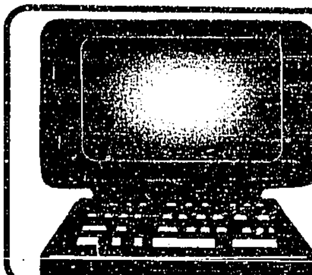

Our Classifieds are now on the INTERNET!

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 Hills.

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANTS
Excellent opportunities for administrative assistants with a minimum of 3 years experience. Knowledge of MS Word/Excel required. Powerpoint knowledge a plus. Long & short term assignments - many permanent opportunities. Excellent pay rates from $10-13/hr. Call today for immediate consideration!
OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-358-0222
Fax 810-358-0941
EOE

ADMINISTRATIVE ASSISTANT
to work 8am-2pm in Bingham Farms Insurance Agency. Accounts payable & receivable & computer experience required. Call Peggy. 810-647-2999

ADMINISTRATIVE ASSISTANT
Sales and marketing department position. Full time, benefits included. Duties include answering phones, order entry, Microsoft word, and Excel applications. Ability to juggle multi-tasks. Send or fax resume to New Hudson Corp., 57077 Pontiac Trail, New Hudson, MI 48165. Attn: Susan (810) 437-0420.

ADMINISTRATIVE ASSISTANT
W. Bloomfield mortgage company hiring Administrative Assistant. Duties include; payable and receivable entries on spreadsheet, telephone reception, and general assistance in daily operations. Dependable and reliable candidates only. Career opportunity with growth potential. Call Mr. Garvell at Realty Mortgage Services, 810-737-4800

ADMINISTRATIVE ASSISTANT
For Detroit co. Must have bookkeeping experience. Salary from $18,000-$22,000. One employee office. Duties to include all bookkeeping functions & administrative duties. Resume to: KLA-Personnel, 30777 Northwestern Hwy, Ste 106, Farmington Hills, MI, 48334

ADMINISTRATIVE ASSISTANT
Development Division seeks experienced individual with strong organizational and computer skills to include spreadsheet experience. Position entails secretarial as well as financial aspects and preparation of presentation materials. Self-starter with the ability to prioritize and accomplish multiple tasks is a must. Professionalism, creativity and productivity will greatly assist the growth potential of this position. Please send resume & salary requirements to: P.O. Box 610, Brighton, Mi. 48116

Administrative Assistant
Excel or Lotus and Word Perfect
Microsoft Word
ARBOR TEMPS 459-1166

Administrative Assistant
Support person for V.P. Health care company, Southfield. PowerPoint, Excel, WPerfect, claims, insurance, &/or managed care required. Excellent opportunity & benefits. $24-30K. No fee Boyer Search Group 810-645-0900

ADMINISTRATIVE ASSISTANT
Organized, accurate, flexible person needed to assist busy manager and department. Two years' experience and proficiency with Word and Excel for Windows required. Access database a plus.

We offer an excellent working environment and an outstanding benefit plan. Salary is commensurate with experience.

If interested please submit resume to
INTERLOCK CORPORATION
FAX: 313-726-0230
1770 Mane Street
Westland, MI 48185
E.O.E.

ADMINISTRATIVE ASSISTANT
Attractive, outgoing, unencumbered individual for fast paced, single oriented corp. Salary, benefits & more. For immediate consideration call the office of the president's, 810-569-5695

ADMINISTRATIVE ASSISTANT
Immediate opening for Sales Secretary with 3+ years office experience. Strong organizational & communication skills, 50+wpm, Windows and MS office experience required
Fax or send resume to:
DORN Technology Group, Inc
38705 Seven Mile Rd. Suite 450
Livonia, MI 48152-1005
Fax# (313)462-5809
Phone# (313)462-5800

ADMINISTRATIVE / CATERING ASSISTANT
Typing, filing & general office duties. Candidate should be able to type 60+wpm. Mac experience helpful
SHERATON OAKS HOTEL
810-348-5000, ext. 626

Administrative
DO YOU LIKE VARIETY?
Are you well organized, highly motivated, detail oriented, a team player & able to work independently? The Hayman Company, a Troy based property management firm, is looking for an administrative assistant that is all the above PLUS knows advanced WordPerfect, Lotus, machine transcription & has multi-line phone experience. If you qualify, please send/fax your resume with salary requirements to: The Hayman Company, P.O. Box 7777, Troy, MI 48007. Fax: 810-879-2430

AGENTS ASSISTANT. Full time position in Insurance Agency. Customer Service/Sales training provided. Prior office experience preferred. Send resume to: 430 N. Center, Northville, MI 48167

ASSISTANT TO PRESIDENT
For Home Improvement Company. Duties: bookkeeping, ordering, customer service. Full-time & benefits. Call Mike (313) 462-1350

-AUTO DEALER NEEDS-
USED CAR BILLER
GENERAL OFFICE HELP
Immediate full time positions available. Reynolds & Reynolds computer experience a plus. Excellent pay and full benefits. Apply in person:
Stu Evans Lincoln/Mercury
32000 Ford Rd., Garden City.

AUTO DEALERSHIP
Needs experienced Biller. Nice office. Westside location. Accepting resumes July 15 through August 1. Please reply to: Box #2865
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Needed for Bloomfield Hills apt. For confidential interview please call:
(810) 332-3434

BILLY BOB'S
Now Hiring
General Office/Customer Service
$7 to $11/hr based on experience
(810) 549-4263

AUTO/MOTORCYCLE DEALERSHIP
Mega-size dealer with five locations currently accepting applications for:
Switchboard/Cashier
Full/Part Time
Excellent pay & benefits
Experienced only need apply.
THE ANDERSON COMPANIES
A Good Place To Work!
A Good Place To Do Business!
Please call Sandy Woodruff,
(810) 334-3600
or Fax resume to
(810) 334-2542

BILLING
Medical Supply company has full time medical billing, intake & clerical positions available. Great benefit program, including 401K
Fax or send resume to Diabetes Self Care, Human Resources Dept., 11585 Farmington Rd., Livonia, MI 48150 Fax 313-261-9640

BIRMINGHAM growing property management firm needs clerical help. Mon-Fri., 11-5. WordPerfect experience helpful. $8.50/hr. 810-540-6288

BOOKKEEPER/ ACCOUNTANT
Required for Detroit based construction company. Job responsibilities include supervising of accounting staff, cash management, job cost evaluation, preparation of financial reports & insurance & benefit coordination. Must be proficient in the area of computers. Previous experience in accounting environment required. Reply to: PO Box 38119, Detroit, MI 48238 EOE

BOOKKEEPER/Accounts receivable. 15-25 job share hours per week. Bring resume to Novi Auto Parts, 43131 Grand River.

BOOKKEEPER/CLERK
Some experience with bank reconciliations, payroll, sales taxes & computer. For Southfield CPA office. (810) 350-2600

BOOKKEEPER/CUSTOMER SERVICE 30-35 hrs/wk. Flexible schedule. Non-smoking, fast-paced sales office in Southfield. Full charge through trial balance. General ledger, computer, receivables, payroll, taxes and phone experience necessary. 810-443-5650

BOOKKEEPER for industrial company in Wixom. Must be experienced in computerized bookkeeping through trial balance. Send resume to
Box #2897
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
For Livonia CPA firm.
2 years experience preferred
Good compensation/benefits
(313) 427-6900

BOOKKEEPER
LIVONIA area CPA firm seeks Bookkeeper to maintain general ledger accounting for multiple clients. Knowledge of payroll taxes required. Knowledge of other taxes and Creative Solutions a plus. Starting at $20,000, full benefits. Call Lee at (313) 462-2277

BOOKKEEPER - needed for Farmington Hills developer. Detail oriented, accounts payable, job costing, construction draws, AIA forms, contracts & waivers. Lotus & knowledge of Skyline helpful. Send resume to: Attn: Controller, P.O. Box 3089, Farmington Hills, MI 48333-3089

BOOKKEEPER/ OFFICE ASSISTANT
Needed for home based bookkeeping service. Basic bookkeeping knowledge with computer experience desired. Up to 20 hrs/wk. Will train right person. Pay commensurate with experience. Fax resume 810-932-3941

BOOKKEEPER/PAYROLL CLERK
Full or part time position. Qualified applicants should possess 1 year experience in the preparation of sales tax, payroll taxes and bank reconciliations. Knowledge of Creative Solutions a plus. Non-smoking office. Send resume to
16445 W. 12 Mile Rd., Ste. 206
Southfield, MI 48076

BOOKKEEPER - sales & service office for machine tool company seeks EXPERIENCED, RESPONSIBLE individual to handle ALL ASPECTS of company finances. Accuracy & attention to detail is essential. Skilled in computerized accounting packages and Lotus. Salary commensurate with experience. Please submit resume with salary requirements to Box #2896
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER/SECRETARY
Experienced in Quickbook, Windows 95, employee benefits, 401K, payroll, taxes, all aspects of office procedures with a professional phone voice. Send resume with salary requirements to: Designs Unlimited, 3150 Haggerty Rd, W. Bloomfield, MI 48323.

BOOKKEEPER/THRU TRIAL BALANCE/GAL FRIDAY
$10/hour. Part-time. Flexible hours. WordPerfect and Excel a must. Office in Birmingham. (810) 645-1791

BUBBLY RECEPTIONIST
$8.50/HR.
ARBOR TEMPS: 459-1166

Busy Car Dealership Rental Office seeks Clerical Assistant. Light typing & computer skills required. Full time days, benefits. Send resume to 550 W. 7 Mile, Northville, MI 48167. Attention: Bette Zyla.

CITY OF SYLVAN LAKE
is now accepting applications for an OFFICE ASSISTANT. A part time position working in City Hall. General office and computer skills required.

Application should be made in person at Sylvan Lake City Hall, 1820 Inverness (North off Orchard Lake Road at Middlebelt) between 8:30 a.m. and 4 p.m. Please submit application and resume by Friday, July 29, 1996. (810) 682-1440

CLERICAL & BOOKKEEPING
Responsible person wanted for clerical and bookkeeping position. Call (810) 471-5980

CLERICAL - Full or part-time, days. Experienced. Light bookkeeping, some typing. Mature preferred. (810) 569-2566

CLERICAL
Full time general office for large Southfield apt complex. Benefits. Call Mon-Fri, 9am-5pm. 810-352-8125
An Equal Opportunity Employer

CLERICAL - PART TIME
Experienced only-professional office. Phones, clerical, Word for Windows experience helpful. 10-12 hrs/wk. Rochester area. FAX: 810-656-7746

CLERICAL PERSON WANTED
Data Entry and General office duties. Full time. Benefits included. Pay up to $8 based on experience. Send resumes to: Human Resources, 24445 Northwestern Highway, Ste. 220, Southfield, MI 48075

CLERICAL POSITION available at an upscale country club. Send resume to: THE WYNDGATE, 1975 W. Gunn Rd., Rochester Hills, Mi. 48306. Deadline July 31st.

clerical
PRE-APPROVAL PROCESSOR
Livonia Office
Due to increased growth, HealthCare COMPARE Corp., the leader in managed care, is currently seeking candidates for positions in our Livonia office. This individual will be responsible for verifying information on workers comp bills using the EDS system. We require a high school diploma or GED, 1 year of experience in a health care setting with a knowledge of medical terminology and ICD-9 codes, and attention to detail.

We offer a competitive salary & excellent benefits including 401(k) & stock purchase plans. For confidential consideration, please submit a resume and salary history with cover letter stating position desired to:
Human Resources
Dept. PO-272
HealthCare COMPARE Corp.
3200 Highland Avenue
Downers Grove, IL 60515-1223
HealthCare COMPARE
eoe m/f/d/v

CLERICAL / RECEPTIONIST
Established manufacturing company has an opening for a person with office experience. Responsibilities includes telephones, scheduling shipments, order entry & misc. office duties. Knowledge of Peachtree helpful. Call: 313-326-1601 for appointment.

CLERICAL / SECRETARIAL
Growth position w/association management firm. Job includes member communications, database mgt. Requires Windows word processing and transcription skills. Non-smoke office. Send resume and salary requirements to: Office Manager, 3300 Washtenaw Ave., #222, Ann Arbor, MI 48104

CLERICAL
St Mary Hospital has an immediate temporary positions available. Candidates should be detail-oriented with proficient computer (MS Word, Excel, Lotus) multi-line phone & typing skills. Pleasant attitude and teamwork approach a must! Hospital and/or Information Systems experience a plus. Qualified candidate apply in Human Resources. No calls please.
ST. MARY HOSPITAL
Human Resources
36475 Five Mile
Livonia, MI, 48154
An Equal Opportunity Employer
Affiliated with
William Beaumont Hospital

CLERK/ PAYABLES - PART TIME
General office and payables for busy condo management office. Experience and computer skills helpful. Call 810-626-6724

CLIENT LIAISON
to $30,000
Join the Corporate Headquarters of an International company and work as a Customer Service Representative. Requirements include strong communications and customer contact. OEM experience a plus. Top benefits include 401K.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

CLIENT SERVICES SPECIALIST:
Expanding business forms distributor has immediate full-time opening in our Livonia office. Responsibilities include customer service, order processing, design, and general clerical duties. Position requires proficient WordPerfect skills and minimum of two years prior experience in customer service or sales support capacity. Competitive wage, full benefits and bonus plan. Send resume to: Human Resource Manager/CSS, PO Box 18189, Lansing, MI 48901-8189

CLOSING SECRETARY
for Title company. Immediate position available for person experienced in preparing real estate closing packages. Good pay with full benefits. Send resume to: 900 Wilshire Dr., Ste 305, Troy, MI 48084

COMMERCIAL REAL estate company has an immediate opening for a Marketing Assistant. Must be computer literate, know Word Perfect 6, MS Word 6, and Lotus 1-2-3. We need a good communicator that is dependable and efficient. Mail resume with salary requirements to: LAKRITZ WEBER & CO., 29100 NW Highway, #240, Southfield, MI., 48034. FAX 810-353-9334

CONTROLLER
We are a Troy-based computer company poised for substantial growth. As a result, we are seeking a controller who can roll up his or her sleeves and help facilitate this growth. All general accounting functions are required including projections, forecasts and financial statement preparation as well as standard reporting on Lotus and Excel in a Windows PC environment. A BS in accounting required -- MBA desirable. If you have an entrepreneurial spirit and can do what needs to be done, send resume and expected compensation to:
Attn: CCDG
Follmer Rudzewicz & Co.
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

C.P.A.
Motivated/hard - working/7-10 years experience in all phases of accounting and tax, for growing Farmington Hills CPA firm. Partner potential. Send resume to:
MG. 32255 Northwestern Hwy, Ste 298, Farmington Hls, MI 48334

CUSTOMER RELATIONS PROFESSIONAL - Needed internal/external marketing and general office duties. Send resume to: 4772 Tara Ct., W. Bloomfield, 48323

CUSTOMER SERVICE REPRESENTATIVE
Troy Insurance Agency needs PL CSR w/3 years experience. 24K plus bonus. 810-643-7781

CUSTOMER SERVICE REP
Plumbing/HVAC service co. Computer literate, think creatively. Full benefits. 810-851-1466

CUSTOMER SERVICE REP wanted for catalog company. Full-time, $8 an hr, 401K, medical & paid vacation. This is a busy department need reliable person with good phone personality. Apply in person: 22790 Heslip Dr., off 9 Mile, between Novi & Meadowbrook Rds.

CUSTOMER SERVICE
The professional atmosphere of our major clients require customer service people that are a cut above usual expectations. If you're looking for a career where your excellence will be rewarded with early raises and promotions. No sales involved. Temp to perm opportunity. Days and evenings. Call Connie now
Birmingham 646-7661
Livonia 473-2931
Advantage Staffing

DATA ENTRY - Clerical position, 2 shifts available. Must have typing skills, knowledge of computers. Call for an appointment (810) 477-7100

CUSTOMER SERVICE CAREERS
New full or part time openings
Automatic Raises. Promotions
Temp to perm available
Days & evenings. Some weekends
Join America's fastest growing career opportunity. Free technical training. Add to your earnings. Troy, Auburn Hills, Farmington locations.
Bring your:
- Excellent oral skills
- Excellent communication skills
- Typing 30 wpm
- Flexibility & willingness to learn
Call Connie today
Birmingham 646-7661
Livonia 473-2931
Advantage Staffing

Word processing/secretarial duties. Non-smoking office, part/full-time positions. Pleasant, outgoing manner for a busy medical/legal Novi office. Professional appearance, computer/telephone skills required. Customer service experience helpful. Send resume and salary requirements to:
Box #2835
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CUSTOMER SERVICE
EXECUTONE, one of the leaders in business communication equipment, has a full-time opening for an individual with excellent customer relation skills to respond to requests for changes to be made to their systems. This position will require accuracy, good follow thru skills, and entering data into our computerized system. We offer excellent benefits and competitive salary to highly motivated individuals. Call for an interview:
(810) 649-9100 ext. 6006
An Equal Opportunity Employer

CUSTOMER SERVICE
Opportunity Knocks!!
Our client is seeking a person who has basic technical computer experience (Windows) and who has good communication skills. Temp to perm position. Resume required with references.
MAYDAY RESOURCES
(810) 827-1163

CUSTOMER SERVICE REP.
Rapidly expanding long distance company, specializing in the public payphone industry looking for Sales Support Rep. $8/hr plus commission. PC knowledge & telecommunications background helpful. Full-time position 401K, benefits, vacation. Resume
N.C.I.
Attn: Amy Fowler
28202 Franklin Rd
Southfield, MI. 48034
or FAX: 810-354-8282

DATA ENTRY / CLERICAL
Southfield claims administrator needs data entry clerk for busy office. Must be dependable, able to perform various clerical duties, & willing to work flexible hours if needed. Full-time with excellent benefits. Send resume with salary history to:
Data Entry Clerk, P.O. Box 577, Southfield Mi. 48075

DATA ENTRY
Growth Opportunity
Major financial institution needs your experience for long-term positions. Temp to perm opportunity. Add to your skills. Accounts payable experience a plus. Auburn Hills, Southfield and Dearborn. Call Donna today
Birmingham 646-7663
Livonia/Farmington 473-2933
Advantage Staffing

DATA ENTRY
National hotel supply company looking for full time data entry person. Medical, dental and 401k available. Apply within:
The Breckenridge Co.,
27110 Trolley Dr.
Taylor, MI 48180

DATA ENTRY/ OFFICE ASSISTANT
Part time position in Farmington Hills (15-20 hr./wk.) for data entry on Microsoft Access. Position will also assist with general office duties, telephones, and errands and has potential for additional hours. The successful candidate must be an independent, dependable, self-starter with 10-key experience in Microsoft Access, good typing & number aptitude. We offer a flexible work schedule with good pay to the right applicant. Please submit resume with salary requirements. Attn: [illegible] Interchange Ct., Farmington Hills, MI 48335, Attn: Laura Sinclair or fax to:
810-477-4899.

DATA ENTRY OPERATORS
Immediate full-time & part-time positions open at our Livonia technical center for experienced data entry operators. Minimum 10,000 keystrokes required. Pleasant work environment, good pay & benefits await qualified candidates. For more information, please call (313) 261-8220

DATA ENTRY person, experienced, for busy accounting department. Looking for dependable person with good attendance, familiar with a fast paced work environment. Ferndale if qualified, call Rob: 810-543-5100

DATA ENTRY
To $9.50/hr.
ARBOR TEMPS: 459-1166

Detail Oriented Person
REPUBLIC BANK is seeking an entry level person to assist the loans department in FARMINGTON HILLS. Need someone who is able to analyze paperwork, solve problems, work as a team player and be able to work under deadlines. If you are this person, send cover letter and resume to: REPUBLIC BANK, Central Human Resources, 500 N. Homer Street, Lansing, MI., 48912 or FAX 517-351-4342. EOE/AA

DISPATCH OFFICE- DISPATCH CLERK, full time for Trucking Co. Communication, computer skills necessary. Dispatch/trucking experience a plus. For more information: 1-800-595-6260

DISTRIBUTOR has full-time position available at our main office in Novi. Must have some experience in data entry. Other duties include phones and general office. Benefits. Call (810) 347-6600

DATA ENTRY
Valassis Communications, Inc., a Fortune 500 company, has a position available for a Full-time Data Entry coordinator. The position entails computer data entry and phone contact, where the ability to work in a fast-paced environment is important. Previous data entry experience or accounting background preferred. The following skills are required.
-Detail orientation
-Ability to work independently
-Computer literate with good math aptitude
-Newspaper knowledge preferred, but not necessary

We offer comprehensive benefits and a positive working environment.

Please send your resume to:
Valassis Communications
36111 Schoolcraft Rd
Livonia, MI 48150
Attention: Jenifer Koks
An Equal Employment/ Drug Testing Employer

D&N BANK has immediate employment opportunities for experienced support professionals at its Troy offices.

Executive Assistant
This full-time position will report to the Manager of Commercial Lending and will be responsible for providing executive administrative support in the execution of management responsibilities. Requires Associate Degree or equivalent and three to five years of administrative support experience with a minimum typing speed of 60 words per minute. Additionally, candidates must possess excellent word processing and spreadsheet experience (Windows 95 operating system), independence, initiative, confidentiality, and a pleasant and outgoing personality.

Commercial Loan Servicing Specialist
The full-time position will be responsible for providing loan servicing support for commercial lending activities. Specific responsibilities may include: subledger maintenance, billing, collecting and posting loan payments and remittances; performing escrow analysis and adjustments, and interacting with community bank staff and bank customers. Requires Associate Degree or equivalent experience and two to four years of loan servicing or related experience and a working knowledge of financial accounting.

D&N offers a comprehensive compensation & benefit package. For confidential consideration, please submit resume and salary history to (no phone calls please)
D&N Bank
Employment Manager
331 West Big Beaver
Suite 100
Troy, MI 48084
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DON'T DELAY...
Get PAID the SAME week you WORK!
Busy Southfield Temporary Help office is seeking reliable employees to work on various, long and short term assignments
- Receptionist with Word Processing
- Receptionist/ Office Clerk (2 days a week)
- Office support Person with strong Excel
- Various Tuesday only positions
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

ENTRY LEVEL clerical position available in the Troy area with Michigan's largest title insurance agency. Send resume to: Metropolitan Title Company, Attn: HR-100, 622 E Grand River, Howell, MI 48843

EXECUTIVE SECRETARY
A social agency in W. Bloomfield has an immediate opening for an executive secretary. Good secretarial skills including proficiency in WP 5.1, a must.
Please send resume to
Box #2886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXECUTIVE SECRETARY
Needed to for mid-size accounting firm. Must be flexible, dependable and able to accommodate changing you demands. Position offers high level of responsibility for professional person able to work well with others under high pressure situations. 4 years experience with Windows, WordPerfect & Lotus required. Shorthand a plus. Send resume. P.O. Box 250125, West Bloomfield, MI 48324

EXECUTIVE SECRETARY
part or full time, W. Bloomfield, smoke free office, mature, organized, people person with excellent secretarial & computer skills. Law & real estate experience preferred. Competitive salary. Send resume: Mr. Tobin, 2140 Walnut Lake Rd. W Bloomfield, MI 48323

EXECUTIVE SECRETARY/ ASSISTANT needed for president of major firm. Requires experience in Word Perfect and use of dictating machine. Strong organizational and interpersonal skills required. Send resume and salary requirements to:
ESA, Box #2894
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE SECRETARY
Excellent opportunity to work with an international firm. Lotus & Windows experience necessary. Competitive wages & benefits package. Fax resumes to (810) 649-1588 or mail to HRMS, 1900 W. Big Beaver, Ste. 220, Troy, MI 48084

FAST PACED office,
phones, receptionist, Microsoft Windows. Novi, Ren Cen, Troy, Sterling Hts. 313-396-1882

FILE CLERK
Full-time for personal injury law firm Birmingham area. 810-258-6262

FILE CLERK
Law firm, full time. Daily file maintenance, car needed for courier duties. Must be dependable & have good organizational skills. Send resume to: T. McWilliams, 30200 Telegraph, Suite 467, Bingham Farms, 48025
or FAX 810-644-2941

Executive Secretary
A major Property/ Casualty Insurance Company has an opening in its Southfield office for an Executive Secretary. This individual will be responsible for answering phones, sorting and delivering mail, typing in-house & outgoing correspondences, filing, arranging travel schedules, meeting and office functions.

Qualified candidates must have 3-5 years experience, be detail oriented, self-motivated, have good oral and written communication skills, type 65-60 WPM, and have a working knowledge of Lotus Smartsuite

We offer a competitive salary and benefits package. Please forward your resume, personal and confidential, to:
Human Resources
PO Box 5118
Southfield, MI 48086-5118
An Equal Opportunity Employer
Male/Female

FILE ASSOCIATE
Renaissance Center office of international CPA firm has an opportunity for a career minded individual to provide filing & data entry support services. Basic qualifications consist of accurate typing skills, basic computer knowledge, accurate proofreading skills, strong organizational skills, excellent telecommunication & interpersonal skills, enthusiastic self starter who can manage multiple tasks & work with minimum supervision. Previous office experience helpful, overtime is required.

Excellent working conditions & competitive benefits.

If you like a challenge & enjoy being a team player, send resume & salary requirements
Coopers & Lybrand L.L.P.,
400 Renaissance Center,
Suite 2900
Detroit MI 48234
Attn. Nancy Lightle
No telephone calls please.
Equal Opportunity Employer

FILE CLERK
Republic Bank is looking for a file clerk for the FARMINGTON HILLS office. Will file, copy and run errands. Excellent benefits and a good entry level position to start a career. If you are the person we are looking for, send cover letter and resume to REPUBLIC BANK, Central Human Resources, 500 N. Homer Street, Lansing, MI., 48912 or FAX 517-351-4342. EOE/AA

Financial Planning Office
Well established and growing firm is seeking a professional assistant needed to START IMMEDIATELY! in our Clarkston office. The ideal applicant will possess solid office skills & strong computer knowledge including Lotus for Windows. Financial & insurance experience required. We offer a pleasant, professional work environment with a competitive salary. Send letter and resume to
Attn. Personnel-Office Assistant,
P.O. Box 22, Okemos, MI 48805

FRONT OFFICE MANAGER for busy chiropractic center. We prefer that you have 4 arms, 8 legs & the ability to do 10 things at once. (810) 471-5554

FULL TIME secretary/receptionist position available in Novi office. Good phone and computer skills required. Experience with Microsoft office needed. $9/hr. to start, benefits. Send resume to Office Manager, 22547 Heslip Drive, Novi 48375

GENERAL CLERICAL
Looking for an aggressive & energetic person for temporary employment agency. Scheduling, some computer work. Must like phonework. Part to full-time (810) 477-2820

GENERAL OFFICE/ BOOKKEEPER
Company seeks a self-starter to handle accounts receivable, accounts payable and administrative functions. This is an excellent growth opportunity for a career minded individual.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

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

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

GENERAL OFFICE FULL TIME
Advertising administration firm in Farmington Hills seeks entry-level office personnel with career opportunities. Please respond if you possess the following
- High school diploma
- Good phone communication skills
- Data Entry experience helpful
- Salary mid-teens
- Hours: Mon.-Fri., 8am to 5pm or four 10 hour days
- Willing and eager to learn new skills!
Please send resume to:
Human Resources Dept. (MA)
P.O. Box 2487
Farmington, MI 48331-2487

GENERAL OFFICE
Good typing. Benefits. Resume to.
Human Resources,
25860 Lahser
Southfield, MI 48034

GENERAL OFFICE - PART TIME
Troy based specialty advertising and incentive awards company has immediate opening for a clerical person for general office filing, misc. duties in our creative department. 20-25 hours/week, flexible hours. $6/ per hour. Call Karen Monday-Friday, 9:30am-3:30pm at:
(810) 362-5060, Ext. 214

GENERAL OFFICE
Permanent position with large retailer to work in mail room. 8 Mile/Lahser area. 810-353-0180 x 3471

GENERAL OFFICE
Permanent part-time 25-30 hrs/wk. Experience in clerical duties, typing, filing, computer knowledge. Non-smoking office in Troy. Call Marsha after 10:30am: 810-280-5888

HUMAN RESOURCE ASSISTANT
Spartan Stores, Inc., is looking for an individual to assist in the Plymouth Human Resource Department. Accountabilities will include payroll, recording keeping, OHSA, assist in recruiting and other human resource related activities.

One to two years experience in Human Resources related to the above accountabilities. Excellent typing, analytical, written and verbal communication skills are required.

We offer a competitive compensation package with an opportunity for professional growth. Should you meet these requirements, send your resume in confidence to:
SPARTAN STORES, INC.
5075 Haggerty Road
Plymouth, MI., 48170
Attn. Employment
Equal Opportunity Employer
Male/Female/Handicapped/Vet

IMMEDIATE OPENING for person w/good oral & written communication skills. Computer data entry experience necessary. Requires professional personality & appearance. Full-time w/benefits. Apply in person or send resume w/salary history to: Machining Center Inc., 5959 Ford Ct., Brighton, MI. 48116

Immediate openings for marketing research interviewers in the Farmington Hills area.
NO SALES INVOLVED!!
Free training & flexible hours.
Mon. thru Fri.,
4:30pm to 10:30pm.
Sat. 10am to 4pm
Sun. 12pm to 5pm
Excellent communication skills and light keyboarding required
$7.75 per hour
KELLY SERVICES
810-471-2050
810-960-5539
EOE

IMMEDIATE POSITIONS AVAILABLE
APPLICATIONS are now being accepted for all shifts. Positions are located in the Livonia area. Receive on-the-job training. These are immediate positions. NO FEE!
- Maintenance
- Assembly
- General Labor
- Packaging
- General Machinist
- Skilled Machinist
- Janitorial
- Shipping & Receiving

APPLY Mon-Thurs 8:30-10:30am or 1:30-3:30pm. Bring a drivers license and social security card to:
33813 Five Mile Rd. In the Civic Center Shopping Plaza (2 blk. W. of Farmington Rd.)
PERFORMANCE PERSONNEL
313-513-5823

INSIDE SALES
experienced person needed to assist our sales staff in a very busy office, will have a lot of contact with Accounts as well as the general public. Excellent communications skills required, typing & some computer background necessary. Call for appointment (810) 471-4000
Corrigan Moving Systems, 23923 Research Dr., Farmington Hills
10 Mile & I275 area

INSIDE SALES REPRESENTATIVES
Due to the rapid growth in the leasing of small ticket commercial and medical equipment, a Troy, Michigan based subsidiary of the largest bank in the world has immediate openings for the following position:
DIRECT MARKETING SPECIALIST
This position will solicit National Account vendors and provide leasing support for programs by responding to inquires and phone calls. The ideal candidate will have one year business experience, preferably in the leasing industry, with telemarketing or marketing emphasis. Experience in medical or copier sales will be considered. Familiarity with various computer systems and Windows experience required. Strong communication skills and customer service attitude. Two years of college education a benefit
Compensation: Base salary plus commissions and excellent benefit package
For consideration, please forward your resume and salary history in confidence to:
Human Resources
Sanwa Leasing Corporation
P.O. Box 7023
Troy, MI 48007-7023
Equal Opportunity Employer
M/F/H/V

Insurance
ADMINISTRATOR
Full time for John Hancock office in Southfield to process applications for new business.
SECRETARY
To work with agents. Computer and math skills necessary. Excellent benefits. Call Debbie
1-810-559-0600

INSURANCE
Experienced commercial lines account representative for servicing larger accounts. Salary commensurate with experience. Send resume to Personnel Dept., P. O. Box 5104, Southfield MI 48086-5104 E.O.E.

INSURANCE-FILE CLERK
Duties: Filing, Photo Copying, Light Computer. Must work well with numbers & alphabetizing. Entry level position. $5.50 - $6.50 per hr. depending on experience. Please send response to
Insurance P.O. Box 5096
Southfield, MI 48086

INSURANCE
GROWING property and casualty agency in Farmington Hills seeks CSR, experienced in personal and commercial lines. Good benefits. Send resume to: Box #2857
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEASING SECRETARY
For international commercial real estate company. Excellent organizational/clerical skills required. Dependable self-starter. Real estate experience/Lotus Ampro a plus. FAX 313-874-4788 Attn: Carolyn Paladino. Send resume to : Suite 450 Fisher Building, 3011 W. Grand Blvd., Detroit, MI., 48202.

EXECUTIVE LEGAL SECRETARY
For Senior partner law firm. Personal injury experience required. Substantial salary & fringes.
(810) 354-2500

SECRETARY
Southfield personal injury law firm seeks Secretary, 3yrs. Personal injury experience required. Salary $27K - $30K plus benefits. Fax resume to. 810-352-6254

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.
HILLSTROM & ROSS AGENCY, INC.
810-626-8188
FAX 810-626-8434

LEGAL SECRETARIES
Experienced only for permanent & temporary placements. 1-5 day assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881
ALL FEES
EMPLOYER PAID

LEGAL SECRETARIES in Detroit area. Temp & perm positions available. Legal term knowledge and transcript. Strong typing skills, word processing WP 5.1, WP 6.1 windows, MS Word 6.0. Medical malpractice or personal injury experience a plus. Great salary and benefits! Call for an appointment 810-352-1300 or FAX resume 810-352-0124

LEGAL SECRETARY
Bloomfield Hills defense firm. 1-3 yrs experience. Must know WordPerfect 5.1. Benefits. Send resume to Nancy Genoff, 300 Enterprise Ct., Ste 100 Bloomfield Hills, MI. 48302

LEGAL SECRETARY
Bloomfield Hills law firm has an immediate opening for a full time Legal Secretary. The qualified candidate must be a self-starter, possess 2-3 years litigation experience and knowledge of Word Perfect 5.1. Attractive salary and benefits package. If you qualify, please send resume with salary requirements to:
Human Resources
Sills Law Essad,
Fiedler & Charboneau
1550 Woodward Ave., Ste. 200
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

LEGAL SECRETARY
Dearborn law firm seeks full time experienced legal secretary. Must be motivated, well organized & detail oriented. Requires accuracy of 65 WPM, dictaphone & Word Perfect experience. Competitive salary & benefits. Call for appointment to complete application (313) 561-5700

LEGAL SECRETARY
Experienced in commercial collection/litigation. This is a position for a dynamic self-starter who can work independently and assume responsibility. Troy law firm. Competitive salary and benefits. Fax resume (810)643-7180 or call (810) 643-4700

LEGAL SECRETARY
experienced needed for insurance defense firm. Send resume to Lynne, 350 N Main St Clawson, MI 48017 or fax 810 588-3380

LEGAL SECRETARY - Experienced part-time (2-3 days) for Northwestern Hwy. law firm, WordPerfect 5.1. Salary negotiable. Fax resume (810)353-1891 or call (810)353-1700

LEGAL SECRETARY- Experienced WordPerfect Windows 6.1. Divorce & commercial. Competitive wages/ benefits. Send resume to
Attn. Human Resources, PO Box 1750, Birmingham, MI 48012.
Or Fax to 810-646-8375

LEGAL SECRETARY
For medium sized Southfield law firm. Experience necessary. Duties include preparations & typing of legal pleadings, documents & correspondence. Also responsible for preparing client billings. Must be proficient in Word 6.0 for Windows. Salary commensurate w/experience. Resume & references to: Secretary, 19785 W. 12 Mile Rd. #620, Southfield, MI 48076

LEGAL SECRETARY
for Bloomfield Hills practice. Minimum 3yrs. law experience. Knowledge of WP. Excellent working conditions. Mail resume to: Albert Holtz, 1760 S. Telegraph, Ste. 300, Bloomfield Hills, MI 48302 or Fax: 810-335-3346

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 insurance defense firm located in Royal Oak. Minimum of 2 yrs legal secretarial experience required. Knowledge of WordPerfect 5.1. Send resume to Cheryl Durgan, 322 W. Lincoln, Royal Oak, MI 48067.

LEGAL SECRETARY
For busy Farmington Hills defense law practice. Must have strong litigation background and be proficient in WordPerfect 5.1. Salary commensurate with experience/skills. Outstanding fringe benefit package. Call Diane 810-626-7300

LEGAL SECRETARY
for personal injury law firm, in Southfield. 1 year experience. Call Belinda (810) 358-0111

LEGAL SECRETARY for busy Troy law office. 2-3 yrs. litigation experience. Smoke-free office. Send resume to Secretarial Committee, 2301 W. Big beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
for defense law firm. WordPerfect 5.1. Must know medical terminology with good organization & communication. Send resume/salary requirements. HSC, 26777 Central Park Blvd. Ste. 275, Southfield, MI 48076

LEGAL SECRETARY
For Southfield law firm. One Litigation/real estate/corporate/transactional. Minimum 5 years experience is necessary. Word for Windows experience helpful. Excellent skills required. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215, or call: 810-355-5200

Legal Secretary
For personal injury law firm in Southfield. Minimum 3 years experience
(810) 552-1000

LEGAL SECRETARY
For Bloomfield Hills law firm. 3-5 years experience. Knowledge of corporate/estate planning helpful. Benefit package available. Fax resume to Amy at: 810-647-4138 or call: 810-647-0930

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Corporate experience required. Salary commensurate with ability. Send resume & salary requirements to:
Office Manager
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Strong litigation background required. Bankruptcy experience helpful. Salary commensurate with ability. Send resume & salary requirements to:
Office Manager
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY - Immediate opening. WP 5.1, criminal & divorce, possible part time 4 days/wk. Call or send resume to: Office Manager, 38110 Executive, Westland, MI 48185. 313-722-1640

LEGAL SECRETARY
Law office in Bingham Farms seeks energetic, professional secretary for busy foreclosure and bankruptcy firm. Duties include extensive word processing, photocopying and filing. Word Perfect 6.1 and Windows experience required. Candidates must be detail oriented, able to work under pressure and meet deadlines. Legal experience preferred but willing to train individual with good skills. We offer a dynamic, fast-paced atmosphere with salary and benefits consistent with qualifications. For confidential consideration, please call (810) 642-2515

LEGAL SECRETARY, minimum of 1 yr experience. WordPerfect 6.0, MS Dos, competitive pay, pleasant office. Send to: 31275 Northwestern Hwy. #103, Farmington Hills, MI 48334.

LEGAL SECRETARY needed for Bingham Farms law firm. Min. 3 yrs. experience in litigation defense. WordPerfect 5.1 preferred. Send resume to Attn. Cheryl, 30100 Telegraph Rd., Ste 250, Bingham Farms, MI 48025

LEGAL SECRETARY
Part-time, Tuesday & Thursday. Word Perfect 6.0. 60wpm. Bingham Farms area. (810) 645-6800

LEGAL SECRETARY
Part-time, 20-25 hrs. flexible. W.P. 6.0 for Windows, timeslips, experience necessary. Salary commensurate w/experience. (810) 442-9150

LEGAL SECRETARY
Southfield insurance defense
Word Perfect.
(810) 352-7980

LEGAL SECRETARY - Small dynamic litigation firm in Troy needs person with excellent typing & organizational skills. Send resume & 3 references to T. Mantese, 2855 Coolidge Hwy, Suite 107, Troy, MI 48084.

LEGAL SECRETARY
Small Bloomfield litigation firm seeks experienced, full time Legal Secretary, (some administrative). Commensurate pay. (810) 335-5220

LEGAL SECRETARY
Small, Southfield, Civil litigation firm seeks full time, experienced Legal Secretary to join our office. Clerical, verbal, organizational and interpersonal skills required. Proficient with WordPerfect 5.1 or 6.1. Salary negotiable. Call: (810) 352-4100 or FAX resume. (810) 352-2159

LEGAL SECRETARY
Standard Federal Bank has an immediate opening for a Legal Secretary in its Troy headquarters.

The qualified candidate must have typing skills of 60-70 words per minute on a word processor using WordPerfect 5.2. Must also have a minimum of 3 years' legal secretarial experience and the ability to transcribe from a dictaphone.

We are prepared to offer a competitive salary including a complete flexible benefit package. Please send resume to the Human Resources Department.
Standard Federal
Savings/Financial Services
2600 W. Big Beaver Rd
Troy, MI 48084
Equal Opportunity Employer
M/F/D/V

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced Secretary with excellent skills. Minimum 65 wpm, accurately. Expertise in WordPerfect. Salary commensurate with experience. Benefits included. Please send resume to. Roth, Dean & Kohn, 3000 Town Center, Suite 450, Southfield, Michigan, 48075

LEGAL SECRETARY
Small, dynamic law firm in Dearborn seeks a Legal Secretary who is: A self starter, dependable, has excellent organizational, computer & communication skills. Candidate must be proficient in WordPerfect/Windows 6.1 and have experience in the following areas. Personal Injury, Divorce, Criminal, Probate & Litigation procedures. Competitive salary with benefits.
Boulahanis & McCarthy,
20031 Carlysle, Dearborn, MI 48124,
FAX resume to: (313) 277-8737
Or phone (313) 277-2550

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
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
Tel-Twelve area. Experienced in commercial litigation & real estate. Call Judy at (810) 845-1700

LEGAL SECRETARY
Wanted for Bloomfield Hills Medical Malpractice Products Liability defense firm. Must be experienced and able to work independently in an extremely busy and fast paced office. Send resume to Donna Winnie, 3883 Telegraph, Rd. Suite 103, Bloomfield Hills, MI 48302. No phone calls please.

TEMP: Take Your Pick
TEMP TO PERM: Happens Everyday
PERM: When Can You Start?
Dal Personnel At Law
Judged The Best
3000 Town Center, #2030
Southfield, MI 48075
Fax: 810-358-0235
E-mail: [illegible]
Phone: 888-THE TEMP

MEDICAL RECEPTIONIST
Full time/Southfield. Must have excellent phone and computer skills, and be able to handle multiple tasks. Excellent benefits.
FAX 810-569-3301, Attn. Denise