502 Help Wanted-Office/Clerical

BOOKKEEPER - large Troy based retailer seeking individual with 5 plus years experience. Full charge bookkeeper. Commercial billing, collections, commissions, returns, account reconciliation and financial statements. Salary is negotiable. Send resumes to: Attention Bevey, 333 Enterprise Troy, MI 48083, or FAX 810-689-0173

BOOKKEEPER
MUST know computer bookkeeping/Lotus. Hours are flexible. Fast growing golf course development.
South Lyon. 810-437-0121

BOOKKEEPER/
OFFICE ADMINISTRATOR
Professional office of Rochester Hills. Must be experienced in computerized accounting & other administrative duties. Please call: (810) 853-0350

BOOKKEEPER - Part-time (24-32 hrs/week). Previous work experience required. Must be proficient with Excel, Word & QuickBooks or equivalent. Detail oriented, organized, self-motivated individual with bookkeeping background preferably with a degree. Send resume Attn: JMM, Gabriele's, 322 S. Main St. Plymouth, 48170.

BOOKKEEPER
Part-time
Put your skills to work maintaining financial records, including AR/AP & payroll for this Southfield company. 2 years experience with QuickBook proficiency essential. Must have attention to detail. Pay commensurate with experience. Fax resume to (810) 557 9282

BOOKKEEPER - part-time for accounting office in Farmington Hills. 1pm-5pm, 3 days/wk., 2 weeks training period. 810-258-5740

BOOKKEEPER
Part-time
Farmington Hills law firm, knowledge of computers, accounts receivable experience preferred. Take payroll duties in house. Light secretarial duties. Call Mary Ann, 810-851-3238, Southfield, Mi 48037.

BOOKKEEPER/SALES SERVICE
Hills/Southfield Rd. Non smoking, 25-35 hrs/week. Full charge through trial balance. Payroll, payables, general ledger, invoice & Quickbooks experience necessary. 810 443 5600

BOOKKEEPER/SECRETARY
PART-TIME needed for growing CPA firm. Good computer skills required. Call Donaway & Co., PC, CPAs 30500 Telegraph Rd. Suite 1300 Birmingham, MI 48025 FAX 810-647-4770

BOOKKEEPER
Troy real estate developer has immediate position for full-charge bookkeeper. Duties include Accounts Payable, General Ledger, Accounts Payable and Accounts Receivable.
Send Resume To
The Bookkeeper
The Boyman Group
850 Stephenson Hwy. Ste. #200
Troy, MI 48083-1151

BUBBLY RECEPTIONIST
ARBOR TEMPS 459-1166

TRANSCRIPTIONIST FOR report preparation. Outstanding ability in English and Word Perfect, excellent grammar/spelling skills. Medical report writing experience plus. Full time, approximately 24 hrs per day in office, Farmington Hills location. 2nd position 20-25 hrs off site. Farmington Hills. Call: 810-848-9120

CASHIER/RECEPTIONIST
Needed for Westland Jewelry Store. Contact John Jewelers at Boo Jean-nette Plaza, Wayne Rd. Truck 14949 Sheldon Road, Plymouth (313) 453-2500

CASH RECEIPTS
Troy-based computer leasing company is seeking an experienced, self-motivated individual. Quick & accurate data entry skills required. Knowledge of Lotus, Word & accounting procedures preferred. Responsibilities include: Cash receipt deposits, posting cash receipts and reconciliation of all accounts receivable to the general ledger. Please send or fax resume & salary requirements to:

D/E Systems Inc.
3290 W. Big Beaver
Suite 118
Troy, MI 48084
Fax: 810-643-7682
Attn: Beth - CR
Equal Opportunity Employer

CLERICAL ASSISTANT
Accounting firm in Southfield needs an Assistant to the Accountant. Duties include telephones, filing, word processing and other various office functions. Send resume to Linda B. Gilbert, CPA, Bloomfield Commercial Center, Suite 2300, Southfield, Mich. 48075 EOE. No Phone Calls, please.

CLERICAL
CONSTRUCTION SECRETARY
full-time work for residential builder in Canton. We are looking for an organized, detail oriented person with good phone skills. Construction industry experience required. Mail or fax resumes 31565 W. 14 Mile Road, Suite 101 Farmington Hills, MI 48334 Fax (810) 626-4571

CLERICAL/CUSTOMER SERVICE
Fred or Alfred's, Nov. 1 - weekends & holidays? Want to develop office/clerical skills? No sales? Give your resume to Alfred's A Now's Walled Lake area service company seeks an ambitious and motivated individual for its Clerical/Customer Service Dept. CRT, data entry, telephone contact, PBX/switchboard or receivables knowledge is a plus. This is a full time entry level position providing opportunity for advancement.
Call Personnel 8-1pm, 810-347-3669

CLERICAL/
DATA ENTRY
Experience in bookkeeping and inventory control, preferably in a manufacturing environment. 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
278 N. Woodward Ave.
Birmingham, MI 48009
Phone (810) 540-8558
Fax (810) 540-8559
We Are An Equal Opportunity/Affirmative Action Employer
M/F/D/V

Clerical Job Opportunities
If you are dependable & hard-working and are able to type 35 wpm 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!
Contempra
810-983-9500 .... Madison Hts.
810-650-8600 .... Rochester Hills

502 Help Wanted-Office/Clerical

Clerical
Immediate
Openings
Source One Mortgage has immediate clerical openings for challenging opportunity.
Qualified candidates should possess the following skills
• Data Entry
• Strong Typing Key Ability
• Typing 35+wpm
• Previous Banking Experience & Plus
Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package.
Qualified candidates should send/fax resume or apply Mon-Fri 8am-4pm
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
FAX 810-488-7121
Or for other available positions please call our Job Opening Hotline at...810-488-7 JOB
EOE M/F/D/V

CLERICAL - MARKETING
Entry level clerical position to assist in the operation of the marketing department. Will be responsible for maintaining systems and files to control advertising and video resources. Typing (45wpm) and Windows skills required - MAC preferred. Apply at:
HUB LAMINATION
29830 BECK RD
WIXOM, MI 48393-2824
(810) 624-5555 FAX: 624-0908

CLERICAL OFFICE SKILLS
2 positions to be filled. Billing Clerk, computer literate. Account payables/receivables, & payroll. Experience preferred. Full time. Benefits. NW Detroit. Call Jill at
(313) 837-8581

Clerical
Opportunities
(Part-time)
EDS, a world leader in applying information technology currently has entry level, part time opportunities to join their Remittance Processing Team located in Southfield, MI.
Responsibilities include processing mail, encoding and data entry and must possess the following:
• Ability to work in shifts beginning at 3:00 a.m., 5:00 a.m., 6:00 a.m., 7:00 a.m.
• 10 key experience with a minimum of 10,000 6/9/14 & 95% accuracy a plus
For consideration, please mail or FAX your resume to EDS Staffing, Attn: SF, Department 72-4723, 700 Tower Drive, Troy, MI 48098 FAX 810-283-4501. EOE. M/F/D/V

EDS
CLERICAL - PART TIME
Transamerica Life Companies in Troy has immediate opening for a part time clerical person with Microsoft Word experience, general office duties. Call Jan Schwab 810-649-1577

CLERICAL PERSONNEL
Law office looking for part-time worker for the following duties: Answer phone, file, run errands, light typing (general office duties).
Please call Donna Davenport at Keller & Avadenka, P.C.
810-335-9266

CLERICAL PERSON WANTED
General office duties. Full time. Duties included accounts payable, accounts receivable. Freight. Forwarding helpful but not necessary. Pay up to $8 based on experience. Send resumes to: Human Resources, 24445 Nor. 10 Highway, Ste 220, Southfield, MI. 48075

CLERICAL POSITIONS
Available
We train, attentive, organized, reliable individuals to handle clerical functions in Southfield office. (Most jobs require no typing). Applicants should possess ability to work in fast-paced environment. We offer full-time, 40 hrs. Thru Fri. positions, with advancement opportunities, excellent benefits package, paid vacation (10 paid vacation days, 12 holidays/yr., and 100% college tuition assist). Salary is $310.00 weekly. Send cover letter/resume to:
860 New Center One-CKL
Detroit, MI 48202
NO PHONE CALLS
Equal opportunity employer

CLERICAL POSITIONS
Growing company has the following clerical openings:
RECEPTIONIST
Handles incoming phone calls and greets guests in professional office. Must be sharp problem-solver w/excellent people skills.
SCHEDULER
Solid typing, phone and filing skills. Must have "can-do" attitude and be a team player.
ADMINISTRATIVE ASSISTANT
Looking for sharp candidate to fill multiple roles in busy marketing office. Must be able to create basic spreadsheets, tables and charts.
Reply w/resume and cover letter stating salary expectations. Letters without salary expectations will not be considered. Mail: PO0 25130, Franklin, MI. 48025. FAX: 810-559-0054, email - pogale@ix.netcom.com

CLERICAL
RECEPTIONIST
Busy engineering firm is looking for an experienced individual to answer 24-line switchboard.
Two available positions
Candidates must have
• 3 years experience
• Excellent communications skills
• General Office experience
• General Typing Skills
Macintosh and/or IBM experience a plus.
Gonzalez Design Engineering
30200 Stephenson Hwy. #220
Madison Heights, MI 48071
Phone (810) 691-1233
Fax (810) 906-8444
M/F/H/D EEO

CLERICAL
•Typist, 60 WPM
•Engineering Support Staff Person
•Telecommunications & Telemarketers, knowledge of ethernet
•Accounts Payable/Receivable
HUMAN RESOURCES
810-541-0600

CLERICAL - with computer skills, filing, typing, good phone skills, apply in person 1840 S. Livernois, Rochester Hills.

CLERK
One of Michigan's largest Temporary Help agencies is looking for a motivated, energetic person for a busy Record office. This is a PERMANENT FULL-TIME position. Office duties include answering phones, filing, interviewing, benefits and vacation coordination. Call Renee for more information.
(313) 534-9959

CLIENT LIAISON
Join an international company and coordinate customer relations and documentation for special corporate accounts. Excellent salary and benefits package. Call:
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

502 Help Wanted-Office/Clerical

CLOSING ASSISTANT
local title company in need of a closing assistant. Experience preferred. Computer literate.
Call Lynn at 810-851-7180
or Connie at 810-229-4770
to schedule an interview.

CLOSING DEPT. SUPERVISOR
Interesting position available for experienced person to supervise national title company closing department. Resumes to Box #2614
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLOSING SECRETARY
Experienced closer needed to prepare real estate closing packages for national title company. Full benefits. Send resume to: Box 2614
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

COLLECTIONS
CUSTOMER SERVICE
Growing Southfield office needs a motivated, conscious collections customer service person to work invoices, Mon-Thurs. Applicants must possess powers of persuasion and courtesy. For a confidential interview contact:
Mr. McCormick 810 827-1526

COLLECTIONS
MEDICAL BILLER
Growing Southfield office needs an experienced medical collector/biller for full time position. Competitive benefits package. Salary plus bonuses based on performance. For confidential interview call Janet at
Mr. McCormick 810-827-1526

CONTROLLER/BOOKKEEPER
LARGE home furniture seeks sharp detailed hard working individual. Must be proficient with computers. Non-smoking Milford building. Full benefits and resume to: Box 208, New Hudson, MI 48165

CREDENTIALING COORDINATOR
National healthcare organization seeks candidate with Word Perfect and Lotus experience. Must type 50-65 wpm and have strong data entry skills. Prior medical office experience helpful. Send resume to:
Attn Human Resource, Dept. Medware Services, 32991 Hamilton Court, Suite 300, Farmington Hills, MI 48334
An Equal Opportunity Employer
Drug free work place

CUSTOMER RELATIONS
Representative
Special Evening Schedule
Build your career opportunities with American Leasing! Immediate openings. Modern high tech training for personal growth. Promotion to different jobs and higher pay. Temp to perm available. Qualified candidates have
• excellent oral & written skills
• personal customer contact experience
• decision making capability
• typing 25 wpm
Troy, Farmington and Auburn Hills locations. Call Catherine
Birmingham Livonia
648-7603 473-5933
Advantage Staffing

CUSTOMER SERVICE
Industrial co seeking sales & service person with 3 yrs experience. Proficient on Word Perfect 6.1 & Excel. Send resume to
D Gaccioni, 30251 Stephenson Hwy., Madison Hts. MI 48071
810-585-6400, ext. 235

CUSTOMER SERVICE Associate for major food broker. Must possess a positive attitude, work well with others, computer & telephones. Experience required, full time. Plymouth area. Call (313) 416-7000

CUSTOMER SERVICE
REPRESENTATIVE
Farmington Hills - high-tech telephone interconnect distributor is seeking an aggressive, high energy, motivated individual for customer service position. Generate quotes, track and expedite orders, open new accounts. Must have heavy customer contact experience. Excellent oral and written communication skills required along with at least two years customer service experience preferably in the automotive industry. Competitive salary and great benefit package. Resumes to: Administrator, PO Box 4740, Farmington, MI 48332-0434 EOE

CUSTOMER SERVICE
REPRESENTATIVE
Major supplier to automotive OEM is seeking a full-time Customer Service Representative. This is responsible for entering data gathered through telephone interviewing. This is not a sales position. A quality-minded individual with a background in customer service, basic computer skills, the ability to perform detailed work with accuracy, above average written and verbal skills and the ability to manage multiple tasks.
Please send resume with salary requirements to:
S. McCarney/Personnel
PO Box 2063
Southfield, MI 48037-2063
An Equal Opportunity Employer

CUSTOMER SERVICE
DATA ENTRY REPS
M/D Word or WordPerfect
8-0 required. Benefits.
DAY & AFTERNOON SHIFTS
$7.00 to $9.00 AN HOUR
Livonia & Plymouth Locations
Long Term Positions
Call for an appointment today!
CORPORATE PERSONNEL SERVICES
(313) 722-7990

CUSTOMER SERVICE
$8.50 & up an hour
DATA ENTRY
$7.50 & up an hour
MEDICAL CLERKS
$7.50 an hour
WORD PROCESSORS
$6.50 $8.50 an hour
Part-time Now Available
Please call or Fax Resumes to:
CORPORATE PERSONNEL SERVICES
Phone ..... (313) 722-7990
Fax ..... (313) 722-8132

CUSTOMER
SERVICE
$9/hr.
(After review period)
We are looking for a self-starter for the right people. Qualifications include good communication skills, friendly attitude, dependability. After a 90-day review period you will be eligible for free to our client's payroll. Well suited for Engineering or Technical company in working environment.
Call 810-615-0660
Western
STAFF SERVICES.

CUSTOMER SERVICE REP
Immediate part-time opening at our convenient Livonia location. Please call Dave at 313-261-8790

CUSTOMER SERVICE
REPRESENTATIVE
DATA ENTRY
For a fast paced company in the tray area. Ability to handle high phone traffic a plus, also 10-key experience a plus. For immediate consideration call 810-619-9520

502 Help Wanted-Office/Clerical

CUSTOMER SERVICE: Service Department requires additional full time Dispatcher for fast paced Farmington office due to expansion. Require professional phone skills and some computer experience. (MS Office helpful). Medical benefits, 401K profit sharing plan offered. Non smoking environment. Contact: Hub at: (810) 478-0000, ext. 215

CUSTOMER SERVICE
REPRESENTATIVE
Full/part time position in well established State Farm insurance agency. Available to a outgoing, energetic person who enjoys people. Flexible hours with office experience being sought. Some prior customer service/sales experience preferred, but will train. Apply: Attn: customer service/sales training provided for this work position. Send resume to:
35111 Grand River
Farmington, MI 48335
Attn: Eric Steffes

DATA ENTRY CLERK
Growing headquarters seeks full time experienced data entry clerk. Will also perform misc. clerical duties as well as back-up receptionist. Must have 2 years office experience. Potential advancement for right person. Please send or fax your resume to Stacey at 21800 Haggerty Rd., #300, Northville, MI 48167
Fax: (810) 380-3511.

DATA ENTRY / CUSTOMER
SERVICE REPRESENTATIVE
Immediate opening for the full time position of data entry, order entry systems and Micro Soft Office preferred.
Hours: 8am-5pm
Excellent benefits package with benefits. Please send resume with salary requirements to:
1204 E. Maple Rd., Troy, MI 48083

DATA ENTRY
Experience desired. Light distribution company. Full or part time position. Flexible hours. Please send resume to Data Entry, P.O. Box 2587, Southfield, MI 48037-2587

DATA ENTRY
Immediate openings with major financial and insurance companies in Auburn Hills, Romulus and Dearborn locations. We specialize in assignments suited to your skills, talents and skills. Top pay & benefits. Call Darlene Farmington/Livonia
473 2934 540-7563
Advantage Staffing

DATA ENTRY
Immediate opening for Data Entry Operator in Troy. Ideal candidate will have experience in data entry, excellent math skills, and be able to work in a fast paced, ever changing environment. Apply in person at:
LOIS FAY PERSONNEL
(810) 646-5580

GENERAL OFFICE ASSISTANT
Office furniture/furnisher is looking for outgoing, energetic individual for Receptionist/Clerical/General Office Assistant. Mon.-Fri. 10am-4pm. $ per hr. with possibility of full time employment. Apply in person at: Concept Furniture, 30949 Industrial Rd., (Middlebelt/9 Mile), Livonia.

GROWING BIRMINGHAM office is looking for office assistant/receptionist. Answer phones, open mail, computer work 35 hrs/wk. Call (810) 540-6258

GROWING
Temporary Help office in Southland area, looking for outgoing, available individuals to fill full time job coordinator position. Ideal candidate will have 2 years office experience, excellent communication skills, ability to perform detailed work with accuracy, above average written and verbal skills and the ability to manage multiple tasks.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

SECRETARY/Sales
Growing manufacturer in suburban hotel. Sharp individual with excellent telephone manner and computer skills. Word Perfect required. Great pay & benefit package. Apply in person or send resume with hourly requirements to
Holiday Inn of Southfield
Director of Sales
25555 Telegraph Rd.
Southfield, MI 48034

HOT JOBS
Mortgage Underwriter, subjudic, $40,000
Administrative Secretary, suburbs, $27,000
Inside Sales/Training Specialist, suburbs, $26,500
Legal Secretary, suburbs, $26,000
Secretary/Word Processor, suburbs, $22,500
Receptionist, suburbs, $17,000
Mail Room Clerk, suburbs, $18,000
Accounting, clerical, technical, temp and temp to perm positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

HUMAN RESOURCES
CLERK -
An immediate opening exists for a person to join our HR Department. The position would be responsible for general clerical duties, customer correspondence, employee relations and other clerical duties.
The ideal candidate will be PC literate and enjoy working in a fast paced environment. If you are interested in this position, please submit your resume to:
Interlock Corporation
HR Position
1770 Maire Street
Bloomfield Hills, MI 48183
FAX: (313) 729-0230

IMMEDIATE OPENING for part time Assistant to assist very busy Bloomfield Hills office. Must be an organizer, experienced with computers, word processing, filing, and be able to be a team player. Must be punctual & flexible. $8.50 hr. for start. Please send or fax resume to: Attention: Cindy, 6895 Telegraph, 31172 Maple Rd., Livonia, MI 48152. 313-464-6713 Or Fax

INDEPENDENT INSURANCE AGENCY seeking Administrative assistance for the Retirement Plan. Duties include telephone assistance with case preparation, investment policy service, and data input. Insurance/investment background preferred. Excellent interpersonal, competitive salary, benefits, profit sharing, 401k, and education reimbursement. Fax or call for detailed job description, computer skills.
Director of Human Resources 27700 Hoover, Warren, MI 48089

INSIDE SALES Administrator
Small sales office seeks Inside Sales Administrator to handle customer inquiries, fires & correspondence and salesmen itineraries. Send resume to: Liberty St Plastics, 31172 Schoolcraft, Livonia, MI 48151-0711

INSURANCE C&R, C&B Manager, State Farm, Sterling Heights, insurance experience required. Flex time. 810-979-8300, Ask for Diane

502 Help Wanted-Office/Clerical

FILE CLERK
File room position available in our Farmington Hills office. Full-time position with benefits. Filing, mail and other general office duties. Please send resume to:
Human Resources Department
23400 Michigan Ave., Ste. 160
Dearborn, MI 48124

FILING, PHONES & TYPING - Part-time, 1-5pm, Plymouth office. Mature, non-smoker, attentive to detail. No full time. 517-455-5000

GENERAL CLERICAL - Part & full time positions, evenings and weekends. Typing a must. Apply within: Art Van Furniture, 8300 Wayne Rd., Westland, MI 48185

GENERAL OFFICE
DUTIES
Near downtown Detroit. $3.50-$7/hr. Up to 10 hrs/wk. Flexible schedule necessary. Fax resume w/references to: Attn: H.D., 810-373-9300

GENERAL OFFICE
Entry level full time position. Downtown Birmingham. Experience in WordPerfect Microsoft Word-Excel, Windows a plus. Good communication skills and ability to work well with professional office environment. Must be detail with expert attention and skills. Fringe benefits available. Please send resume to: Office Manager, 231 S. Woodward, Suite 219, Birmingham, MI 48009. 1204 E. Maple Rd., Troy, MI 48083

GENERAL OFFICE help, full time. Computer literate. Familiarity with trucking industry helpful but not necessary. 810-437-2270

General Office, Part Time
Part time position, 12 hours per week, for Luxury Senior Citizen Apartment Complex. Hours 4:00 p.m. to 8:00 p.m. at:
The Trowbridge
24111 Civic Center Drive
Southfield, MI 48034
(No phone calls please)
EOE M/F/H

GENERAL Office, part time Mon-Fri, 9-1am-3pm. Typing, filing, word processing. Canton area. 313-459-9990

GENERAL - office, phones, fax, voice & E Mail, good secretarial skills, some accounting, computer experience with Windows Word, sophisticated file system. $10/hr.+ $ per paid
RECEPTIONIST - secretary, Southfield, good grammer, punctuation, spelling, typing. Word & Excel, benefits. To $20,000. Fee paid
SECRETARY - Lathrup Village, WordPerfect 5.0, DOS or compatible, dictaphone & good phone ability, permanent position, $10/hr. Fee paid
LONG TERM TEMPS - for customer service/data entry, N.E. suburbs, good math ability, sales experience, lots of phone work, automotive background a plus. $10/hr. Fee paid
LOIS FAY
PERSONNEL
(810) 646-5580

GENERAL OFFICE ASSISTANT
Office furniture/furnisher is looking for outgoing, energetic individual for Receptionist/Clerical/General Office Assistant. Mon.-Fri. 10am-4pm. $ per hr. with possibility of full time employment. Apply in person at: Concept Furniture, 30949 Industrial Rd., (Middlebelt/9 Mile), Livonia.

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Administrative Secretary, suburbs, $27,000
Inside Sales/Training Specialist, suburbs, $26,500
Legal Secretary, suburbs, $26,000
Secretary/Word Processor, suburbs, $22,500
Receptionist, suburbs, $17,000
Mail Room Clerk, suburbs, $18,000
Accounting, clerical, technical, temp and temp to perm positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

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HR Position
1770 Maire Street
Bloomfield Hills, MI 48183
FAX: (313) 729-0230

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Director of Human Resources 27700 Hoover, Warren, MI 48089

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INSURANCE C&R, C&B Manager, State Farm, Sterling Heights, insurance experience required. Flex time. 810-979-8300, Ask for Diane

502 Help Wanted-Office/Clerical

INSURANCE OFFICE seeks person for Customer Service & Sales. Salary, bonus/benefits. Resume to: Agent, 24285 Novi Rd., Novi, MI. 48375

JOBS OF THE
WEEK
LEGAL SECRETARY, $34,000
Commercial litigation experience. Work for one partner in department firm. Full benefits. Call Donna.
ADMINISTRATIVE ASSISTANT
$32,000. 3-5 years with office experience or executive secretary experience. Microsoft/Excel. Call Barb.
LEGAL SECRETARY, $30,500
Two positions, one with experience of personal injury experience. Full benefits. Quick hire. Call Denise
ADMINISTRATIVE ASSISTANT, $30,000
High level secretarial experience. Microsoft Lotus. Excellent phone & communication skills. Background a plus. Full Benefits. Call Barb.
ACCOUNTING ASSISTANT
To $30,000. 3 years experience doing Accounts Payable/Receivables. Knowledge of banking, bank reconciliations, international Troy firm. Call Barb.
PURCHASING TO $26,000
1-2 years purchasing experience background a plus. Major suburban firm. Full benefits. Call Denise.
SALES SECRETARY, $25,000
Well known Southfield firm, 1-2 years secretarial experience. Microsoft/Word. Excellent telephone skills. Call Deb.
ASSISTANT ADMINISTRATOR
$21,000. Microsoft office. Lots of phone. Pleasant office. Subsidized quick hire. Full benefits. Call Apri.
CUSTOMER SERVICE, $10 HOUR
Phones. Dependable, background a plus. Suburbs. Full benefits.
GENERAL OFFICE, $18,000
Excellent benefits. Nice office. Southfield firm. Good. Word processing. Call Deb. Or Daytona Mfg. Quick hire. Call Denise.
Many more positions available. Call 810-772-8760 or FAX resume to 810-772-1818. Fax on demand 24 hrs.
Skilled Personnel Services
Skilled Personnel Services
LEASING AGENT
Experienced helpful. Full time for fast paced Auburn Hills apt complex office. Call (810) 852-4388

LEGAL SECRETARIES
needed for Farmington Hills firm
•TRAINEE/SECRETARY, recent high school graduate interested in pursuing academic skills and •EXPERIENCED SECRETARY, 5 years or more in litigation. Both must have computer skills & type 50-60 wpm. Call Human Resources, 32500 Telegraph, Suite 250, Bloomfield Hills MI 48302 or fax 810-33-7355

LEGAL SECRETARIES
Downtown Detroit law firm seeks full-time temp-to-perm legal secretary with minimum 2 years legal experience and strong litigation. Experience in Medical Malpractice plus, but not required. Excellent organizational and interpersonal skills. Ability to type 50+ wpm are absolute requirements. Great salary/benefit plans are offered. Please mail resume and salary requirements to: D.P. O. Box 43158, Detroit, MI 48243.

LEGAL SECRETARY
Experience needed for insurance defense firm. Organizational skills a must. Fax or send resume to:
Lynne, 350 N. Main St., Clawson, MI 48017. Fax# 810-588-3380

LEGAL SECRETARY
Experienced person for busy office. WordPerfect required. Salary commensurate with experience. Resumes to: Sullivan, Ward Supervisor, 33900 Schoolcraft, Livonia, MI 48150-1521

LEGAL SECRETARY
Full time for general litigation firm in Bloomfield Hills. Pay commensurate with experience. (810) 335-5200

LEGAL SECRETARY
for sole practitioner doing general litigation; 13 Mile & Telegraph area. 1 year minimum legal experience required. WordPerfect a must. Salary commensurate with experience. Resume required at interview. Call after 4pm. 810-540-0077

LEGAL SECRETARY for Royal Oak law firm. Experience in workers compensation and Word Perfect 6.0 or above 6.1 a plus. Salary commensurate with experience. Please fax resume to
(810) 541-3304

LEGAL SECRETARY - Full time for Bloomfield Hills law firm. Responsibilities include thorough knowledge of WordPerfect 5.1, excellent typing skills, good organizational skills. Send resume to: Human Resources, 32500 Telegraph, Ste. 467, Bingham Farms, MI 48025

LEGAL SECRETARY
Full time, three years experience for litigation and Estate Planning Attorney. Salary based on experience with salary requirements to:
Attorney's Personnel
Clark Hill PLC
255 S. Woodward, Suite 2000
Birmingham, MI 48009

LEGAL SECRETARY
For busy Southfield law firm. Must have a minimum of five years legal experience and be proficient on WordPerfect 5.1. Please send salary requirements to: Legal Administrator, 3000 Town Center, Suite 2500, Southfield, MI 48075

LEGAL SECRETARY for Farmington Hills personal injury law firm. Litigation experience preferred. Computer skills required. Competitive salary and benefits. Please submit resume to: Office Manager, 31700 Middlebelt Rd., Suite 240, Farmington Hills, MI 48334. Or fax to 810-737-5355.

LEGAL SECRETARY - Oakland County law office seeks full time secretary with good Word Perfect & general business skills. 810-544-3436

LEGAL SECRETARY/PART-TIME
Legal Secretary with general practice background. Minimum of 3 years exp., either 5 short days or 4 full days. Outstanding Troy location. Paid personal & vacation days. 401K/profit sharing. Send resume to: Legal Administrator, 901 W. Big Beaver, Ste. 500, Troy, MI 48084

Legal Secretary
Part time, experienced required. Birmingham. Jan: (810) 642-0333

LEGAL SECRETARY
Small Bloomfield Hills civil litigation law firm seeks full time secretary. Microsoft Word. Fax resume to 810-645-2311 or call 810-645-1450

LEGAL SECRETARY
Troy law firm. Insurance defense or corporate experience preferred. Salary commensurate with experience. Call (810) 649-7800

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401(k)
• Paid Vacation & Personal Days
Send resume with salary history to: Legal Administrator, PO Box 1674 Troy, MI 48099
Equal Opportunity Employer

LEGAL SECRETARY
with 2 yrs. experience in medical malpractice for Troy defense firm. Call 810-649-1330 or fax resume to: 810-649-1622

LEGAL SECRETARY
with a minimum of 2 years legal experience needed for busy Birmingham firm. Applicant must possess excellent grammar skills and have a strong working knowledge of Word Perfect. A flexible environment, compensation package will be offered. Please send resume to: Director of Finance, Carson Fischer P.L.C., 300 E. Maple Rd., Birmingham MI 48009

LEGAL SECRETARY - 2 attorneys, basic computer skills needed, flexible hours, competitive pay.
Call (313) 533-7188

MANAGER'S ASSISTANT
For sale/storage in Livonia. 2 days per week. Office work & light maintenance. Call (810)476-8444

502 Help Wanted-Office/Clerical

LEGAL
SECRETARY
3 yrs experience in Plaintiff's Personal Injury litigation. WordPerfect 5.1 a Windows. Send resume to: Forest Hill, 21700 Northwestern Highway, Suite 820, Southfield, MI 48075
or FAX resume (810) 552-9616

LIKE VARSITY? Are you a team player? This could be a winning position for you. Small canton office looking for organized administrative assistant. Must know MS Word for Windows, be able to prioritize business letters, transcribe tapes, schedule appointments and communicate well with others. Excellent starting pay with benefits. Call or fax resume to:
313-416-1832

LOOKING FOR
A CHANGE?
Give us a call, we have permanent, temporary and temp to hire positions.
Call 810-393-5450.
Snelling Personnel Services

Management
Assistant
Fast growing Birmingham Property Management company seeking Management Assistant to fill full time salary position. Must have computer skills, Windows, Word, Excel. Real Estate background helpful. Dictation helpful. Send resume and salary requirements to: Management Assistant, P.O. Box 3045, Birmingham, MI 48009

MARKETING ASSISTANT
Transamerica Life Companies in Troy has immediate opening for a Marketing Admin person with initiative. Life insurance background helpful. Experience with Windows, Powerpoint & Excel a must. Benefits.
Call Jan Schwab 810-649-1577

MEDIA
RECEPTIONIST
Oppportunity for a dynamic Public Relations Group of the major company. As part of their team, you will be a motivated candidate with excellent interpersonal skills.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

MEDICAL RECORDS
MANAGEMENT
Livonia facility seeking several people with medical records management experience. Background in administrative support and/or filing projects preferred. We have full time & part time positions that can move forward resume or apply in person to:
R.M. 34009 Schoolcraft, Livonia 48150.

NEEDED
NUMEROUS Reception and General Clerk positions available. Hiring for full time and summer employment. Must have good customer service skills and able to work overtime. Excellent Benefits, Growth opportunities. Locations: Livonia, Plymouth, Canton, Farmington Hills, Novi and Northville
CALL FOR INTERVIEW!
313-266-8600
Livonia
SNELLING.
PERSONNEL SERVICES

OFFICE ASSISTANT
PART-TIME
Seeking individual to assist Marketing Director with mailing, filing, & general clerical duties 20-25 hrs/wk. Position requires proficiency in word processing, knowledge of Windows, Excel, & strong attention to detail. Lotus & WordPerfect experience a plus. Send resume w/cover letter to: Human Resources Manager, 2001 Orchard Lake Rd., Suite 540, Auto Club Drive, Ann Arbor, MI 48108 EOE

OFFICE/CLERICAL
Computer experience for Plymouth insurance office. Full time person to assist in various office duties. Call
(313) 459-9600

OFFICE/CLERICAL
Need energetic, hardworking individual for fast paced office in support of a major funding source. Prepare documents, file, and do light clerical work. Must be computer literate, detail oriented and have a pleasant phone voice. Perfect for the job drone. Please send resume to SHFCC, 30955 Northwestern Hwy., Farmington Hills, MI 48334.

OFFICE CLERK for busy restaurant chain headquarters. Leads in professional office setting. Candidate must possess excellent organizational, motivative and flexibility. Keyboard experience a must (Word and Excel a plus). General office experience required. Good pay and benefits package including 401K.
Forward resume with salary requirements to:
SRSC CLERK
Attn: H. Sellers
26913 Northwestern Highway
Suite 600
Southfield, MI. 48034

OFFICE CLERK, full time, entry level position for Troy law firm. Good phone manner, able to multitask, good attention skills a must. Please send resume to: Dolgoff, Silverstein, Hurwitz, Herbst & Paterson, 2600 W Big Beaver, Ste 550, Troy, MI 48084.

OFFICE HELP needed in Westland area. Full or Part time. Mornings, afternoons, per week. Customer Service, phone and data entry for small office. Must have pleasant phone manner. Salary commensurate with job. Call Kristin at (313) 729-5311 or fax resume to (313) 729-4011.

OFFICE HELP PART-TIME for West Bloomfield agency. Hours: Tues., Thurs. 4-8pm, Sunday 10am-2pm. Must have computer experience & work well independently. Please phone the agency at:
(810) 737-5055

OFFICE MANAGER
Busy office in Farmington Hills seeks a detail oriented, highly organized, computer literate, non smoker who is able to juggle many tasks & has working experience on a Macintosh. Good phone skills & math competence is a must for this full time position. Quickbooks and/or Lotus experience a plus. Contact Terri, 10am-3pm: 810-478-4555

OFFICE STAFF
For body shop in Farmington area. Must know WP 5.1, type 55 WPM & enjoy working people. Need enthusiastic person who knows computers. Also need weekend & evening office help. Send resume including salary history to: Ameritrust, 501 S. Main St., Plymouth, MI 48170 or fax to: (313)453-4812 EOE

OFFICE WORK - Some computer experience helpful. In W. Bloomfield. 5 days, 3 hours a day. Will train. Excellent pay. Call Mr. Bell, between 9-11AM. 810-788-3875.

OFFICE MANAGER/FULL TIME for established manufacturers' rep. Looking for detailed person that will coordinate sales office. Duties: word processing, order ent