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

ACCOUNTS RECEIVABLE
PC literate, 2-5 years experience. Type 40wpm. Reego Harbor
Phone: ..... (810)473-7210
Fax: ..... (810)473-4548
Greene & Associates Personnel

ACCOUNTS RECEIVABLE CLERK
Mitsubishi Electronics America, Inc. is seeking high energy individual for consumer, automotive and industrial electronics. Currently we have a challenging opportunity in our Plymouth, Michigan-based Automotive Electronics Group for an Accounts Receivable Clerk.
Responsibilities include data entry into A/R system, prepare journal entries, accounts reconciliation/analysis, filing and mailing. Must have excellent organizational/analytical skills. Computer literate and A/R experience in line automotive industry preferred. Good communication skills also required.
For consideration, please send resume and salary history to:
Mitsubishi Electronics America Inc.
Attn: Human Resources
46501 Commerce Center Drive
Plymouth, MI 48170
EOE

THE KPM GROUP
Don't play the employment game like an amateur... Call the professionals!
We are in the business of locating quality candidates for high caliber Administrative professionals. Our clients are some of Michigan's leading companies who refuse to settle for less than the best! Take your career call Marie at 810-355-2440 Fax 810-355-5290

ADMINISTRATIVE ASSISTANT
Large Westside Dodge Dealership has an opening for a motivated person for an Administrative Assistant. Data Entry and Computer Skills a plus. Must be a self-starter, organized and hard working individual. Excellent pay & benefits. Apply in person or call Jim White.
BRUCE CAMPBELL DODGE
(313) 536-1500

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. $7.50 per hour with benefits. Please fax or mail resume to:
The Tool Warehouse, Inc.
3310 W. Big Beaver Rd., Ste. 138
Troy, MI 48084
Fax: (810) 649-0660
EOE

ADMINISTRATIVE ASSISTANT
Entry Level
Progressive Southfield, MI law firm seeks high energy individual. Must be able to type 45 wpm with excellent telephone skills. We offer excellent salary, full benefits & more. Male or female. Send resume to:
Adrienne White,
29100 Northwestern Hwy., Suite 390
Southfield, MI. 48034
or fax to: 810-355-2568

ADMINISTRATIVE ASSISTANT - Part-time, Monthly, great opportunity for a real go getter. Knowledge of Microsoft and Excel. Please send resume to perm. EOE. Call 313-464-7078
ETD Temp Services

Administrative Assistant
Growing suburban beverage company 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 book:
• Proficient communication skills
• Basic computer skills
• Conscienous clerical skills
Benefits include:
• Medical, dental and life insurance
• 401K & Profit sharing
• and more...
Send resumes 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 800 Ask for Del. (810) 541-7800

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

ADMINISTRATIVE ASSISTANT / RECEPTIONIST
"Local Girl Friday" Seeking for a person with the ability to handle multiple tasks. Answering the phone, greeting clients, typing and filing required. Light some bookkeeping. Send resume to: R. Hanna, 23800 W. 10 Mile Rd., Suite 220, Southfield, MI. 48034

ADMINISTRATIVE ASSISTANT
Position available for a recent college school. Responsibilities include event planning, mailings, data entry, typing, etc. Candidate must possess excellent typing & communication skills needed. Please respond to:
Box #2976
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Prestigious executive offices of suppliers firm in both suburbs and Detroit is adding to staff. Top salaries and fringe benefits. Temp to perm. Call Sharon today
Livonia/Farmington Birmingham
473-2931 645-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Temporary to hire position. Seeking qualified candidate with Microsoft Office experience. Excellent pay. Call Denise to interview. (810) 300-9777

Administrative Assistant
Large, prestigious local CPA firm in Bloomfield Hills is seeking high Administrative Assistant. Ideal candidate will have a background in banking &/or accounting. Solid word-processing/spreadsheet background in Word Perfect 6.0 and Lotus/ProLotus is required. Must have great communication/interpersonal skills and be a team player. Competitive salary and full benefits. If interested, please send resume and salary history to:
Ms. Winters, P.O. Box 661, Southfield, MI 48037, or fax 810-352-0318

ADMINISTRATIVE Assistant for construction company. Must have computer literacy skills required. Full time. Call Michelle:
810-698-2610

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Retail furniture store in Bloomfield Hills is seeking an energetic, responsible, individual
Responsibilities will include: data entry, filing, customer service, completing paperwork and balancing.
30-40 hours per week including Saturday and Sunday. Weekends can be arranged in relation to your schedule.
Please call Christy at (810) 334-4745, ext. 0
HILLSIDE FURNITURE

ADMINISTRATIVE ASSISTANT
Expanding mailing supplier has new long term suburban openings Auburn Hills and Farmington. This unique opportunity offers top pay for experience. Temp to perm opportunity. Call Gary - 473-2931
Birmingham Farmington/Livonia
646-7663 473-2932
Advantage Stalling

ADMINISTRATIVE ASSISTANT
We are looking for a motivated individual to answer phones and perform clerical duties. Candidate must know Wordperfect, typing and have good organizational skills. Great salary and benefits, send complete resume to:
P.O. Box 721044
Berkley, MI 48072-0044

ADMINISTRATIVE ASSISTANTS
Earn $9.00 - $12.00/hour
Immediate positions available in:
• Livonia
• Plymouth
• Troy
• Novi
Excellent opportunities for temporary to direct hire. Experience required with any of the following computer packages:
• MS Word
• Excel
• Lotus
ENTECH PERSONNEL
(313) 464-0196

ADMINISTRATIVE ASSISTANTS
$9-$12/HR
Enjoy the advantages and flexibility of our TEMP-TO-HIRE program. Long-term, full-time, full-time, benefits, raises, free upgrade training! Must be reliable, have good organizational skills, professional communication skills (exc. MS WORD, EXCEL, and other software helpful. CALL TODAY!
Farmington Hills ...810-615-0600
Madison Hgts. ...810-545-2550
Rochester Hills ...810-650-5690
Western Staff Services.

ADMINISTRATIVE ASSISTANT
Plymouth. Suite required. MS Word-Windows, math ability proofreading & attention to detail. Evaluation hire To $11/hr.
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

Administrative Assistant
Computer service company seeking a responsible, well organized individual. Responsibilities include customer support, bookkeeping, invoicing and all office related duties. Please fax resume to:
(810) 932-1921

Administrative Assistant
for fastpaced real estate office. Strong organizational skills & Windows knowledge a must. Prefer minimum 2 yrs. experience in real estate. Send resume to: P.O. Box 188, Southfield, MI 48037.

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 Horizon Corp., 31077 Pontiac Trail, New Hudson, MI 48165
Attn. Susan (810) 437-0420

ADMINISTRATIVE ASSISTANT
Medium size, non-smoking, professional service firm seeks Administrative Assistant with 3-5 years experience. Must be proficient in MS Office & Pagemaker, be organized & able to answer multi-line telephone. Send resume to: Queen Esteve Architects, 21Fa N. Main St., Ann Arbor, MI 48104 or fax to (313) 663-5044. Resumes without salary requirements will not be considered.

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

ADMINISTRATIVE SECRETARY
Immediate position for national firm in suburban area. If you are a well organized person who can prioritize and stay calm under pressure, please respond now. Must have good typing & either Wordperfect/Lotus or Microsoft/Excel experience. Salary commensurate with experience. Good benefits & fee paid.
PERMANENT STAFF
Farmington Hills (810)737-9750
Troy (810)585-2720

APARTMENT SEARCH
Tired of traditional sales? Burned out on selling to people who don't want to talk to you? Want to be paid commission on your ability to HELP people? Our top Rental Consultants earn over $40,000/year. Call Call Call. 810-625-6679

ASSISTANT NEEDED for fast paced Real Estate office. Flexible schedule could turn into full time. Computer experience. Call 810-641-5335

AUTO DEALERSHIP
needs hardworking, conscientious, self-starter, cashier, Mon.-Fri. 9-5, from now thru mid HINES PARK LINCOLN MERCURY/Ford. Auto Dealership experience mandatory.
HINES PARK
LINCOLN MERCURY INC.
(313)453-2273
Ext. 222, Mary

502 Help Wanted-Office Clerical

AUTO DEALERSHIP
Office Manager/Secretary/Treasurer. For large west-side dealer. GM experience a must. EITA experience a plus. Great pay plan and benefits. Send resume in confidence to:
Carroll D. Shaak
600 Fairlane
Birmingham, MI 48009

AUTO DEALER
TYPIST
Needed to assist Billing Department. Flexible hours, excellent benefits. Please apply in person:
306 Safa Dodge,
35200 Grand River
Farmington Hills

AUTOMOTIVE/CLERICAL
Full Time - Body Shop Cashier/Receivables
Full Time - Vehicle Administrator
Part Time - Clerical
Part Time - File Clerk
BILL COOK Automotive Group
37911 Grand River Ave.
Farmington Hills
Apply in person - Ask for:
Bill Gleason

BILLING CLERK
Plymouth area. Full-time, 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 700200, Plymouth, MI. 48170

BILLY BOB'S Now Hiring
General Office/Customer Service
$7 - $11/hr. based on experience
(810) 349-4263

BINGHAM FARMS CPA firm seeking individual with good clerical skills to handle billing & 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: Reines Aiken & Co., 30200 Telegraph Rd., Ste. 165, Bingham Farms, 48025 Attn: MLP

BOOKKEEPER/ ADMINISTRATIVE
FLEXIBLE, friendly office. PC experienced. Birmingham office
Call (810) 647-2331
Fax: (810) 647-8751

BOOKKEEPER/CLERK
EXPERIENCED with bank reconciliation, payroll, sales tax & payroll. Call Southfield CPA office at:
(810) 356-2600

BOOKKEEPER FOR union contractor through trust balance. Experienced, GSA/Scitor computer software knowledge. Pleasant smoke-free environment. Send resume & salary history to R. W. Frickel Company, 6050 Livernois, Suite 3, Troy, MI 48098

BOOKKEEPER - FULL CHARGE
Part time with 3 years experience in construction accounting. 2 year degree in accounting required.
(313) 525-4872 Ext. 333

BOOKKEEPER, FULL CHARGE
Mature professional needed for 26-30 hours per week. 3-5 years Accounting experience preferred. APs, A/R, payroll, & billing experience required. Computer experience a must. Good salary & benefits. Downtown Detroit location. Send resume to Ms. King, 845 Griswold, Suite 2166, Detroit, MI 48226.
An Equal Opportunity Employer

BOOKKEEPER
Must be experienced and knowledgeable with manual & computerized accounting. Must have 3 years. $400 & week plus benefits. Send resume to:
D. T. Fowler Mfg. Company
P.O. Box 214348
Auburn Hills, MI 48307
Fax# 810-852-7466
Phone# 810-852-4471

BOOKKEEPER NEEDED for small manufacturing company. Payroll, AP/AR experience required. Excel & Word a plus. Competitive salary and benefits. Fax resume to Kate at Accum-Matic Systems, Inc. 11873 Mayfield, Livonia, MI 48150
313-261-8060
An Equal Opportunity Employer

BOOKKEEPER / RECEPTIONIST
12 Mile & Farmington Rd. CPA firm needs individual with strong computer skills - WordPerfect & spreadsheets. Experience to include accounting thru T/B, sales tax, & payroll taxes. Salary based on experience & ability. Dependable, Phone Trudy 810-489-9410

BOOKKEEPER/SECRETARY
Full charge. Experienced for public accounts office in Ferndale. Please send resume and salary requirements to:
P.O. Box 1527
Royal Oak, MI 48068

BOOKKEEPER/SECRETARY
computer experience needed, full or part time. Farmington Hills area.
(810) 855-9453

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

BOOKKEEPERS
We are one of Michigan's largest independent CPA firms seeking full-time bookkeepers for our Sterling Heights & Southfield locations. Candidates must possess experience through financial statements, knowledge of multi-line telephone applications, enjoy working with a diverse client base and willing to work in a fast paced atmosphere. If interested, please send resume and salary requirements to:
Attn: BSBK
Follmer, Rudzewicz & Co.
P.O. Box 5004
Southfield, MI 48086-5004

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

BUBBLY RECEPTIONIST
ARBOR TEMPS 459-1166

BUILDERS OFFICE looking for person with strong residential building background or training. Prefer recent grad of college construction program. Computer skills necessary. Estimating, job costing, scheduling.
810-661-0000

BUSY AUTOMOTIVE sales agency seeking full-time Inside Sales/Receptionist. Only 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 810-358-5382 or send resumes to:
P.O. Box 2106
Southfield, MI 48037

Busy Car Dealership Rental Office seeks Bookkeeping assistance. Typing & computer skills required. Full time days, benefits. Send resume to: 500 W. 7 Mile, Northville, MI 48167, Attention: Larry Cosle

502 Help Wanted-Office Clerical

BUSY NOVI firm has full-time opening for experienced Receptionist. Candidates 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 3352, Farmington Hills, MI 48333-3352

CAREER OPPORTUNITY
Major insurance company has opening in its entry level support staff position. If you are personable, ambitious, career minded and a self-starter, please call Pat, 8am-5pm, at: (810) 305-8377

CASHIER/SWITCHBOARD
full & part-time. Apply in person to:
BLICKWELL FORD
41001 Plymouth Rd, Plymouth
313-453-1100

CLERICAL
ABLETEMPS, a free Temporary Placement Service, is searching for mature, mid-career job seekers with strong office skills to fill available clerical positions. To register, call or send your resume to 810-443-1960 or contact Evelyn O'Brien at 1-800-822-4473.
EOE/AA

CLERICAL ASSISTANT
Dynamic individual needed to process proprietary documents for health care staff. Position requires a detail oriented person, with basic knowledge of LOTUS and wordperfect (both DOS, NOT windows), typing 35 wpm, pleasant phone voice & excellent organizational skills. Full benefits located Bingham Farms - East.
(810) 645-1150

CLERICAL/BOOKKEEPER
Permanent, part-time for Troy CPA Firm. Responsible, organized self-starter. Duties include: phones, 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: Reines Aiken & Co., 30200 Telegraph Rd., Ste. 165, Bingham Farms, 48025 Attn: MLP

CLERICAL
Design and build page company seeks individuals interested in an entry level clerical position. Responsibilities include filing, typing, some telephone, and other misc duties. We provide an active and positive work environment, competitive compensation with benefits package. To apply please send resume to:
INTRA CORPORATION
885 Manufacturers Dr.
Westland, MI 48186

Clerical Immediate Openings
Source One Mortgage has immediate clerical openings for motivated individuals for a challenging opportunity.
Qualified candidates should possess the following skills:
• Data Entry
• Strong Ten Key Ability
• Typing 35 wpm
• Previous Banking Experience a Plus
Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package
Qualified candidates should send/fax resume or apply Mon-Fri 9am-4pm
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
FAX 810-488-7121
Or for other available positions call our Job Opening Hotline at... 810-488-7100
EOE M/F/D/V

Clerical Job Opportunities
If you are dependable & hard-working and are looking to work in a professional environment, Kelly has 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!
Contempra
810-583-9500 .....Madison Hgts.
810-650-6600 .....Rochester Hills

CLERICAL - Novi human resources firm seeks support person for Risk Management department. Must be organized, have a plus. Flexible hours, 20-30 hours/week. Send resume, salary requirements to: Human Resources, P. O. Box 3352, Farmington Hills, MI 48333-3352

CLERICAL OPPORTUNITIES
FULL & PART TIME POSITIONS
Troy Livonia Farmington Hills
• Data Entry Clerks
• Word Processors
• 1 - operators/Typists
• Secretaries/Administrative Assistants
Microsoft Word 6.0 for Windows - required
Excel/Powerpoint - a plus
Submit resume with salary to:
Time Engineering Service
218 E. Big Beaver
Troy, MI 48083
810-740-0530, Fax 810/740-0633

CLERICAL - Part time Property management firm. Good math & phone skills. Pleasant working environment. Send resume, P. O. Box 5076, Southfield, MI 48086

CLERICAL-PART TIME
BIRMINGHAM POLICE DEPT.
Requirements: excellent clerical skills, knowledge of Word Perfect 5.1, Hours: Thurs & Fri 8am-5pm - $8.69/hr. Applications or resumes accepted until 8/30/96, 5pm. Send to: Human Resources, 151 Martin, Birmingham, MI. 48012. Inquiries: 810-644-1800, ext. 269
An Equal Opportunity Employer

CLERICAL - PART TIME.
Good phone manner. Data entry. Excellent opportunity. Dearborn LTA, Box 974, Wayne, MI 48184

502 Help Wanted-Office Clerical

CLERICAL POSITIONS
Troy office has immediate openings for: • Quality Control Clerk
• Prototype Clerk • Receptionist.
Previous office and computer experience. Excel preferred. Fax resume to Joanne at: 810-689-6197

CLERICAL POSITION
Full time. Benefits available. Office skills helpful. Call 810-355-1500 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 Microsoft Access and WordPerfect Must be receptive to learn different areas of the business. A professional image and excellent phone etiquette a must. Send resume and salary history to: PFN, 3155 W. Big Beaver, Suite 1030, Troy, MI. 48084

CLERICAL/RECEPTIONIST
Excellent phone skills. Computer experience necessary. Call Wed/Thurs openings
(313) 454-3170

CLERICAL/ RECEPTIONIST
New York Carpet world is in need of an alert, reliable and dependable person to handle general office duties for the store. Pleasant telephone manner a must. Part time positions, evenings and weekends. Call for appointment 10am-4pm.
810-652-7755 or 810-620-9190

CLERICAL/RECEPTIONIST
General office & light bookkeeping. Computer experience helpful for local CPA firm. Send resume to: PO Box 700823 Plymouth, MI 48170

CLERICAL SERVICE REPRESENTATIVES
HENRY FORD HEALTH SYSTEMS is interviewing Thursday in West Bloomfield, August 15, 3-7pm. See our ad under Medical Assistants, classification #506

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

CLERICAL
WIXOM Medical Group has immediate openings for part time clerical work. Flexible hours.
Call (810) 360-6264 Ext. 640

CLERICAL WORKERS
Canton, Plymouth, Ann Arbor, Full & Part time. Positions available NOW! If you have experience with word processing, typing, 10-key, and general computer skills, we have opportunities for Data Entry Operators, Clerks and Telemarketers. TOP PAY!
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

CLERK - Attorneys in Farmington Hills, will train for their computerized office. Seeking people with skills (or essential). Experience not required. Starting wage $5.00 per hour with regular increases. (810) 855-5562

CLERK
Automotive related firm. A lot of data entry & filing. $7/hr. Immediate full time position HRMS 810 968-0287

Clerk

FILE REGISTRATION CLERK
InterFirst, a Division of Standard Federal Bank, seeks a detail-oriented person in its Underwriting Department for a File Registration Clerk.
Responsibilities include, processing, sorting and delivering all overnight packages, incentives and U.S. Mail, and preparing and releasing packages to other departments.
The selected candidate will be familiar with computers, able to type 35 wpm and will possess a high school diploma or equivalent. Must be able to type at least 35-40 wpm and work with minimal supervision within obtaining maximum results. Strong organizational skills and a willingness to cross-train within the department and work overtime is required. Mortgage experience is preferred.
We are looking for self-starters seeking a challenging opportunity. Flex time, paid overtime and a competitive salary and benefit package are included. Please send resume to:
InterFirst
A Division of Standard Federal Bank
Human Resources Dept.
777 E. Eisenhower Pkwy
Ann Arbor, MI 48108
Equal Opportunity Employer M/F/D/V

CLERK NEEDED, 30-40 flexible hrs. a week, Mon. & Wed. hours, 10-2 pm, some office skills required. School hrs. possible. Call (810) 855-0343

CLERK/ RUNNER
needed for Oakland county law firm. Must have reliable transportation. Will handle court filings, errands & other office duties. Experience a plus, but not required. 20-40 hours per week. Respond to: Office Manager, P.O. Box 7315, Bloomfield Hills, MI 48302-7315 or fax: (810) 335-3346

CLERK / SECRETARY
Opportunity available for mature individual for long term position in Farmington Hills law firm. Position includes a variety of duties, WP 5.1 experience required. Must be highly motivated, team oriented, and quickly focused. Please call Dee,
810-737-4550

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

502 Help Wanted-Office Clerical

CLERKS
All Shifts, $6-$7.50 an hour
Belleville Location
WORD PROCESSORS
Days and Afternoons
$7.00-10.50 an hour
RECEPTIONISTS
Livonia Area
$7.00-$7.50 an hour
Corporate Personnel Services, Inc.
Fax 722-8132
Phone 722-7090

CLERK
The City Directory division of R. L. Polk, with a proud 125-year history of business reputation, is seeking a detail-oriented individual to perform clerical duties for our finance department. Requirements: basic reading & math skills, able to operate 10-key calculator, high school diploma (graduate, some college). Full time, day shift position with benefits, based in Southfield. Must be able to train in downtown Detroit for approximately weekends. Send or fax your resume to Sally Hendricks, R. L. Polk & Co., 1155 Brewery Park Blvd., Detroit, MI 48207.
EOE, M/F/W/D

CLIENT SERVICES SPECIALIST
Expand our business base in 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 of clerical experience in customer service or sales support capacity. Competitive salary, full benefits package. Please Send resume to: Human Resource Manager/CSS, PO Box 1809, Livonia, MI 48091-8189

COME IN & PICK YOUR JOB!
WORD PROCESSORS
SECRETARIES
RECEPTIONISTS
CUSTOMER SERVICE
DATA ENTRY
ACCOUNTING CLERKS
Long and short term assignments available! Great pay, bonuses, insurance and holiday pay.
Livonia 313-255-8600
Southfield 810-352-1300
Auburn Hills 810-373-1500
Taylor 313-284-0777
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

COMPUTER DATA ENTRY CLERK
With accounting skills for HVAC service contractor in Livonia. Salary negotiable. Full benefits. Call 8-5 Weekdays before 11am to set up an interview and bring resume to interview. (313) 513-9500

COURIER
Fiegel, Fiegel & Schwartz
Full time, for Southwest law firm. Must have valid driver's license & strong driving record. Call Julie (810) 355-5555

C.P.A.
Motivated/hard working/7-10 yrs experience in public accounting required, for growing Farmington Hills CPA firm. Partner position available. Send resume, MG, 32255 Northwestern Hwy, Suite #290, Farmington Hills, MI 48334

Scott Shuptrine
is seeking full time CUSTOMER SERVICE REPS for our Service Department. Applicant must be proficient in Data Entry, possess excellent communication skills, type 45 wpm, and work in a fast paced environment. Please apply at 977 E. 14 Mile Rd., Troy or call Sharon Rexford at (810) 589-1100

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

CUSTOMER RELATIONS Specialist
Responsible for sales orders and customer inquiries. Type 35-45 WPM. Automotive experience a plus. Self starter able to work with processes. College grad preferred. Salary negotiable. Full benefits. Send resume and salary requirements to: Personnel Dept., P.O. Box 10069, Detroit, MI 48210, by August 20, 1996.

CUSTOMER RELATIONS
Full time/Part time
Evening hours available
America's fastest growing companies are adding to a stable team. Build a career with modern high tech training. Advancement and promotion from different jobs and higher pay. Temp to perm available. Dual fed candidates welcome.
• excellent written & oral skills
• personal customer contact experience
• decision making capability
• typing 25 wpm
Call Farmington Hills and Farmington locations Call Carrie
Birmingham Livonia
646-7661 473-2933
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE
Word processing/secretarial duties. Hours are Monday - Friday, full-time positions. Pleasant, outgoing manner for a busy legal medical practice. Must have excellent appearance, computer skills, phone skills required. Customer service experience helpful. Salary commensurate and salary requirements to:
Box #2835
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE REPRESENTATIVE
For Now Insurance company. Must be bilingual in Spanish - people person. We offer training, good starting salary, and advancement. (810) 344-4849

CUSTOMER SERVICE/ COLLECTIONS
Use your problem solving and customer service abilities in the Fortune 500 co. Auburn Hills and Plymouth locations and temp to perm available. Credit department experience a plus. We will train you. Call Clara today.
Birmingham Livonia/Farmington
646-7661 473-2931
Advantage Staffing

DATA ENTRY/CASHIER
Fabulous beverage distributor. 1:30pm-10:30pm. Benefits. $340 a week. Call for appointment. 313-591-3232 ext 325

502 Help Wanted-Office Clerical

Customer Service Specialist
Responsible for collecting and maintaining order management statistics and provide support for all customer service positions. Customer service and order management experience with Windows proficiency required. Competitive salary and benefits offered. Send resume to:
HR Administrator
P.O. Box 434
Farmington, MI 48332-0434
Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVE
PagerNet, the world's largest wireless communications company, is searching for Customer Service Representatives to join our fast paced team. Qualified candidates will possess a related bachelor's degree, 1-2 yrs. of customer service experience, previous computer experience & strong oral & written communication skills. Please mail or fax your resume to:
Pagenet
Attn: HR-CSR
33533 W. 12 Mile Rd. #300
Farmington Hills, MI 48331
Fax: 810-488-5615
EOE - M/F/D/V

CUSTOMER SERVICE REPRESENTATIVE
We are dynamic sales office that needs sales assistance during the fall. (Mid Aug-Nov 15) you would like to gain experience in a sales office we may have a position for you. Responsibilities include working with sales engineers & customers, to assist them with daily schedules, handling inside accounts as well as outside duties. To find out more or to set up an interview, please call Jackie at 810-478-7030
(810) 478-7030

DATA ENTRY OPERATORS
Immediate positions available on the afternoon shift 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 OPERATORS NEEDED!
We have several immediate long term positions in the Southfield area. Call TODAY!
TOP PAY!!
CALL TODAY FOR AN IMMEDIATE INTERVIEW
Corporate Personnel Services, Inc.
Troy ..... (810) 362-9696
Westland ..... (313) 722-7900
NO FEE EOE

DATA ENTRY/RECEPTIONIST
Entry level at our non-smoking Livonia office. Must type at least 35 wpm. Hours are Mon-Fri, 8am-4pm. Benefits.
Call Michele 313-422-1818

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

DENTAL ASSISTANT - Mon. Tues. Thurs. & 12 Sat. mornings per yr. Experience required. Farmington Hills 810-851-6446

EMPLOYMENT TRAINING
ASSISTANT (PART-TIME)
Proficient in WordPerfect 5.1, typing, spelling & grammar skills. Good typing & people skills. $8/hr. Hours 11am to 3pm. Must have good driving record. Call Sue
810-354-9167
(Hearing Impaired) 810-354-4831
EOE/M/F/H/V Drug free workplace

EMPLOYMENT TRAINING
ASSISTANT (PART-TIME)
Proficient in Lotus 1-1-3, strong accounting/bookkeeping background, typing, spelling & grammar skills. $8.50/hr. Hours 9:30am-1:30pm. Must have good driving record. Call Sue
810-354-9167
(Hearing Impaired) 810-354-4831
EOE/M/F/H/V Drug free workplace

ENGINEERING SECRETARY
Duties include typing, printing, print distribution, maintaining departmental status records and handling daily telephone contacts. Requires typing skills of 50 wpm minimum, knowledge of Word, Excel, Lotus, Access, and good language skills. Requires 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 Dorothy Ott, Attn Human Resources, P.O. Box 805, Wayne, MI 48184

ENTRY-LEVEL GENERAL OFFICE/ LIGHT DATA ENTRY
Position available immediately. Call for interview 810/1 (810) 476-7744

FRIDAY - SECRETARY
CAN YOU - Handle matters of confidentiality? Juggle many tasks? Be busy office? Have experience on Microsoft Word? Are you able to work Fridays? If so, please mail or fax your resume specifying how qualified you are to above items with your salary requirements to:
FRIDAY SECRETARY
C/O Sheila Kaye
24208 Northwestern Hwy.
Southfield, MI 48075
810-354-0412 FAX

EXECUTIVE ASSISTANT
Real Estate Development team seeks highly motivated self-starter with excellent organizational and communication skills. Proficiency in Word-Perfect 6.0 and Lotus 1-2-3 required. Resume to: Office Manager, P.O. Box 5188 Southfield, MI 48086-5188
E.O.E.

Executive Assistant
Full time executive assistant needed for local college. Responsibilities include clerical and administrative tasks for two managers. Strong Microsoft Office skills, excellent written/verbal communication skills, organizational skills, data management and planning skills. Occasional overtime. Excellent benefits. Please respond with salary requirements to:
Personnel Office, Attn: EA, Walsh College, 3838 Livernois Road, Troy MI 48007-7006
EOE

Executive Secretary
To $35K. Light bookkeeping. Some legal helpful. Wordperfect 5.1. Troy area. Call Barb McCormick, Linda Weston Personnel
Phone (810) 643-0076
Fax (810) 643-6119

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY/ ADMINISTRATOR
Recent college grad/or 6 yrs. experience. Arm Pro Systems is plus. Must have word processing. Temp to perm. Brighton area.
STAFFING SPECIALISTS, INC.
810-473-3220

EXECUTIVE SECRETARY NEEDED
We are looking for an executive secretary for a temp to hire position! Word processing skills a plus but we can TRAIN!
CALL TODAY!!!
Corporate Personnel Services, Inc.
Troy ..... (810) 362-9696
Westland ..... (313) 722-7990
NO FEE EOE

EXECUTIVE SECRETARY
Skills Pay
Immediate assignments available in Southfield. Leading company for a career-oriented professional. Microsoft Word for Windows, Excel and Word perfect for Windows required.
Your rewards include great pay and more
Plus, full-time potential in a fast paced high person.
Put your top skills to work with Kelly. Never an applicant fee
Ask for Christa
313-522-4600
KELLY SERVICES
An Equal Opportunity Employer

Executive Secretary
Valassis Communications, Inc. "ONE OF THE 100 BEST COMPANIES," is looking for an Executive Secretary with a high energy, professionalism for our Sales Operations Division. Responsibilities include general administrative/clerical duties, special project work, interfacing with clients. Must Executive High skill, travel meeting arrangements, and budget tracking. This Medal-winning 5-7 yrs. experience, Windows/PC Proficiency, 65+ wpm, excellent attention to detail, enthusiasm, confidence, and ability to work independently with this small supervision. Qualified candidates please send a resume to
Valassis Communications, Inc.
C/O SOD-HR
31611 Schoolcraft Rd.
Livonia, MI 48150
EEO/Drug Testing Employer

EXECUTIVE SECRETARY
TO $40,000. 5 years experience Professional Sales office. Major Firm. Benefits Call Barb
LEGAL SECRETARY, $37,000
Work for prominent savoir partner. Strong litigation experience. Interesting caseload. Call Donna
ADMINISTRATIVE ASSISTANT
To $33,000. Major Royal Oak firm. Power Point, Microsoft Word, and EXCEL. Good organizational skills. Call Denise
PARALEGAL, $32,000
Corporate, real estate or finance experience. 3 years para-legal background. Solid skills. Call Barb
ADMINISTRATIVE ASSISTANT
$25,000 Big 3 Supplier. Great experience. Wordperfect 6.0. Good organizational skills. Suburbs. Call Denise
EXECUTIVE ASSISTANT, $25,000
Answer phones, do reports on Microsoft EXCEL. Great Corporate Experience. Call Kathy.
ADMINISTRATIVE ASSISTANT
$12 hourly. Exciting opportunity. Suburban advertising agency. Work hard, play hard.
Many more positions available. Evening appointments.
Call 810-772-6780 or
FAX resume 810-772-1811.
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Experienced individual for dynamic manufacturing company, located in Livonia. Must be self-motivated, articulate and possess excellent communication & writing skills. Speedy writing or shorthand a plus. Excellent benefits. Send resume to: Box #2974
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FAST PACED Birmingham law firm seeks individual for self-motivated & professional individual who has some experience in Legal Collections. Job includes collection calls, and preparing legal pleadings on a computer. Full-time, job benefits. Call 810-645-6170

FAST PACED office, phones, Word Perfect, Microsoft Windows, Novi, Pen Can, Troy, Sterling Hts. 313-398-1882

FILE CLERK
for Southfield law firm for court filing & deliveries. Must have reliable transportation. Full time, job benefits. Call Mr. Weiner: 810-