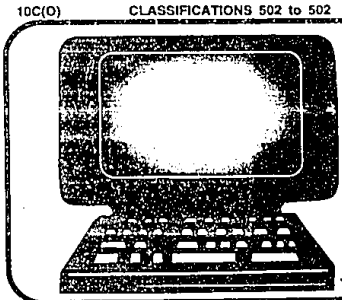

Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet. Check our Classifieds at this Internet address*
http://oeonline.com

To place your Classified Ad, call **313-591-0900** in Wayne County, **810-644-1100** in Oakland County, and **810-852-3222** in Rochester/Rochester Hills

*Ad must run at least two times

502 Help Wanted-Office Clerical

BOOKKEEPER PART-TIME
Southfield CPA Firm seeks individual for part time bookkeeping and A/R. Please call 810-357-0144 Ext 171

BOOKKEEPER
Part time experience in retail knowledge of computers, accounts receivable and accounts payable. 3 years sales + mail. Light secretarial. Check sales. Apply to: 5th Dist 3238 Southfield, MI 48037

BOOKKEEPER
PART TIME. Flexible hours. Accounts Receivable, Accounts Payable, Bank reconciliations. Organized and detail oriented. Send resume to: ESKIND 101 Southfield Plaza, Dept. Bookkeeper 101, Farmington Hills, MI 48331. Attn: Robert Hutt

BOOKKEEPER
Plymouth CPA firm seeks full time or part time bookkeeper. Experience through financial statements. General Ledger, payroll and tax preparation skills. Quickbooks knowledge preferred. Fax resume to (313) 459-8431 or mail to Human Resources, P.O. Box 6321, Plymouth, MI 48170

BOOKKEEPER/RECEPTIONIST
12 Mile/Farmington Rd. CPA firm needs individual with strong computer skills. WP & spreadsheets. Experience to include accounting. Pay DOE, sales tax & expense reports. Salary based on experience & ability. Benefits. Phone (248) 932-4910 (810) 489-3412

BOOKKEEPER/TAX SERVICES
Uncle Tom's Tax Service Rd. Non smoking 25-35 hrs/week. Full charge through trial balance. Payroll processing, general ledger, phone & Computer skills required. Call Mary (810) 443-5656

BOOKKEEPING ASSISTANT
with computer experience. Word Process Data Base Management for large Farmington Hills Office. Flexible hours. Great atmosphere. Call 810-553-8600

BOOKKEEPING OPPORTUNITIES
Arbor Drugs, southeastern Michigan's number one drug store chain is immediately expanding in our Accounting Department in Plymouth corporate office.
ACCOUNTS PAYABLE CLERK (Code AP)
• Accounting clerk with two years accounts payable experience, computer literacy, and good analytical skills
ACCOUNTS PAYABLE CLERK (Code AR)
• Accounting clerk with some accounts receivable experience
ACCOUNTING CHECK-OUT CLERK (Code ACC)
• Accounting clerk with good math aptitude and ten key skills. We will train the selected candidate to review daily store sales information and post cash receipts.
PHARMACY ACCOUNTING CLERK (Code PAC4)
• Fast paced accounting clerk with 1-2 years accounting experience. Knowledge of pharmacy sales and procedures is desirable.
ACCOUNTING CLERK (General) (Code ACG5)
• Accounting clerk with basic accounting related clerical skills and experience
Arbor Drugs offers an excellent salary/benefit package. FOR ADDITIONAL INFORMATION CALL (313) 953-4404 THEN PRESS 2 and ext. 2600. Candidates should send resume and salary history/requirements to: ARBOR DRUGS HUMAN RESOURCES-C, P.O. BOX 7034, TROY, MI 48007-7034. Please indicate letter job code number on your resume.
An Equal Opportunity Employer

BUBBLY RECEPTIONIST
58-59/HR
ARBOR TEMPS 459-1166

CAE tech is a leading engineering and information technology services company looking for energetic, qualified experienced individuals for service positions in sales, marketing, personnel and accounting.
For all the positions we require excellent interpersonal and communication skills, a strong work ethic, verbal, strong PC skills such as Excel, WordPerfect 6.1, Windows, dBase, Lotus, Novell, various PC software, self-starters, energetic and hard-working with aptitude for customer service.

ADMINISTRATIVE (Personnel/HR)
Human Resources degree/education and experience in personnel and benefits administration.

ADMINISTRATIVE (Sales/Marketing)
Higher degree/education preferred. Assist sales staff in developing marketing programs, presentations, surveys, etc.

RECEPTIONIST/SECRETARY
Assist in office management and administrative functions, phones and data entry.

ACCOUNTING
Assist in general accounting functions, payroll, Accounts payable, Accounts receivable, use of accounting software. Excel.
We offer comprehensive benefits including 401k. Please send or fax resumes to:
CAEtech
36701 W. Seven Mile Road
Suite 130, Livonia, MI 48152
Phone 313-953-8222
Fax 313-953-8088

CASHIER/RECEPTIONIST
Position for luxury automobile dealership. Experience preferred but willing to train. Fred Lavery, Company 810-616-5400

JEWELRY SERVICE CENTER
Tippers
Oakland county's leading jewelry retailer is seeking full-time experienced clerical help for our service and repair department. Support team. Must be bright, adaptable in jewelry repair shop. Express have excellent communication skills and be computer literate. Competitive salary and bonus package in addition to benefits.
Call Mr. Dalgarnian (810) 637-7700
or fax resume, (810) 637-7717

CLERICAL AND Telephone Receptionist wanted for summer temporary opening for Canton transportation company. Experience with phones, typing & calculator. Please call Mrs. Jones 313-397-2700 ext 171 or fax resume to 313-397-2701. Apply in person: 46175 Ecorse Rd., Canton, MI 48187

Clerical Assistant
needed from noon-5 daily in Farmington Hills to Mail be flexible and have good phone skills. Call for details 810-553-6250

CLERICAL/CUSTOMER SERVICE
Year of working hours, experience & holidays? Want to develop office clerical skills? No one will give you the opportunity? A Nevi Hotel/Lake area service company seeks an individual & organized individual for its Clerical/Customer Service Department. Data entry, customer contact, PDX switchboard or receptionist experience helpful. This is a full time entry level position providing opportunity for advancement.
Call Personnel 9-1pm 810-347-3682

CLERICAL CUSTOMER SERVICE NOVI
Word processing/secretarial duties, non smoking office, part full time positions. Pleasant, outgoing manner for a busy medical office. Word for Windows. Professional experience computer telephone skills required. Excellent benefits. Salary commensurate with experience. Send resume and salary requirements to:
Box #2519
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL/ DATA ENTRY
Experience in bookkeeping and inventory control, preferably in a retail environment. Windows PC skills are essential. Full time position.
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) 540-8558
Fax (810) 540-8778
We Are An Equal Opportunity Affirmative Action Employer M/F/D/V

CLERICAL
Excellent opportunity for motivated person for this entry level job in our purchasing department. Must be detail minded and willing to learn 10 key and data entry experience required. PC experience a plus. Must like working with numbers and experience. Training provided. Full time employment with benefits and advancement opportunity.
Send resume with background to
Personnel Manager
P. O. Box 806
Novi, MI 48376
or FAX to 810-380-3634

CLERICAL - Fast paced office in Troy needs clerical help to answer phones, filing, and computer input of phone orders. Full time. Please send resume to: Mike Fleming, 1200 W 8 Mile, Ferndale, MI 48220

CLERICAL
Full time position open. Work area, cash balancing, multi line phones, data entry. Benefits. Call for info 810-738-9700

CLERICAL
Full time position open. Work area, cash balancing, multi line phones, data entry. Benefits. Call for info 810-738-9700

CLERICAL
Full-time Troy office. Must be familiar with Microsoft Word 6.0. Knowledge of Microsoft Excel 5.0 helpful. Duties include monthly billings, Word/Excel spreadsheets, light clerical work including answering telephones. Experience necessary.
Fax resume to 810-298-9511

CLERICAL HELP
Casual construction office. Entry level position, phones, filing, typing and customer service. Send resume to Overhead Door, 2001 Daley, Walled Lake, MI 48390 (810) 669-5660

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
CORTEMPS
810-563-8600 — Medison Hts.
810-852-9600 — Rochester Hills

CLERICAL
Large apt. community in Southfield seeks a highly motivated person who is detail-oriented for busy leasing office to perform various clerical duties. Send resume or apply in person at Friendly Hills Apts, 27500 Franklin Rd., Southfield, MI 48034. Pre-employment & drug screening required.

CLERICAL
Major insurance company has an opening with general office duties. Company has flex time, ideal for new graduate, college student, or someone returning to work force. Individual will be trained for advancement opportunities. Top benefits.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

CLERICAL - part-time, Must type 35 wpm. Light bookkeeping. Hours 8-0 Brightmoor. 810-534-4870, ext. 228 or fax resume to: 810-534-4138

502 Help Wanted-Office Clerical

CLERICAL OFFICE PERSONNEL
Summer is just around the corner! Let Greening find that perfect summer job! Flexible hours, work close to home, team new suits and make good money. $$ Temp and permanent positions.
Now hiring for various office positions. Call today!
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills 810-373-7700
Taylor, 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

CLERICAL, PART-TIME
Flexible hours & days. Looking for mature person with basic computer & data entry & clerical duties for fast growing industrial distributor in Wixom. Great job for someone who needs to be able to set own hours. Fax resume to 810-960-1465 or mail to Office Manager, P.O. Box 930526, Wixom, MI 48393

CLERICAL - Part time 1-5pm. Pry mouth. Mature non smoker, attention to detail, multi company phones, full time School. 313-453-3800

CLERICAL - PART TIME
Heating/Cooling service company. Flexible hours. Computer input, filing & sorting. Knowledge of Lotus or Word Processing a plus. PO Box 4062, Canterline, MI 48015-4062

CLERICAL - PART TIME
Transportation Life Companies in Livonia has immediate opening for a part time clerical person with Microsoft Word experience. Duties include: Data Entry, Clerical duties. Call Jan Schwab 810-543-1377

CLERICAL POSITION
for large individual counseling clinic in Rochester Hills. Excellent phone skills, friendly personality and general office skills including computer experience EOE. Resumes to Rochester Counseling Associates, 1460 Walton Blvd., Suite 220, Rochester Hills, Michigan 48309-1779 Attention M Toemmino

CLERICAL POSITIONS
Now company in Southfield has opening for Sales Support Buyers Assistant, Sales Assistant, Typist. Salary $9.25-$9.50 and benefits. Please call
313-464-0909
Snelling Personnel Services

CLERICAL
Professional and reliable individuals with accurate bookkeeping skills needed for invoicing, typing, and filing. Must be good with numbers and have pleasant phone manner. Fax resume only to Human Resources, P.O. Box 39222, Redford, MI 48239 or Call (313) 535-1786

CLERICAL
Southfield area. Casual office seeks full/part time position. Excellent phone/computer skills, bookkeeping skills helpful. We offer the perfect job! Benefits. Call Rod 810-799-5444

CLERICAL - Southfield insurance agency seeking actuarial, research clerical individual for a fast paced office. Duties will include filing, typing, phones, and other duties as assigned. Call Lindy 800-638-1174

CLERICAL!
Support position available for Livonia company. Duties include Word Processing, filing & phones. Salary DOE
Temporary to permanent position
ADIA
we put people to work
(313) 525-0330
EOE No Fee

CLERICAL SUPPORT
Detroit financial corporation seeks efficient clerical support individuals for fast paced working environment. Candidates must be able to type accurately under pressure, type 40 W.P.M., work with little supervision and have hands-on word processing experience. Position provides for a complete salary and benefits package. Qualified candidates forward resume to:
OLDE DISCOUNT CORP
Attn: Human Resources
751 Griswold St.
Detroit, MI 48226
E.O.E.
Member NYSE-SIPC

CLERICAL
Upscale Lathrup Village Boutique looking for a full time clerical. Some light bookkeeping experience. Must be a pleasant personality a must.
CALL
810-354-4560
Ask For Vickie

CLERK - Insurance related Livonia firm has a full time opening. Duties include filing, typing & mailing mail to files & distributing. Additional duties will be given to the right person. Comprehensive benefit package offered including 401K & ESOP plans. Send resume or apply in person to: HR-6, The ASU Group, PO Box 77, Clarenc, MI 48005. EOE

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

COLLECTIONS
Wholesale Distributor seeks full time assistant to the collections department. Accounts receivable and collection experience helpful. Must possess excellent phone and communication skills. Send complete resume for P.O. Box 790, Belleville, MI 48112-0790

502 Help Wanted-Office Clerical

CLERKS & RECEPTIONISTS
$7.50-$8.50 per hour depending on experience. Service charges paid by companies. Various Westside locations at other fantastic benefits. We have immediate openings office and computer experienced. Call
Call 810-399-3450
Snelling Personnel Services

CLIENT SERVICE REPRESENTATIVE
Interim Personnel currently has openings for a self-motivated, friendly individual with excellent service representative. Position includes daily customer contact by answering, leaving messages and placing applicants on job assignments. Must be able to work independently in fast paced environment. Qualifications are Office Manager Detroit and Pontiac area locations. Customer service experience helpful. Excellent benefit package. Send resume and salary requirements to:
HRCSR Mgr. PO Box 221
Eastpointe MI 48021
or fax to 810-775-7065

CLOSING/ESCROW SECRETARY
Farmington Hills Real Estate firm currently in last paced Closing Dept. for a Closing Secretary Escrow. Must have 2 years experience & require a detail oriented person with phone office skills including computer experience EOE. Resumes to Rochester Counseling Associates, 1460 Walton Blvd., Suite 220, Rochester Hills, Michigan 48309-1779 Attention M Toemmino

COMPUTER/OFFICE ASSISTANT
Institutional broker dealer firm seeking assistant with computer experience. Telephone 810-351-5600 FAX 810-351-5616

CONCESSION MANAGER
For ice arena. Experience preferred. Afternoon and weekends, full time. Send resumes to Compuware Hockey, 31440 Northwestern Hwy, Farmington Hills MI 48334

CONSTRUCTION MACHINERY
Company in Southfield has opening for experienced Switchboard Receptionist. Good typing & computer skills. Good benefits. EOE Send resume to Box #2073
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CREDENTIALING CLERK
National healthcare organization seeks candidate with WordPerfect 6.0 or higher. Prior experience with 60-65 wpm and have strong data entry skills. Prior medical office experience helpful. Send resume to:
Human Resource Dept. Med
Inter Ventures 32975 Northwestern Court, Suite 300, Farmington Hills MI 48334
An Equal Opportunity Employer
Drug free work place

CREDIT & COLLECTION
position for a growing wholesale distributor in Livonia. Clerical experience required. Call Bob for an appointment (313) 261-7600

CUSTOMER SERVICE REP
needed for well established firm with Excellent benefits program. Apply in person at 30795 Grand River, Farmington Hills (810) 478-7030

CUSTOMER SERVICE REPRESENTATIVE
For a fast paced office department. Must have strong secretarial & organizational skills. Salary plus full benefit package. Call Bert (810-619-7800

CUSTOMER SERVICE PAPER SALES
Local Paper Merchant seeks energetic, self motivated person to team Customer Service business. Experience preferred but not required. An outstanding opportunity for growth and advancement.
Send resume to
P.O. Box 7113
Bloomfield Hills, MI 48302

CUSTOMER SERVICE & DATA ENTRY
Data entry with bookkeeping experience and computer skills. Good communication skills. Office environment.
Reply to 25825 Southfield Rd
Southfield, MI 48075

CUSTOMER SERVICE/ RECEPTION
Livonia manufacturer seeks highly motivated, people person for customer service. Minimum two years and high school education required. Salary commensurate with experience. Benefits. Send resume to Mrs. Haynes, 12110 Hubbard Rd., Livonia, MI 48150

CUSTOMER SERVICE
Entry level position in a computerized for Troy communications firm. Must have an excellent attitude. Some phone experience helpful. Up to $7 an hour depending on experience 16Hrs/wk 810-988-0287

CUSTOMER SERVICE REPS
10 plus needed. Computer experience or 50 wpm typing. No fees.
ENTRY LEVEL CLERICAL
Computer experience a plus $7 an hour. Temp to hire. Typing.
ADMINISTRATIVE ASSISTANT
Minimum 3 years. $7.50 an hour. Temp to hire. Typ.
ADMINISTRATIVE ASSISTANT
85 wpm. Good computer skills. MS word & excel. Great phone and people skills. No fees. Temp to hire. Troy. Call Brooke or Nick.
Snelling Personnel Services
810-447-9980

CUSTOMER SERVICE
Friendly office needs organized, responsible, detail oriented person with computer experience and good phone manner. Resume and salary requirements to E. Frank, 30442 Northwestern, Ste. 350, Farmington Hills, MI 48334

CUSTOMER SERVICE REP
A pounding sensation? Service Rep is needed. You must have good organizational skills, experience in Customer Service & strong phone & computer skills. Please mail resume with salary requirements to:
C. B. Manager, 8651 Schoolcraft Ave., Detroit, MI 48228
Or fax to 313-491-6613

DATA ENTRY for a large construction company. Knowledge of accounting helpful. Send resume to Karen Squier, 41118 Jo Dr., Novi, MI 48375.

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP
Prestige Portraits is looking for responsible & detail oriented Customer Service Representatives. Responsibilities include greeting customers in friendly manner & assisting them in product ordering. Must have 1+ years of direct customer contact experience. Ability to work evenings & weekends is necessary. Any employee based company Prestige Portraits offers a competitive salary, excellent benefit program. For consideration please call Jennifer Hughes (810) 348-6841 or send resume to: Prestige Portraits 43252 W 11 Mile, Novi, MI 48375. Attn: Jennifer Hughes

Data Coordinator
Excellent opportunity for self-motivated, detail-oriented person within Financial Services Organization. Successful candidate will be able to input product price changes, and correct data with speed and accuracy. Knowledge of Windows is a plus. We value excellent organization and communication skills. Must be professional, independent and able to work effectively with others in fast paced, demanding office. Full time position includes benefits and profit sharing. Qualified? Send resume with cover letter and salary requirements
Department KD-DBA
PO Box 1400
Farmington Hills, MI 48333

DATA ENTRY CLERK
Excellent part-time, long term temporary position available in a payroll department of a major steel processing company in Auburn. Must be willing to work Tues, Wed, Thurs and Saturdays 8:00 am - 1:00 pm
Requirements:
6,000 keystroke
low error rate
able to meet deadlines
Call Jenny today for an interview
(810) 528-8092
ENTECH
PERSONNEL SERVICES

DATA ENTRY CUSTOMER SERVICE
$7-$9/hr.
70 positions available in this growing Southfield area. Must have excellent communication and phone skills. Data entry ability needed. Experience helpful. Temp to perm opportunity, long term, full/part time, benefits
Call 810-615-0660
Western STAFF SERVICES.

DATA ENTRY
Immediate Opening
Transportation Co. in Plymouth, MI has data entry position. Must be accurate and speed test will be required. Accounting experience a plus but not required. Starting pay $7.$9 depending on experience. Call Ann at 313-455-4700 Ext 260 or 782

DATA ENTRY
Major financial institution needs your experience for data entry position. Opportunity to 832 to your skills. Excellent benefits. Call today. Auburn Hills, Southfield and Dearborn locations. Call Anne today
Beverly Hills 645-7660 Livonia 473-2933
Advantage Staffing

DATA ENTRY OPERATORS
See our ad under Data Entry Clerk
(313) 261-6220

DATA ENTRY
To $9.50/hr.
Will train. All shifts. Temp to Perm
ARBOR TEMPS 459-1166

DEALERSHIP OPENING
Multi-line power sports dealership is seeking experienced Office Manager. Individual should have strong knowledge with payroll taxes & producing financial statements. Call Bob at
(313) 278-5000

DISTRIBUTOR in Novi needs full time person for light office work. Call after 12 pm
(810) 347-6600

DOWNTOWN BIRMINGHAM office seeking 2 employees. Secretary with excellent grammar & proofreading & filing skills, experience with Word, Perfect & Spreadsheet. Assistant to File Manager, good organizational skills for filing, typing, answering phones and general office work. Send resume to Box #2080
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ERADICO SERVICES, a highly professional & stable firm, located in Wayne, is looking for a qualified person to fill a full time data entry clerk position. Typing, filing & good math aptitude & customer service skills required. Competitive salary, benefits & pleasant working environment. Apply: Eradico Services, 2727 Fairlane Plaza South, Dearborn, MI 48124

EXAMINER
Title insurance company looking for experienced full time examiner. Send resume to: Title One, 33300 Five Mile, Suite 201, Livonia, MI 48154

EXECUTIVE ASSISTANT
Growing real estate development firm needs professional to head marketing department. Telephone skills, $111, Bloomfield Hills, MI 48301.

EXECUTIVE ASSISTANT TO THE GENERAL MANAGER
Pagenet, the world's largest wireless communications company, is currently seeking an Executive Assistant for the general manager. The right candidate will have plenty of energy, be detail oriented and have an organized Knowledge of word processing and spreadsheets a must. Must be a self-starter with a positive attitude, the ability to make decisions and deal with customers and employees. Shorthand or speedwriting a plus. Excellent salary, benefits, and professional work environment.
Mail or fax resume and salary history to
Pagenet
Attn: Admin.
33533 W 12 Mile Road #300
Farmington Hills, MI 48331
Fax 810-489-2419
EOE

EXECUTIVE LEGAL SECRETARY
To $38,000. Managing partner needs right person to handle busy practice. Civil litigation experience. Top skills. Professional. 810-772-8760.
Snelling Personnel Services

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY
ENTRY LEVEL
$3,000 BONUS
Real estate development corporation in Birmingham has immediate opening for entry level secretary. Executive Secretary. Must handle variety of duties including answering phones. Report directly to CEO. Well organized, does and transcription experience required. Great opportunity for advancement. Send resume and cover letter stating salary requirements, goals and greatest strengths to: Ms. Lewis, 2000 Maple Rd., Suite 101, Birmingham, MI 48009

EXECUTIVE SECRETARY
Support two VPs in major automotive engineering department. Will organize calendars with strong word processing & Harvard Graphics. Handle travel arrangements and confidential correspondence. Excellent full time position includes benefits and profit sharing. Qualified? Send resume with cover letter and salary requirements
Department KD-DBA
PO Box 1400
Farmington Hills, MI 48333

EXECUTIVE SECRETARY
Professional service firm is seeking a highly motivated individual to provide administrative support to its partners. Individual must have WordPerfect 6.0 or 6.1 experience, excellent telephone rational and communication skills. Ability to contribute to a team environment is a must. Excellent benefits compensation and working environment. Send resume and salary requirements to
Ms. Mary Bartlett
1200 American Center
27777 Franklin Rd
Southfield, MI 48034

EXECUTIVE SECRETARY
If you are adept in handling matters of confidentiality with financial flair, type at least 60 wpm, have previous experience, and are comfortable work one day a week, mail or fax your resume specifying your salary requirements to
EXECUTIVE SECRETARY
CO-Dept. 30-1700
24209 Northwestern Hwy
Southfield, MI 48075
810-354-0412 FAX

FARMINGTON HILLS OFFICE needs full time Secretary-Receptionist. Suggested salary $9/hr. Flexible early evenings and some weekend hours. Excellent benefits. Good bookkeeping knowledge helpful. Please send resume to: Box #2055
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

FAST FINGERS
needed to work in Livonia area, must have 10,000 plus keyed entered. Inverted Board experience preferred but will accept training on the job. Full time position. Possible Temp to Perm. Work 40-50 hours a week. Call now for an appointment
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

FAST PACED office, phones, receptionist, Microsoft Windows. Nov. Plan Cen. Troy. Starting Wts. 313-398-1882

FULL/PART TIME CLERICAL
Canton location. No experience necessary. Available immediately. Respond to: Chand, 45487 Ford, Suite 200, Canton, MI 48188 or call (313) 981-3060

GENERAL CLERICAL
Upscale fast-paced temporary company seeking individuals who are customer service oriented, have general clerical skills including some computer skills. Call Lorie Mortimer at 810-433-3617 X282 or fax resume to 810-433-3646

GENERAL CLERICAL - moderate typing 50 wpm, use calculator, pleasant, flexible. Part time could lead to full-time. Southfield. 810-357-2180

GENERAL CLERKS
We are seeking energetic, hard-working individuals to work in our Microfiche/Jacks area. Position involves processing documents. Responsibilities include organizing documents, using computer to track and filing at boxes 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 and flexibility is a plus. Starting salary is $8.50/hr. We offer competitive benefit package. Qualified candidates should apply Mon-Fri 9am to 4pm.
For other available positions, please call our Job Opening Hotline
810-488-7146
An Equal Opportunity Employer M/F/D/V

GENERAL OFFICE CLERK
Fast paced steel service center is looking for an individual to assist in many clerical duties in purchasing dept. Job requires organized, extraverted and concentrated person who works well with others. Excellent benefit package. Send resume to: Attn: CSC, 36688 Hamilton, near Plymouth, Livonia

GENERAL OFFICE
Dependable, responsible person needed to do filing, typing & general clerical. Part time, flexible hours. 1847 Inkster Rd. Garden City

GENERAL OFFICE, full/part time. Experienced, reliable person to handle customer service, typing & light bookkeeping. Southfield area. Call after 2pm, Mrs. L.
(810) 353-2900

GENERAL OFFICE
Must have excellent phone etiquette. Some computer experience necessary. Prior clerical experience helpful. Fax resume to 313-421-6026 or fax to HRMS, 31187 Plymouth, Ste 212, Livonia, MI 48150

GENERAL OFFICE
Part Time
Some computer knowledge, filing & typing. Please call 810-360-0088

GENERAL OFFICE
Part-time 25-30 hrs. per wk. Experience in clerical duties, typing, filing, computer knowledge. Non-smoking office. Very nice. Call Mary Ann after 10:30 a.m.
(810) 280-6660

502 Help Wanted-Office Clerical

GENERAL Office, part time Mon-Fri, 11am-3pm. Typing, filing, computer literate. Canton area. 313-459-8600

GENERAL OFFICE
Permanent, part time, 1 to 5pm daily. Good typing skills & computer experience helpful. Troy.
(810) 585-8440

GENERAL OFFICE
Permanent position with Interior Trim to work in the accounting office. 8 Mile/Lahser area. 810-353-0180 x 3471

GENERAL OFFICE/RECEPTIONIST
Rapidly growing Rochester Hills firm has an immediate opening for a college graduate with demonstrated financial background to fill full time entry level position. Microsoft Word & Excel Lotus experience a must. Individual must have a strong eye for detail. Firm offers excellent health benefits, competitive wages & a non-smoking work environment. Please contact Tom or Lee (810) 652-0961 or fax resume to 810 652-0897

GENERAL OFFICE
Southfield based firm seeking management firm has openings for general office help. Computer knowledge helpful. Excellent Benefits included. Send resume and salary requirements to
D.L.
P O Box 308
Southfield, MI 48037

GENERAL OFFICE
Troy based company located 15 Mile & Livernois area requires strong typing skills & general office help in sales department. Previous office experience. Hourly rate $8.00 - $9.00 plus benefits. Send resume and cover letter to: General Office - Sales, PO Box 7048, Troy, MI 48007-7048

GENERAL SECRETARIAL
Part-time, Mon. Wed. Fri. Greeting customers, answer phones and light bookkeeping. Will train. Start $6.50/hr. Apply at Randy's Collision, 13080 Merriman Rd., 3 of Schoolcraft.

GROWING BIRMINGHAM office is looking for skilled office assistant. Answer phones, open mail, computer work 35 hrs/wk. Call (810) 540-6288

GROWING SERVICE company in Novi needs office person with computer & typing experience. Competitive wages, medical benefits. Contact Town Center, 810 380-1290

HEY HOMEMAKER!
Looking for a great part-time job? Busy real estate office needs receptionist/secretary. Flexible evenings & weekends.
Call Mr. Fader 313-261-0700
Real Estate One

HOT JOBS
•Legal Secretary, Detroit, $30,000
•Executive Secretary, suburb, $28,000
•Administrative Assistant/PR, temp to perm $13 per hour
•Accounts Payable, suburb, $22,000
•Legal Secretary, Detroit, $27,500
•Accounting Clerk/Payroll, suburb, $23,000
•AS/Tech Writer/Technical Specialist, suburban, $35,000
•Legal Secretary, suburb, $26,000
•Automotive/Engineering Secretary, suburb, $27,500
•Accounting, clerical, technical, temp and temp to perm positions
All fees paid by employer
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

HUMAN RESOURCES ASSISTANT
Alesse Inc., one of the nation's leading third party administrators of Worker's Compensation and Liability claims, seeks a highly motivated Human Resources Assistant to a fast paced Human Resources department.
This position is responsible for processing safety actions, conducting pre-hire drug screens, responding to wage verifications and employee inquiries, and coordinating the processing of time cards, and maintaining personnel files. Requirements include one to two years human resources experience preferably in a human resource function; ability to prioritize and multitask; Word and Excel experience, and good organizational and communication skills.
Interested parties should send cover letter, resume, and salary requirements to:
Alesse Inc
Attn. HRAsst
17187 N Laurel Park Dr #434
Livonia, MI 48152
FAX. (313) 462-5900
NO PHONE CALLS PLEASE.
An Equal Opportunity Employer

Human Resource/Personnel
STAFFING SUPERVISOR
A local temporary staffing corporation is looking for an experienced candidate to work in their Southfield branch.
Qualified candidate should have many clerical duties in a fast paced office environment. Excellent organizational skills and be able to handle phones. Salary commensurate with experience. Call
(313) 953-0200

Legal Secretary
Minimum 3 years experience in medical malpractice and auto negligence. Must be proficient in WordPerfect 6.1.
Call (810) 352-1000

LEGAL SECRETARY
For Southfield law firm. Minimum 5 years Excellent in Word, Word for Windows experience helpful. Excellent salary & benefits. Send resume to: Office Administrator, PO Box 319, Southfield, MI 48037-0319, or call 810-356-2000

LEGAL SECRETARY
Legal & computer experience required. Salary commensurate.
810-256-0500
Or Fax to 810-256-2780

LEGAL SECRETARY/PART-TIME
Legal Secretary with general practice & WP 6.1 experience needed for private, sole & short days or 4 full days. Outstanding Troy location. Paid personal & vacation days. 401(k) with sharing plan. Send resume to: Legal Administrator, 901 W. City Beaver, Ste. 600, Troy, MI 48084

502 Help Wanted-Office Clerical

If you have experience at any level in Accounts Payable or Receivable, we are recruiting for our clients in Farmington, Bloomfield, Southfield, Rochester and Detroit for Permanent, Temp-to-perm and Temp positions. We provide full Permanent placement services, and give first priority to our Temps!
PERM
• Full Charge Bookkeeper, mfg firm, Detroit. To $35K
• Job Cost Bookkeeper, Ferndale, to $20K
TEMP-TO-PERM
• Accounting Clerk, mfg firm in Fraser. To $21K
• Accounting Assistant, engineering firm, Ferndale. To $27K
TEMP
• Full Charge Bookkeeper, Southfield, Peachtree software
• Full Charge Bookkeeper, long term, Rochester Hills
• Accounting Assistant, prestigious Bloomfield firm
• Assistant Bookkeeper, Livonia
• Billing Clerk, Detroit
Accountants One, Inc
24901 Northwestern Hwy
Suite 618
Southfield, MI 48075
(810) 354-2410

LATE NIGHT
Tues., May 28 & Wed., June 5
Open until 8 PM.
(by appointment only!)
Looking for a new career? Relocating? Recent graduate? We can help! Stop by our Open Houses and review positions. Temp and permanent opportunities. Call for an appointment.
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills 810-373-7700
Taylor, 313-284-0777
SNELLING.
PERSONNEL SERVICES
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LEGAL SECRETARY
Bloomfield Hills, sole practitioner with 25 yrs experience, note, friendly, non smoking, seeks full time, other form Requirements: litigation experience, computer skills, organized, pride in work. Salary commensurate with qualifications. Fax resume to 313-464-0200

LEGAL SECRETARY
Experience needed for insurance defense firm. Organizational skills a must. Fax or send resume to
Attn: 280 N. Main St., Clawson, MI 48017. Fax# 810-588-3380

LEGAL SECRETARY
Experienced. Full time. Downtown Detroit. Excellent typing and knowledge of Word Perfect Windows 6.1. Excellent benefits. Send resume to: Attention Personnel
Clark Hill PLC
255 E Brown St., 2nd Floor
Birmingham, MI 48009

LEGAL SECRETARY
for large law firm, Birmingham location. Position requires 75 wpm typing, 3 years legal experience, excellent benefits. Competitive salary. Excellent benefits. Contact Mary Lou at 313-642-1428

LEGAL SECRETARY - Full time for Real Estate Bingham Farms law firm. Requirements include proficiency in knowledge of WordPerfect 5.1, dictaphone, and good organizational skills. Send resume to: L. McWilliams, 30200 Telegraph, Ste. 467, Bingham Farms, MI 48025

LEGAL SECRETARY - For fast paced, corporate, tax and estate planning firm. Must have excellent experience, excellent WordPerfect skills and good attitude required a must. We'll keep you busy but we also recognize there is life outside the office! Large office, nice location, salary and benefits. Send resume to P.O. Box 9087, Farmington Hills, MI 48333

LEGAL SECRETARY for Bloomfield Hills general practice. Minimum 3 yrs. experience. Knowledge of WP. Excellent working conditions. Mail resume to: Albert Hotz, 1780 E. Lincoln, Ste. 200, Bloomfield Hills, MI 48302 or Fax 810-338-3348

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For Livonia office. Must be knowledgeable in Word Perfect. Have excellent organizational skills and be able to handle phones. Salary commensurate with experience. Call
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502 Help Wanted-Office Clerical

LEGAL SECRETARY
Part time, experienced (3 years minimum) wanted to work minimum Tuesdays & Fridays. Must be able to type 55 wpm. Must be familiar with WordPerfect 5.1 or 6.1. Must be team player to work for very busy attorney, litigation law firm in Southfield. Fax resume of qualifications, if you qualify, please call (fax) at
(810) 352-3553

LEGAL SECRETARY - Small general practice law firm looking for friendly person with good clerical and communication skills. WordPerfect 5.1 experience required. Full time. FAX or send resume Saringer & Associates, 25222 Greenfield, Oak Park, MI 48237, fax # 810-968-2211

LEGAL SECRETARY
Troy law firm has immediate opening for 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
Troy law firm insurance defense or corporate experience preferred. Salary commensurate with experience. Call (810) 649-7800

LEGAL SECRETARY
This is the place for your Birmingham upbeat firm seeks person with strong litigation skills. Must have knowledge of WordPerfect 5.1. If you are organizationally oriented, we need you! Salary/benefits commensurate with experience. Resume to: Personnel Dept., 320 E. Maple, Box 738, Birmingham, MI 48009

LEGAL SECRETARY
We are currently seeking two experienced Secretary