502 Help Wanted-Office Clerical

ADMINISTRATIVE
Hartman Business Systems has an full time opening for an Administrative associate to process billing for Business systems. Qualified candidate must have good organizational skills, keyboard skills, and excellent communication skills. Prior in office experience preferred. We offer: an excellent comprehensive medical and dental plan, Profit sharing through 401k and an employer sponsored pension plan. Salary commensurate with experience. Please send cover letter & resume to: Sandra Price Human Resources, HARTMAN BUSINESS SYSTEMS, 41180 Bridge St., Novi, MI 48375-1303. EOE

ADMINISTRATIVE OFFICE ASSISTANT
Sev-Nor Manufacturing, Entry Level position. Must have some accounting background, Knowledge of Excel in WordPerfect, Excel & Access. Salary DOE. Send resume to: Sev-Nor Mfg. Stores, P.O. Box 8029, Novi, MI 48376. Attention: R. Y.

ADMINISTRATIVE SPECIALIST
Immediate position available for professional individual with strong communication skills and computer experience. WordPerfect knowledge required. Microsoft Word a plus. Southfield area. Call Kim at (810) 557-0013
ARCADIA STAFF RESOURCES

ADMINISTRATIVE SUPPORT
Entech Personnel Service is seeking administrative support people within our clerical and medical divisions.
Entry level position into our branch office with training opportunity and advancement into placement. Human Resources background or office experience required. Send resume with salary requirements to:
Entech Personnel Services
303 W. Big Beaver
Troy, MI 48084
Attn: Human Resources
or fax: (810) 362-9981

ADMINISTRATIVE SUPPORT
Farmington, Rochester Hills
Currently recruiting individuals with the following skills:
+ Receptionist
+ Data Entry
+ Word Processing
+ Receptionist
+ Customer Service
+ Typing
Competitive Wages, Top local companies, Short/Long Term, & Temp-To-Hire opportunities.
CALL TODAY!!
Farmington Hills ... 810-615-0660
Rochester Hills ... 810-852-9999
Western STAFF SERVICES.

ADMINISTRATIVE SECRETARY
Full-time for Bloomfield Hills Health Clinic in Livonia. Organized & detail oriented. Dependable transportation necessary. Previous medical background preferred. Fax resume to: Attn: Jackie 313-464-5565

ADVERTISING AGENCY Gal Friday. Acorn Hills, Bloomfield. Part time. Fax reply: 810-373-3137

APARTMENT SEARCH
Tired of traditional sales? Burned out on selling to people who don't want to talk to you? Want to be paid commensurate on your ability to HELP people? Our Non Rental Consultants earn over $40,000/year. In Rochester area. Call: 810-852-5679

ASSISTANT NEEDED for fast paced Real Estate office. Flexible hours/days could turn into full time. Computer experience. Call 810-641-5334

AUTO DEALER
needs a Title Clerk. Must be proficient in mathematics involved, accuracy a must. NO SATURDAYS. Experience preferred. Drug Screen required.
Please call Arlene or Patsy at:
Krug Lincoln-Mercury
(313) 274-6800

AUTO DEALERSHIP
needs hardworking, conscientious, persons of integrity for in-house office. Full, 9-6. Immediate opening. Full benefit package. Bonus & Profit Sharing available - Full time & temporary. Dealership experience not preferred.
UNITS PARK
LINCOLN MERCURY INC.
(313)453-2300 ext. 233
Ext. 222, Mary

AUTOMOTIVE DEALERSHIP
located in the Western Suburbs, has an immediate opening for a switchboard Operator/Receptionist position. Experience in a dealership accounting office preferred, but we are looking for the right person regardless. We offer an outstanding benefits package, including Blue Cross/Blue Shield, dental and a 401K plan. Apply in person only to:
DICK ROBINSON LINCOLN
954 W. Ann Arbor Road
Plymouth, MI. 48170

BEAT THE HEAT
Work Year Round. Tickets Win SNELLING
Unlimited career opportunities for temporary, temp-to-hire and permanent positions. Various positions available from secretarial to administrative, full and part time. Working with our professional staff is fun and easy! We work for you! Call today for an interview.
313-258-8800, Livonia
810-352-1300, Southfield
810-979-2900, Troy
313-294-0777
SNELLING
PERSONNEL SERVICES

RECEPTIONIST
Needed for Bloomfield Hills spa. For consideration call:
(810) 332-3434

BILLING CLERK
Health care provider located in Western Wayne County has immediate full-time opening. Work with automated billing system. Must know computer literacy and a working knowledge of Blue Cross, Medicaid, Medicare, commercial carrier billing. Good typing skills and form spelling. Salary commensurate wages and benefits. Send resume to: M. Foster, Hegira Programs, Inc., 8523 N. Wayne Rd., Suite 200, Westland, MI 48185. EOE.

BILLING CLERK
Plymouth area. Full/part time. Benefits. Must have good attention to detail and data entry experience. 80 wpm. Position available immediately. Starting at $7.50 per hr. Send resume to: P.O. Box 700204, Plymouth, MI 48170

BOOKKEEPER - Bank reconciliement experience needed for 2 days, spread over week. Bloomfield area. Call after noon. (810) 559-4860

BOOKKEEPER FOR ultra contractor through staff balance. Experienced with Quickbooks computer software knowledge. Pleasant smoke-free environment. Send resume & salary history to R. W. Fristel Company, 1900 Livernois, Suite 5, Troy, MI 48083

BOOKKEEPER - FULL CHARGE
Part time with 3 years experience in computerized accounting. 2 years degree in accounting required.
(313) 885-4672-Ext. 333

502 Help Wanted-Office Clerical

BOOKKEEPER- Full or Part-time. Must have previous accounting firm experience & be Peat-motivated with attention to detail. Call after 1pm. (810) 855-1870 or Fax: (810) 855-4642

BOOKKEEPER - Full Time
For retail wholesale store, send resume with salary requirements and Skolnick Photo Partners, 29243 Northwestern, Madison Heights, MI 48071 or fax to: 810-547-7448

BOOKKEEPER
Needed for medium sized Novi area construction company. Must possess knowledge of construction industry billing procedures computerized payroll, payables and general ledger. Send resume to:
K.S.P.
28211 Central Park Blvd.
Suite 220
Southfield, MI 48076

BOOKKEEPER
Part-time (20-30 hrs.) for growing Tutorial Service. Send resume to: Reading 3 L, 1000 Ada Center, 954 N. Hunter, Suite B, Bloomfield Hills, MI. 48304

BOOKKEEPER
PART-TIME bookkeeper needed for Westland Lab. Experience in computerized payroll, A/P, bank reconciliations for CPA. Average week is 20 hours. Call (313) 595-7000. Ask for Jim or Ed.

BOOKKEEPER/ PART-TIME
For Walled Lake business. Computerized accounting experience a must. Send resume & salary requirements to: Personnel Director, 34119 W. 12 Mile Rd., Suite 355, Farmington Hills, MI 48331.

BOOKKEEPER/ RECEPTIONIST
Construction experience. Good salary & benefits. Forward resume to: 24301 Catherine Industrial Dr., Ste. 120, Novi, MI. 48375

BOOKKEEPER - sales & service office for machine tool company. EXPERIENCED, RESPONSIBLE individual to handle ALL ASPECTS of company finances. Accuracy & attention to detail is essential. Skilled in computerized accounting package and Lotus. Salary commensurate with experience. Please submit resume with salary requirements to:
Entech Personnel Services
303 W. Big Beaver
Troy, MI 48084
Attn: Human Resources
or fax: (810) 362-9981

BOOKKEEPER - Full time. Experienced for public accounts office in Farmington. Please send resume and salary requirements to:
P.O. Box 1827
Royal Oak, MI 48068

BOOKKEEPER/SECRETARY - Full time for a Farmington Hills construction firm. Must be proficient in the areas of computers & accounting. Good communication skills & accuracy required. Send resume to:
Box #2943
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPERS
We are one of Michigan's largest independent CPA firms seeking full-time bookkeepers for our Bloomfield Hills & Southfield locations. Qualified candidates must possess experience through financial statements, knowledge of multiple computer applications, enjoy working with a diverse client base and willing to travel to local area based clients. If interested, please send resume and salary requirements to:
Attn: MHBN
Fullmer, Rudzewicz & Co.
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

BOOKKEEPING
& General office clerk for fast growing furniture manufacturer. Computerized bookkeeping & word processing skills required. 313-535-7634

BOX OFFICE/ OFFICE ASSISTANT
For professional theatre in West Bloomfield. Full-time. Requirements: intelligence, wakeyness to learn, love of the theatre.
Call for interview 810-788-2900

BUBBLY RECEPTIONIST
$8-$9/hr
ARBOR TEMPS. 459-1168

BUSY AUTOMOTIVE sales agency looking full-time Inside Sales/Secretary with a good personality, strong communication skills, knowledge of WordPerfect for Windows 6.1, spreadsheets, some college preferred, excellent benefits. Fax resumes to Attn: Office Manager at: 810-358-5362 or send resumes to: P.O. Box 2106
Southfield, MI 48037

BUSY DOWNTOWN Rochester Medical facility, looking for Medical Assistant, Bookkeeper, Secretary. Send resume to Human Resources, P.O. Box 82177, Rochester, MI. 48308

CAREER OPPORTUNITY
We are recruiting for the CEO of a rapidly expanding Plymouth firm looking for an Administrative Assistant. Duties include phones, filing & computers. Ability to work in a fast-paced environment. $28,000/yr.
EXPRESS SERVICES
313-487-5450 FAX: 313-487-1636

CIRCLE THIS..
Immediate openings in the Southfield, Livonia areas for:
• Secretary with WordPerfect and Excel to work 15-20 hours a week.
• Secretary with strong WordPerfect 6.1 to work full time in Legal office.
• Various Tuesday Only positions for General Clerical in the Livonia area.
• Strong Telemarketing Sales background with some computer knowledge
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

CLAIMS ASSISTANT
National pharmacy benefit firm with local office seeks individual with strong written and communication skills. Duties include claims processing, data entry, and general office duties. Send resume to:
KAC, 26877 Northwestern Hwy.
Suite 206, Southfield, MI 48034.

CLERICAL
Entry level clerical position available in Rochester Hills. Knowledge of MS Word & spreadsheets preferred. (0-6 month assignment. Salary negotiable. Fax resumes to 810-649-1868 or mail to HRMS, 1900 W. Big Beaver, Ste. 220, Troy, MI 48084

CLERICAL
Full time, Southfield location. Duties include typing, filing, phone answering, and running errands. Must be fluent in Microsoft Word, DOS, Windows 95 and have own transportation. Send resume to: Tech Express Corp. 16801 Hawburgh Rd. Suite 112 Detroit, MI 48219 Fax: 313-953-3049

CLERICAL - full time position available for small office that requires extensive typing & general office duties. Must have excellent typing skills & be proficient with WordPerfect 6.1 for Windows. Send resume to: 23800 W. 9 Mile Rd., Ste 108, Farmington Hills, MI 48336. (No Phone Calls Please).

502 Help Wanted-Office Clerical

Clerical Job Opportunities
If you are dependable & hard-working and are looking to work for a company that appreciates it, we have a variety of opportunities available.
•SECRETARIES
•WORD PROCESSORS
•SWITCHBOARD
•RECEPTIONISTS
•DATA ENTRY CLERKS
•CUSTOMER SERVICE
•FILE CLERKS
We offer: vacation & holiday pay & referral bonuses. Please call for an appointment today!
Contemp
810-583-9500 ..... Madison Hgts.
810-650-8600 ..... Rochester Hills

CLERICAL
NATIONAL Health Care Original seeks candidates with 2 years of office and data entry experience within a medical environment preferred. Word perfect experience required. Please send resume to: Personnel, 32991 Hamilton Ct., Farmington Hills, MI. 48334. EOE, Drug Free Workplace.

CLERICAL
Part-time position available for filing & general office duties. Approx. 20 hrs per week, $7/hour. For an immediate interview call Theresa at The Counseling Network: (810) 932-5912

CLERICAL
PERSON needed for general office work for an auto body shop. Plymouth. (313) 207-7821

CLERICAL POSITION
WordPerfect and Lotus skills a must. Full or flex time. West Bloomfield housing company. Benefits. Send resume to: Box #2913
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL POSITIONS
Available. Fax resume to
(810) 559-4662

CLERICAL SKILLS NEEDED!!
Word Processing
MS Word 6.0
Customer Service
Data Entry
MAJOR COMPANIES!
MAJOR OPPORTUNITIES!!!
Corporate Resources Services, Inc.
Fax 722-8132
Phone 722-7990

CLERICAL SUPPORT
Excellent opportunities available. Full-time & part time positions for experienced Office Assistants. Answering main phone lines. Data entry and other office responsibilities. Ideal candidates should possess excellent phone etiquette and have word processing experience. These are well compensated positions with great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL
313-513-5823

CLERK TYPIST
For Small Bloomfield Hills law firm. WordPerfect 5.1 required.
Call: 810-645-5339

COMMUNICATION SPECIALIST
Excellent career opportunity for an individual with excellent communication skills to handle our busy multi line phone system as well as up-front direction to both clients & employees. Accurate word processing skills are necessary. We offer excellent paid benefits. Call 810-649-9100, Ext. 8003 E.O.E.

CORPORATE RECEPTIONIST
Major PR/Marketing firm has opening in its Northwestern office for recipient of exceptional communications. Seeking professional candidate who lists priorities and handle high level clients.
Davenport Personnel
810-644-8700 Fax 810-344-8704

CURRIER / ERRAND
And light office duties position needed full-time for small Livonia firm. No experience required but must be reliable and have a good driving record. $7 an hour. Call (810) 471-1990

PART-TIME FLEXIBLE HOURS
Customer Service Representative
HR consulting firm seeks individuals with exceptional detail orientation, customer service experience, typing and telephone presence for part-time support staff positions. Duties include scheduling interviews; reference checks; filing; data entry; and other basic office duties. Requirements: Motivated, good presentation, professional attitude, and the ability to handle multiple tasks in a fast-paced, challenging environment. Position is located in Southfield. EOE. Mail or fax resume to:
HR MGR/HR SERVICES
Attn: Customer Service Rep.
P.O. Box 36776
Grosse Pointe, MI 48236
Fax: 810-724-6175

CUSTOMER RELATIONS PROFESSIONAL - Needed immediately! Ideal candidate will have office duties. Send resume to: 4772 Tara Ct., W. Bloomfield, 48323

CUSTOMER RELATIONS
Full time/Part time
Evening schedule available
America's leading growing company are adding to staff now. Build your career with modern high tech training. Personal growth and promotion to different jobs and higher pay. Temp to perm available. Qualified candidates have:
• excellent written & oral skills
• personal customer contact experience
• decision making capability
• typing 25 wpm, and
Troy, Auburn Hills and Farmington locations. Call Carrie
Livonia
646-7661 313-2953
Advantage Staffing

CUSTOMER SERVICE REP
Experienced. Commercial lines. Independent agency. Livonia/Shelby area. Ask for Kim or Larry at
810-736-8080

Word processing/secretarial classes forthcoming offices, part/full-time positions. Pleasant surrounding member for a busy legal/medical Novi office. Professional experience, computer/telephone skills required. Customer service experience helpful. Send resume and salary requirements to:
Box 62635
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPRESENTATIVE
Brass Craft Manufacturing Company has an immediate opening. Essential job functions include order preparation & processing as well as working with various plumbing wholesalers, Home Centers, rep agencies. Job requirements include 2 yrs. Customer Service experience in a fast paced sales environment, computer literacy, strong communication & organizational skills, positive attitude, detail oriented, flexible, highly motivated & flexible to changes in market conditions. A related Associates degree is preferred. For consideration please submit your resume to: Brass Craft Manufacturing Co.
Attn.: DVCS
PO Box 8032
Novi, MI 48376-8032
Equal Opportunity Employer
M/F/A/V
No Phone Calls Please!

CUSTOMER SERVICE
$18,500 to start.
Fee paid by company.
Will manage special projects, so we need an organized representative with good verbal skills, beautiful offices and great people. Call 810-644-4800 for an appointment.
Breiting Personnel Services

CUSTOMER SERVICE, $27,000 to $32,000 depending on experience. Microsoft Word a must. Major Farmington Hills firm. Benefits. Call Deviale, 810-557-0300.
SHELLING PERSONNEL SERVICES

CUSTOMER SERVICE
Must have excellent phone skills. Computer literacy. Full time, part time & part time openings. Day/evening hrs. HRCS. 968-0287

CUSTOMER SERVICE
Immediate full time position for entry level Bloomfield Hills manufacturer. Must have the following: 4000 plus WPM data entry, 30+ wpm typing, inbound/outbound calling experience. Must have excellent interpersonal skills & college background. Call for more information today at Kelly Services, Inc., 313-691-1100.

CUSTOMER SERVICE ASSISTANT $23,000
Service oriented, fast pace company. International organization with full benefits including tuition reimbursement. Need for a professional team player. Minimum 2 years in automotive environment. Computer experience a must. Call for immediate appointment. Call 810-399-3450.
Breiting Personnel Services

CUSTOMER SERVICE/ COLLECTIONS
Use your problem solving and customer service abilities in this fast 500 on Auburn Hills and Plymouth. Promotions and temp to perm available. Credit department experience a plus. We will train. Call Claire Bonner
Livonia/Farmington Birmingham
646-7661
Advantage Staffing

CUSTOMER SERVICE
Automatic Data Processing, Inc., one of the largest independent and most progressive computing service companies in the US, is currently seeking an Easy Pay Service Representative.
Working in a team environment, you will be responsible for researching and resolving inquiries regarding ADP EasyPay. Essential areas will focus on analyzing and solving clients' EasyPay payroll system question via telephone. You will research and resolve issues dealing with W-2s, money movement, tax and benefit issues. You will also install and support PC products on existing accounts.
Ideal candidate for this position will need must have at least 1-2 years of client service and payroll experience and an Associate's degree, preferably with a Business focus, A/R, Accounting or Finance. Knowledge of Accounting knowledge. The ability to prioritize tasks under time pressure and overtime availability are essential.
ADP offers a competitive salary and comprehensive benefits. For immediate consideration, please mail your resume with salary requirements to: Human Resources, Automatic Data Processes, Inc., 4500 Enterprise Dr., Allen Park, MI. 48101. ADP believes that diversity is the key to success. We are an affirmative action/equal opportunity employer. M/F/D/V

ADP
CUSTOMER SERVICE MANAGER
for medical company. Computer literate, personable, organized. Call with experience. Fax resume to:
810-449-3362

CUSTOMER SERVICE
Must type 50wpm. Excellent communication skills. Will train. Pay based on 6 months experience.
UNLIMITED STAFFING SOLUTIONS, INC
810-258-5111

DATA ENTRY/FILING CLERK
Growing Southfield company seeks highly motivated, organized person for an entry level position. Qualified candidate will have a minimum of one year various inventories, mass sort filings, assembly and maintain mass projects, etc. Database and advanced WordPerfect experience preferred. Please fax resume to: Dreutles, Wagner & Kenney, Inc. Attn: Diane Burton, 30833 Northwestern Hwy., One Woodward Ave., 10th Floor, Detroit, MI 48226

DATA ENTRY
Growth Opportunity
Major financial institution needs your experience for temporary assignments. Temp to perm opportunity. Add to your skills. Accounts payable experience helpful. Call today. Southfield and Downtown Detroit locations.
Northwest Talent
646-7663 473-2933
Advantage Staffing

DATA ENTRY OPERATORS
Earn $5 an hour
Immediate full-time & part-time positions open at our Livonia location. Must have 10-key proficiency, data entry operators. Minimum 10,000 KSH. Must have good eye. Pleasant work environment, good pay & benefits great qualified candidates will be contacted. Please call (313) 261-8220

DATA ENTRY OPERATORS
Days, Afternoons, Midnights, and weekends
Must have production keying experience. Ability to type 35 wpm. Full or part time. Up to $8/hr. Madison Heights & Troy areas.
Personnel Unlimited
Employing Disabled People
810 751-5808 FAX 810-751-8818

DATA ENTRY - RECEPTIONIST
Contractor in Bloomfield Hills insurance company, located in Farmington Hills. Call Jim at 810-553-0010

RECEPTIONIST will operate 12-line AT&T system with light data entry duties.
DATA ENTRY position must be experienced, preferably with payroll or accounts payable background.
Hourly rate, health insurance and 401K. To arrange interviewing please resume to: Personnel Department, 30535 Northwestern Hwy., Ste. 300, Farmington Hills, MI 48334

DATA/ENTRY
SHIPPING & RECEIVING
1 year experience needed for professional Southfield firm. Some word processing experience. Call Carrie Bonner, Call Donna, 810-772-8750
SHELLING PERSONNEL SERVICES

DATA ENTRY
To $9.50/hr.
ARBOR TEMPS. 459-1168

DENTAL ASSISTANT - Mon. Tues. Thurs. 8-12 Bel. mornings per yr. experience required. Farmington Hills 810-851-6446

502 Help Wanted-Office Clerical

DATA PROCESSING CLERK
Busy office in Bingham Farms seeks mature, responsible, self-starter with experience in data entry, computer printing, filing and general office work. Full time evening position with paid health, dental, life and vision, 401k Pension, paid holidays, vacation and competitive wage. Send resume and wage history to: Personnel Manager
P.O. Box 3020
Birmingham, MI 48012-3039

ENGINEERING SECRETARY
Duties include word processing, print distribution, maintaining departmental data records and filing, and taking telephone communications. Requires typing skills of 50 wpm minimum, usage of Microsoft Word, Excel, Access, and good language skills. Required mechanical aptitude to assist handling busy customer technical support department. Neat appearance and interpersonal skills are a must for a small office environment. Send resume to: Dreutle Inc., Attn: Human Resources, P.O. Box 905, Wixom, MI 48393-0905

EXCEPTIONAL ASSISTANT
This exciting position is with a company that rocks the music industry. Seeking candidate with confidence, judgement, and sharp insight to achieve guidance and make decisions in absence of the boss. Good typing skills, Microsoft Word a plus.
Davenport Personnel
810-644-8700 Fax 810-344-8704

EXECUTIVE ASSISTANT
TO HUMAN RESOURCES DEPT.
Breiting Personnel
Fee paid by company.
General office duties, WordPerfect headquarters. Must have windows, word perfect for windows and Lotus. Great benefits. Call 810-644-4800 to set up an appointment.
Breiting Personnel Services

EXECUTIVE ASSISTANT
Part time position within fast-paced company. Must know Microsoft Office and have excellent telephone and calculation skills. Contact Jane Fletcher at: (810) 649-2788

EXECUTIVE SECRETARY I
The Detroit Institute of Arts (Founders Society) has an immediate opening for an executive secretary. The successful applicant will have a high school diploma or equivalent, a minimum of three years secretarial experience, proficient use of WordPerfect 6.1 for DOS, knowledge of "Rosters Edge" and Lotus 1-2-3 desirable, excellent written and oral communication skills and the ability to handle multiple priorities. We offer a competitive salary and excellent fringe benefits. Please submit resume and salary requirements by August 12, 1996 to: Human Resources. Applicants will be invited to be considered for the position.
The Detroit Institute of Arts
Founders Society
Human Resources Department
5200 Woodward Avenue
Detroit, MI 48202
An Equal Opportunity Employer

Executive Secretary
Take charge person with good organizational and typing skills required for this full time position. Must have good telephone skills and be self-motivated. Send resume and salary requirements:
Office Manager
31780 Telegraph Rd.
Bingham Farms, MI 48025

EXECUTIVE SECRETARY/ BOOKKEEPER - for entrepreneur in Farmington Hills business. Applicant must possess good organizational & bookkeeping skills. Excellent salary & benefits. Please send resume to: Hermes, Attn: Ms. Dove, 27200 Telegraph Rd., Suite 165, Bingham Farms, MI. 48025. Attn: TAM

EXECUTIVE SECRETARY
CEO seeks personable and enthusiastic assistant for extremely fast-paced office. Ideal candidate will have "can-do" attitude, a minimum of 3-5 years executive secretarial experience, a team work mentality and top notch office administration & communication skills. Professional manner and appearance are essential. Please send letter of application and resume to:
Box 1387, Ann Arbor, MI 48106-1387
EOE M/F

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
Private Residential Youth Agency in Bloomfield Hills seeks highly organized person with strong secretarial skills including WordPerfect 6.1, Office Director/Fund Raising Department seeks to work with donors/clients in Word Perfect, Lotus spreadsheet & must have data base experience. Send resume to: Boys & Girls Republic, 25000 W. 9 Mile, Farmington Hills, MI 48336
E.O.E.

EXPERIENCED SECRETARY needed for private school in Farmington Hills. Part-time position. Knowledge of WordPerfect 6.1 required. Call 810-851-9000

Position will be a self-starter with good communication skills, good typing, and flexibility to work additional hours if needed.
Excellent work environment. Salary commensurate with experience.
Send resume to:
Secretary
P. O. Box 250335
W. Bloomfield, MI 48325

FAST PACED office, phones, receptionist, Microsoft Windows, Word, Excel, Lotus. Troy, Sterling Hts. 313-396-1682

FILE CLERK
Fast paced Southfield law firm seeks organized person to perform clerical duties. Must be detail oriented and possess excellent organizational skills. Experience preferred. Salary is full time. Salary plus benefits. Fax resume to: 810-557-9156
Box #2937
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FILE CLERK
Full-time Bloomfield Hills law firm Birmingham area. 810-254-6262

FILE CLERKS
Alpha-numeric with accurate data entry skills. Top pay, long term. UNLIMITED STAFFING SOLUTIONS, INC
810-258-5111

FISCAL CLERK
Hegira Programs, Inc., a behavioral healthcare provider in Western Wayne County has an immediate full-time opening. Responsibilities include High School diploma or equivalent plus basic knowledge of accounting, computers, and mathematics. Primary duties include data entry, payroll, accounts payable, MS excel with payroll, data base, and other accounting functions as needed. Send resume to Wanda Harris-Director of Administrative Human Resources, 8523 N. Wayne Road, Westland, MI 48185. EOE

FULL TIME busy office, phone, WordPerfect, Telegraph & Square Lake. $7.00-8.50 per hr. 810-745-8911

FULL TIME entry level position for detailed person. Royal Oak travel agency. Computer skills. Call 810-258-9500

GENERAL OFFICE CLERK
Busy Farmington Hills office has an immediate full time opening for a General Office Clerk. Computer experience a plus, excellent phone skills required. Blue Cross available. Call Christine Bern-Sorr 644-7010

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

502 Help Wanted-Office Clerical

GENERAL OFFICE CLERK
We are seeking energetic, hard-working individuals to work in our Micrographics area. Position involves preparing documents for microfilming. Responsibilities include organizing documents, removing staples/paper clips, and filming of boxes and files (up to 50 lbs). Qualified candidates should have good organizational skills and ability to work with a fast-paced production environment. Diverse & required office experience is a plus. Starting salary is $6.50/hr. We offer competitive benefits package. Qualified candidates should apply Mon-Fri 8am to 4pm.
For other available positions, please call our Job Opening Line
810-468-7 JOB
An Equal Opportunity Employer
M/F/D/V

GENERAL OFFICE ENTRY LEVEL POSITION
Must like working in a busy office. Some experience preferred. Reception work, typing, filing & other duties as assigned. Send resume & salary requirements to: Attn: Ms. Austin, Palmer Floorplan, Inc., on Telegraph Rd. in Bloomfield Hills. 810-353-4050

GENERAL OFFICE - full or part time, bright, emotional person willing to learn. Light typing, filing, telephone, computer literate, general clerical work, some experience needed, salary commensurate. Vacation & holidays, call Mon, Tues, Thurs & Fri. 9-3 810-478-1745 ext 223

General Office
Hiring Now! Work for Arbor contracting office. Duties include answering phones, typing, filing, running errands. Must be detail oriented. Knowledge of all office equipment. Possess very good sales and Lotus experience required. Please fax resume with salary requirements to: 313-971-1135

GENERAL OFFICE
Part time for Bloomfield area office. Flexible hours. Light typing. Data Order processing & filing. Must be computer literate. Reply to:
Box #2930
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

General Office/Receptionist
Many temp to perm opportunities MS Word & Excel helpful, but not required if you demonstrate aptitude. Our pay rates are the BEST in the industry. CALL TODAY!
OFFICETEAM
Your talented administrative staffing
25588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-358-5222
FAX 810-358-0841

GENERAL OFFICE
Southfield management firm has an immediate opening. Experience with purchase orders, computer literate, and organizational helpful. Must have some computer knowledge. Salary commensurate. Fax resume to: General Office, P. O. Box 308, Southfield, MI 48037

GENERAL OFFICE
Southfield area. Reliable self-starter needed for busy credit office. Entry level clerk duties. Full-time, benefits 810-353-0180 Ext 1364, for interview

HOT JOBS
Database Administrator, salaries $40,000
Executive Secretary,m real estate, $30,000
Clerical insurance Representative, suburbs, $20,000
Collector, suburbs, $22,000
Legal Secretary, Detroit, $30,000
Technology Receptionist/Secretaries, suburbs, To $18 per hour
Legal Secretary, Detroit, $27,000
Records Supervisor, Detroit, To $26,000
Tax Preparer, suburbs, to $20,000
Accounting, clerical, technical, temp and temp to perm positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

INSIDE SALES
Manufacturing representative of electronic components has opening for experienced inside sales coordinator. Professional image & communication skills are a must for this fast paced environment. Proficient in Excel, Word & E-Mail. Automotive background preferred. We offer a competitive salary & benefit package including 401(k). Please forward resume to: Sensor Technologies, Inc. Novi MI 48375 or fax 810-349-0756

LIVONIA - Enthusiastic person needed for customer service rep position in multi line insurance agency. Non-smokers only. Call (313) 525-4550 for info.

Insurance
Growing property and casualty agency on 13 Mile in Farmington Hills seeks CSR experienced in personal lines. Good benefits. Send resume to: Box #2933
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INVENTORY CONTROL CLERK
Growth oriented manufacturing company in Westland Lake. Must be reliable, detail-oriented and computer literate. This position will be responsible for invoicing large equipment orders. We offer competitive wages and excellent benefits. Please send resume to: Human Resources, 2132 Martin Rd., Walled Lake, MI 48390 or fax to (810) 669-8401

INVENTORY CONTROL/ ADMINISTRATIVE ASSISTANT
steel & computer knowledge helpful. Light typing. Call Scott (810) 559-7310 or send resume to: PO Box 388, Southfield, MI 48037

LEGAL ASSISTANTS
NEEDED FOR AUTO INDUSTRY
IMMEDIATE OPENINGS
FOR CANDIDATES WITH
LEGAL EXPERIENCE
EXCELLENT PAY & BENEFITS
CALL OR FAX RESUMES TO
BARISTER
313-271-5074 EXT. 26
FAX 313-271-6974
ATTENTION OSO

LEGAL ASSISTANT STUDENT
wanted as law office receptionist/typist, part-time. Farmington Hills area. (810) 489-1880

LEGAL/PROBATE SECRETARY
needed for small law office. 2 days/week. Send resume to Attorney Jordan, 407 E. Fort St., Ste. 400, Detroit, MI 48226

LEGAL SECRETARIES
7 OPENINGS
Experience or will train litigation, workers comp, medical or general practice. Starting at $8/hr.
PERSONNEL SYSTEMS 458-1180

LEGAL SECRETARY - Experienced part-time (2-3 days) for Northwestern Hwy. law firm. WordPerfect 5.1. Salary negotiable. Fax resume/salary (810)353-1881 or call (810)353-1700

502 Help Wanted-Office Clerical

LEGAL SECRETARIES
$10/65/yr paid by the firm or $15 /hr. paid by client (with withholding).
The choice can be yours!!
• First time & experienced
• Perm opportunities
Call Kelly at The KPM Group
810-316-2440 Fax 810-355-5899

LEGAL SECRETARIES
Downtown Detroit law firm seeks full-time "take charge" legal secretary with minimum 2 years legal experience and knowledge of Bankruptcy or in Labor Law a plus. Must be reliable, Excellent organizational and interpersonal skills, and be able to typing 50+ wpm are absolute requirements. Diverse & required office experience is a plus. Starting salary is $8.50/hr. We offer competitive benefits package. Qualified candidates should apply Mon-Fri 8am to 4pm.

LEGAL SECRETARIES in Detroit area Temp & perm positions available. Legal term knowledge and transcript. Strong typing skills, word processing, knowledge of MS 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

SNELLING.
PERSONNEL SERVICES

LEGAL SECRETARY
Bright, energetic, responsible person needed to work for busy Southfield attorney. Experience & plus. Word Perfect 5.1, and resume to Secretary Position, 24359 Northwestern Hwy., Suite 100, Southfield, MI 48075.
Or call (810) 948-1900

LEGAL SECRETARY
Downtown Detroit law firm seeks litigation secretary. Experience with litigation a plus. Excellent with computers helpful. We offer good benefits. Send resume to: Donna Windsor, 3833 Telegraph Rd, Suite 100, Bloomfield Hills, MI 48302. No phone calls please.

LEGAL SECRETARY with minimum of 3yrs. litigation experience. Knowledge of WordPerfect 6.1 a plus. Resume to: Office Manager, 4967 Crooks, Ste. 150, Troy, MI 48098

LEGAL SECRETARY
with 5 years litigation, to work for solo practitioner in Bingham Farms. 3 to 4 days per week. Fax resume to:
Fax (810) 211-2010

LEGAL SECRETARY, $36,000
Work for prominent senior partner. Strong litigation experience. Good organizational skills. Interesting caseload. Benefits. Call Donna.

LEGAL SECRETARY, TO $30,000
3 years corporate/civil litigation experience. Friendly Bloomfield Hills firm. Opportunity to advance. Great benefits. Call Barb

LEGAL SECRETARY, $27,000
Bankruptcy/litigation experience. Major suburban financial firm. Immediate opening. Call Anita 810-737-0100 or FAX resume to 810-772-1811
SKILLMAX PERSONNEL SERVICES

CLERICAL/ DATA ENTRY
A leading Farmington manufacturer has an immediate opening for a clerical / data entry position. Word processing - mainframe skills, 0 to 4 years experience. Competitive salary, excellent comprehensive benefits including 401(k), tuition reimbursement, educational assistance. Send resume to:
Human Resources, 23081 Industrial Park Dr., Farmington Hills, MI 48335
Or Fax to: 313-261-3164
Drug Free
An Equal Opportunity Employer

MATERIAL CONTROL
Q1 Stamping Plant needs person experienced with CUM inventory and knowledge in creation of shipping documents. Computer & shipping experience required. Please send resume to: 39133 Webb Place, Westland, MI 48185.

NEED EXTROVERTED Secretary for Senior Pastor, Nardin Park United Methodist Church. Must be organized, possessing skills and willingness to learn personal computer. Resume to Senior Pastor Pescatore, 29887 W. 11 Mile, Farmington Hills, MI 48336
(810) 476-8880

NEW CAR Sales Assistant. DCS. Inventory & accounting experience necessary. Call Terressa at 644-8000 for appointment. Les Stanford Chevrolet
(313) 565-5002

NORRELL SERVICES is currently looking for experienced:
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
for full-time positions in Ann Arbor & Ypsilanti. Salaries range from $7-$12 per hour. Benefits available.
For more information call:
Norrell
(313) 981-3351

NOVI. FAST-PACED Company. Immediate opening. Full time, Typing, good computer and general phone skills necessary. Detail-oriented and ability to handle varied tasks. E. Eddy Company.
810-348-8150

OFFICE ADMINISTRATOR
Responsible, organized person who can handle diversified office responsibilities. Computer skills required. Knowledge of Peachtree. $18-$19K to start. Call Katherine at Metro West. 313-455-5780

OFFICE ASSISTANT
Part-time office assistant needed 16 per week for Bloomfield Hills office. Must be able to type, use dictaphone, and computer. Knowledge of Word 6.0 helpful, but not required. Salary commensurate with experience. Send resume to:
Real Estate
P. O. Box 748
Bloomfield Hills, MI. 48303-0458

OFFICE ASSISTANT
Knowledge of Windows & WordPerfect. Must type 50wpm. Part time. Send resume to: 19765 W. 12 Mile, Ste. 300, Southfield, MI. 48076

OFFICE ASSISTANT
Part time or full time for service firm in Livonia. General office responsibilities, data entry, phone, fax, switchboard, etc. Must be computer literate and have some office experience. Medical background helpful. Excellent experience opportunity. Call 313-525-5370. Call (810) 693-5743

OFFICE ASSISTANT
Entry level position for senior housing community in Farmington Hills. Mon-Fri 1 pt. office experience. Typing, computer literate, company benefits. Call Mon-Fri, 8am-5pm
E.O.E. M/F/H/V 810-682-3122

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