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 ASSISTANT
Prestigious executive offices of supplier firm in both suburbs and Detroit a add-on to staff. We need experienced candidates. Temp to perm. Call Sandy at
Livonia/Farmington Birmingham
313 261-8000 248-645-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Dynamic Bloomfield Hills company looking for well organized individual. Experience w/WordPerfect 5.0/6.0, Harvard Graphics & Desktop a plus
CALL TODAY!
810 355-2440 Fax 810-355-5899

ADMINISTRATIVE ASSISTANT
For Birmingham property management company. Accounts receivable/payable, computer & general office experience. Must be able to handle a variety of responsibilities and meet deadlines (810) 647-7192

ADMINISTRATIVE ASSISTANT
Expanding mortgage company has new long term suburban openings. Auburn Hills and Farmington. This unique company offers a pleasant work environment. Temp to perm opportunity. Call Sally - 473-2931
Birmingham Farmington/Livonia
645-1662 473-2932
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Large, prestigious local CPA firm in Bloomfield Hills is seeking an Administrative Assistant. Ideal candidate will have a background in billing and accounting, knowledge of word processing/spreadsheet background in WordPerfect 6.0 preferred. Excellent pay and benefits package. Must have great communication and interpersonal/organizational skills and be a team player. Competitive salary and fringe benefits. If interested, please send resume and salary history to Mr. Nelson, PO Box 691, Southfield, MI 48037 or fax 810-352-0018

ADMINISTRATIVE ASSISTANTS NEEDED!!!
IMMEDIATE OPENINGS FOR CANDIDATES WITH WORD PROCESSING, EXCEL & POWERPOINT SKILLS EXCELLENT PAY & BENEFITS CALL OR RESUMES TO BARTECH
313-271-5454 EXT. 26
FAX 313-271-9774
ATTENTION OSO

ADMINISTRATIVE ASSISTANT

Franklin Bank, N.A., a nationally chartered commercial bank, is looking for a vibrant part time Administrative Assistant. We are also looking on the idea of providing friendly, personal service to our customers!

Administrative Assistant
- Full-time position available
- Requires 2 years of experience
- Excellent PC skills, including Word

We offer:
- Competitive Starting Salary
- Company-Paid Benefit Package

Come Grow With Our Team!

Fax your resume to (810) 356-1404 or send to

Franklin Bank, N.A.
24725 W. 12 Mile Road
Southfield, MI 48034

An Equal Opportunity Employer
FRANKLIN BANK

ADMINISTRATIVE ASSISTANT
for national real estate firm. Full time, immediate openings. Word Processing skills. Flexible hours. MS Word & Excel experience preferred. Fax resume to (810) 644-4858 or mail to: 250 Martin St., Suite 200, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT/ CUSTOMER SERVICE
Large transportation/logistics corporation located in Brighton/Howell, permanent relocation to Livonia by October. Seeking highly motivated individual to handle a variety of administrative duties. Candidate must possess positive attitude, initiative and have excellent computer skills preferably in Windows, Word, Lotus and PowerPoint. Please send or fax resume to:
6826 Kensington Rd
Brighton, MI 48116
FAX: 810-486-5325
Attn: Barb Roberts

ADMINISTRATIVE ASSISTANT
Development Division seeks experienced individual with strong interpersonal and computer skills to include spreadsheet and word processing. Position entails secretarial as well as financial analysis and organizational skills to process loan materials. Self-starter with the ability to prioritize and accomplish multiple tasks in a fast paced, team oriented environment. Salary commensurate with experience. Excellent benefit package. Please send resume & salary requirements to: P.O. Box 6100, Brighton, MI 48116

Administrative Assistant
Excel or Lotus and Word Perfect
Immediate Openings
ARBOR TEMPS 459-1188

ADMINISTRATIVE ASSISTANT
Large Westside Dodge Dealership has an opening in their Service Department for an Administrative Assistant. Data Entry, Word Perfect Skills a plus, must be a well organized and hard working individual. Excellent pay & benefits. Interested in a career call Jim White.
BRUCE CAMPBELL DODGE
(313) 536-1500

ADMINISTRATIVE ASSISTANT
for busy independent school office. Full time, year round. Requires experience with computer word processing and database management, support and assistance of managers and volunteers. Must be high energy, excellent communication, people oriented. Good benefits. Salary commensurate experience. Mail resume to: Development Director, Academy of the Sacred Heart, 1250 Kensington Road, Bloomfield Hills, MI 48304

ADMINISTRATIVE ASSISTANT
Troy based retail chain has immediate opening for high energy full time Administrative Assistant. General office duties, computer experience - Windows 95, Excel, etc. Great opportunity for an experienced self starter. $7.00 per hour to start. Please fax or mail resume to:
The Tool Warehouse, Inc.
3310 W. Big Beaver, Suite 138
Troy, MI 48084
Fax: 810-649-0660
EOE

ADMINISTRATIVE ASSISTANT
Progressive Southfield firm seeks high energy individual. Must be able to type 40 wpm with excellent phone skills. We offer excellent salary, full benefits & more. Mail or fax resume. Send resume to:
Human Resources Manager
39100 Traditional Way, Suite 300
Westland, MI 48185
or fax to: 810-353-8686

ADMINISTRATIVE ASSISTANT
Part time, Northville, great opportunity for a real go getter. Knowledge of Microsoft and Excel. Possible temp to perm. EOE. Call 313-464-7078
ETD Temp Services
etd

ADMINISTRATIVE ASSISTANTS
$9-$12/HR
Enjoy the advantages and flexibility of our TEMP-TO-HIRE program. Long/short term, full/part-time, benefits, raises, free upgrade training! Must be reliable, have good organizational skills, professional communication skills, MS WORD, EXCEL and software helpful. CALL TODAY!!
Farmington Hills....810-615-0660
Livonia/Plymouth....810-345-2520
Rochester Hills.....810-650-5630
Western STAFF SERVICES.

Administrative Assistant
Growing suburban beverage wholesaler has immediate need for a well organized, self motivated individual to assist in all areas of administration. This is a full time, entry level opening.
You will need
- Proficient communication skills
- Basic computer knowledge
- Conscientious clerical skills

Benefits CRB, 401k
- Medical, dental and life insurance
- 401K & Profit sharing
- and more

Send resume with history to
Administrative Assistant
P.O. Box 700713
Plymouth, MI 48170
E.O.E.

ADMINISTRATIVE ASSISTANT
needed with Office, computer and phone experience. Please call and ask for David (313) 451-7800

ADMINISTRATIVE
Hovings Business Systems has an full time opening for an Administrative associate to process billing for our service agreements. Qualified candidates must have good organizational skills, keyboarding skills, and excellent communication skills. Prior office experience necessary. Position offers an excellent comprehensive medical and dental plan. Profit sharing, company paid life and an employer sponsored pension plan also available. If you are interested, please send cover letter & resume to: Branch Office Manager, HOVINGS BUSINESS SYSTEMS, 41180 Ecorse St., Novi, MI 48375-1300 EOE

ADMINISTRATIVE OFFICE ASSISTANT
Sev-Mor corporate offices. Entry level position. Must have some accounting background, computer literate (Word/Lotus), 12-key, Access. Resumes only to Sev-Mors Drug Stores, PO Box 8026, Novi, MI 48376. Attention R.Y.

ADMINISTRATIVE SUPPORT
Entech Personnel Services is seeking administrative support people within our clerical and medical divisions.
Entry level position into our branch operations, with opportunity for advancement into Placement Human Resources or customer service experience required. Send resume with salary requirements to
Entech Personnel Services
363 W. Big Beaver
Troy, MI 48084
Attn: Human Resources
or fax: (810) 528-9561

ADMINISTRATIVE SECRETARY
Full time for busy Mental Health Clinic in Livonia. Organized & detail oriented. Computer experience necessary. Previous medical background preferred. Fax resume to: Ann Jackson 313-464-5865

ADMINISTRATIVE SECRETARY
to work closely with Troy based insurance agent. Responsibilities include: servicing clients, updating records, preparing materials for meetings and other organization duties. Excellent written & verbal skills required. PC/Word for Windows experience a must. Please call Lowell Plotkin at 810-244-6047.

APARTMENT SEARCH
Tired of traditional sales? Burned out on selling to people who don't want to talk to you? Want to be paid commissions on your ability to HELP people? Our top Rental Consultants earn over $40,000/year. In Royal Oak call 810-625-6479

ASSISTANT NEEDED for fast paced Real Estate office. Flexible schedule and team into full time. Computer experience. Call 810-641-5334

ASSISTANT
Needed full time. Candidate must possess accurate typing, word perfect 5.0, good communication skills & general office skills to help operations manager. Handle a large variety of daily functions. $8.00 per hour CALL (810) 478-7600 Ext. 100 for interview.

AUTO DEALER
needs a Title Clerk. Legal documents involved, accuracy a must. NO SATURDAYS. Experience preferred. Great place to work.
Please call Arlene or Patty at Krug Lincoln-Mercury
(313) 274-8800

AUTO DEALERSHIP
needs hardworking, conscientious, sense of humor for in the office. Mon., Fri. 9-6. Immediate opening. Full benefit package. Several positions available. Full time & some part time. Dealership experience preferred.
HINES PARK
LINCOLN MERCURY INC.
(313)453-2973
Ext. 222. Mary

AUTOMOTIVE/CLERICAL
Full Time - Body Shop Cashier/Receivables
Full Time - Vehicle Administration - Inventory Control
Part Time - File Clerk
BILL COON Automotive Group
37911 Grand River Ave.
Farmington Hills
Apply in person - Ask for Bill Gleason

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

BEAT THE HEAT
Win Water Park Tickets
With SNELLING
Unstructured career opportunities for temporary and permanent positions. Various positions available for entry-levels to executive level, full and part time. Working with our professional staff is fun and easy! We work for you! Call today for an interview.
313-266-8600, Livonia
810-335-1900, Rochester
810-373-7500, Auburn Hills
313-294-0777
SNELLING.
PERSONNEL SERVICES

BILLING CLERK
Health care provider located in Westland, Wayne, Michigan has an immediate full time opening. Work with automated billing system. Must have good math aptitude, knowledge of Blue Cross, Medicaid, Medicare, and commercial carrier billing. Good typing skills and math aptitude important. Competitive wages and benefits. Send resume to Ms. Foster, Hegira Programs, Inc., 8523 N Wayne Rd., Suite 200, Westland, MI 48185. EOE.

BILLING CLERK
Plymouth area. Full/part time. Benefits. Must have general office and data entry experience. 50 wpm. Position available immediately. Starting at $7.50 per hr. Send resume to: P.O. Box 700204, Plymouth, MI 48170

BINGHAM FARMS CPA firm seeking individual with good computer skills to handle billing and data entry. Accounting experience helpful but not required. Send resume to: 30200 Telegraph Rd., Ste. 165, Bingham Farms, MI 48025. Attn: Computer

BINGHAM FARMS CPA firm seeking a dependable person to work in its Clerical Department. Applicant must possess good phone, typing and organizational skills. Prior experience working in a CPA firm is helpful. Send resume to Haines Allen & Co., 30200 Telegraph Rd, Ste. 165, Bingham Farms, 48025 Attn: MLP

BOOKKEEPER/ACCOUNTS RECEIVABLE 15-25 JOB SHARE HOURS/WEEK BRING RESUME TO NOVI AUTO PARTS, 43139 GRAND RIVER

BOOKKEEPER/ ADMINISTRATIVE
FLEXIBLE, friendly office. PC experienced. Birmingham office.
Call. (810) 647-2331
Fax: (810) 647-9781

BOOKKEEPER/CLERK
EXPERIENCED, Bookkeeper, Southfield-bons, payroll, sales taxes & computer. Call Southfield (810) 557-4015 ext. 21

(810) 350-2600

BOOKKEEPER FOR u/ka contractor through trial balance. Experienced, QSA/Spinner computer software knowledge. Pleasant smoke-free environment. Fax resume and salary history to R. W. Fricke Company, 5050 Livernois, Suite 3, Troy, MI 48098

BOOKKEEPER - FULL CHARGE
Part time with 3 years experience in computerized accounting. 2 year degree in accounting preferred
(810) 524-4472/Ext. 333

BOOKKEEPER- Full or Part-time. Must have previous accounting firm experience & be self-motivated with strong math skills. Fax resume to (810) 855-1670 or Fax: (810) 855-4642

BOOKKEEPER
Must be experienced and knowledgeable with manual bookkeeping for computer. Typing a must. $400 a week plus benefits. Reply to:
D. T. Porter & Company
P O Box 814348
Auburn Hills, MI 48307
Fax (810) 852-4471
Phone 810-852-4471

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.
26211 Central Park Blvd
Suite 220
Southfield, MI 48076

BOOKKEEPER
Part-time (20-30 hrs.) for growing Tutorial Service. Send resume to: Reading & Language Arts Center, 954 W. Hunter, Suite 5, Bloomfield Hills, MI. 48304

BOOKKEEPER
PART-TIME bookkeeper needed for Westland Lab. Experience in computerized payroll, A/P, bank reconciliation 3-5 postings to prepare internal records for CPA. Average weekly 20 hours. Call (313) 595-7000
Ask for Jeri or Ed

BOOKKEEPER/ PART-TIME
For Wayne Lake business. Computerized accounting experience a must. Send resume & salary requirements to: Personnel Director, 34118 W. 12 Mile Rd., Suite 355, Farmington Hills, MI 48331.

BOOKKEEPER/ RECEPTIONIST
Computer literate. Good salary & benefits. Forward resume to 24301 Gotham, Industrial Dr., Ste 120, Novi, MI. 48375

BOOKKEEPER/SECRETARY
Full charge. Experienced for public accounts. Office in Farmington. Please send resume and salary requirements to:
P.O. Box 1627
Royal Oak, MI 48068

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

BOOKKEEPER/SECRETARY
computer experience needed, full or part time Farmington Hills Call Ron (810) 855-9463

BOOKKEEPER / SECRETARY
for Bloomfield Hills law company. Full or part time, flexible hours. Computer skills required. Accounts payable experience necessary. Send resume to: Personnel, Attn S.T., 1400 N. Woodward, Suite 205, Bloomfield Hills, MI 48304

BOOKKEEPING
& General office clerk for last growing furniture manufacturer. Call contracted bookkeeping & word processing skills required.
313-535-7634
BUSBLY RECEPTIONIST
SA-SAT/R
ARBOR TEMPS 459-1188

BOOKKEEPERS
We are one of Michigan's largest independent CPA firms seeking to change Bookkeepers for our Sterling Heights & Southfield locations! Qualified candidates must possess experience through financial statements, knowledge of multi-location accounting applications, enjoy working with a diverse client base and willing to travel to locally-based clients. If interested, please send resume and salary requirements to:
Attn: MHSH
Follmer, Rudzewicz & Co.
29900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

BOX OFFICE/ OFFICE ASSISTANT
For professional theatre in West Bloomfield. Full-time. Requirements: intelligence, willingness to work in theatre.
Call for interview 810-788-2900

BUSY DOWNTOWN Rochester Medical facility looking for Medical Assistant. Full time, Benefits. Send resume to Human Resources, P.O. Box 82177, Rochester, MI 48306

BUSY NOVI farm has full-time opening for experienced Receptionist. Candidate must have multi-line phone experience, basic computer skills, a professional phone voice and appearance. Excellent working conditions and benefits. Send resume & salary requirements to: Human Resources, P. O. Box 2332, Farmington Hills, MI 48333-3352

CLERICAL ASSISTANT
IMMEDIATE, full time position available at Farmington Hills software office. Starting rate $8.50 per hr. Must possess clerical duties. Must be able to work independently and pass clerical test. Please FAX or mail resume to:
Debbie Kotacka/ReviewWorks
400 Galleria Officentre, Ste. 101
Southfield, MI 48034
FAX: (810) 354-4509
EOE/AA/PHR

CLERICAL/BOOKKEEPER
Permanent, part-time for Troy CPA firm. Responsible, organized individual. Must have good phones, typing (WordPerfect), data entry & bookkeeping. Office experience required. Send resume & salary requirements to: R.W. Fredel, 6050 Livernois, Suite 3, Troy, MI 48098

CLERICAL
Design and build gage company seeks applicants interested in multi-function clerical position. Responsibilities include filing, typing, answering telephone, and other misc duties. We provide an active and positive work environment, competitive compensation and benefits package. If so apply please send resume to:
INTRA CORPORATION
31700 Schoolcraft
Westland, MI 48186

CLERICAL
Entry level clerical position available in Rochester Hills. Requires knowledge of MS word & spreadsheets preferred (6) word processing experience required. Fax resumes to 810-640-1068 or mail to: HTMS, 1000 Big Beaver, Ste 220, Troy, MI 48084

CLERICAL - full time position available in Southfield. Good communication skills, good math aptitude (50wpm), spread sheet knowledge a plus. Benefits package. Fax resume to: Barbara DeChristian, C.R.A. Managed Care, 30600 Telegraph, Suite 2830, Bingham Farms, MI 48025.

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: 33066 W 8 Mile Rd., Site 100, Farmington Hills, MI 48335 (No Phone Calls Please)

CLERICAL
NATIONAL Health Care Original seeks candidates with 2 years of office and data entry experience. Dynamic environment preferred. Wordperfect 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 & other office duties. Approx. 20 hrs per week, $7/hour. For an immediate interview call Theresa at The Cross Network, 810-851-3212

CLERICAL - Part time Property management firm. Good math & phone skills. Fast paced working environment. Send resume: P. O. Box 5075, Southfield, MI 48086

CLERICAL POSITION
WordPerfect 6.1 skills a must. Full or flex time. West Bloomfield location. Call Jeff (810) 932-3812 or fax resume to: Box #2913
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL POSITIONS
Troy office has immediate openings for:
- Data Entry Clerk
- Proofreader/Data Entry Clerk

Previous office and computer experience required. Fax resume to Joanne at 810-689-6187

CLERICAL POSITION
Full time. Benefits available. Office skills required. 10 key (50 wpm) or send resume to. 24315 Northwestern Hwy., Southfield, MI 48075

CLERICAL POSITION, FULL TIME
Available in Troy. Candidate must have experience in general office skills. Knowledge of Lotus spreadsheet and WordPerfect. Must be receptive to learn different areas of the business. Pleasant phone image and excellent phone etiquette a must. Ideal candidate is detail oriented. Salary to PETN, 3155 W. Big Beaver, Suite 1038, Troy, MI., 48084.

CLERK NEEDED, 30-40 flexible hrs a week. Light filing, typing, phones, some office duties. Flexible hours possible. Call (810) 855-0343

CLERK/TYPIST: Knowledge of WordPerfect, 30 to 45 words per minute. Small Royal Oak Title Company. Call 810-543-3990

CORPORATE RECEPTIONIST
Major PR/Marketing firm has opening for a receptionist. Candidate must possess exceptional communications skills, professional capability, set priorities and handle high level clients.
810-344-8700 Fax 810-344-8706

COURIER
Fieger, Fieger & Schwartz
Full-time, for Southfield law firm. Must have reliable car & good driving record. Call Julie (810) 355-5555

502 Help Wanted-Office Clerical

PERFORMANCE PERSONNEL
"Performance Is Our Tradition"
Accounting, Clerical, Word Processing, Data Entry, Customer Service, Telemarketing, Receptionist, Word Processing, Data Entry, Typing, Data Entry, Word Processing, Typing, Data Entry, Word Processing, Typing, Data Entry, Word Processing