assistant. Must possess strong interpersonal skills, be detail oriented and have excellent typing skills. Duties include data entry, filing, typing 30-40 wpm.

Please fax resume to Sandy 248-358-4448 or call 248-358-4700 W. Bloomfield MI 48324

DATA ENTRY

A Southfield company has an immediate opening for a Data Entry position. Prior experience in medical and insurance billing is a plus and must have strong attention to detail and high accuracy. This position is Temp to Perm. Call Today!

ADMINISTRATIVE ASSISTANTS EXECUTIVE SECRETARIES

Southfield's premier area contract staffing firm seeks Administrative Assistants and Executive Secretaries with at least 3 years experience in the area of Microsoft Word, Excel, Windows, Lotus, Word Perfect, Quattro Pro, Powerpoint, Access. Excellent professional demeanor and a computer literate environment. Temp to perm and permanent placements available.

OFFICETEAM
A Member of the Robert Half Family
28588 Northwestern Hwy.
Suite 250 Southfield, MI 48034
(810) 356-0220
fax (810) 356-0941
EOE

DATA ENTRY

Data Entry - General position 2 shifts available. Must have typing skills. Will train on Lotus. Call Ann for an appointment (810) 477-7100

DATA ENTRY CLERKS

Rapidly growing auto finance company seeking to fill full time data entry positions. Must type a minimum of 45 wpm and possess excellent communication skills. Competitive wage & benefit package including health, dental life 401k & paid time off. Please send resume & cover letter to Credit Acceptance Corporation, 25505 West 12 Mile Rd. Suite 3000 Southfield MI 48034 Attn: Human Resources

DATA ENTRY

Data Entry experience needed to scan resumes into computer database. Call Kelly at 810-585-9960 ext. 221

DATA ENTRY

Immediate openings with major financial institution in Troy, Farmington Hills, Auburn Hills, Romulus and Farmington Hills locations. We specialize in assignments suitable to your needs & skills. Excellent benefits. Call Sterling Farmington/Livonia Birmingham 473-2531 646-7661
Advantage Staffing

DATA ENTRY
NO NIGHTS - NO WEEKENDS!!!

Beautiful Auburn Hills area financial giant is seeking skilled data entry clerks. Must possess high typing skills and have a positive attitude. Great pay & career opportunities with benefits

Call now
for an immediate interview!!!

CORPORATE PERSONNEL SERVICES
(810) 362-9696
NO FEE EOE

502 Help Wanted-Office Clerical

Data Entry Operators

Immediate openings in Southeast Farmington Hills for experienced data entry operators. Must type 8,000 10,000 keystrokes and possess excellent attention to detail. Great opportunities for temporary to direct hire or if you are just looking for a temporary assignment. Call today for an appointment.

ENTECH PERSONNEL
(810) 354-1600

DATA ENTRY OPERATORS

Farmington Hills real estate computer information services company seeks experienced data entry operators. Must type 50 WPM accurately, strong and written communication skills desired. Experience with Windows helpful. Previous experience in real estate related position also helpful. Competitive salary & benefits package includes Medical, Dental and 401(k). Please send resume including salary requirements to:

Box #2453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer
NO PHONE CALLS PLEASE

DATA ENTRY Part time position. Detroit Big Beaver. Lab 23955 Freeway Park Dr. Farmington Hills. Call after 7 p.m. 810-471-4191

DATA ENTRY person experienced for busy accounting department. Looking for dependable person with good attendance. Familiar with a fast paced environment preferred. Hourly plus full benefit. call 810-543-5100

DATA ENTRY PERSON

for growing Farmington company. Familiarity with Lotus a major plus other computer programs are also required. Call Diane at 810 355 2550 ext 1224

DATA ENTRY

To $9.50/hr.
W/ Temp to Perm Temp to Perm
ARBOR TEMPS 459 1166

DOCUMENT PREP

and client reference checks for document management company. Full time or Part time. Strong typing (105 Word min.) and phone skills detail oriented. Self-motivated. Suite Teamwork environment. Excellent benefits package. $10 hr. plus health care. Resume: Cindy Hoover, fax: (810) 746-8126 W. 12 Mile Southfield MI 48034 or Fax 810 357 3405 No phone inquiries please

Do you have Switchboard/Reception experience?

If so, we have job assignments waiting for you full and part time.

Call Today!

ADIA
(810) 442-7800

Do you have Word Processing/ Office Experience?

We have part & full time opportunities waiting for you

Word Excel WordPerfect Lotus Windows

Call today and apply!

ADIA
(810) 442-7800

ENVIRONMENT MANAGER COORDINATOR

Permanent opening for person with agency or utility customer service experience. Person must have professional demeanor, excellent supervisory and analytical skills. Benefits package. (313) 452-1166

Executive Assistant

Financial firm seeks an Executive Assistant. Strong knowledge of Microsoft Office and ease at learning new firm's specific systems directly to this position. Join the Company that offers a challenging and environment with excellent benefits. Salary commensurate with experience. Please fax or send your resume to ASAP. We offer free parking, 401(k) Profit Sharing, 23100 Northwestern Hwy. Ste 390 Southfield 48034 Fax 810 353 8686

EXECUTIVE ASSISTANT

Large certainly focused company seeks an Executive Assistant position candidate with excellent verbal, written, organizational skills. Generous benefits package. Fax resume to: EOE/AT

P.O. Box 516
Clawson MI 48017

EXECUTIVE ASSISTANT

With Systems experience at Corporate headquarters. Ideal candidate must possess strong communication skills, be a self starter, have a positive attitude, willing to be a team player, possess excellent organizational skills with the following Microsoft Software: Microsoft Word, Powerpoint, Microsoft Office.

Please send all resumes to: Marie Reed, Human Resource Mgr. 30100 Telegraph Rd. Suite #353 Bingham Farms, MI 48025

EXECUTIVE LEGAL SECRETARY

To manage small partner of dynamic mid size Farmington Hills law firm. Experienced adjusted professional Administrative responsibilities complete & competitive salary & benefits opportunities. 810-626-5000

EXECUTIVE SECRETARY

To $25,000 Type 60 Words Per Minute. Must have 5 years of variety. Opportunity to advance benefits. Call 810 775 1000

Sterling Personnel Services

EXPERIENCED LEGAL SECRETARY

Learn on a smart friendly environment. Farmington Hills. Must know WordPerfect. Flexible hours. Send resume to Office Manager 30500 Northwestern Hwy. Ste 500 Farmington Hills, MI 48334

EXPORT DOCUMENTATION CLERK/ QUALITY CONTROL ASSISTANT

Part time position for full time Excellent opportunity for responsible, detail oriented. Computer knowledge & experience with Wordperfect 5.0 a bonus. Please send resume to

Star Cutter Company
23461 Industrial Park Dr.
Farmington Hills, MI 48335
Attn: Sandy Johnson

FACTORY JOBS

To $14 hr. some train. start now
810-473-8700 FEE

JOB SOURCE FEE

FAST PACED office

phones receptionist Secretarial Temp to perm Ann Arbor, Troy, Sterling. Ms. 313-295-1882

FILE CLERK

Credit Union seeking mature professional individual for part-time File Clerk. General office experience preferred. Position is approximately 20 hrs. per week, afternoons. Ideal for someone who wishes to enter the work force, or for a second resume to: Community Financial Credit Union, 500 S. Rochester, P.O. Box 8050 Plymouth, Mich. 48170

FILE CLERK

needed for Southfield law firm. Some court filing required. 20-30 hours per week. Hours flexible. Call 810-353-1870

FORECLOSURE TECHNICIAN

Bright & energetic individual to work in Birmingham law firm. Full-time position. Computer literacy a plus. Will train. Non-smoking office. Please call Linda, Monday thru Friday at (810) 540-7701

502 Help Wanted-Office Clerical

OFFICE SUPPORT

Little experience? Lots of attitude and energy? Put those to work answering phones, filling inquiries word processing for growing manufacturer. Excellent communication, organization computer literate. Strong phone and power letter to Duo Gard Industries 32900 Capitol Executive Dr. Westland MI 48185 FAX 313 525 1165

FULL or part time person for manufacturers rep office. Computer & telephone skills a must. Commute to Troy Inc. 575 W. Maplehurst, Apartments Lot 4 B220 or call for appointment at (810) 341-1141

FURNITURE DELIVERY OFFICE

Located at our distribution center requires an organized dependable individual to coordinate the delivery of merchandise, record and avail C.O.D.'s and schedule deliveries. Job requires excellent customer contact, so customer service and professional phone skills are a must. Computer experience is helpful. Full and part time positions available. Some weekend hours necessary

Mon. Fri. 9-5
Newton Furniture
30411 Schoolcraft Rd
Livonia MI 48150
313 525 3993

GENERAL CLERICAL - Part time mornings, evenings and weekends. Typing a must. Apply within Ad Van Furniture, 8300 Wayne Rd., Westland, MI 48185

GENERAL CLERKS

We are seeking energetic, hard working individuals to work in our Micrographics area. Position involves operating equipment for microfilming. Responsibilities include organizing documents, removing staples, paper clips, and mining of books and 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 during peak seasons. Starting salary is $5 hr. Experience is a plus. Excellent benefit 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 - Bright amiable person wishing to learn for Farmington Hills manufacturing company. Must be able to handle computer literate general clerical work. Some experience needed and regulated. Good benefits & salary commensurate. Fax Thurs & Fri 313 473 5905

GENERAL OFFICE CLERKS

For Payment Center. 8-5pm Mon-Fri. Formula 313 441-3180 or fax resume to 313 441-3183

GENERAL OFFICE CLERK

Duties to include payroll and bookkeeping data entry, billing, accounts, check processing and misc office tasks. Full time with benefits. Send resume with salary requirements to: Office Manager 4343 Harper, Suite C Plymouth, MI 48170-6023

GENERAL OFFICE

Furniture Southwest location. Candidate must be detail oriented multi-tasking to handle phones and scheduling. Good and verbal communication skills a must. Some keyboard & pack.

Call 810 352 2999

GENERAL OFFICE

Furniture accounts receivable and general computer knowledge helpful. For Redford office. Please contact fax at 313 538 9060

GENERAL OFFICE

Growing company looking for an outgoing person to fill our front desk. Some general clerical duties. Some light typing. Ideal candidate would be interested in detail and organizational skills a must.

(810) 442 4900

GENERAL OFFICE - PART TIME

Mature person for our Farmington office. Clerical and bookkeeping duties. Non smoking environment. Call 313-522-0224

GENERAL OFFICE

Permanent position with large retailer to work in the mail room. 8 Mile Lahser area. 810 353 0190 x 3471

GENERAL OFFICE

person for downtown Troy firm. Needs extensive back ground in general office procedures. Self starter, quick learner, good analysing skills & ability to multi task are a must. Call Jim at

(313) 483-2999

GENERAL OFFICE

Phone, no filing & typing. Wet brain. Call Dennis at (810) 471-7203 An Equal Opportunity Employer

GENERAL OFFICE/RECEPTION

Looking for self motivated person for full time position. Fax resume to 30681 Stephenson Hwy. Madison Hts., MI 48071

GENERAL OFFICE/ RECEPTION TO 20k

TWO OPENINGS! Your good typing skills will be put to immediate use to help you secure this position. Our client, a manufacturer, has offices in two locations - West side and North Suburbs. CALL TODAY (810) 585-4200 OMS/Division of Management Recruiters International

GORMANS NOVI, INC.

Needs full time office help with the following skills: computer literate, long experience, and ability to work independently in person and on the telephone. Excellent working conditions in a team environment for a premier company.

Call Ms. Carolsin 810 344 0880

GROWING Birmingham property

management firm seeks motivated individual for general office duties. Accounting skills a must. 35-40 hrs per week. Call between 9-10 to discuss qualifications.

(810) 540-6288

HANDY PERSON

10-15 hrs/wk. Painting, plastering, light carpentry, caulking & general clean up for Livonia, Farmington & Walled Lake area. Call (810) 471-5460

HELP! HELP! HELP!

TECHNICAL CLERK - Troy, engineering environment, temp to perm

CLERK - Birmingham law firm, part time general clerk, copying. You must have dependable transportation. 58 hr plus mileage

RECEPTIONIST - Farmington Hills - 20 hours, typing in MS Word, 58 hours

CUSTOMER SERVICE REP NEW - with mortgage background - South-field 58 hours

TYPIST - Auburn Hills - 55 wpm, 58/hr - 30 day assignment

EXECUTIVE ASSISTANT - 3-5 yrs experience MS Office including Power Point, German a plus! 82-$28K year

ACCOUNTING CLERK - Bingham Farms - WordPerfect and Lotus Jobscan

SALES SECRETARY - Troy - WordPerfect 5.0 Word, typing 55 wpm minimum 45 wpm, temp to perm. $9.50

OAKTEC
Temporary Services
Farmington Hills 810-489-0464
Auburn Hills 810-377-4070

IES LEGAL Secretary Legal Temperamental

Call Jim
(810) 355-3258

INSIDE SALES / SECRETARY

For small Plymouth based manufacturers rep agency. Good phone skills along with linearly personality a must. Microsoft Word knowledge necessary. Call 8-10am

(313) 454-7620

502 Help Wanted-Office Clerical

HOT JOBS

Executive Legal Secretary, Detroit, $31,000
Legal Secretary, Detroit, $28,000
Legal Floater, Detroit, $26,000
Legal Secretary, Detroit, $27,000
Legal Secretary, Suburbs, $27,000
Office Desk, Suburbs, $22,000
Secretary/Receptionist, Suburbs, $21,000
Legal Trainee, Suburbs, $21,000
Messenger, Suburbs, $13,000
Temp and Temp to perm positions
All fees employer paid

CALL OR FAX TO
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Novi, MI 48375

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Experienced data entry operators for our Farmington Hills office. Call Deneen (313) 501-5151

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LEGAL SECRETARY

Busy Southfield branch company seeks experienced secretary to assist litigation department. Must have 5 years experience & good organizational skills. Competitive salary & benefit package. Box #2437 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

LEGAL SECRETARY

Downtown Detroit law firm seeks legal secretary with at least 3 years experience in litigation. Word Perfect 5.1 or more years experienced & good organizational skills. Competitive salary & benefit package. Box #2437 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

LEGAL SECRETARY

Downtown Detroit law firm seeks legal secretary with at least 3 years experience in litigation. Word Perfect 5.1 or more years experienced & good organizational skills. Competitive salary & benefit package. Box #2437 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

LEGAL SECRETARY

Experienced, assertive, self-starter for small Southfield firm. Microsoft Word 7.0, OS-2 Warp Server. Windows 95. Salary commensurate with experience. Contact Deanna at

810-568-7700

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For medium size, Troy firm. Must have strong typing skills, and 1 year experience in litigation. Call

(810) 649-1330
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502 Help Wanted-Office Clerical

LEGAL SECRETARY - for Farmington Hills office. Litigation experience & WordPerfect 5.1 a must. Part time. Flexible hours (avoid pay). Fax resume to (810) 851 9421 or call Janet at (810) 851-9420

LEGAL SECRETARY

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(313) 953-0290

LEGAL SECRETARY

Full time/part time years experience for Probate and Estate Planning. Good benefits. Send resume with salary