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

ADMINISTRATIVE ASSISTANT
Farmington Hills. Architectural firm in lovely setting seeks well organized individual to handle multiple tasks in fast paced environment. Duties include light bookkeeping, typing coordinating meetings, maintaining file system, ordering supplies & other related administrative duties.
Ideal candidate should possess a minimum of 2-3 yrs. secretarial experience, good typing skills (60 wpm) Excel and/or Peachtree plus full time with benefits.
Please fax resume to:
J. Howard Nudell Architects, Inc.
(810) 626-0337

ADMINISTRATIVE PROFESSIONAL
Premier Management Consulting seeks an organized, self-motivated, efficient and professional person. WP expert and knowledge of general administrative duties. Spreadsheet and other research projects. Salary and benefits. Send resume to: P.O. Box 305, Clarkston, MI 48017

BOOKKEEPER
MUST be outgoing with customer service skills. Knowledge of Bookkeeping and computer skills required. Call (313) 534-3758

BOOKKEEPER Needed. Progressive company seeking reliable individual for Bookkeeping/Accounting position. Must have pride in accurate accounting & responsibility. Send or FAX resume to Job Edit, 8 Parker Rd. Clarkston MI 48017. FAX 810-568-1895

BOOKKEEPER - Part-time (24-32 hrs/week). Previous work experience required. Must be proficient with Excel, Word & Quickbooks. Pleasant Detroit area office. Send resume to: Bookkeeper, 2000 Town Center, Suite 1900, Southfield, MI 48075

ALL CLERICAL SKILLS NEEDED!
- Administrative Assistants
- Clerks
- General Office
- Data Clerks
- Word Processors
- 1st Shift - Full Time $6.00 - $9.00 an hour

Corporate Personnel Services, Inc.
(313) 722-7990

COPY OPERATOR
Northville Township. Full time. Computer literate. Microsoft Windows. Have experience in copy center. Not necessarily copy people skills. Northville 349-1110 Ask for Marilyn 342

ARE YOU LOOKING FOR SUMMER WORK?
Attn: Students & Teachers
•RECEPTIONIST Farmington Hills
•RECEPTIONIST Southfield
•WORD PROCESSING SERVICES Southfield & downtown
PROGRAMS: WordPerfect 5.1, WordPerfect 6.0 for DOS, Lotus 1-2-3 Version 3.0, Microsoft Word Macintosh, Microsoft Word 5.1A & MS Excel 4.0
Call WOLVERINE for an interview (810) 851-9000

ASSISTANT OFFICE MANAGER
Troy law firm. Bookkeeping & general office duties. Knowledge of Word. Send resume to Office Manager, 1050 Wilshire Dr. #320, Troy, MI 48084

AUTO DEALERSHIP
Farmington Hills Dodge/Jeep. Job is immediate need of a full time & part time highly motivated individual to join our existing office team. The person must have at least one year of experience in a dealership. Payable Accounts Receivable, Posting or related accounting. Competitive salary. Please send resume to: Personnel Director, 31911 Grand River, Farmington, MI 48336

BIG 3 OPPORTUNITIES AT BARTECH
Currently hiring Administrative Assistants and Secretaries for immediate long and short term assignments at leading automotive company in Dearborn
- WORDPERFECT
- EXCEL
- GRAPHICS
- MICROSOFT WORD

Come join The Bartech Team
BARTECH
313-271-5454
Evening Applications
An Equal Opportunity Employer

BIRMINGHAM property management firm is looking for a Multi-Office Assistant. Answer phones, open mail, computer work. Part time. Call (810) 645-6268

HEAD BOOKKEEPER
Jol, fast paced company. Must be familiar with computers. Accounting experience required. Apply in person, immediate openings. Salary $12-$20 hourly. Farmington Hills, MI 48150

BOOKKEEPER
Accounting firm in Farmington Hills looking for Bookkeeper with experience through trial balance. Resume to: BWPhillip PO Box 2718 Farmington Hills, MI 48333-2719

BOOKKEEPER/ CLERICAL part time position available in fast growth publishing company. Candidate should have some bookkeeping and computer skills. Send resume and salary requirement to Magazine, 27930 Hale Tech Dr., Farmington Hills, MI 48331

BOOKKEEPER
Excellent opportunity.
(810) 559-8100

BOOKKEEPER EXPERIENCED 30-40 hrs /week with DOS, easy knowledge, salary, with benefits. Send resume to Dal Gabriel, 7 W Big Lake Rd., Bloomfield Hills, MI 48302

BOOKKEEPER
Full charge thru Trial Balance. Must have good computer knowledge & knowledge of accounting principles. Small atmosphere. Downtown 313-277-4702

BOOKKEEPER
Experienced full charge for Farmington Accounting firm W/2 experience required. Send resume asap/ salary expectations to: Box 2000, W. 8 Mile, Farmington, MI 48336

BOOKKEEPER - Full Charge for Livonia business. Must have strong hands on accounting background, knowledge of accounts payable and proven ability with detail. Salary commensurate with experience. Send resume & computer Quickbooks Excel & Lotus experience. Send resume & salary history to: Book Keeper, PO Box 5700, Birmingham MI 48009 FAX 810-645-2935

BOOKKEEPER - Full charge for Mt Clemens business. Duties include payroll, accounts receivable & payable and various reports. Working trial balance. Prior experience required with Peachtree. Healthcare experience preferred. Compensation commensurate with skills. Resume/salary requirements to: PROMED DW 1000 Oakwood Blvd. Warren MI 48236

BOOKKEEPER FULL TIME
Must have previous accounting work experience and be familiar with Lotus and Word. Call After 1 PM (810) 855-9410

BOOKKEEPER
INDUSTRIAL distributor in Rose Oak has position available in our accounting department. Salary and benefits. Send resume to P.O. Box 305 Clarkston MI 48017

BOOKKEEPER
MUST be outgoing with customer service skills. Knowledge of Bookkeeping and computer skills required. Call (313) 534-3758

BOOKKEEPER NEEDED. Progressive company seeking reliable individual for Bookkeeping/Accounting position. Must have pride in accurate accounting & responsibility. Send or FAX resume to Job Edit, 8 Parker Rd. Clarkston MI 48017. FAX 810-568-1895

BOOKKEEPER - Part time (24-32 hrs /week). Previous work experience required. Must be proficient with Excel, Word & Quickbooks. Pleasant Detroit area office. Send resume to: Bookkeeper, 2000 Town Center, Suite 1900, Southfield, MI 48075

BOOKKEEPER PART-TIME
Southfield CPA firm. Assist in computer for billing and AR. Please call 810-357-2424 Ext. 171

BOOKKEEPER
Part time position for an experienced bookkeeper with knowledge of computers, accounts receivable accounts payable, S. Tax & payroll taxes a must. Light secretarial duties also required. Apply: K. Sh H. Box 3238 Southfield, MI 48037

BOOKKEEPER
PART TIME. 4 hours a week. Accounts Receivable Payable, Posting, Bank reconciliation. Organized and detail oriented. Send resume to: ESAB, 101 Southland Rd., Suite 300, Birmingham, MI 48009 Attn: Robert Hoth

BOOKKEEPER
Plymouth CPA firm seeks full time or part time for large bookkeeping through financial statements. General knowledge of computer and tax preparation skills. Quickbooks, Creative Solutions and Tax Software a plus. Fax resume to: (313) 453-6479 or mail to: Human Resources, PO Box 6321 Plymouth, MI 48170

BOOKKEEPING ASSISTANT
with computer experience. Word processor. Data Base Management for large Southfield Trailer Agency. Flexible hours. Great atmosphere. 810-729-9700

BUBBLY RECEPTIONIST
SB EST/HR
ARBOR TEMPS 459-1166

CAEtech is a leading engineering and information technology services company looking for well qualified experienced individuals for several positions in sales, marketing, personnel and accounting.
Note the positions we require excellent interpersonal and communication skills both written and verbal, strong PC skills such as Excel, WordPerfect 6.1, Windows, ability to learn and use various PC software, self-motivated, energetic individuals with aptitude for customer service.

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

ADMINISTRATIVE (Sales/Marketing)
Higher degree/education preferred. Assist senior staff in sales/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 401(k). Please send or fax resumes to:
CAEtech
35701 W Seven Mile Road
Suite 130, Livonia, MI 48152
Phone 313-953-8222
Fax 313-953-9686

$9.00/HOUR!!!
CALL CENTER OPERATORS
For Large Wireless Communication Company. Large project, possible long term, full time hours. Immediate openings available for days and evenings. Previous Customer Service Experience. PC experience in a windows environment.
Work for the BIGGEST! You'll get the BEST!
MANPOWER, INC.
(810) 471-1870

CASHIER/RECEPTIONIST
Position for luxury automobile dealership. Experience preferred but willing to train. Fred Lavery Cadillac only.
(810) 645-5830

CHIROPRACTIC CLINIC needs responsible, flexible person with clerical background to perform a variety of duties. Will train for X-ray.
(810) 644-8495

CITY OF WALLED LAKE
Administrative Secretary
Top notch skills including WordPerfect 6.1 and Excel, typing and shorthand or speedwriting are preferred. Demonstrate knowledge of office methods, procedures and equipment. Service oriented. This union position salary is $13,864. The City of Walled Lake is an Equal Opportunity Employer. Send resume attention of: City Clerk, City of Walled Lake, 1499 E. West Maple, P.O. Box 9027, Walled Lake, MI 48390 by June 7, 1996

CLERICAL and Telephone Receptionist position for summer temporary company. Experience in transportation company. Experience with office machines helpful. Send resume to: P.O. Box 40240 Ferndale, MI 48220 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

Clerical Assistant
needed from Noon'3 daily for busy Farmington office. Must be reliable and have good phone skills. Call Pat Adams (810) 553-9250

CLERICAL ASSISTANT
Part time position available 5 hours per day, Monday through Friday. Duties include clerical duties. Must be able to work independently and pass certain aptitude tests. Please fax resume to 810-476-2932

CLERICAL POSITIONS
Nice company in Southfield has Greeter, Buyers Assistant, Sales Assistant, Typist. Salary $2-$3/hr. Excellent phone skills. Please call:
313-464-0909
Sheridan Personnel Services

CLERICAL
Professional and reliable individual with accurate keyboarding skills needed for checking, typing and filing. Must be good with numbers and have pleasant phone skills. Send resume to Human Resources P.O. Box 33220 Detroit, MI 48232 or Call (313) 535-1786

CLERICAL
Southfield area. Casual office seeks full part time computer skills bookkeeping skills helpful. We offer competitive salary & benefits. Call Rod 810-799-5444

CLERICAL. Southfield insurance agency seeking accurate, responsible, detail oriented individual for fast paced office. Duties will include data entry, filing, typing, phone coverage. Call Cindy, 810-638-1175

CLERICAL SUPPORT
Detroit financial corporation seeks efficient clerical support individuals for fast paced data entry position. Candidates must be able to work independently, have strong PC skills (WP 6.1, Excel) and have experience with word processing, data entry, and 10 key. Excellent benefits package. Fax resume and salary requirements to:
Box 2212
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL - Fast paced office in Troy needs clerical help to answer phones, type documentation, outlet phone system. Full time. Please send resume to: Box 2000, W. 8 Mile, Farmington MI 48220

CLERICAL
Full time position open. Now area cash businesses. Light clerical duties, data entry. Benefits. Call for info. 810-729-9700

CLERICAL
Full time position open. Now area cash businesses. Light clerical duties, data entry. Benefits. Call for info. 810-729-9700

CLERICAL
Full time Troy office. Must be familiar with Microsoft Word for Windows. Duties include monthly billings, Workflow, heavy data entry, office support including answering telephones. Experience preferred.
Fax resume to: 810-269-9511

CLERICAL HELP
Casual construction office. Employee position, phone, filing, typing and customer service. Send resume to Overhead Door West 2001 Delaware, Walled Lake, MI 48390
(810) 669-5890

CLERICAL
Major manufacturing company has an opening with general office duties. Company has flex time dates for new graduate, college student, or someone returning to work force. Individual will be trained for advancement opportunities. No benefits or weekends. Call Jan Schmidt
Diversified Recruiters
810-344-6700 FAX 810-344-6704

CLERICAL PERSONNEL
Summer is just around the corner. Let Snelling find the perfect summer job. Flexible hours, work close to home, maintain new skills and make good money. $$ Temp and permanent.
Nice hiring for various office positions. Call today!
Livonia 313-266-8600
Southfield 810-352-1300
Auburn Hills 810-373-7500
Taylor, 313-294-0777
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

CLERICAL - part or full time. Flexible hours. Apply at Ice Blocks. 810-545-0878

CLERICAL - part time. Must type 60wpm, dictation & WordPerfect 6.0 proficiency. 810-334-4570, ext. 226 or fax resume to 810-334-4135

CLERICAL - Part-time, 1-5pm. Physician Mature non smoker preferred to detail, must enjoy phone work. No full time. 248-647-1300 313-953-5800

CLERICAL - PART TIME
Heating/Cooling service company. Flexible hours. Computer experience helpful & knowledge of Lotus or Word Processing a plus. PO Box 4062, Clarkston, MI 48015-4062

CLERICAL - PART TIME
Transmence Link Companies in Troy has immediate opportunity for a part time clerical person with Microsoft Word experience. General office duties. Call Jan Schmidt 810-649-1577

CLERICAL PART-TIME
Busy Northville realtor/seniors has a part-time entry level position available to work non smoker, process mail. Must be dependable and organized. Hours are 10:00 am - 2:00 pm. Mon. - Fri. Salary $6.00/hr. Please call James at (810) 380-1700 to set up an interview.

CLERICAL
Lookup folder typer typing copying for full time clerical position. Must have good typing speed, service & pleasant personality a must.
CALL
810-354-4560
Ask For Vickie

CLERK
One of Michigan's largest Temporary help agencies is looking for a motivated, energetic person to fill a key Receptionist/Clerk The ideal "PERMANENT FULL-TIME" position will include light typing, phone answering, phones, filing, vacation, sick, holiday and vacation pay after eligibility. Call Renee for more information
(313) 534-9959

CLIENT SERVICE REPRESENTATIVE
Interim Personnel currently has openings for a self-motivated, friendly people oriented client service representatives. Position involves telephone contact by phone, interviewing, testing and placing temporary on job assignments. Must be able to work independently in fast paced environment. Openings are in the Metro Detroit and Northern Oakland County areas. Customer service helpful. Excellent benefit package. Send resume and salary requirements to:
HR/CSR Mgr. PO Box 721
Lapeer, MI 48446
or fax to 810-775-7665

CLOSING/ESCROW SECRETARY
Farmington Hills Real Estate Office has opening in fast paced Closing/Escrow Dept. Closing Secretary/Escrow Clerk. Must have some experience with real estate, minimum supervision. Position includes preparation of closing documents entry level computer light typing, fax, telephone, photocopy. Will assist in answering phones. For further information call:
MARIE
(810) 855-8130
From 4:00PM to 5:00PM

CLOSING SECRETARY
real estate/investment company seeks closing secretary who has strong customer service, escrow experience. Applicant should possess excellent typing skills, organization, excellent telephone communication skills. Salary commensurate. Call Jeanne (810) 208-1400

COMPUTER/OFFICE ASSISTANT
Institutional brokerage seeks advanced assistant with computer, experience. Stephanie, 810-351-5860, FAX 810-351-5816

CONSTRUCTION FIELD OFFICE CLERK
OAK PARK, Full time, salary to 10 (810)967-4918 or call 810-967-4907

CONTRACTOR RELOCATING to Royal Oak seeks experienced Receptionist/Clerk in Wordperfect, Word Perfect and Lotus. Send resume to 2294 Cass Lake, Keego Harbor, MI 48320 or call 810-683-8240.

COURT REPORTER - full part time wanted for Southfield law firm. Experience preferred.
(810) 350-1367

CREDENTIALING CLERK
National healthcare organization seeks candidate with WordPerfect and Lotus experience. Must type 60-65 wpm and have strong data entry skills. Medical insurance experience helpful. Send resume to:
Alan Human Resource, Dept. Medical, 22991 Greenfield, Oak Park, Suite 300, Farmington Hills, MI 48334
An Equal Opportunity Employer
Drug free work place

CREDIT & COLLECTION
position for a growing wholesale distributor in Livonia. Experience required. Call Bob for an appointment (313) 261-7800

502 Help Wanted-Office Clerical

CUSTOMER SERVICE/ RECEPTION
Livonia. Friendly, professional, highly motivated people person for customer service. Computer knowledge and high school education required. Salary commensurate with experience. Send resume to: Mr. Haynes, 13110 Hubbard Rd., Livonia, MI 48150

CUSTOMER SERVICE
Friendly office needs organized, responsible detail oriented people with computer experience and good phone manner. Resume and salary requirements to: 1 Parkview Plaza, Northwestern, Ste. 350, Farmington Hills, MI 48334

CUSTOMER SERVICE REP
A professional Customer Service position is needed for a fast paced organizational skills, experience in Customer Service & strong phone & computer skills. Please fax resume with salary requirements to:
C. S. Manager 39951 Schweitzer Bldg. 4, Detroit, MI 48228
Or fax to 313-581-5613

CUSTOMER SERVICE REP
Prestige Portraits is looking for responsible & self organized individuals. Responsibilities include greeting customers in friendly manner & assisting them in placing ordering. Must have 1+ years of direct customer contact experience. Ability to work evenings & weekends is necessary. An employee owned company. Prestige Portraits offers a competitive salary plus incentive & benefits package. Qualified candidates please call Jennifer Hughes 810-348-6400 or send resume to: Prestige Portraits, 43252 W. 11 Mile, Novi, Mich 48375 Attn: Jennifer Hughes

CUSTOMER SERVICE REPS
Livonia Company Seeks People With Flexible Schedules for Long Term Assignments. $6.50 an hour to start.
MS Word, Solid Data Entry Skills, Customer Service Experience Helpful
Corporate Personnel Services, Inc.
(313) 722-7990

CUSTOMER SERVICE REP
needed full time for 11am-8pm shift. Excellent benefits program. Apply in person at 30785 Grand River, Farmington Hills
(810) 478-7030

DATA BASE/ ADMINISTRATIVE SPECIALIST
3 years experience with Microsoft and management with proficiency in Access. Ashe 1+ experience & plus related computer skills to include Microsoft Word and Powerpoint. Celestial Weather & Kerbox P.O. Service Weather. Send resume to: Sally Ashe, Celestial Weather & Kerbox, 30600 Telegraph Rd., Suite 2175, Bingham Farms, MI 48025 Or fax to 810-433-1095

Data Coordinator
Excellent opportunity for self-motivated detail-oriented person within Farmington Hills sales organization. Successful candidate will be able to input customer, price, product, and contract data with speed and accuracy, producing a high volume of work. We have excellent organization and communication skills. Ideal candidate possesses dependable and able to work effectively with others in fast-paced environment. Full time position includes benefits, and profit sharing. To apply, send resume with cover letter and salary requirements:
Department 93-DDA
PO Box 1600,
Farmington Hills, MI 48333

DATA ENTRY
All shifts. Part time. Downtown area. $7 an hour. Call RHMS 313-438-1535

DATA ENTRY CLERK
Growing headquarters seeks full time experienced data entry clerk to work in our office. Clerical duties as well as back-up receptionist. Must be self-motivated, detail oriented, and have excellent communication skills. Ideal candidate will be able to input product, price, location, and contract data with speed and accuracy, producing a high volume of work. We have excellent organization and communication skills. Ideal candidate possesses dependable and able to work effectively with others in fast-paced environment. Full time position includes benefits, and profit sharing. To apply, send resume with cover letter and salary requirements:
Department 93-DDA
PO Box 1600,
Farmington Hills, MI 48333

DATA ENTRY CLERK
Position available in the Farm Bureau Insurance area. Must have excellent communication skills and be detail oriented. Experience helpful. Temp-to-hire, permanent-term, full/part-time positions.
Call 810-615-0660
Western STAFF SERVICES.

DEALERSHIP OPENING
Multi-line power equipment dealership in Livonia is looking for a Office Manager. Individual should have experience with parts manual issues & producing financial statements. Call Sally at
(313) 261-7800

FRONT DESK Clerk needed part time for retirement community. Able to work weekends. Light office duties required. Please apply at Heritage House Retirement Community, 22800 Civic Center Dr., Southfield

DISTRIBUTOR in Novi needs full time person for general office duties & gofer and office with train liftmen. Call between 1-4 pm
(810) 347-8600

DOWNTOWN BIRMINGHAM office seeking 2 employees. Secretary with superior grammar, punctuation & spelling & typing, experience with WordPerfect & Speedsheet. Assistant to Fee Manager, good communication skills for filing, data entry, answering phones and general office work. Send resume to: Box #2680
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXADIGO SERVICE is a highly professional & stable firm, located in Wayne, is looking for a qualified person for the position of Receptionist/Clerk position. Typing, filing & good phone etiquette & customer service skills required. Competitive salary, great benefits & professional atmosphere. Call Steve at (313) 722-8850

EXAMINER
Title insurance company looking for experienced full time examiner. Send resume to: Title One, 31300 Five Mile, Suite 201, Livonia, MI 48154

EXECUTIVE ASSISTANT
Growing real estate development firm needs individual who can handle many responsibilities. 8735 Telegraph, #111, Bloomfield Hills, MI 48301

EXECUTIVE ASSISTANT
Alesse Inc. one of the nation's leading third party administrators of employee benefit programs, in Lathrup Village, has an immediate opening for an Executive Assistant.
Primary responsibilities will include Preparing and transcribing correspondence & answering the telephone. Also executive(s) will be assisting in maintaining filing system(s) and follow up. Also will be responsible for assisting executive(s) in preparation of reports (technical or confidential in nature), handling appointments, travel arrangements and expense reports.
Qualified candidates should possess Five-six years experience, minimum typing speed of 60 to 70 wpm. Dictaphone skills, PC skills (Microsoft Word software in Windows), excellent organizational & communication skills required. Confidentiality and ability to present oneself in a professional business manner are critical to this position. Paralegal skills preferred.
We offer an excellent salary and benefit package, which includes medical, dental, life insurance, dependence, optional life insurance, short and long term disability, and a 401-K plan.
Interested candidates should send resume and salary requirements to:
Alesse Inc.
Attn: MF-HR EX
17187 N. Laurel Park Dr #434
Livonia, MI 48152
FAX (313) 953-4500
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Professional service firm is seeking a self motivated individual to provide administrative support to 3 members. Individual must have WordPerfect 6.0 or 6.1 experience, knowledge of personal and communication skills. Ability to contribute to a team oriented environment is essential. Excellent compensation and benefits package. Work environment. Send resume and salary requirements to:
Ms. Mary Barbett
1200 American Center
21777 Firestone Blvd.
Southfield, MI 48034

EXECUTIVE SECRETARY
If you are adept in handling matters of confidentiality, have a strong customer computer system, type at least 80 wpm, have previous office experience, and are content to work one day a week, we invite you to discuss your skills and qualifications of the above items with your future employer.
EXECUTIVE SECRETARY
C/O Relerie
24206 Northwestern Hwy
Southfield, MI 48075
810-354-0412 FAX

FAST PACED office, phones, receptionist, Microsoft Windows, Novi, Ren Cen, Troy, Sterling Hts 313-386-1882

FILE CLERK
Our Furniture Customer Service Department is seeking a file clerk to assist with the daily filing of paperwork, faxing and the printing and distribution of daily, weekly and monthly general paperwork. Candidate must be detail oriented and have a high degree of flexibility. High school diploma acceptable, some college preferred. 1-2 years computer entry preferred.
Please send resumes
Office DEPOT
Business Services Division
909 Sheldon Rd.
Plymouth, MI 48170
Attn Customer Service Manager, Furniture
Equal Opportunity Employer

GENERAL CLERICAL
Upscale fast-paced mortgage company seeking individuals who are customer-service oriented with general clerical skills including some computer knowledge. Call Monday at 810-433-3617 3262 or fax resume to 810-433-3646

GENERAL CLERICAL Corporate typing, 50 wpm, computer knowledge helpful $8/hr. Part time (could lead to full-time). Southfield 810-357-2180

GENERAL CLERICAL
Looking for an aggressive & energetic person for busy Farmington insurance agency. Scheduling, some computer work. Must be proficient. Part to full-time.
(810) 477-2870

GENERAL OFFICE CLERK
Fast paced auto service center is looking for an individual to assist in many clerical duties in purchasing, accounting, in refrigerated, accessories and consumables. Person who enjoys work with others. Excellent benefits package. Apply in person Mon. - Fri. 9-5 Jiffy Lube, near Plymouth and Levan, Livonia

GENERAL OFFICE
Dependable responsible person needed to do typing, filing & general office work. Please apply in person 1647 Maple Rd Birmingham

GENERAL OFFICE/EXPERIENCED
Dependable mature individual for financial service company in Northwestern Computer experience necessary. Call Mr. Bernstein, Financial Group, 2655 Coolidge, Suite 208, Troy, MI 48084 or fax 810-646-3110 EOE

GENERAL OFFICE
Part time Office, part time Mon-Fri, 11am-3pm. Typing, filing, word processing. Canton area. 313-459-8010

GENERAL OFFICE
Permanent position with large reseller to work in our Southfield office & Lathrup Village area. 810-353-5180 x 3471

502 Help Wanted-Office Clerical

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

GENERAL OFFICE/RECEPTIONIST
Rapidly growing Troy business has an immediate opening for a college graduate with mathematical/financial background to fill full time entry level position. Microsoft Word & Lotus experience a must. Individual must have a strong eye for detail. Firm offers excellent benefits, competitive wages & a non-smoking work environment. Please contact Tom or Lisa (810) 852-0991 or fax resume to 810-852-0997

GENERAL OFFICE
Southfield based property management firm has openings for general office help. Computer knowledge is essential. Benefits included. Send resume and salary requirements to:
P.O.L.
P. O. Box 306
Southfield, MI 48037

GENERAL OFFICE
Troy based company located 15 Mile & Livernois has openings for strong typing skills & general office help in sales area. Previous office experience. Hourly rate $8.00 - $9.00 plus benefits. Send resume and cover letter to: General Office - Sales, PO Box 7046 Troy, MI 48007-7046

GENERAL SECRETARIAL
Part time, Mon. Wed. Fri. Greeting customers, answer phones and light bookkeeping. We train. Start $6.50/hr. Apply at Handy & Coleson, 13580 Merriman Rd., S. of Schoolcraft

GROWING SERVICE company in Novi needs office person with computer & typing experience. Competitive wage. Medical benefits. Call Town Center.
810-380-1290

HEY HOMEMAKER!
Looking for a great part time job? Busy real estate office needs receptionist and helper evenings & weekends.
Call Mr. Rader 313-261-0700
Real Estate 2000

Human Resources Personnel

STAFFING SUPERVISOR
A local temporary staffing corporation is looking for an experienced candidate to work in our Southfield branch.
Qualified candidate should have either one year direct industry experience or a college degree in a related field.
Candidates should possess strong organizational skills, excellent customer service, and the ability to handle stress.
Please fax resume & salary history to Temp Exchange
Attn: Branch Manager
(810) 433-0127

If you have experience at any level in Accounts Payable or Receivable, we are recruiting for our clients in Farmington Hills area. Southfield, Rochester and Troy for Permanent, Temp to perm and Temp positions. We provide full benefits, competitive salaries, and give first priority to our Temps
PERM
- Full Charge Bookkeeper, mfg firm, Detroit. To $35K
- Job Cost Bookkeeper, Ferndale, to $26K

TEMP-TO-PERM
- Accounting Clerk, mfg. firm in Fraser. To $21K
- Accounting Assistant, engineering firm, Ferndale. To $27K

TEMP
- Full Charge Bookkeeper, Farmington Hills, Accounting & inventory. Short assignment
- Full Charge Bookkeeper, long term, Rochester Hills
- Accounting Assistant, prestigious Bloomfield Hills
- Assistant Bookkeeper, Livonia
- Billing Clerk, Dearborn

Accountants One, Inc
24901 Northwestern Hwy
Suite 518
Southfield, MI 48075
(810) 354-2410

INSURANCE Receptionist/Personal
LINES CSR. Large independent insurance agency in Southfield area. Must know homeowner & automobile coverages. Accurate typist. Excellent benefits. Ask for Bob or Bill 810-357-2130

INVENTORY / SHIPPING
Experienced person for shipping & inventory. Should possess strong interpersonal skills, attention and detail oriented. Benefits. Resume to B.H. 31251 Industrial Rd., Livonia, MI 48150

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! Every time up to Executive level positions. Temp and permanent opportunities. Call for an appointment.
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills 810-373-7500
Taylor, 313-294-0777
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

THE LEGAL TEMP, INC.
Legal Secretaries
Assignments Available Now!
Temporary - Permanent

LT, INC.
Also Hiring Word Processors
Receptionists
(810)355-2338
Fax resume to (810) 355-0336

LEGAL ASSISTANT/ SECRETARY
for senior litigation firm (only product liability defense) firm. Help manage cases load, timekeep, attend conferences & run issue assignments for fast paced practice. Individual will work closely with senior secretary. Knowledge of WordPerfect 6.1 & a minimum of 2 years experience required. Excellent salary & benefits. Send resume with salary requirements to:
Law Offices
John C. Dwyer
375 E Washington, Ste 801
Royal Oak, MI 48067

502 Help Wanted-Office Clerical

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