502 Help Wanted-Office Clerical

DATA ENTRY/OFFICE
A well established mid-size manufacturing company is seeking a full time Entry Level person/Receptionist. To key and compute customer orders. Duties 1-2-3 with excellent typing ability. Knowledge of A. R. helpful. Applicant should be pleasant, have a good voice, and be willing to learn. This is a shift position with excellent benefits package and competitive salary. Send resume to: Greenfield Dis & Mfg. Co., 5301 Fenkell Ave., Detroit, MI 48197. Attn: HR/DS, or apply in person.

DATA ENTRY OPERATORS
Immediate positions available on the Allmerica Financial Group Unove technical center for experienced data entry operators. Minimum 10,000 keystrokes required. Pleasant work environment, good salary, benefits package. Qualified candidates. For more information, please call (313) 261-8220

DATA ENTRY OPERATORS
Canton, Taylor, Plymouth. Alpha & Numeric. Flexible hours, benefits & big plus. Both full-time & part-time (4-8 hours/day, 5 days/week) available. 99-Key.
EXPRESS SERVICES
313-487-5400 FAX: 313-487-1636

DATA ENTRY
To $9.50/hr.
ARBOR TEMPS: 469-1188

ENERGETIC person needed for a very busy office. Must have good typing skills & pleasant telephone manners, familiarization skills. Knowledge of computers a must. Courtyard Management Company, PO Box 5192, Wixom, MI 48393-0192 (810) 669-0688 or Fax resume to: (810) 669-0831

EVENING PHONE OPERATOR - must be able to handle basic questions regarding facility programs, monitor safety alarms, dispatch and convey a positive company image. Good communication skills and professional skills required. Call Joe Dumas Friday, August 30 (810-731-3060 ask for Susan Alexander.

EXECUTIVE SECRETARY
Professional service firm is seeking a highly motivated individual to provide administrative support to a senior-level individual must have WordPerfect 6.0 or Word 6.0 experience, organizational and communication skills, ability to multi-task in a fast paced environment is essential. Excellent benefits, compensation and working environment. Send resume and salary requirements to:
Ms. Mary Bartlett
1200 American Center
27777 Franklin Rd.
Southfield, MI 48034

EXECUTIVE SECRETARY
Bloomfield Hills office needs person with excellent phone, typing & computer skills. Must be self-starter. Fax resume & salary requirements to: 810-334-2434

EXPERIENCED WORD PROCESSORS & CUSTOMER SERVICE REPRESENTATIVES
Major Companies...
Great Opportunities!
MS Word, Excel Skills.
Fax Resumes or Call Today!
Corporate Personnel Services, Inc.
Fax 722-8132
Phone 722-7990

FAST PACED OFFICE
Phones, Typewriter, Microsoft Windows, Troy & Ann Arbor. 313-994-8075

FILE CLERK
for Southfield law firm for court filing & delivery. Must be reliable, have transportation. Full-time employment. Call Mr. Weiner: 810-948-0000

FILE CLERK
Law firm, Mid-time. Duties: file maintenance, can needed for counsel desk. Accounting or organizational skills. Excellent benefits. Send resume to: T. Williams, 30200 Telegraph, Suite 467, Bingham Farms, MI 48025 or FAX 810-644-2941

FILE CLERK
Looking for Backup person. Immediate opening. Full time. Benefits include medical, 401K, dental/optical. Call Carol at Lotus 1-2-3 313-254-5010

FILE CLERK
Part time position open for reliable person, 16 hours per week. Must apply in Pers. at: (810)358-1000 FOC FANUC Chesterfield

FILE CLERK
$6.88 per hour. Full time. Farmington Hills, benefits, tuition reimbursement. PERM Personnel (810-477-7210 Fax resume: 810-473-4348
Corona & Ryan Corporate Center

FILE/GENERAL OFFICE CLERK
needed for Farmington Hills law firm. Requirements include: Excellent organizational skills, Word/Perfect 5.1 & plus. FAX (313-422-0818 or send resume to 37000 Grand River, Ste. 300, Farmington Hills, MI 48335 or call Kim at: (810) 442-0810

FILE/RESEARCH CLERK
For Southfield law firm. Duties include: court research & light correspondence. Must have reliable transportation. Fax resume to: (810) 948-9484 or call: (810) 948-3000

FRONT OFFICE RECEPTIONIST
Friendly Farmington Hills based, small manufacturer, looking for part time/full time receptionist. Pleasant atmosphere. Call Sue Ann Call Dan 810-477-4344

FRONT OFFICE TROY/LATHRUP $17,000
Entry level position. Typing plus to meet "I" great clients, answer phones, set mail and file, promotion spot! Call Ann FAXD FEE 810-557-9700

SOROITHY DAY PERSONNEL OF MICHIGAN, INC.
TROY - SOMERSET OFFICE
810-649-8777 FAX: 643-2486
LATHRUP-LAUREL PARK OFFICE
313-981-6700 FAX: 981-3130

DAY
FULL TIME RECEPTIONIST
Wanted for Law firm in Bingham Farms. Pleasant telephone voice. (810) 258-6499

GENERAL CLERICAL
Looking for an aggressive, energetic person for temporary employment. Must be Windows literate, some computer work. Must like phones. Part to full-time. (810) 477-3820

Southfield management firm has an immediate opening. Experience with property management. Inventory and accounts/payable helpful. Must have excellent phone manner. Send resume to:
General Office, P. O. Box 2069, Southfield, MI 48037

GREAT OPPORTUNITY!!
Work for the largest Home Builder in the country in Southfield, well organized. Looking for enthusiastic Assistant. Must be able to wear many hats. Please call (810) 993-7090

GROWING local CPA firm is seeking a dependable person to work in its accounting department. Applicants must possess good typing & organizational skills. Knowledge of Lotus helpful. Please send resume to: Kenneth Lewis, Lewis & Ferguson, Ste 180, Bingham Farms, MI 48025 Attn - M.L.P.

502 Help Wanted-Office Clerical

HOTEL RESERVATIONIST needed for airport hotel. Typing & computer skills a must. Hours: Mon-Friday plus 2 days. Apply in person: Hilton Suites Romulus, 8600 Wickham Rd., Romulus.

HOT JOBS
Marketing Proposal Writer. Temp to Perm. To $33,000. Staff Secretary, suburbs, $30,000. Programmer, (Entry Level), Southfield, $30,000 + M/S Word/Powerpoint Specialist. Temp to Perm. $28,000. 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

IMMEDIATE OPENINGS!
FULL TIME RECEPTIONISTS
Fast paced WB Real Estate office seeking energetic, professional individual for reception. M-F 9:00-5:00. WB train. Light typing. Computer & business experience a plus. Call Joan at (810) 626-8600, ext. 280 or fax resume Attn: Joan (810) 658-0831.

INSURANCE AGENCY in Royal Oak looking for experienced, full time personal lines CSR. Knowledge of coverages, ratings & computers a must. Please send resume to: P.O. Box 336, Attn: Janice, Royal Oak, MI. 48068-0336

INSURANCE
disability claims analyst, experience required. Southfield claims office expanding by 510 unit. Full time with benefits. Salary commensurate with experience. Send resume to: Personnel, P.O. Box 6131, Southfield, MI 48086 or Fax 810-827-0112

INSURANCE OFFICE
Secretary, part time experience preferred, flexibility desired.
Call: (810) 309-1118

INSURANCE OFFICE, Customer Service Rep. Experience preferred. Salary commensurate. P.O. Box 968, Rochester, MI. 48307.

INVENTORY CLERK
Full time. Organizational skills required. Benefits package offered. Call Mr. Lisski 810-356-2200

JOBS, JOBS AND MORE JOBS!!
ACCOUNTING ASSISTANT - Southfield, experience necessary. Temp to Perm. Must know Lotus 1-2-3. Duties include postings and collections.
ACCOUNTING SUPPORT - Southfield, two month assignment, must have receivables, billing, posting and collections.
DATA ENTRY - Southfield - Accounting department. 12,000 hr. Minimum 7,000 key strokes. 99/hr.
TITLE INSURANCE/CLOSING DEPARTMENT - Troy. To set up and disburse all mortgage documents. Temp to Perm. Pay negotiable.
TITLE ESCROW PERSON - Troy. Must have title company experience. Will prepare closing documents including deeds, will call sales and refinance. Temp to Perm. Pay negotiable.
SECRETARY - Auburn Hills. Strong Word & Excel. $11/hr.
OAKTEC
An Professional Staffing Firm
Farmington Hills 810-489-2484
Auburn Hills 810-377-4070

JOBS OF THE WEEK
LEGAL SECRETARY TO $37,000
Civil litigation experience. Work for prominent Southfield firm. Very pleasant environment. Great benefits.Call Donna.
ADMINISTRATIVE ASSIST. $38,000
3 years experience. Proficient with Microsoft office. Major firm. Great benefits. Quick hire. Call Sarah.
LEGAL SECRETARY/PARALEGAL $30,000. General litigation experience. Employment time is plus. Well known firm. Southfield. Call Denise.
SALES SECRETARY, $27,000
2 years experience. Must know computer skills. Good communication skills. Suburbs. Call Donna.
CUSTOMER SERVICE, $28,000
Automotive/manufacturing background. Computer literate. Friendly downtown firm. Benefits. Danielle
RECEPTIONIST, TO $23,000
Front desk position. Microsoft and Excel. Lots of variety. Top-notch location. Great benefits. Call April.
MEDIA SECRETARY, $23,000
Suburban advertising agency. MicroSoft Word and EXCEL. Outgoing personality. Call Donna.
SECRETARY, To $11 hourly
2 positions available. Bloomfield Hills area. Microsoft and EXCEL. Lots of variety. Great benefits. Call Judi.
HUMAN RESOURCE ASSISTANT
To 10 hours. Good word processing skills. Type 55. Suburban law firm. Quick hire. Great benefits. Ron.
ADMINISTRATIVE ASSISTANT
$18,000. 1-2 years office experience. Must have a recent university. Troy firm. Great benefits. Call April.
Many more positions available. Call 810-772-6700 or FAX RESUME 810-772-1811. Evening & Saturday appointments available
SNELLING PERSONNEL SERVICES

JOIN THE TEAM
We are seeking individuals with reliable transportation to work various long & short term assignments:
• Long term Bookkeeper/Secretary in the Birmingham area, full or part-time, $8/hr.
• Receptionist with Microsoft Word to work in Walled Lake area, full time, could be perm, $8/hr.
• Receptionist/Customer Service/Sales person needed to work in Farmington Hills, possible perm, $7/hr.
• Various shear Switchboard, and Word Pro assignments.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

LAW FIRM RECEPTIONIST
For large Southfield law firm. Candidate must be reliable, professional and have recent receptionist experience. Very good attitude, typing skills required, including 40/10 plan. Fax resume to: 810-368-0229

LAW FIRM seeking Office Assistant. Duties will include phone answering, filing, data entry & assisting other staff members. Courteous & professional telephone manner, computer knowledge & experience are required. Small, fast-paced environment. Wages commensurate with ability. Mail resume including references to: OGA, Office Manager, 30801 Orchard Lake Rd., Suite 118, Farmington Hills, MI 48334. No walk-ins please.

PARALEGAL
Busy Southfield plaintiff personal injury firm seeks experienced paralegal. Automobile background required. Full time position with full benefit package. Please respond by fax: 810-350-1088, or mail to: OGA, Attn: Admin., 30801 Orchard Lake Rd., Suite 444, Southfield, MI 48334.

502 Help Wanted-Office Clerical

EXECUTIVE LEGAL SECRETARY
For Senior partner. Personal injury experience required. Substantial salary & bonuses. (810) 354-3700

THE KEYGROUP
LEGAL SECRETARIES
We are in the business of locating and placing high caliber Legal professionals. We are the largest consult of Michigan's leading employers, refuse to settle for less than the best!! Immediate permanent and temporary positions in Northville, Southfield, Downtown, Troy and Bloomfield. Salary range 24-38K. Call today for interview.... 810-355-8440
fax 810-355-8889

LEGAL SECRETARY
Bloomfield Hills Law Office has a full time position available for an experienced Legal Secretary. Salary, Paid vacation, holidays, and medical benefits provided. Word Perfect 5.1 experience a plus. Good salary.
Contact Marcy at: (810) 958-2443

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

LEGAL SECRETARY
Downtown Detroit law firm seeks full-time "team player" legal secretary with minimum 2-3 years legal experience and strong litigation. Excellent organizational and interpersonal skills, as well as typing 50+ wpm are absolute requirements. Office salary and benefit plans also offered. Please mail resume and salary requirements to: Attn: HR/Secretary, PO Box 43164, Detroit, MI 48243

LEGAL SECRETARY
experienced needed for insurance defense firm. Send resume to Lynn, 560 N. Main St., Clawson, MI 48017 or fax 810 588-3380

LEGAL SECRETARY
Experienced, part time North Western/Southfield area. Skilled in Word/Perfect 5.1. Salary negotiable. Fax resume to: (810) 353-1861, or call: (810) 353-1700

LEGAL SECRETARY
Experienced with good typing skills for pleasant Southfield law office. Anticipate non-smoker. Salary based on experience. Excellent benefits. Send resume to: Richard B. Kapnik, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY - full time position for downtown Detroit law firm with 6 attorneys. Legal experience & knowledge of Word 6.0 required. Benefits available. Please submit resume to: Box 6279
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Full or part time for Southfield plaintiff personal injury law firm. 5 or more years experience required with good typing skills. Must be self-starter with background helpful. Excellent salary and 401k, health care. Send resume to: 30300 Telegraph, Suite 355, Bloomfield Hills, MI 48025, or Fax: (810) 260-1066

LEGAL SECRETARY
Farmington Hills insurance defense, 11 attorney firm seeks legal secretary with litigation experience to join team. 75 wpm, WordPerfect. Good benefits, great opportunity! Send resume to: Box 61041
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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

LEGAL SECRETARY
For Downtown Detroit law firm. Experience with computers helpful. We offer competitive salary & benefits. Send resume & salary history to: Office Administrator, Berry Moorman King & Hudson, 900 Woodbridge Place, Detroit, MI 48226.
No phone calls please.

LEGAL SECRETARY
For Farmington Hills firm. Bankruptcy experience preferred. Word Perfect 5.1 a plus. Salary commensurate with experience. Send resume to: Box 61210
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
for established personal injury firm. Excellent salary. Pleasant office. (810) 557-7700

LEGAL SECRETARY - Full-time for Real Estate Bingham Farms law firm. Candidate must have good typing, knowledge of WordPerfect 5.1, excellent typing and good organizational skills. Fax resume to: T. McWilliams, 30200 Telegraph, 467, Bingham Farms, MI 48025

LEGAL SECRETARY
For busy Farmington Hills defense firm practice. Must have long litigation background and be proficient in WordPerfect 5.1. Salary commensurate with experience. Send resume to: Box 61210
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
For medium sized Southfield law firm. Experience necessary. Duties include preparations & typing of legal pleadings, documents & correspondence. Salary commensurate with experience. Benefits package offered. Please send resume to: Box 61041
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
for established personal injury firm. Excellent salary. Pleasant office. (810) 557-7700

LEGAL SECRETARY - Full-time for Real Estate Bingham Farms law firm. Candidate must have good typing, knowledge of WordPerfect 5.1, excellent typing and good organizational skills. Fax resume to: T. McWilliams, 30200 Telegraph, 467, Bingham Farms, MI 48025

LEGAL SECRETARY
Law office in Bingham Farms seeks energetic, professional secretary for busy foreclosure and bankruptcy firm. Duties include complete word processing, photocopying and filing. Word Perfect 5.1 and Windows experience required. Candidates must be detail oriented, able to work under pressure and meet deadlines. Legal experience preferred but willing to train individual with good attitude. We offer a dynamic, fast-paced atmosphere, competitive salary commensurate with qualifications. For confidential consideration, please call. EOE (810) 642-2515

LEGAL SECRETARY
Minimum of 1 yr experience. Work Southfield & MS Dok. Competitive pay. Farmington Hills. Fax resume to: 810 851-8138

LEGAL SECRETARY
One to two years experience, for Pleasant Ridge law firm. Litigation experience helpful. Send resume to: Mathew Turner, Turner & Turner PC, 34901 Northwestern Hwy., Suite 417, Southfield, MI 48075

LEGAL SECRETARY
PARTNER POSITION
Southfield P.I. firm seeks professional, poised and skilled Secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have medical malpractice/litigation experience. Salary commensurate. Excellent starting salary and benefits. Please send resume to:
Box 62960
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Southfield litigation defense firm seeks experienced Legal Secretary. Must have litigation experience. Send resume to: Box 61044
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Troy law firm. Corporation and business experience preferred. Salary commensurate with experience. Fax resume: (810) 649-7600

502 Help Wanted-Office Clerical

LEGAL SECRETARY, Southfield plaintiff personal injury firm seeks individual with minimum 3yrs. exp. in litigation. Must have excellent communication & organizational skills. Competitive salary & benefit package. Send resume & salary requirements to: Mindel & Berger, 25800 Northwestern Hwy., Suite 200, Southfield, MI 48034-1811

LEGAL SECRETARY
Small Southfield law firm seeks energetic, legal secretary to grow with us. Minimum 1 year experience required. Strong background & organizational skills necessary. Typing 50 wpm and Word 6.0 required. Word experience required. Real estate experience a plus. Competitive salary and incentives offer. Send resume & references in confidence to:
PO Box 38295, Grosse Pointe Farms, MI 48236
An Equal Opportunity Employer

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive Salary
• Bonuses
• Life & Disability Insurance
• 401(k)
• Paid Vacation & Personal Days
Send resume with salary history to:
Legal Administrator
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
30K+. Overtime extra. Bonuses for performance. Work for a great guy in area of 8-30yrs. Hardworking, accurate, take charge person. P. Arsene, Fax: 810-355-2250, Mich 1844-1-800 12 Mile #100, Southfield MI 48076

LIVONIA AUTOMOTIVE SUPPLIER
Seeking Secretary for Sales Office position. Strong computer skills a must. (Word, Excel) able to manage multi-task with attention to detail. Approx. $7.00/hr. to start, plus full benefits. Salary commensurate. Call (313) 425-9651, Attn: Karen.

LOAN CLERK
Mortgage firm is looking to fill an entry level position. Data entry skills required, good communication skills a plus. No experience is required. Full time. For consideration, please send resume and salary history to:
Washtenaw Mortgage
HR Dept.
315 E. Eisenhower, Ste. 12
Ann Arbor, MI 48108
Or fax to 313-662-9617

LUNCH AIDES needed for private school in Bloomfield Hills. Call Mrs. Gray. Call Sandy: (810) 861-3220

MAGAZINE PUBLISHER
Looking for person to fill orders, some data entry, typing 35 wpm. 20 hrs. weekdays. Typing required. Livonia. Jeanette: 810-477-6860 ext 144 or Toni ext. 147

MEDICAL OFFICE - Office filing, typing and data. $5.50 to start. 4 hr. Bloomfield. East Mon. & Fri. AM, Wed. PM. (810) 658-7496

MEDICAL RECEPTIONIST
Full time, Hartland area. Phone and computer skills. Excellent benefits. Fax (313) 613-0531

MEDICAL SECRETARY
The University of Michigan Medical Center
The Division of Cardiology is seeking a full-time Medical Secretary to provide support to faculty physicians including transcription of dictation, maintenance of patient and research records, proposals, and coordinating meeting and travel arrangements.
The successful applicant should have at minimum, a high school diploma and two years of secretarial experience; the ability to type at least 60wpm accurately; knowledge of medical terminology; experience with Microsoft Word or Excel, and excellent interpersonal skills.
Interested applicants should send their resume to:
Lisa Hackbarth
Division of Cardiology
The University of Michigan
Medical Center
1500 Wallace Center
Ann Arbor, MI 48108-0388
A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

MESSENGER/FILE CLERK
FULL-TIME OR PART-TIME
Royal Oak law firm seeks individual with experience in court filings, corporations, with knowledge filing, closing files, etc. Must have reliable transportation. Pleasant office with friendly atmosphere. Contact Mrs. Covington, Or Washington Group, 200 E. Washington Ave. Sixth Floor, Royal Oak, MI 48067

MORTGAGE SERVICING
Law office in Bingham Farms seeks energetic, detail oriented person for foreclosure processing positions. Candidates must be detail oriented, able to work under pressure and meet deadlines. Prior mortgage banking experience preferred. Willing to train. Excellent clerical skills and experience required. Word Perfect required. We offer a dynamic, fast-paced atmosphere, competitive salary and benefits consistent with qualification. For confidential consideration, please call (810) 642-2515, ext. 212 EOE

HORRELL SERVICES is looking for experienced:
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
for full-time positions in Ann Arbor, Livonia, Troy, Farmington Hills and Grand Rapids. Salaries to the 20's per hour. Benefits available.
For more information call:
Norrell
(313) 981-3351

OFFICE ASSISTANT
Secretarial support position with marketing research firm. Must have support experience a plus, good communication and typing skills. Computer literate, able to work independently. Office experience preferred - but will train. 25-30 hours/week. Flexible hours.
PLANNING PERSPECTIVES, INC.
1000 Maple Rd.
Birmingham, MI 48009
FAX: (810) 644-7488

OFFICE ASSISTANT
Secretarial support position with continuing research office. Must be energetic, team-player, organized person who can handle diverse-office activities. Must have good communications skills and experience with WP 5.1 Dos or WP 6.0 windows preferred. Full benefits. Send resume and salary requirements to:
P.O. Box 2426
Livonia, MI 48151-2426

OFFICE ASSISTANT
Temp to hire position available for answering phones, typing documents on Microsoft & Excel, great pay, benefits. Call for interview: 810-350-9777

OFFICE ASSISTANT
Rapidly expanding construction company in Troy seeks assistant in main office, 30-40 hrs./wk. Wide variety of tasks include typing of correspondence, use of spreadsheet and word processor, and other administrative tasks. Opportunities for advancement are plentiful in this growth oriented company. Ideal candidate will be self starter with a take charge attitude. Computer skills required. Word Perfect a MUST. Send resume to: Personnel, Attn: Steve, P.O. Box 2069, Southfield, MI. 48076 or Fax to 810-433-1307

OFFICE ASSISTANT needed part-time for general office work. Must be familiar with Windows 95, Excel & Word. Call: 313-425-9240

OFFICE ASSISTANT - small business, word processing, filing, etc. Computer experience & organizational skills a. Call 313-453-2940 fax (810) 548-9543

502 Help Wanted-Office Clerical

OFFICE ASSISTANTS
TEMP/TEMP TO HIRE/
PERMANENT POSITIONS
AVAILABLE
MUST HAVE EXCELLENT COMPUTER LITERATE AND HIGHLY MOTIVATED
CALL FOR AN APPOINTMENT
SNELLING
PERSONNEL SERVICES
THE FIRST PLACE TO LOOK
AUBURN HILLS 810-373-7500
SOUTHFIELD 810-352-1300
TROY 810-362-8080
TAYLOR 313-284-0777

OFFICE ASSISTANT
Microsoft Word & Excel experience. Part time, Orchard Lake Rd. between 13 & 14 Mile. Call Dan Greenwald: (810) 851-9955

OFFICE ASSISTANT
for Southfield law firm. Professional environment, attention to detail and a must. Microsoft Word experience preferred and office skills required. FAX resume to: 810-354-9418 or call: 810-354-1140

OFFICE/CLERICAL HIRING IMMEDIATELY
• Customer Service Reps.
• Receptionists
• Administrative Assistants
• Telemarketers
• Data Entry
• Data Entry Specialists
(Must have excellent phone skills, typing skills, and computer experience is a plus)
All positions require 1 year minimum work with references.
APPLY: 9am - 11am/
1pm - 3pm
ETELLE PERSONNEL SERVICES
32990 Five Mile Rd., Ste. 2
Livonia, MI 48154
313-425-1827

OFFICE CLERK - Some travel time, filing, phones, computer experience. Send resume to: Box 62958
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE CONTROLLER
For large dealership. Duties include AR/AP and general accounting office segment. Full time with benefits. Send resume to:
General Trailer, 48600 12 Mile Rd., Wixom, MI. 48393.

OFFICE MANAGER/
ADMINISTRATIVE ASSIST.
Needed for W. Bloomfield CPA firm. WordPerfect & spreadsheet experience a plus. Excellent benefits. Fax resume attn: Tracy, 6900 Orchard Lake Rd., Suite 200, Farmington, 48332

OFFICE MANAGER/
EXECUTIVE ASSISTANT
International consulting firm seeks an experienced office manager to oversee the activities of its administrative staff. Ideal candidate will be assertive and have a minimum of 10 yrs progressive office management experience. Possess strong organization, communication, supervisory & project management skills, ability to work under tight deadlines & very working in a team environment. Send resume & salary & written cover letter/salary history to:
Box 61035
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE MANAGER
For military health organization. The ideal candidate will possess 5+ yrs. of administrative experience, excellent computer skills including working knowledge of Microsoft Office, ability to manage several projects simultaneously, & an outstanding verbal skills. Want to join our team? Send or fax resume or cover letter to:
AMERICAN RED CROSS
DIABETES ASSOCIATION
30600 Telegraph Rd., Ste. 2258
Bingham Farms, MI 48025
Fax: 810-433-1066
Attn: Sally

OFFICE MANAGER - full charge accounting functions thru financial year end audit with CPA firm. Knowledge of spreadsheets helpful. Must be knowledgeable of Microsoft & Excel software. Salary commensurate. Bonus plan. Able to work independently. Fax resume to: 810-851-9300 or call 810-399-3060

OFFICE MANAGER - Must be personable, organized and energetic. Knowledge of Word & Excel. $10 an hour plus. (313) 422-8222

OFFICE POSITIONS
Luxury car dealer seeks office/admin/sales help. Full and part time positions available. Accounting/bookkeeping skills required. Great opportunity for advancement. Call Brett at: (810)642-5555

OFFICE RECEPTIONIST
for medical center area. Must have knowledge of subsidized housing programs. Section 8, Section 202, & 1400 Units. Basic office responsibilities. Full time with benefits & 401K plan. Prefer certified occupancy specialists. Can be located at 4701 Cass Drive, Monday thru Friday, between 2:30pm to 4:30 pm.

Simplex is a recognized leader in the sale and service of state-of-the-art fire alarm, security, and life safety fire attendance systems. Our continued growth has created an need for a talented assistant in our Livonia-based office.
Responsibilities will include collections, customer service, inventory, computer knowledge, and data entry.
Qualifications include a high school diploma and 6 months to 1 year experience in office setting. Strong computer knowledge, including proficiency in Lotus required. Great opportunity for advancement. Call Brett at: (810)642-5555

Office Supervisor
SIMPLEX
31572 Industrial Rd., Ste. 200
Livonia, MI. 48150
Fax (313) 261-2960
An committed Equal Opportunity Employer M/F/D/V

OPEN HOUSE & SNELLING LATE NIGHTS
Snelling Personnel now has evening hours. Whether you're looking for temporary or permanent placement, we can help. Early level up to seasoned level positions available.
Sat., Sept. 10-2
Mon., Sept. 12
(By Appointment only - call today!)
Livonia, 313-266-8800
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

PART TIME person experienced with some bookkeeping/accounting & office duties duties for Insurance repair contractor. Must be computer literate & have a good attitude & moral (313) 535-7900

502 Help Wanted-Office Clerical

PARALEGAL
For Senior Partner
Southfield Patriot Personal Injury Firm seeks Paralegal with 1-2 years experience. Competitive salary & benefit package.
Call Mr. Weiner: (810) 948-0000
Or Fax resume to: (810) 948-9484

PART TIME RECEPTIONIST needed ASAP. Excellent typing & computer skills. Send resume to: Bynthia VanJuaven, PO Box 1603, Troy, MI 48099

PAYROLL SPECIALIST
Rapid expansion has created a new position in our payroll service company. Candidate must possess good calculator, telephone, spelling & writing skills to join our team. We pay competitive salary in excess of $7.75 per hour. Send resume to:
PR Specialist
18000 W. 9 Mile, Suite 302
Southfield, MI. 48075

PERSONNEL COORDINATOR
Immediate openings are available for assistant personnel manager. Duties include recruitment, interviewing, communication, scheduling, organizational skills and ability to work with benefits. Apply in person or send resume to: Personnel Dept., Inc. 1779 Marshall St., Canton, 48187.

PROJECT COORDINATOR
WANTED! Enthusiastic person to schedule/coordinate in-store projects. Responsible for interacting with field buyers & vendors and communicating program requirements. Must have knowledge of retail and business/financial aptitude. Must be detail-oriented, able to meet deadlines and work in a fast paced environment. STRONG computer skills (Word/Excel/PowerPoint/Lotus) required. Salary in mid-20's. Please send resume and salary history to:
ACTMEDIA, Inc.
Office R126
3100 W. Big Beaver
Troy, MI 48084-3163
No phone calls, please.
E.O.E. M/F/V/H

PROOF OPERATOR
Immediate openings for proof operators. Royal Oak location. Up to 50hr. to start. Evening positions available. Call Mr. Hall 810-547-8300

REAL ESTATE office looking for Receptionist/Clerical. Real estate experience helpful. Call Kathy at PERFORMANCE REALTY (810)474-3303

RECEPTIONIST/ASSISTANT
ROOM SERVER
Energetic person w/good communication skills needed for busy Fitness facility. Flexible hours. Please send resume w/salary requirements to: Attn: Jackie, 1505 Stoney Drive, Rochester Hills, MI. 48309

Receptionist Assistant/
Medical Billing
Aisle Chiropractic Group in Royal Oak. Permanent part-time. Approximately 25 hours per week. Pleasant office. Knowledge of insurance billing. Please send resume w/salary requirements to Aisle Chiropractic, 1505 Stoney Drive, Rochester Hills, MI. 48309

RECEPTIONIST
Busy Birmingham real estate office looking for a part-time evening 4-8pm receptionist. Please call Jackie or Shawna at Ralph Manuel Associates. 810-647-7100

RECEPTIONIST
BUSY Southfield law firm is looking for an enthusiastic, professional individual to be the office receptionist position. We offer a dynamic, fast-paced atmosphere with salary and benefits consistent with qualifications. For confidential consideration, EOE
Box 61035
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/CLERK
Typing 35 wpm line. Must have computer skills.
Call: (810) 594-4200

RECEPTIONIST / CLERICAL
person needed for a local title company. Must be able to type 40 wpm, be pleasant on the phones, typing. Bring Some computer experience. Send resume to: Box #1063
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/
CLERICAL ASSISTANT
Entry level position in fast paced office environment. Responsibilities include: answering multi-line phone, light typing, filing, and other general office duties. Flexible hours available. Hours: Hours are from 9am to 5pm. Please send resume and cover letter to:
VALLEY
21555 Melrose, Suite 24
Southfield, MI 48075
ATTN: Front Desk Supervisor

RECEPTIONIST
Call Hearth & Club is recruiting a Receptionist for weekday evenings and Saturday & Sunday morning. The pay for this part time position is $5.50 per hour. Hours will increase up to 25%. Please come in to complete application.
Call Hearth & Tennis Club
30333 Southfield Rd.
Southfield, MI 48076

RECEPTIONIST/DATA ENTRY
Full time position available at growing Southfield law firm. Seeking friendly, versatile individual with outstanding phone manners, professional appearance & attitude. Computer experience beneficial. Benefits.
810 262-1000, fax 810 262-0442

RECEPTIONIST /
DESK MANAGER
Full & part time for busy upscale Veterinary in Farmington Hills & Birmingham.
Call Ted, (810) 932-1122

RECEPTIONIST
ENERGETIC PERSON needed for full time receptionist position. Full our application and/or send resume to: Elite Communication, 30842 W. 8 Mile Rd., Livonia, MI 48152. E. of Merriman.

RECEPTIONIST - Farmington Hills. Full time. Telephone, filing, light typing, computer knowledge. Call Sam Barb. (810) 653-2600

RECEPTIONIST
Fast paced Marketing Research firm in Southfield (11 Mile/Inkster Rd.) seeks friendly, professional individual with Excellent typing skills (50-60 WPM). Word Perfect preferred. Excellent Benefits.
Call Nancy at: (810) 352-3300

Receptionist
for busy Bloomfield law firm. Must have experience with multi line phone system; word, time & billing software. Good salary & benefit package. Mail resume to: GGA, Attn: Admin., 30801 Orchard Lake Rd., Ste 444, Southfield, MI 48034; or call: (810) 350-9700

RECEPTIONIST
Franklin Lee Office. Flexible hours. Typing skills. Call Mr. Shendel at: (810) 932-0866

RECEPTIONIST
FULL or part time for Birmingham personal injury law firm. Excellent working environment.
Call Kim at: (810) 644-4529

RECEPTIONIST
Full time position with a major Bloomfield law firm in Real Estate field. Excellent benefits & plus. Fax resume to (810)737-8474 Attn: Carolyn Hall (810)737-8460 or (810)737-8463 EEO

RECEPTIONIST
FULL time position. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Send resume to: Attn: Office Manager, P.O. Box 700147, Plymouth, MI 48170-0643

RECEPTIONIST
Mature individual for growing mortgage bank. Experience required. Call Ann Arbor (810) 444-4000
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

RECEPTIONIST
Full-time position available for the handling of a busy, multi-line phone system and front desk. Hours: Mon-Fri., 8am-5pm. Must be energetic and dependable. Qualifications include: luxurious phone voice, excellent verbal and written communication skills, typing skills, typing 50 per hr., Windows and Microsoft Excel between and 1pm & 4pm. (810) 364-4800, ext. 184, or FAX resume to: 810-364-4808 EOE/M/F/H

RECEPTIONIST
If you enjoy people and beautiful surroundings, then this is your lucky day. Pleasant office is looking for an experienced receptionist to answer phones, greet visitors and handle various office tasks. Full time with excellent benefit package. Apply in person:
PEACHWOOD INN
3500 W. SOUTH BLVD.
ROCHESTER HILLS

RECEPTIONIST - If you are a friendly, energetic & have previous experience answering a multi-line phone system, we have an immediate opening for you. We are a team-based, growing company looking for someone who is dedicated & willing to work. Position is full time, M-F, with benefits. Forward resume by mail to:
PERSONNEL
30339 Schoolcraft, Livonia, MI
Or Fax to: 313-462-3501

RECEPTIONIST
PERFORMANCE PERSONNEL
"Professionals at Heart"
313-513-5673

RECEPTIONIST
needed for non smoking law firm in Bloomfield Hills. Experience preferred. Computer skills necessary. Send resume to: Personnel, 2500 Telegraph #250, Bloomfield Hills, MI 48302. Or fax to 810-333-7355.

RECEPTIONIST
needed for busy fast paced showroom/corporate office. Multiple line experience essential. Some evenings & Saturday. Excellent benefits package. Salary commensurate. Resumes accepted at 12600 Merriman, Livonia.

RECEPTIONIST
Needed for fast paced Farmington Hills Travel Agency. Must be a people person. Full time. Starting salary $750. Call Mrs. Gordman: (810) 851-7760

RECEPTIONIST
needed part time for Livonia veterinary hospital. Mon, Tues, Thru Thur, afternoons, Sat. 8am to 3pm. Must enjoy people & pets. Non smoking office.
Call 313-261-1800

RECEPTIONIST/OFFICE CLERICAL
Full time position for experienced individual with excellent clerical skills. Proficiency in WordPerfect, Lotus, etc. preferred. Excellent benefits. Send resume & Salary requirements to