502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPS
Full time and part time employment opportunities available from 8:30 a.m. to 5:30 p.m. Saturday. Position requires 10 hour per week commitment. Pleasant phone manner and customer service experience and computer skills preferred. Competitive company paid benefits package. Apply between 8:30 a.m. and 4:30 p.m. Monday - Friday.
Beverly Farms
31111 Industrial Rd
Livonia, MI 48150

CUSTOMER SERVICE
Full time/part time positions available. Duties include taking phone orders, inputting information into computer. Pleasant phone manner and computer experience required. Excellent company paid benefits package. Apply between 8:30 a.m. and 4:30 p.m. Monday - Friday.
Beverly Farms
31111 Industrial Rd
Livonia, MI 48150

CUSTOMER SERVICE
Full time/part time. Friendly, fast paced office. Duties include taking phone orders, inputting information into computer. Pleasant phone manner and computer experience required. Excellent company paid benefits package. Apply between 8:30 a.m. and 4:30 p.m. Monday - Friday.
Beverly Farms
31111 Industrial Rd
Livonia, MI 48150

CUSTOMER SERVICE REPRESENTATIVE
Exciting 100 Corporation of America has a position available in our Livonia office for a customer service representative. Candidate must have a minimum Associates Degree or equivalent in HC & Insurance Business. Knowledge of Microsoft Word & Excel. Excellent verbal skills. Excellent Benefits Package. Please send resume to:
Human Resources Dept.
9251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE
Part time/full time experienced firm. Computerized receivable skills required. Medical office experience preferred. Mail resume: P.O. Box 2000, Farmington Hills, MI 48331.

CUSTOMER SERVICE Professionals Needed!!
Temporary positions available. Flexible hours. Excellent customer service, data entry, word processing skills required. Apply today! Apply tomorrow! Apply anytime! Apply anywhere! Call today! Call tomorrow! Call anytime! Call anywhere! Customer service, accounting, word processing, data entry, temporary assignments. Leave your name, number and position you are interested in. Call today, tomorrow, anytime, anywhere!
SOURCE SERVICES
810-353-8220

CUSTOMER SERVICE REP
Full time position. Flexible hours. Call customer service, assist in order processing, data entry, word processing, light accounting. Pleasant phone manner and computer experience required. Excellent company paid benefits package. Apply between 8:30 a.m. and 4:30 p.m. Monday - Friday.
Beverly Farms
31111 Industrial Rd
Livonia, MI 48150

CUSTOMER SERVICE
Full time/part time. Friendly, fast paced office. Duties include taking phone orders, inputting information into computer. Pleasant phone manner and computer experience required. Excellent company paid benefits package. Apply between 8:30 a.m. and 4:30 p.m. Monday - Friday.
Beverly Farms
31111 Industrial Rd
Livonia, MI 48150

CUSTOMER SERVICE REP
Busy multi-line service department in Troy office has full time position for a dependable, detail-oriented individual with strong phone manners to process service requests. Ideal candidate will have 2 years experience in working in a customer service environment.
810-362-7700 Ext. 8001
An Equal Opportunity Employer

DATA ENTRY CLERK
Full time position available. Must have excellent typing skills, good attitude, and be detail oriented. Will train the right individual. Call 313-397-5541

DATA ENTRY
Come join the 1995 Michigan Quality Leadership Award Team! We have a challenging full time opportunity in our Accounts Receivable Department. The selected candidate will be responsible for processing and preparing information for leasing transactions.
Previous data entry experience required. Good communication skills and customer service attitude required. Microsoft Word and Excel skills preferred. Excellent benefits package.
If you are self motivated and able to work independently with minimal supervision in a team environment, please forward your resume and salary requirements to:
Data Communications Group
P.O. Box 7011
Troy, Michigan 48007-7011
Attn: Human Resources Dept
We are an equal employment affirmative action employer

DATA ENTRY Complex charge accounting knowledge 1 year plus. Excellent benefits, customer service. Hours 7:30 a.m. - 2:30 p.m. Call Karen (313) 464-4434

DATA ENTRY
Immediate order entry positions through Job Bank. Training provided. Prospective candidates should have a high school diploma and 6 months to 1 year of office clerical functions. Or a minimum provided good typing skills. Call Job Bank at Commonwealth Industries. EOE/Commonwealth Industries 48236

DATA ENTRY
Data operators in the new department of a major financial institution. Living is another zone and relative to suburban lifes. Southfield and Beverly Hills. Call Anne today.
Barrington Livonia
645-7700 473-2733
Advantage Staffing

DATA ENTRY
To $9.50/hr.
No experience needed. Training provided. Call today!
Attention Temp to Perm
APPLEWOOD STAFF 478-1106

ENGINEER
The insurance company looking for experienced 2-5 time engineer. Great benefits package. Call Ann Arbor Mike Burke 2011 Livonia, MI 48154

502 Help Wanted-Office Clerical

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

DO YOU WANT A JOB?
Or, do you want a GOOD job? We are taking applications for all types of clerical positions. We need DEPENDABLE employees. We offer excellent pay, free computer training and benefits. Call today!
Currently interviewing for
Receptionist
Knowledge of MS Word & Excel
15 words per minute - $8/hour
General Clerical
Filing, light phones and typing
$8/hour
Word Processor
Excellent knowledge of WordPerfect or MS Word - $9/hour
Other jobs available.
• Data Entry
• Secretarial
• Many more temp to perm!
• Starting at $8/hour
PERFORMANCE PERSONNEL
313-513-5823

EXECUTIVE ASSISTANT
TMP Worldwide is seeking full service employment company providing unique advertising services to an equal match. Is seeking a goal oriented professional minded individual with strong skills. Applicants must have proficiency in Microsoft Word, Excel, Powerpoint, Lotus 1-2-3, customer service experience, strong telephone skills, and interpersonal skills. Please forward resume with salary requirements to:
TMP Worldwide
Attn: H. Jensen (25)
Fountain Park Plaza
Troy, MI 48007
No phone calls or walk-ins please.
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
With excellent computer and communication skills. Great opportunity for highly motivated individual with ability to handle multiple tasks in a fast paced environment. Resume with salary requirements to Office Manager, P.O. Box 2480, Farmington Hills, MI 48333

EXECUTIVE RECEPTIONIST
Real Estate Development company located downtown Birmingham has immediate opening for talking face. Duties include assisting CEO. Must handle variety of duties. Must work for whole and two weeks notice. Salary commensurate experience. Fax resume to 313-642-7674 or call 313-642-7675 ext. 3.

EXECUTIVE SECRETARY
Experienced executive secretary. Knowledge of physician practice management software helpful. Plan conference and travel. Excellent benefits package. Salary DOE. Mail resume and cover letter stating salary expectations to: Human Resources, P.O. Box 2480, Farmington Hills, MI 48333

RECEPTIONISTS
Receptionists needed with at least one year of receptionist experience preferred. Must be able to operate phone system. Must have excellent skills. Benefits package. Apply in person: Human Resources, P.O. Box 2480, Farmington Hills, MI 48333

EXECUTIVE SECRETARY
Experienced executive secretary. Knowledge of physician practice management software helpful. Plan conference and travel. Excellent benefits package. Salary DOE. Mail resume and cover letter stating salary expectations to: Human Resources, P.O. Box 2480, Farmington Hills, MI 48333

EXPERIENCED TELEPHONE SURVEYORS - Need individuals with good phone manner, & clerical experience. Office training period is helpful but a good work ethic is required. $7.00 - non commission.
FAX (313) 525 4808
FAST PACED office phones receptionist. Microsoft Windows. Non Smoker. Troy. Starting rate $13.300-1882

FILE CLERK
Brokerage firm in downtown Birmingham has an immediate entry level position open for a file clerk. Hours are Mon. Fri., 12-5pm. Respond to: S.D., P.O. Box 3008, Birmingham, MI 48012
An Equal Opportunity Employer

FILE CLERK/DRIVER
Looking for conscientious person for a Farmington Hills Radiology office during a busy tax season. Approximately 20 hours. Some driving required. Call after 10:00. (810) 832-5104

FILE CLERK for law office. Duties include filing, typing, light typing, answering phones. Hours are 9 to 5 with one hour for lunch. Mon. - Fri. Salary commensurate with experience. Call 313-459-4020

FILE CLERK
Part time (24 hrs/wk) Accounts payable experience with working knowledge of PC, including Lotus, exposure to office systems manuals & forms. Knowledge of Word Perfect helpful. Send resumes to: Dept FC, 28200 Northwestern Hwy, Southfield, MI 48034

FRONT DESK - chiropractic staff needed in downtown Farmington. Part time, morning & evening hours available. Only the best, most qualified need apply. Call (810) 474-8757

502 Help Wanted-Office Clerical

FILE CLERK
Wholesale Distributor has immediate, full time opening available for file clerk. Must possess excellent math, organizational and telephone skills. Complete resumes to: P.O. Box 780, Redford, Mich. 48239 EOE

CO-OP OFFICE
Northville cooperative. Full time. Computer literate. Microsoft Word. Real estate background helpful, but not necessary. Good people skills. Mon.-Fri. 9-5. 810-349-5070

GENERAL CLERK
Experienced home care agency is seeking full time general clerks for various positions. The preferred candidates will have a minimum of one year office experience, typing skills, knowledge of Word, Excel, Lotus, Windows experience required and able to work independently. Knowledge of medical terminology is desirable. Competitive salary and benefit package offered. Contact
ARCADIA HEALTH CARE
810 740 1440
JCAHO Accredited
EOE/AAE

GENERAL OFFICE
entry level position full or part time. Good people skills & phone manner, typing necessary, knowledge of computer important. Call Mon-Fri. 810 474 7801

GENERAL OFFICE/EXPERIENCED
Dependable, mature individual for financial service company in North Livonia. Computer experience necessary. Send resumes to: Human Resources, P.O. Box 2484, Cockridge, Suite 200, Troy, MI 48084 or fax 810 649-2710. EOE

GENERAL OFFICE - for auto dealership in Southfield. Average typist. Full time, good benefits. Call daily 810 354 3300

GENERAL OFFICE
Permanent part time, 1 to 5pm daily. Good typing skills & computer experience helpful. Troy
(810) 583 6440

GENERAL OFFICE
Royal Oak 3 to 4 days for general office position. Manual filing for office. Call Sandy at Independent Service Company. Computer experience required. Resume only:
P.O. Box 422
Royal Oak, MI 48068

GENERAL OFFICE
Email background, seeks motivated person to answer phones, do light typing and filing. Organizational skills helpful. Mail resume, salary requirements to: Human Resources, P.O. Box 2480, Farmington Hills, MI 48336

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

• GREAT OPPORTUNITY •
Full time office assistant for Lathrup Village computer firm. Mon - Fri 9 to 1 & 5 to 8. Starting at $6.50 per hour.
(810) 559-5700

HEY HOMEMAKER!
Looking for a home based job? Busy real estate office needs receptionist and helper evenings & weekends.
Call Mr. Reider 313-261-0700
Real Estate One

High Level Secretary
Secretaries needed with heavy MS Word, Excel, Ami Pro & Graphics (Harvard Graphics/FreeelPoint) experience 3 years recent experience and a professional demeanor a must. Temp to Perm assignments.
RECEPTIONISTS
Receptionists needed with at least one year of receptionist experience (recent). Must be able to operate phone system. Must have excellent skills. Benefits package appreciated. Proficiency in MS Word or WordPerfect preferred. Both long and short term temporary assignments.
OFFICETEAM
Your local Administrative Staffing Specialist
28148 Northwestern Hwy
Ste 250 Southfield MI 48034
(810) 358-0022
fax (810) 358-0941
EOE

HUMAN RESOURCE COMPANY
Seeks Experienced Personnel Manager. Must have experience in 2 of the following areas: Human Resource or Customer Service. Call Sheila or Phil (810) 477-5777

HUMAN RESOURCES
A national company located in Westland has an excellent opportunity in their HR Department. Must be able to handle a multitude of tasks and complete light computer work. Call now for an interview.
PERFORMANCE PERSONNEL
313-513-5823

HUMAN RESOURCES
Employee benefits consulting firm seeks person with 2 to 3 years human resources experience. Responsible for the implementation and administration of flexible benefit programs. Duties include development of communication materials, data management, quality control, and overall enrollment activity. Must possess strong analytical skills, computer skills, and excellent written and oral communication skills. Mail resume to Dept. 34 Employee Benefits Consultants, 800 Stephenson Hwy., Ste. 204, Troy, MI 48084

Human Resources

Human Resources Office/ Secretarial Assistant
Hospice of Michigan (HOM), an agency focused on providing hospice health care for terminally ill patients and their families with programs located throughout Michigan has an immediate opening for a Secretarial Assist Corporate Human Resources Department.
This position is responsible for providing HR assistance and secretarial support to the Corporate Director, employment and employee relations staff. Provides general secretarial support, correspondence, and various HR special projects and office support functions as assigned.
Requirements include previous secretarial experience in a Human Resources, hospital, or administrative office environment. Proficiency in Windows, WordPerfect, and other computer software applications. Preparation towards an Associates or Bachelors degree in Human Resources, Business Administration, or related discipline preferred.
Qualified candidates are encouraged to submit resumes including SALARY EXPECTATIONS in confidence, by no later than Wednesday, June 12 to:
CORPORATE DIRECTOR, HUMAN RESOURCES
Hospice of Michigan
18250 Northland Drive
Suite 2212
Southfield, MI 48075
Resumes ONLY
No Phone Calls Please
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

If you have experience in any level in Accounts Payable or Receivable, we are recruiting for Permanent, temporary plus Temp positions. We provide full employee placement services and give first priority to our Temps.
TEMP-TO-PERM
• HR/Payroll coordinator, Birmingham construction firm. To $32K
• Accounts Receivable Clerk, Detroit service firm. To $24K
• Accounts Receivable Clerk, Farmington. To $20K
TEMP
• Cost Accountant, Farmington
• Full Charge Bookkeeper, Troy
• Doctor's Receptionist, Troy, 6 weeks
• Administrative/Bookkeeper, Downtown
• Billing Clerk, Southfield
• Accounts Payable Clerk, automotive firm, Southfield & manufacturing firm, Livonia
ACCOUNTANTS OFFICE
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

IMMEDIATE opening for OFFICE ASSISTANT for beautiful Troy office serving the associations. Professional demeanor and strong interpersonal skills are a must.
Call Ms. Brunning (810) 680 6502

INSURANCE AGENCY in Plymouth/Northville area needs full time position in Medical Position. Non-smoking office. Call
(313) 420-1200

INSURANCE CLAIMS
Career opportunity with large agency. Experienced preferred, training provided. Excellent person to person skills required. Excellent compensation and benefit package. Send resumes to: Mr. Bill Jones, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, MI 48150 EOE

INSURANCE CUSTOMER SERVICE REP
EXPERIENCED ONLY
needed for Property/Casualty Lines for busy Livonia insurance agency. Some sales support duties.
Call (810) 471-3500

INSURANCE OPPORTUNITY
for quality CSR and email agency in Bloomfield Hills. Experience preferred. Resumes: 31001 W. Wood Lane, Suite 2, Bloomfield Hills, MI 48304 or FAX to 810-258-6833

INVENTORY/SHIPPING CLERK
for motivated individual. Benefits offered. Person Experience with inventory, computer & shipping department preferred. Resumes BH 31251 Industrial Rd. Livonia, 48150

JOHN HANCOCK OFFICE in Southfield is looking for a full time Admin (sitter) and a Telephone Receptionist. Both positions main suite & plus. Excellent benefits. Call 810 559 0600

THE LEGAL TEMP, INC.
Legal Temporary Staffing
Assignments Available Now!
Temporary - Permanent
LT, INC.
Also Hiring Now!
Word Processors
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(810)355 3258
Fax resume to (810) 355 0386

LEGAL
INTEGRITY and 30 years of service is why the best law firms in the area trust us - you should too. For PROFESSIONAL job placement, perm and temp.
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(810) 642-6434

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Premium Assignments. Top Rates. Insurance Available. Free Word Processing Training & Bonus Program. Great Permanent Spots Always Available.
Call, Mail or Fax in Confidence to
Kimberly Scott
PERSONNEL LAW INC.
313-THE-TEMP
810-358-0060
3000 Town Center #2030
Southfield, MI 48075
Fax (810) 358 0235

LEGAL SECRETARIES (2)
For Southfield law firm. One for Litigation, another for Real Estate and Corporate. Minimum 6 years experience in litigation. Word for Windows experience helpful. Excellent salary and benefits package. Mail resume and salary required. Send resumes to Office Manager, PO Box 218, Southfield, MI 48037-0218, or fax 810-355-3200

LEGAL SECRETARIES
Experienced only for permanent & temporary placements. 1-5 years assignments. Jobs available for top notch candidates.
JOANNE MANSFIELD
758 W. Big Beaver
Suite 200
Troy, MI 48084
810-362-3430
FAX 810-362-4861
ALL FEES EMPLOYER PAID

Clerical

LEGAL SECRETARY
Defense litigation office of major insurance company in Troy has immediate opening for a legal secretary, professionals to assist attorneys with office functions such as typing court documents and correspondence, organizing files, and keeping calendars. Qualified candidate will possess high school diploma and minimum one year of legal background (based court rules and procedures) preferred.
Citizens Insurance Company of America is a progressive growing company. We offer a competitive package including cash (relative performance based), medical, dental, 401(k) and Education reimbursement. Qualified candidates should direct resumes and salary requirements to:
CITIZENS INSURANCE COMPANY OF AMERICA
Attn: Pat Deeley
Manager
800 Stephenson Drive
Suite 307
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
Downtown Birmingham law firm is seeking a Legal Secretary with minimum 5 years experience. Excellent benefits package. Salary commensurate with experience. Fax resume to: Mark Ziegler, P.O. Box 2070, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, MI 48150

LEGAL SECRETARY
Experienced for Troy office law firm. Knowledge of personal injury and WordPerfect for Windows 6.1 a plus. Send resume to: 755 S. Rochester Rd, P.O. Royal Oak, MI 48067-3478 or fax (810) 541-3094

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Experienced. Farmington Hills law firm, civil litigation, relate bankruptcy, excellent compensation and benefits package. Mature dedicated and team oriented. Fax resume (810) 476-7450

LEGAL SECRETARY
Experienced for Southfield plaintiffs personal injury firm. Salary & benefits commensurate with experience. Contact Mrs. Raven, 810 552 9500

LEGAL SECRETARY
EXPERIENCED Competitive wages and benefits. Send resume: Attn: Human Resources, P.O. Box 1750, Birmingham, MI 48012 or FAX 810 646 9378

LEGAL SECRETARY
Experienced or recent graduate with 3 years exclusive property law firm in Bloomfield Hills. Excellent salary and benefits and knowledge of Microsoft Word or WordPerfect. Benefits include health care, life insurance, tuition of Lumsine. Box #2727
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Experienced professional secretary for construction law firm in Farmington Hills Corp Law firm. Minimum 4 years experience as a Legal Secretary with strong references and stable employment. Computer literate. Legal experience mandatory. Strong verbal, organizational and technical skills. Proficient WP. Win 3.1. Good interpersonal skills with customers and clients. Must be prepared to assume responsibility for performing reasonable work assignments. Competitive salary and benefits. Free convenient parking. Congenial office atmosphere. Send resume & references to:
Human Resources, P.O. Box 371, Bloomfield Hills, MI 48303-0371

LEGAL SECRETARY
Full time position for well stable with 5 years experience. Word Perfect, excellent typing & organizational skills required. Family practice law firm offering benefits & excellent working conditions.
810 650 6520

LEGAL SECRETARY
Full time for municipal attorney in large firm in Farmington Hills. Experience & good organizational skills. Excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY
Full time for large suburban defense litigation firm. Excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY - Full time for Real Estate Bingham Farms law firm requires 5 years exclusive real estate knowledge. Word Perfect 5.1, excellent typing and good organizational skills. Send resume to: T. Ryan, Bloomfield Hills, MI 48304-0467, Bingham Farms, MI 48025

LEGAL SECRETARY
For 22 attorney firm in Bloomfield. Litigation experience required. Salary commensurate with ability. Excellent benefits package. Salary requirements to:
Office Manager
300 E. Long Lake Rd. Ste. 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
for Troy attorney. Must have knowledge of all phases of probate. Call
(810) 649-1150
or fax resume to (810) 637-9737

LEGAL SECRETARY
Full time, Farmington Hills office. Medical malpractice, personal injury, product liability defense. Minimum 2 yrs. experience & WordPerfect Call (810) 489-1100

LEGAL SECRETARY
Full time with strong litigation background preferred. Minimum 5 years experience in Personal Injury companies, includes full benefit package. Please submit resume to:
D. Perry
505 E. Woodward
Suite 2300
Bloomfield Hills, MI 48304

Legal Secretary
for small defense firm in Plymouth. Bankruptcy, busting in Detroit. Must be experienced in Word Perfect & have excellent typing, organizational & communication skills. Blue Cross dental & profit sharing pension. Free parking. Send resume to:
Legal Secretary, 1245 Garfield, Allen Park, MI 48101

LEGAL SECRETARY
Litigation Experience?
WordPerfect 5.1?
Need Great Salary/Benefits?
Contact Ms. Taylor
Legal Source, In Personal Dept.
220 E. Maple, Box 238, Birmingham, MI 48009 OR FAX resume to
(810) 644-1537

LEGAL SECRETARY needed for Troy litigation practice firm. Fast paced, smoking, pleasant atmosphere, good benefits, salary commensurate with ability and experience. Contact Office Manager, (810) 816 6280

LEGAL SECRETARY
Full time position for Troy office. Must have excellent grammar, typing, transcription and organizational skills. Minimum 3 yrs. exp. in probate and domestic experience. Competitive salary and benefits. Please call Personnel Dept 810 642 0333

LEGAL SECRETARY/PART TIME
Law firm in Farmington Hills seeks a WP 6.1 experienced paralegal. Need 28 hrs/wk, eleven 5 short days or 4 full days. Excellent benefits, including medical, dental & vacation days. 401K profit sharing. Salary commensurate with experience. Fax resume to: Legal Administrator, 901 W. Big Beaver, Ste 500, Troy, MI 48084

LEGAL SECRETARY
Part time 2-3 days/week. Southfield firm. Some experience necessary. Call Ann (810) 357 4700

LEGAL SECRETARY. Plaintiff personal injury law firm seeks experienced secretary to assist attorneys in work for busy partner. The right candidate must have excellent typing and computer skills, excellent grammar, phone skills, and excellent organizational skills. Competitive salary and benefits package including health insurance provided. Please submit resume and salary requirements in confidence to: Dennis & Barna PC, 28201 Orchard Lake Rd, Farmington, MI 48167, Attention Executive Director

LEGAL SECRETARY - Southfield plaintiff law office. Minimum 2 years experience in workers comp. Excellent skills. Salary commensurate with experience. Send letter with resume to file 22706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, MI 48150

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, P.O. Box 1474
Troy, MI 48099
Equal Opportunity Employer

LEGAL SECRETARY
Troy Farmington, non smoking. Legal Secretary Experience in litigation and WordPerfect required. Send resume to:
Attn Susan
3001 W. Big Beaver, Ste 624
Troy, MI 48084

LEGAL SECRETARY
with 2 yrs experience in medical malpractice for Troy defense firm. Call 810 649 1330 or fax resume to: 810 649 1822

LEGAL SECRETARY
2 P/Time office. Workers Compensation. Fax resume to 810 540 5363 or call 810 540 5960

502 Help Wanted-Office Clerical

Madison

DISTRIBUTION SUPERVISOR
Standard Federal Bank has an immediate opening for Distribution Supervisor in the Troy headquarters. Responsibilities include supervising staff, coordinating daily workflow, and good math skills. Responsibilities include supervising staff, preparing reports and printed output, monitoring and balancing of all documents and cabinets and delivering with messenger duties. Other duties are the training, developing and cross training of staff to facilitate the sorting and distribution of reports and other departmental procedures.
We are pleased to offer a competitive salary and attractive flexible benefits package. Qualified applicants may apply in person Monday Friday, 8:30am 3:30pm or send resume to:
Standard Federal
Savings/Financial Services
Human Resources Department
2900 Troy Center Drive
Troy, MI 48084
Equal Opportunity Employer
M/F/D/V

Customer service/receptionists
bought & sold. Extensively internal houses. Outstanding customer service skills required for this position. Competitive salary & compensation package available for right candidates. High quality typing skills some bring resume to MVS, 21600 W 11 Mile Rd, Southfield, MI 48076 or call 810 354 6660

MAJOR CORPORATION in Livonia seeking
ACCOUNTING CLERKS
• Data entry skills & strong math skills
• $6 $8.50 per hr
Temporary to Permanent
Already qualified?
Call today and apply!
ADIA
PERSONNEL SERVICES
(810) 442-7800

MANAGEMENT COORDINATOR to assistant vice president of procedures & technical support in a condominium management office. Steady "part time" hours (20-30 hours per week) are offered with occasional demands for a 40 hour week. Must have strong telephone skills required. Some basic accounting and computer knowledge experience is a plus. Call (810) 948 8877 or mail resume and salary requirements to: 21100 Glen Haven Circle, Northville, MI 48167

MARKETING ASSISTANT
Telecommunications firm located in Troy is looking for a Marketing Admin with strong telephone skills. Job requires background helpful. Experience with Word, Powerpoint & Excel is a plus. Must Benefits.
Call Jan Schwab 810 649 1577

MEMBERSHIP PROJECT MANAGER
Southfield based association serving the engineering and automotive industries seeks a project manager for PR and marketing experience with excellent communication skills, both written and verbal with organizational skills and ability to work with a variety of industry leaders. Send resume to: The Engineering Society Advancing Mobility, 29355 Northwestern Hwy, Ste 200, Southfield, MI 48034

MORTGAGE PROCESSORS
Experienced processors, fast paced Mortgage Company expanding offices in Troy. Top compensation package, generous benefits, great working atmosphere.
Call Lorie Mortimer at
(810) 362-7100
or fax resume to 810 433 3648

NATIONAL NAGGED Healthcare Organization has positions open due to expansion.
QUALITY ASSURANCE REP.
Problem diagnosis and QA testing. Duties include testing software prior to release of final product, test plans, test strategies and test tools.
CUSTOMER SUPPORT REP. Prior software product support experience. Excellent telephone communication and organizational skills required. Some travel.
SYSTEM SUPPORT OPERATOR
Requires a thorough understanding of Unix, Lotus 1-2-3 and WordPerfect. Candidate must have technical aptitude to support Unix based client/server applications. Novell Netware experience required. Associates Degree a plus.
Please send resume and salary requirements to: Personnel Manager, Sales Service, 32991 Hamilton Ct., 2nd floor, Farmington Hills, MI 48334

NOW BUSINESS support services has a permanent full time clerical position. Duties include ability to answer multi line phone system, calculate, good grammar & spelling. A pleasant personality is a must. Salary commensurate with experience.
Call Mary Ann Hoyem 10am 6pm Mon Fri
810 399 0099

NOW HIRING!!
OFFICE STAFF
Southfield based business is looking for dependable people for the following positions:
• SECRETARY
• ACCOUNTS PAYABLE CLERK
• LIGHT SHIPPING & RECEIVING
Full and part time positions available. Apply at: Fabel Industries, 28000 Telegraph Rd., Southfield, MI 48034

OFFICE ASSISTANT
For large clearing service. Full medical, dental & life insurance. $8 to start. Full time. Call Ann at 810 357 4700

OFFICE ASSISTANT
(810) 473 9300

OFFICE ASSISTANT
For Southfield commercial finance company in Farmington Hills. Clerical experience preferred but not necessary. Benefits available. Pay based upon experience and ability.
810 538 9000 ext. 540

OFFICE ASSISTANT - Person experienced in Excel, Word, Internet and word processing skills. Knowledge of Lotus 1 program helpful. Full benefits, wage based on experience. Send resume to: Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE ASSISTANT
Dynamic Real Estate office seeks bright Sole assistant. Strong phones and excellent word processing skills required. No housework. Respond to schedule Connect Mail to Clara for an appointment. Fax (810) 305-9827 Or send resume with cover letter 27777 Franklin Rd, Ste 1680, Southfield, MI 48034

OFFICE ASSISTANT - General office skills & good phone etiquette required. Full time. Call Ann Marie at (313) 416 9107

OFFICE ASSISTANT
Dearborn company is looking for a person to file files. Clerical experience helpful. Knowledge of Lotus 1 program. Call Ann Marie at (313) 416 9107

OFFICE ASSISTANT
Rapidly expanding international company seeks an office assistant. Duties include: Data entry, word processing, light bookkeeping, follow up on outstanding accounts, computer knowledge (Windows program, Lotus, Word processing) fax cover. Send resume Box 1474, 4425 W. Oakes Dr., Novi, MI 48377

502 Help Wanted-Office Clerical

OFFICE/CLERICAL - Dependable, detail oriented individual for full time position in busy Registration office at local university. Requires clerical experience and excellent communication skills. Knowledge of WordPerfect 6.1 preferred. Send resume or call Mary Ann Hoyem, Human Resources Office, Madonna University, 36600 Schoolcraft, Livonia, MI 48150. MU is an Equal Opportunity Employer
MADONNA UNIVERSITY

OFFICE/CLERICAL
Need energetic, hardworking individual to join growing Website division of a Major funding source. Prepare documents, fax, phone and a variety of other tasks. Must be computer literate, detail oriented and have a sense of urgency to get the job done! Salary commensurate. Call (810) 728 3055 Northwestern Hwy, Suite 300 Farmington Hills, MI 48334

OFFICE CLERK
Data entry, word processing for last week days 12:30 4:30pm. Telephone and Excel a plus. Must be computer literate. Salary requirements to: Reliable Mail, 375 Manufacturers Dr., Westland MI, 48185

OFFICE CLERK
Part time, Farmington Hills. Looking for someone for entry/intermediate level work in addition to general office duties. Must have good attitude, reliable transportation and willingness to learn and help others. Full time, excellent benefits. Send resume to: P. O. Box 9057, Farmington Hills, MI 48333

OFFICE HELP - h.3 time, depend slots for Livonia windows glass company. Duties include light typing, some computer. Starting $7 hr. Call Ann 462 3577

OFFICE HELP NEEDED Typing skills & MS Office experience required. 20-25 hrs. per week. Farmington area. (810) 618-4448

OFFICE PLUS LEASING PERSON!
Prefer some experience, part time must be available to work weekends. Call after 10am. 810 348-0827

OFFICE MANAGER
For small concrete and asphalt company. Accounts receivable/payable, A/P scheduling. Free health insurance. Fax resume to (810) 684 5331

OFFICE MANAGER - For a growing national wholesale company. Good customer skills, telemarketing knowledge and employee motivation skills. 5 person office. Send resume with desired compensation. Box 13039 Observer & Eccentric, Livonia, MI 48150

OFFICE position in Troy. Light bookkeeping, typing, general clerical. Highly organized. Computer literate, good telephone & math skills. Send resume, salary requirements: PO Box 991, Troy, MI 48376-0991

OFFICE POSITION/ PART-TIME
Part Time office position available for furniture distribution center/delivery office. Possibility for full time hours. Candidate must be self motivated, dependable, organized and possess excellent telephone manners. Computer experience helpful. Contact Rick Tuck - Tuck - Bell at Nashua Furniture 313 525 3999

ORDER DESK
Full time Position available immediately. Apply in person. 13250 Newburgh Rd., Livonia MI 48150

ORDER ENTRY OPENING
Industrial distributor looking experience helpful, will train. Computer skills necessary. Excellent communication skills with customers. Send resume to: Dept. 34, Box 28830 Wall St., Wixom, MI 48393

ORDER ENTRY
Building products distributor needs computer data entry/order/based retail person. Must be detail oriented & possess good math skills. Please send resume to:
Pella Window & Door Company
28000 Dequindre Rd.
West Bloomfield, MI 48322
Attn: Ed
EOE

PARALEGAL
Bankruptcy and Reorganization
Plunkett & Cooney, P.C. is seeking a paralegal for its new Bankruptcy and Reorganization practice in Bloomfield Hills. Requirements are:
• Minimum of three (3) years paralegal experience, Bankruptcy experience is a plus!
• Bachelor's degree and paralegal certificate from a university program. Strong academic record required.
• Excellent verbal and written communication skills
• Strong organizational abilities and attention to detail.
If you are qualified and interested in working in a quality environment with competitive salary, offers professional development and a competitive benefits package, please send your resume and salary requirements to:
Plunkett & Cooney, P.C.
243 W. Congress, Suite 600
Detroit, MI 48226
Attention: D.Z. Kerby

Person needed to help pull and pack orders for rapidly growing company. Flexible hours Mon-Fri pm 5 & $6 per hour.
Call (313) 534-0071

PHONE RECEPTIONIST
Part or full time for growing business in the golf service industry. Call Rich at RJC Systems 810 624 8743

PRICING CLERK
Some experience with Computers. Lumber experience preferred. Apply in person:
NATIONAL LUMBER CO
34990 Grosebeck, Warren

PROCESSING ASSISTANT
Bloomfield Hills insurance company has immediate opening for qualified candidates possessing excellent clerical skills, transactions. Experience reading title commitments and knowledge of this requirements a must. Solid customer service skills. Salary dependent. Benefits. Call Kathy for appt. 810 540 7800 ext. 310

PROJECT COORDINATOR
WANTED! Enthusiastic person to schedule/coordinate in store promotions for nationally recognized company. Responsible for interacting with retail buyers & merchants and supervising programs. Prior experience helpful. Must have college degree and basic computer skills. Must have a detail oriented, able to meet deadlines, and able to work in fast paced environment. BITKING computer skills (Word, Excel, PowerPoint) preferred. Salary in mid 20's. Please send resume/salary history to:
ACTIVE Sales & Promotion Office
3100 W. Big Beaver
Troy, MI 48084 3163
No phone calls please
EOE M/F/V/H

REAL ESTATE OFFICE is looking for someone for the Closing Department. Experience preferred. Benefits. Barbara Walkowicz 810-474-3303

SKILLED RECEPTIONIST
Kuyers
Oakland county's leading jewelry retailer, is seeking a full time experienced receptionist for downtown Royal Oak. Ideal candidate must possess strong communication skills. Computer experience helpful. Competitive salary and bonus package in secure jobsite.
Call Mr. Bartnerson
(810) 932 7700
or fax resume (810) 932 7717

502 Help Wanted-Office Clerical

RECEPTIONIST
A busy Westland real estate office is seeking part time (flexible) hours. Must have pleasant personality and good phone manner. Can be available Monday thru Friday. Call Tony at 313-326-4000

RECEPTIONIST/ ADMINISTRATIVE
Opportunity to join many continuing term in Farmington Hills. Excellent to promotion. Knowledge of Word or WordPerfect plus excellent organizational skills. Great advancement and top benefits.
Professional Employment
810-347-8700 Fax 810-348-0014

RECEPTIONIST/ ASSISTANT to President
Immediate opening at energetic, growth firm. Minimum professional personality plus 5 years in Customer service & plus. Please fax resume & salary requirements to: 810 643 9177

RECEPTIONIST/SOONER/LATER
Two shifts available. Sooner 7:30 4:30pm. Later 10:30 7:30pm. Telephone experience required. Computer skills necessary. Full time to start. (313) 425 6000

RECEPTIONIST/STORE TYPIST
Farmington Hills law firm seeks self starter with excellent telephone skills. Knowledge of WordPerfect for Windows 6.1 helpful. 810 855 2100

RECEPTIONIST/ CUSTOMER SERVICE
D.O.C. Optics has immediate openings for someone with excellent phone, fax, word processing and communication skills and have a strong customer service focus. Environment: Medical office / recreational equipment. Benefits: This is a great opportunity to join an innovative progressive company. Available days/nights, weekends. Excellent wage + full benefits. Call D.O.C. Optics offers you wonderful career opportunities. To apply fill out an application at Oakland Mall Sears or fax resume to D.O.C. Optics (Attn: Sandy) 2100 Oakland Mall, M48075. Attn: Personnel

RECEPTIONIST
DEARBORN HEIGHTS Dental specialty office is seeking an experienced friendly confident and dependable individ