EMPLOYMENT

502 Help Wanted-Office Clerical

ADMINISTRATIVE - Assistant, Bloomfield Hills, 3-5 yrs experience, work for VP, some general clerical duties, Word, Windows Excel & Internet Access. To $24,000. Fee paid.

ADMINISTRATIVE - Assistant to Starting Hts. Word for Windows, Excel, interfacing with engineers & customers. $12.50/hr. temp to hire.

SECRETARY - Southfield area, accounting office, WP 6.1, DOS, computer literate, with detailed transcription experience. $9/hr. Fee paid

RECEPTIONIST - secretary, Southfield, must line phones, WP 6.1, DOS, correspondence, reports, travel arrangements, temp to perm. $10/hr.

GENERAL - office, Southfield, ingenuity in setting up sophisticated filing systems, reception duties with good organizational skills, some dictation, $10/hr. Fee paid

LOIS RAY PERSONNEL (810) 646-5580

ADMINISTRATIVE ASSISTANT

Alessa Inc., a leading third party administrator of casualty claims and risk management services, has opened a national call-center service center in Livonia. We are looking for people to provide a telephonic injury and accident reporting service for Alessa clients nationwide. We have an immediate opening for a highly motivated full time Administrative Assistant to support the operations of the transporting Center.

The position will assist the Transporting Manager in a variety of interviews. The ideal candidate should possess a 3-5 years administrative or secretarial experience; minimum typing speed of 50 wpm; must be PC proficient (Microsoft Word and Excel), possess strong organizational skills, excellent written and verbal communication skills, a strong orientation to customer service and caller satisfaction a must!

We offer excellent salary and benefit package, which includes major medical, dental, vision, life insurance, short and long term disability, and a 401K plan.

Interested parties should forward cover letter, resume, and salary requirements to:

Alessa Inc
ATTN: Kristy Moore
Human Resources Representative
17197 N. Laurel Park Dr., #434
Livonia, MI 48152

Fax: (313) 953-4500

No phone calls please
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
For small Livonia office. Light & up. Permanent. Flexible 30-40 hrs/week PC literate, strong administrative skills. Send resume, pay history, references. BGI Search, PO Box 8123, Livonia, MI 48150. Fax (313) 591-8178 Call. (313) 458-7555

ADMINISTRATIVE ASSISTANT - Livonia based construction company for a part time position full time Salaried Position requires strong communication and organizational skills. Computer and wordprocessing experience preferred. Must send resume and salary history to Burdick Group Inc., 38201 Schoolcraft, Suite B-12, Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Motivated, shop individual needed for growing consulting firm. Must have a minimum of two yrs. of exp. experience, exceptional typing, grammar & spelling skills needed. Strong computer background in Windows environment preferred. Must be able to demonstrate proficiency. Please send resume to PO Box 517, Troy, MI 48099

ADMINISTRATIVE
Automobile transporter seeks individual with excellent computer & organizational skills, ability to work independently, & a positive attitude required. We offer competitive salaries & benefits. & 401 K. Send resume and salary history to:
Box #2585
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Experienced Legal Secretary
Immediately for An Arbor contractor. Responsibilities include phones, filing, typing, scheduling, payroll entry, job costing and other office duties. Windows and Lotus 1, 2, 3, & Word. Must be able to handle multiple tasks. Extremely fast paced office. Only motivated self-starters need apply. Please FAX resume & salary requirements to 313-971-1135

ADMINISTRATIVE CLERK
For American real estate tax service, a leader in the mortgage servicing industry, has an immediate opening for an administrative clerk in our tax department. Ideal candidate will be a qualified candidate should be able to type 40 wpm, have excellent math skills, good organizational skills for customer inquiries. We offer a competitive salary ($17,300), benefits & a bonus.
Interested applicants should forward their resume to:
FIRST AMERICAN REAL ESTATE TAX SERVICE
P.O. Box 531270
Livonia, MI 48153-1270
Fax: 800-421-7988
Re: Administrative Clerk Position
No Phone Calls
An Equal Opportunity Employer

ADMINISTRATIVE MANAGER
A large, luxury apt. community in Southeastern Oakland is looking for an experienced person to handle all accounts receivable, collections of delinquent accounts, customer relations and several other office duties as they pertain. The ideal candidate will be a quick thinker with strong math skills, tactfully aggressive in collections, detailed with administrative procedures, and will possess the organizational skills within Residence Computer Knowledge (Windows preferred), experience helpful, willing to train the right individual with a learning attitude. We believe "detail only apply!" Fax resume to: Catherine Crisp at 810-681-0884. Attn: L. Agnew

ADMINISTRATIVE SECRETARIES
Immediate hire, $22,000 yr. plus benefits. National company seeks detail oriented individuals with strong word processing skills. Call for appointment.
HUMAN RESOURCES
810-653-7710

SUBMISSIVE SECRETARY
WP expert, part time, 20-30 hours, MS Word & Excel. Wait for 2 top deal personnel. To $30. Bloomfield

LEGAL SECRETARY
WP authority, 3+ yrs in legal environment, Word 6.1 & proficiency with Lotus. To $36.

EXECUTIVE SECRETARY
WP authority, IT positions, large organization, Word, other software, MS Office expert. To $40K.

982-0866 or fax 982-2571
Dorothy Day Personnel

502 Help Wanted-Office Clerical

ADMINISTRATIVE SECRETARY
National property developer firm seeks team player with excellent communication & organizational skills for fast paced office. Applicant must be multi-task oriented & computer literate. Excellent benefits. Resume with salary requirements to: Controller, 15905 Greenfield, Suite 326, Oak Park, MI 48237.

ADMINISTRATIVE SUPPORT
A Farmington Hills, Michigan based international marketing firm has a position open for an administrative support person.

The position involves work in a sales support capacity. Job duties will include, word processing, filing, page layout, secretarial support, proofreading, word complex editing and report/record processing.

The successful candidate must be both PC and Macintosh literate and show proficiency on the following programs: AmiPro, MicroSoft Word, Excel, PowerPoint, PageMaker and QuarkXpress.

Candidates must have extensive proofreading experience and possess excellent verbal and written skills, work well under deadline pressure, and have the ability to prioritize and complete multiple tasks in a timely manner.

Please send cover letter, resume and salary history to

Personnel Director (AS)
PHOENIX GROUP
34115 West 12 Mile, Suite 200
Farmington Hills, MI 48331

A FARMINGTON HILLS PC Computer training company is in Receptionist doing phone answering, paper filing, help customer service, etc. 2) A Warehouse Worker - doing warehouse maintenance and parts management, shipping, etc. Full time positions. Experience preferred. Competitive pay and benefits. Send your resume to 24407 Halsted Rd., Farmington Hills 48335, or fax 810-442-8129. ATTN. Employment.

APARTMENT SEARCH
A 30 year old corporation is looking for an aggressive, professional sales person to join our winning team. A service minded, self driven, results oriented person will excel in a fulfilling, excellently compensated position. Positions are available throughout metro Metro Detroit Area. Please call 810 978-4858 EOE

Are You Looking For A Position That Will Allow You to Use Your Skills While You Earn SUMMERTIME CASH??
Administrative Assistants
$6.50 - 12.00 an hour
Data Entry Clerks
$7.00 - 9.00 an hour
OPPORTUNITY IS KNOCKING OPEN THE DOOR TO YOUR FUTURE TODAY
CORPORATE PERSONNEL SERVICES
(313) 722-7990

ATTENTION!!!
COME join Barbara's Actively seeking Administrative Assistants/Secretaries! to work at leading companies in Livonia. Must be proficient in one or more of the following software packages
•MS WORD
•EXCEL
•WORDPERFECT
•HARVARD GRAPHICS
•POWERPOINT
BARTECH
Personnel Services
313-271-5454
An Equal Opportunity Employer

ATTENTION RECEPTIONIST
Plymouth Court Nursing Center is looking for a full time receptionist. We offer competitive wages & full benefits, we are located at 108 Haggerty Rd Plymouth. Please call Nancy Hole at 313-455-0010 ext 213 or stop in to fill out an application

ATTENTION
We have LOTS of short term, long term and temp to perm assignments OPEN. If you have good secretarial skills including any/all Windows programs - We need you!
Open positions include
SECRETARIES - All Levels
SWITCHBOARD Operators/Receptionists
CUSTOMER SERVICE Reps
DATA ENTRY Operators
OAKTEC
Auburn Hills 810-377-4070
Farmington Hills 810-488-8484
We are an equal opportunity employer

AUTO DEALER CLERICAL
Clerical position, dealership experience required. Full time position. Call for appointment. 810-353-8000

AUTO DEALERS - Interviewing for full and or part time office staff. Prior dealership and ERA experience preferred. Contact Glen Lilum, Controller at Marty Feldman 770 Ford, Geo, 42355 Grand River, Novi.

Automotive/Clerical
Body Shop
Receptionist/Cashier
BILL COOK COLLISION CENTER
FARMINGTON HILLS
810-471-0800
Bill Gleason

AUTOMOTIVE SUPPLIER IN WESTLAND FORTUNE 100 COMPANY HAS IMMEDIATE FULL TIME PRODUCTION POSITIONS AVAILABLE STARTS AT $7.80 PER HOUR
Excellent benefit package provided including medical and life insurance, pension plan, paid holidays and vacations, tuition reimbursement
• You will be required to work all 3 shifts
• Must have High School Diploma or GED
• Minimum of 1 year production experience
• Drug Test Required
Call Jerry at 313 822-3747
KELLY SERVICES

BILLING CLERK
Join the corporate staff of a growing national company. The successful candidate will have computer experience and billing preferred. Good telephone & clerical skills required. We offer a competitive hourly rate & a comprehensive benefit package. If you qualify, please fax or send resume with salary requirements to: CT Bevevillage, 27600 Franklin Rd., Southfield, MI 48034
Fax: 810-351-9006 EOE

502 Help Wanted-Office Clerical

Automotive

20 Customer Service Representatives needed for temp to full time positions at automotive company
• Livonia location
• 8 hour day shifts
• Inbound calls
• Hire after 90 days
• $7.00 per hour starting
$8.65 + benefits after hire

Qualified candidates must have 6 months customer service experience and be PC literate. 2 or 4 year college degree preferred

KELLY SERVICES
Fax resume to Cynthia at (313) 522-8986

Billing & Payroll Clerk Full-Time
Computer Experience helpful. Liberal benefits. Please apply in person
Engineered Heat Treat, 31271 Stephenson Hwy, Madison Hts, MI

BOOKKEEPER CUSTOMER SERVICE
Busy but pleasant Livonia promotional products company seeks highly motivated team player for bookkeeping & customer service responsibilities. Position requires accounts payable/receivable & general ledger experience & ability to manage a variety of tasks. Office management experience a plus
(313) 422-2200

BOOKKEEPER
Excellent opportunity available for independent person with experience in computerized accounting. Responsibilities will include accounts payable, general ledger, and payroll processing, supply inventory and ordering. Full time, good benefits package. Fax resume and salary requirements to 810-354-4609 or send to
Delke Kolacki
ReviewWorks
400 Galleria Officentre
Southfield, MI 48034

BOOKKEEPER
Experienced part time 20 hours a week, potential for full time.
$9.00/hour
810-559-8711

"BOOKKEEPER" for Troy law firm 10-4pm. Mon-Fri. Must be experienced in Peachtree computerized bookkeeping. Send resume & salary requirements to Frank & Stefani PC 3001 W. Big Beaver, Ste 600, Troy, MI 48084 Attn: Bonnie

Bookkeeper- Full Charge
Aggressive company seeking experienced bookkeeper, through trial basis period. Excellent opportunity for self motivated, hard working, experienced individual. W/ Benefits. Full time hrs., salary range, $20K-$26K Send resume to
AMV
2265 Union Lake Rd
Commerce Twp., MI 48382

BOOKKEEPER FULL-CHARGE
A successful CPA firm in Southfield is seeking an experienced bookkeeper. The successful candidate will be working for a diverse client base, entertaining with internal professionals. Solid bookkeeping skills thru trial balance required, highly computer literate with a number of software systems required. Hardworking, flexible and the ability to overlap between clients in the tri county area a must. If qualified send resume & salary to
Attn: GOTA
Fohrer, Rudzewicz & Co.
26200 Westland Park Blvd
Southfield, MI 48086-5004

BOOKKEEPER, FULL-CHARGE
Temporary full time, May 6, June, 1996 Seeking resume to CRS Service, Inc., Attn: Louise Pauck, 1966 Rochester Industrial Drive, Rochester Hills, MI 48309

BOOKKEEPER
Must have general ledger, computer and internal rev.m experience the firm. Send resume to B. Harmon, Cuts, Smith & Dale, 23800 W 10 Rd Plymouth. Please call Nancy Hole at 313-455-0010 ext 213 or stop in to fill out an application

BOOKKEEPER/ ORDER ENTRY
Farmer with MAS 90 40 hour week in Southfield. Good computer skills, Lotus preferred. Math aptitude with ability. Reply to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER part time 2 days per week. Berkley Medical Contractor at office 810-352-2133

BOOKKEEPER/PART TIME
Flexible hours for insurance agency in Farmington Hills. Insurance experience helpful, but will train
Call (810) 661-1330

BOOKKEEPER
Part time. Full charge through trial balance. Accounts payable, payroll, reconciliation. 2-30 hour experience required. Construction experience helpful. Nice offices and working conditions. Call (810) 626-2750 or FAX resume to 810-626-0172

BOOKKEEPER - Part time (24-32 hrs./week). Previous work experience required. Must be proficient with Excel Word & QuickBooks or equivalent. Detail oriented, self-motivated individual with bookkeeping background preferred. Apply in person: Attn: Julie, Gatsinella & 525 E. Main St Plymouth, MI 48170

BOOKKEEPER/SECRETARY
Computer oriented. Full time position. Pleasant working environment. Reply with resume only to
EMB, 20817 Northwestern Hwy., Ste 200, Southfield, MI 48076

BOOKKEEPER/SECRETARY
PART-TIME needed for growing CPA firm. Good salary. Send resume to Bosevens & Co., PC, CPAs, 30600 Telegraph Rd, Ste. 1300 Bingham, MI 48025
FAX 810-647-4770

BOOKKEEPERS PER DIEM
We are a large regional CPA firm seeking qualified bookkeepers for client pre-work. Our clients are located in the Metro Detroit area, variety of exceptional manufacturing, distribution, service industries, etc. To qualify, you must be flexible, proficient in multiple computer applications thru financial statement preparation, and be able to navigate in a small business environment. Please send resume along with your chargeable hourly rate to:
ATTN: BPDK
Fohrer Rudzewicz & Co.
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

BUBBLY RECEPTIONIST
$8.00/HR
ARBOR TEMPS 458-1188

CASH POSTING ENTRY-LEVEL
Join major company that offers varied duties include entering invoices into computer and cash posting
Diversified Recruiters
810-344-8700 FAX: 810-344-8704

502 Help Wanted-Office Clerical

CASH TRANSACTION CLERK
wanted by a Southfield insurance company. Should be familiar with adding/calculator equipment. Full time w/benefits. Contact Mr. Mooney between 8-4:30 810-352-7500

CHARTER TWP. OF PLYMOUTH APPLICATIONS BEING ACCEPTED
ADMINISTRATIVE CLERK
ASSESSING DEPARTMENT

The Charter Township of Plymouth is currently accepting applications for full time Administrative Clerk in the Assessing Department

Clerical position including computer data entry, maintenance of data information, entering of additions or deletions. Will have contact with general public both in person and by telephone. Position will include general clerical duties such as typing, filing and faxing

Applications and job specifications are available Monday through Friday from 8 to 4:30 in the Township Clerk's Office, 42350 Ann Arbor Trail, Plymouth, MI 48170. Application deadline is 4 PM, Friday, April 26, 1996. No phone calls.

CHURCH SECRETARY
Computer and communication skills required. Send resume to 1 Faith Community Presbyterian Church, PO Box 1, Novi, MI 48376-0001 (810)348-5666

CLERICAL- All around duties for insurance repair contracting company. Salary commensurate. Must know computers & have experience. Good wages. Look no further this is the job you've been looking for! 313-535-7665

CLERICAL
Bookkeeping, Accounting, Typing skills 60 wpm. Full & part time available. Light industrial
HUMAN RESOURCES
810-541-0600

CLERICAL CUSTOMER SERVICE
Non-smoking medical/legal Novi office
Clerical Position
Full time Experience in Word-Perfect 5.1 (DOS) necessary
Customer Service Position
Full/part time available
Computer/telephone skills required, a previous experience in customer service. Send introduction letter w/resume & salary requirements to
Box #2519
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL/CUSTOMER SERVICE
Tired of working nights, weekends & holidays? Want to be home for your clerical skills? Do one will give you a chance to work a Nine to Five Job. Our service company seeks an enthusiastic & organized individual with CRT, data entry, customer contact, PC/Windows/Word or recent clerical experience plus. This is a full time entry level position with promotional opportunity, for advancement.
Call Personnel 9-1pm 810-347-3689

CLERICAL/ DATA ENTRY
Experience in bookkeeping and inventory control or related clerical experience helpful. Windows PC skills are essential. Full time position available.
For immediate confidential consideration please send resume or apply in person at our new Birmingham location
Ethan Allen Home Interiors
275 N. Woodward Ave
Birmingham, MI 48009
Phone (810) 540-8534
Fax (810) 540-8778
We Are An Equal Opportunity/ Affirmative Action Employer M/F/D/V

CLERICAL/DATA ENTRY
Full time position available requiring excellent skills in data entry. Experience on Windows PC environment desired. Benefits available. Send resume with salary requirements to RD Auto Burn, 45789 Port St. Plymouth, MI 48170 Or Fax to (313) 453-3842
An Equal Opportunity Employer

CLERICAL-FULL TIME for busy law firm. Duties include word processing, filing, typing & data entry. $7 per hour. Send resume to Office Manager, 3000 Town Center Dr. Suite 263, Southfield, MI 48076

CLERICAL
Full time. Computer experience a must. Auto experience a plus. Send resume and wage requirement to
GH Transportation Contractor
P.O. Box 10
Southfield, MI 48037

CLERICAL/GENERAL OFFICE
Expanding environmental company has an immediate position available for a person possessing excellent clerical, phone manner and general office experience. Good salary. Excellent opportunity for good candidate. Typing skills helpful, but will train the right individual. 7:30 AM. Mail or fax resume to
Attn Amy Barry
24073 Research Dr.
Farmington Hills, MI 48335
FAX 810-615-1334
No phone calls please!
An Equal Opportunity Employer

CLERICAL HELP
Part-time Non-smoking office in Farmington Hills. Call 810-553-0020 Mon-Fri 9-5

Clerical Job Opportunities
If you are dependable & hard working and are able to work well 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 variation & holiday pay & referral bonuses. Please call for an appointment today!
Contempora
810-683-4500 ..... Madison Hgts.
810-630-8600 ..... Rochester Hills

CLERICAL
National home infusion company in Livonia seeks an individual for the Office Manager. Duties would include telephone answering, filing and typing (35 wpm). Some medical insurance experience preferred. Excellent communication skills and basic computer skills required. Position is flexible for 32-40 hours per week. Call Helen Terry at Complete Infusion Care, Inc. at 313-261-7730

502 Help Wanted-Office Clerical

CLERICAL PERSONNEL
Law office looking for part-time worker for the following duties: Answer phone, log, run errands, light typing (general office duties).
Telephone Kevin at Keller & Avadanka, P.C.
810-335-9266

CLERICAL POSITIONS
• Receptionist
• Typists
• Customer Service
• Secretaries
CALL FOR APPOINTMENT
HUMAN RESOURCES
810-553-7710

CLERICAL POSITION, part-time, 18-20 hrs. Available at private company in Farmington Hills. Computer knowledge a plus. Dependable, a must. Fax resume to Tim Conroy 810-437-8797

CLERICAL POSITIONS Available
We train ambitious, organized, reliable individuals for clerical positions in Southfield office (Most jobs require good typing). Applicants should possess ability to work in fast-paced environment. We offer full time, Mon. thru Fri positions, with advancement opportunities, excellent benefits package 10 paid holiday days, 12 holidays/yr., and 100% paid tuition. Salary $16K-$18K DOE. Call early. Send cover letter/resume to
Metlife
660 New Center One-CKL
Detroit, MI 48202
NO PHONE CALLS
Equal opportunity employer

CLERICAL
REFERRAL CLERK/ PR REPRESENTATIVE
Immediate openings for the positions of Referral Clerk and Jr. Representative with a nationwide mortgage servicing company at our customer location in Farmington Hills. Responsibilities include referring files to attorney, tracking status and documentation status, along with other office responsibilities. Must have previous data entry experience on a pc, demonstrate at least one year of general office experience helpful. Excellent communication skills, along with a growing organization. Competitive wages and benefits. Please send resume or fax to: Human Resources, Northwest Mortgage Services, Inc. 566 No. Westlake Suite 300, St. Paul, MN. 55102 OR fax to Esther Andrus Dawson 810-684-8614 or Debora Anderson 612-222-1299
An Equal Opportunity Employer

CLERK/BOOKKEEPER
Experience with computers, calculators & bookkeeping for a Southfield CPA office. (810) 352-2500

CLERK FOR WAREHOUSE
Responsible for incoming orders, shipping, inventory, light clerical, helping, etc. Computer knowledge helpful. Full time with competitive benefits. Must pass drug screen & physical. Call between 9am-5pm 313-535-3810

CLERK TYPIST
Livonia, full time. Garden City, part time. General office duties for growing mental health agency. Data entry, typing, filing, answering phones, computer entry, etc. Work closely with program secretary. 40 hr/wk, some evening hours required. Send resume to: Executive Secretary, 6012 Merriman Garden City, MI 48135
An Equal Opportunity Employer

COMPUTER DATA ENTRY
Learn about EDI in the auto industry entering electronic data. Computer entry experience or educational background required. Afternoon shift (2pm 8pm) 5 days per week and 12 hours per weekend. Ideal for independent upon qualifications $6 to $7 per hour to start. College students welcome. Excellent opportunity to learn about automotive EDI
Please call Lisa at
(313) 416-8952
or send resume to
Advanced Technologies
Service Bureau
7001 Buckley Dr.
Canton, MI 48187

COMPUTER ENTRY
Do you feel you are underpaid and worth more money, circle this ad and call us for more info. Applicants must be reliable and dependable self-starters. If you have 8 plus years experience, our clients will pay top dollar for your skills. Call Dana
Birmingham Temps
Farmington/Livonia
473 2932
Advantage Staffing

CONFIRM APPOINTMENTS
Full or part time. Flexible Window company. Good telephone skills. Must be bondable.
Call Kathy at (313) 266-6000

CUSTOMER SERVICE CLERICAL
Part-time with future full-time possibility. Up to $150 at 25 hours weekly. Send resume to Box #2560
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CUSTOMER SERVICE position, part-time, 20-30 hours, Mon-Fri, 8:30-5:30pm. Non-smoking office. Fax or mail resume to: VLS Personnel Services, 30963 Anthony, Livonia, MI 48150 313-953-5818

CUSTOMER SERVICE Representative for Dearborn Heights Car Rental Insurance Agency. Experience not necessary, but insurance background helpful. Basic computer skills, good communication skills and ability to work in a team environment. Competitive salary and retirement plan. Resume to Box #2537
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CUSTOMER SERVICE
$23,500. One year training. Work during purchase orders and sales. Automotive background. Southfield. Call Sandy at Birmingham Temps 647-0780
Snelling Personnel Services

CUSTOMER SERVICE
Entry level position available working for Troy company. Candidate must have an excellent attitude. Some phone experience helpful. Up to $7/hr. depending on experience. HRMS 810-988-6287

CUSTOMER SERVICE REPS
Requires 6 mos experience. Solid data entry skills & are able to work varied shifts. Call Kelly Services
(810) 399-9777

CUSTOMER SERVICE
New Openings
• Bilingual Spanish
Full or Part Time
Join a team of professionals for career opportunities with America's fastest growing companies. Modern high tech training and paid benefits. Qualified candidates have
• excellent oral & written skills
• personal customer contact experience
• decision making capability
• typing 25 wpm
• ability to lift, carry, bend, stoop
• Automatic rates. Call Christa today Birmingham Temps
Livonia
646-7663 473-2932
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE
For Med Equipment co. Must be detail oriented, people person. We offer training, good starting salary, advancement. Call (810) 344-4848

CUSTOMER SERVICE
Busy but friendly Livonia advertising specialty office seeks energetic, well-organized, high school graduate with flair for people that includes customer service, organizing and trading orders, lots of phone contact with vendors and clients. Person should be able to manage a variety of tasks. Computer experience a plus (313) 422-6200

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP
An automotive supplier seeking an organized individual with excellent telephone skills and one year previous customer service experience. Knowledge of typing & typing skills a must. Please send resume to Box 2521
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CUSTOMER SERVICE Correspondence - Entry level position for engineering development company in sales department. Will interface with worldwide clients. Requires strong data entry and phone skills. Responsibilities include database maintenance, schedule coordination for solicitation, mailings & special projects.
Must be bilingual, PC literate, team oriented, excellent communication skills with degree or job related experience preferred
Competitive compensation package FAX 313-996-4371 or AUP-58 P.O. Box 130179, Ann Arbor, MI 48113-0179

DATA ENTRY CLERK
Busy Plymouth engineering firm seeks experienced data entry clerk to input narrative and numerical data (minimum 50-65 wpm with accuracy). Excellent problem-solving skills required. Computer required. Ability to take initiative, and work occasional overtime required. Excellent benefits package. 401(k)/Profit Sharing and generous paid time off programs. Send resume and salary requirements, or fax resume, by 4/30/96 to Mgr. of Human Resources, SME, 43950 Plymouth Oaks Blvd., Plymouth, MI 48170 EOE

DATA ENTRY D.O.E.
High volume order entry seeks looking for self-motivated, reliable individual. Must type 35 wpm accurately and 10 key by touch.
Accepting applications in person
Mon-Fri April 22-26
Between 11am and 5:30pm. Apply at 20300 Civic Center Dr. Suite 225 Southfield. (between Evergreen and Lahser) or fax to (810) 948-9464 Attn RS. Applicant will be tested

DATA ENTRY
Experienced person for a busy Farmington accounting department. Must be detail oriented, good attendance. Must be familiar with a fast-paced work environment. If qualified, call Rob (810) 543-5100

DATA ENTRY
Experienced data entry person. Must have strong math and organizational skills. Full time position with benefits. Respond by sending a resume to: The Data Processing Department of Care of The Equitable, 16051 Haggerty Rd., Plymouth, MI 48170

DATA ENTRY
Join a team of professionals with our new Rochester and Auburn Hills clients. Excellent positions to broaden your skills. Temp to perm. Call Birmingham for your 8,000 keystrokes. Top salary & benefits. Call Birmingham Temps
Farmington/Livonia
473 2932 646-7663
Advantage Staffing

DATA ENTRY OPERATORS
See our ad under classification 500
(313) 261-8225

DATA ENTRY PERSON
For clients across Metro Detroit area. Some computer experience helpful. Call Elaine
(810) 355-2550 ext 1224

DATA ENTRY SUPERVISOR
Full time statement processing. Oakland county. Send resume to Box #2560
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DATA ENTRY
Will train. All shifts. Temp to Perm
ARBOR TEMPS 459-1188

DETROIT/DEARBORN AREA firm seeks full time data entry clerk. Hourly + bonus. Fax resume to Human Resources 24445 Hallfax Southfield, MI 48075

Do you have Switchboard/Receptionist experience?
If so - we have job opportunities waiting for you. full and part time
Call today and apply
ADIA
THE EMPLOYMENT ROUTE
(810) 442-7800

Do you have Word Processing/ Office Experience?
We have part & full-time opportunities waiting for you.
• Word, Excel, WordPerfect, Lotus
• Receptionist
• Data Entry
Call today and apply
ADIA
THE EMPLOYMENT ROUTE
(810) 442-7800

EMPLOYMENT COORDINATOR
Brown & Company, Temporary needs service/sales individuals to interview and match applicants for our clients
ARBOR TEMPS (313) 459-1166

YAZAKI EDS ENGINEERING, INC.
a leading supplier of wire harnesses, is immediately full-time opening available for an

Engineering Assistant
Applicants must have a high school diploma, preferably an Associate's Degree. Computer knowledge of MS Windows, Excel, Word and Lotus required. Basic job duties would include using WORS to process changes and release documents, maintain drawings, data, and distribute drawings. Knowledge of the Ford WERS system and the ability to work in Windows with ESDS drawings preferred. This is a full-time, hourly position.

If you are qualified, please submit your resume and your letter telling your salary requirement. Applicants without both of these items will not be considered.

Yazaki EDS Engineering Inc.
Attn.: Human Resources Dept
5800 Haggerty Road
Canton, MI 48187

M/F/D/V EOE

ENJOY TALKING TO PEOPLE? Talk to our customers. Receptionist needed for fast paced showroom/corporate office. Prior experience essential. Must be able handle 12 line phone system. Computer knowledge helpful for light clerical duties. Excellent benefits and company. Five salary. Mail resume to 12500 Merriman, Livonia MI 48150

502 Help Wanted-Office Clerical

ENTRY LEVEL SECRETARY
Must be career minded. Experience with MS Office a must. Good writing and typing skills also a must. Great pay and excellent benefits. Please send or fax resume to Sherry Lewis, 29100 Northwestern Hwy, Ste. 360, Southfield, Mich. 48034 FAX # 810-233-8086

EVENT COORDINATOR
Seeking individual with excellent communications and organization skills. Duties include planning/scheduling promotional events and handling membership activities. Good computer skills and a "self-starter" attitude required.
Diversified Recruiters
810-344-8700 FAX: 810-344-8704

EXECUTIVE LEGAL SECRETARY
$30-$35,000
Commercial litigation experience. Work for senior partner. Prestigious firm, challenging and diversified duties. Great benefits. Immediate opening. 810-772-6700
Snelling Personnel Services

EXECUTIVE SECRETARY
Take charge person with good organizational skills. Must be familiar with this full time position short hand a plus. Excellent communication skills mandatory. Send resume and salary requirements to
Office Manager,
31780 Telegraph Rd
Bloomfield Hills, MI 48025

EXECUTIVE SECRETARY
Are you looking for a part time, Executive Secretary position to keep your skills current, but some extra cash in your pocket, and still maintain your benefits? Look no further if you are adept in handling matters of confidentiality, know the Macintosh computer system, type at least 60 wpm, have previous experience, and are content to work one day a week, mid or fax your resume specifying qualifications at the above name with your salary requirements to:
EXECUTIVE SECRETARY
C/O RT
24208 Northwestern Hwy
Southfield, MI 48075
810-354-0412 FAX

EXECUTIVE SECRETARY
To $35,000 Work for VP, 4-5 years experience. Microsoft Word and Excel. Good communication skills. Urbit 2 positions available
Call Debbie, 810-772-6700
Snelling Personnel Services

EXECUTIVE SECRETARY
Fast growing service organization seeks experienced Executive Secretaries for placement in the Big Three. These positions require strong backgrounds, experience in MS Word, Excel and Powerpoint. Excellent wages and comprehensive benefit package included. Interested candidates should call
(810) 629-9800
FAX (810) 689-2100

EXECUTIVE SECRETARY/ PLANNING ASSISTANT FOR CERTIFIED Financial Planner 30 hrs. per week. Word Excel computer knowledge. 3 organizational skills necessary. Southfield Town Center area. Call Linda at 810-358-1144 or fax 810-948-9906

FAST PACED OFFICE - phones, receptionist, Microsoft Windows, Word, Excel, Typing 50 wpm. Sterling Hts 313-396-1882

FILE CLERK
For large downtown law firm. Computer experience preferred. Excellent benefit package. Salary commensurate with experience. Reply to Fax Attn: Pat Dock, 43932, Detroit, MI 48226

FILE CLERK
Full time position. Monday - Friday, 7:30-4:30. Responsible for filing & other clerical duties. Will train. Please send resume to
Office Manager
23461 Industrial Park Dr.
Farmington Hills, MI 48335
Attn: Diane Johnson

FILE CLERK - law firm, full time. Daily file maintenance, car needed for courier duties. Must be dependable & have good organizational skills. Send resume to T. McKitrick, 30200 Telegraph, Suite 467, Bingham Farms, 48025 or fax 810-644-2941 by April 26

FILE CLERK, Part-Time
Flexible hours. $6.25/hr. Perfect for students. Call Kelly Services for appt.
(810) 932-0100 ext. 318

FILE CLERKS
Full time. All types of clerical and general office duties. Pleasant. Will train. Call Kathy at (810) 258-5111
Fax (810) 258-8895

FLEX TIME
Livonia. Small office seeks person proficient in WordPerfect. 20 hours per week in business over 30 YR. Call Mr. Mooney (313) 425-1810

FORECLOSURE TECHNICIAN
Bright & energetic individual to work in Birmingham law firm. Full time position. Computer literacy a plus. Will train. Salary 24445 Hallfax Southfield, MI 48075 Call Linda, Monday thru Friday at
(810) 640-7701

FORTY YEAR OLD Leader in the paint, body & allied industries, is looking to add to its winning team. Full time employment along with fringe benefits including health, dental, life insurance & 401K sharing program. The position requires accounts payable background & data entry. Familiarity with EXCEL & WORD is helpful. Please call 1-313-291-8136, ext 323 during normal business hours 8am-5pm, Mon-Fri. Smoke free environment
EOE

GENERAL OFFICE - bright, ambitious person willing to learn for Farmington area manufacturing office. Pleasant phone manner, computer literate, general clerical work, some experience needed. Salary negotiable. Call Vacation & holidays Call Mon, Tues, Thurs & Fri 9-3 810-473-9305

GENERAL OFFICE
Full-time office position. Various duties. Computer skills necessary. Must like working with figures. Some paid over-time may be required. Call for an appointment. Call Human Resources Rumer Floors, Inc on Telegraph Rd. in Bloomfield Hills. 810-355-4000

GENERAL OFFICE HELP
Accounts Receivable, answering phones, familiar with Windows 95, Word & Excel. Full time, Livonia/Troy area
(810) 689-0880

GENERAL OFFICE
Part-time & full-time for Southfield location. Candidate must be detail oriented, multi-tasking to handle phones and schedules. Good written and verbal communication skills a must. Medical background helpful
Call 810-357-2000

GENERAL OFFICE - Part Time. Some computer knowledge, filing & billing. Students are welcome
810-350-0008

GENERAL OFFICE!
Permanent position with large retailer to work in the mail room. 1 Mile Lahser area. 810-353-0180 x 3471

GENERAL OFFICE
position in fast paced, Farmington Hills office. Duties include customer service & order entry. Position requires excellent phone & organizational skills. Computer experience preferred. Call Pam 810-474-6008

GENERAL OFFICE $380 WEEK ENTRY/EXPERIENCED
810-473-8700
JOB SOURCE FEE

502 Help Wanted-Office Clerical

HAPPY SECRETARIES DAY
EMPLOYERS
(810) 353-7050

HERE'S THE JOB FOR YOU!
We're looking for an experienced full time and part time evening receptionist for our busy West Bloomfield Real Estate Office. Light typing. Excellent working environment! Call & ask for Joan. 810 626 8800

HOT JOBS
Receptionist, suburbs, $17,500
Data Entry/Secretary, suburbs, temp to perm
Administrative Secretary, suburbs, $22,500
Receptionist/Secretary, suburbs, $26,000
Legal Secretary, Detroit, $30,000
Accounting Specialist, suburbs, $33,000
Accounting, clerical, technical, temp and temp to perm positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 557-6330
(810) 649-FAX 2

HUMAN RESOURCES SECRETARY
Downtown Detroit advertising agency seeks a secretary to work in its fast-paced Human Resources Department. Responsibilities include the following: maintaining various Human resources reports, handling of confidential information, scheduling meetings/appointments, administering pre-employment testing, opening and routing incoming mail, typing memos/letters, answering phones and filing. Successful candidate must have 1-3 years experience in a secretarial or administrative position preferred, proficiency in Microsoft Word & Excel, typing speed of 50-55 wpm. We offer a competitive salary along with an excellent benefits package. Please send or fax your cover letter and resume with salary requirements to:
J. Walter Thompson
Attn: Molly Wisdom-HR
500 Woodward Avenue
Detroit, MI 48226
Fax (313) 964-3191
EOE M/F/D/V

IMMEDIATE JOB opening part time clerical. Suitable for Duties include filing, copying, light typing & bookkeeping, excellent salary & fringe benefit package. Send resume & salary requirements to: ISK/PC 21751