502 Help Wanted-Office/Clerical

ACCOUNTS PAYABLE
Experienced person needed for a growing builder's office. Require the ability to handle a variety of duties, typing, phones & data entry. Computer experience required. Please send resume, salary requirements to: Hometown Builders, 42991 Ashbury, Novi, MI. 48375.

ACCOUNTS PAYABLE

Farmington distributor needs a person with work experience for their computerized accounts payable department. Excel & Inventory experience preferred. Competitive wages, conditions & benefits. Send resume to: Accountant, PO Box 337, Farmington, MI 48332-0337.

ACCOUNTS RECEIVABLE

Growing Southfield company needs clerk, dependable work ethic, experience in accounts receivables preferred. Computer literate, light word processing required. Insurance or Word party background a plus, but not required. Salary position with excellent benefits. Send resume with history and salary desired to: Accounting Clerk, P.O. Box 577, Southfield, MI. 48075.

Administration/ Payroll
Immediate openings for positions available for detail oriented individuals with strong typing and sensitive. Candidates must possess good math aptitude, organizational skills and must desire to provide customer service. Full time salary position, 18-20k. Excellent fringe benefit package available. Dress Casual.
We will have open interviewing on Sept. 6 between 10am & 4pm.
No appointment necessary. If you are interested in coming in this date, please forward your resume to: PAYCHEX INC., 5600 Beech Tree Lane, Suite 110 (between 14 & 15 Mile Rds.) W. Bloomfield, 48322. Attn.: C. K.

ADMINISTRATIVE ASSISTANT
Great opportunity to excel with a growing company. Ideal candidate is energetic & enjoys working with positive people and benefits. Please Fax resume to: 810-642-4966 Attn: Rebecca

Administrative Assistant
with strong bookkeeping background to process payroll, Accounts Payable, Excel & Solomon. (810) 646-6050

ADMINISTRATIVE ASSISTANT
Large Southfield office. Southfield office. Computer skills a must. Experience in accounts payable a plus. We offer competitive salary & benefits. Full time position. Mon. thru Fri., 8 to 5. Send resume to: Attn: Tom McBlain, Cardiac Plastics, 26580 W. 8 Mile Rd., Southfield, MI 48034

ADMINISTRATIVE ASSISTANT

Career opportunity for established sales and marketing group. Must possess excellent data entry, accounting, organizational and telephone skills. Salary commensurate. DISTRIBUTION SOLUTIONS: (810) 244-0840

ADMINISTRATIVE ASSISTANT

Large transportation/logistics corporation located in Brighton with permanent relocation to Livonia by October seeking highly motivated individual to handle a variety of administrative duties. Candidate must possess good phone skills, be detail oriented, have computer skills preferably in Microsoft Word, Excel and PowerPoint. Please send resume to:
6826 Kensington Rd.
Brighton, MI 48116
FAX: 810-486-3525
Attn: Barb Roberts

ADMINISTRATIVE ASSISTANT

Southfield based internet Marketing firm seeking full time & hard worker who loves a fast paced working environment. Proficiency in MS Word, MS Excel, filing and telephone skills a plus. Computer experience required. Please fax resume to Jerome at 810-353-5106 or E-Mail jerome@online-marketing.com.
(810) 353-8787

ADMINISTRATIVE ASSISTANT - Highly organized individual proficient in Microsoft Word, & other clerical duties. Attention to detail, flexible plan, Troy. (810) 583-3232 or Fax resume: (810) 583-9082

ADMINISTRATIVE ASSISTANT
$25,000. Very fast paced Detroit firm. Word Perfect 6.1. Opportunity to advance. Call Ann at Staffing Plus, SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
$12/HOURLY. Microsoft Word. Good operational skills. Excellent benefits. Rush Bloomfield Hills firm. Great facilities. Call Judy 810-772-8780. SNELLING PERSONNEL SERVICES

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

ADMINISTRATIVE ASSISTANT
wanted for the Vice President of Meat Merchandising at Cattlemen's. Responsibilities include: maintaining organizational skills & spreadsheet knowledge required. Familiarity with the meat industry a plus. Send or fax resume, salary desired and history with a cover letter to Greg Grass, 1825 Scott Street, Detroit, MI 48207 FAX: 313-842-9814

ADMINISTRATIVE ASSISTANT
OFFICE
ADMINISTRATION
Career openings with mid-sized companies for experienced secretaries who value teamwork and congenial atmospheres. Opportunities for both long and short terms. Bloomfield Hills, Salary $8.00-$14.00/hr. Call Sharon Springbrook Temps 473-6420 646-7662
Advantage Staffing

ADMINISTRATIVE ASSISTANTS
$22-$25,000
Depending on experience
Service charges paid by companies
East side accounting firm with international rapidly expanding companies are in need of polished professionals for various industries. Stable work history and strong computer knowledge is a must. Call for immediate appointment. Call 810-398-3450
Snelling Personnel Services

502 Help Wanted-Office/Clerical

ADMINISTRATIVE ASSISTANT
Livonia Electronic Commerce company seeks an experienced, friendly, self-organized admin/executive assistant. Must have strong travel and meeting arrangements, telephone coverage, documents and presentation preparation using WORD and/or Powerpoint plus general office duties. MAC & knowledge also helpful. Hours are 8:30AM-5:00 PM, Monday-Friday. Generous benefits. Salary commensurate with experience.
Please send your resume and salary history to:
IMPACT Innovative Systems, Inc.
17187 N. Laurel Park Drive
Suite 201
Livonia, MI 48152
Attn: HR Manager

ADMINISTRATIVE ASSISTANT
Off-Campus Location
Requirements: Good phone skills, data entry, enthusiasm and organizational skills. Recruiting experience a plus.
Letter of interest and resume no later than September 12, 1996 to:
MARYGROVE COLLEGE
26535 Evergreen, Ste. 1325
Southfield, MI 48076
or Fax 810-358-5712
AA/EOE

ADMINISTRATIVE ASSISTANT

Needed for large commercial property management company. Strong computer secretarial & organizational skills a must. Send resume to: Operations Manager, 2000 Town Center #2100, Southfield, MI 48075 or Fax 810-353-0363
EOE.

ADMINISTRATIVE ASSISTANT
Needed for president of multi-state dental management group. Must be professional, highly motivated with strong interpersonal skills to be successful in this position. We offer an excellent benefit program and salaries are based upon experience (3+ years experience required). Please send resume to:
Human Resource Director
PO Box 721088
Berkley, MI 48072

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, bel. MS WORD, EXCEL, and other software helpful. CALL TODAY!!!
Farmington Hills ... 810-615-0800
Madison Heights ... 810-543-2500
Rochester Hills ... 810-650-5660
Western STAFF SERVICES.

Administrative Assistant
Bloomfield Hills office needs personable, full time secretary with excellent phone, typing & computer skills. Non-smokers only. Fax resume & salary requirements to: 810-334-2434

ADMINISTRATIVE ASSISTANT

N. Oakland county Apt. complex. Full-time. Competitive pay & benefits. Office experience and typing required. Suitably experienced preferred. Apply in person at: 1091 Chilvern Dr., Rochester Hills.
E.O.E.

ADMINISTRATIVE ASSISTANT / SECRETARY
Southfield based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in WordPerfect Windows 6.1, Lotus 1-2-3, have an excellent telephone demeanor & strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to: Andrew Mills, 777 Big Beaver Rd., Suite 850, Southfield, MI. 48034 or Fax: 810-352-0798

ADMINISTRATIVE ASSISTANT
Seeking full time, financial planning assistant. Detail oriented individual with good communication and organizational skills. Experience in securities or financial planning helpful. Duties are wide ranging and change frequently. Proficiency in Microsoft Windows based applications necessary. Basic duties include: typing, filing, bookkeeping & database publishing $10.50/hr. Send resume to:
P.O. BOX 82480
Rochester, MI 48308

ADMINISTRATIVE CLERK - for YMCA. Part-time, up to 30 hrs/wk, flexible schedule. Must know Microsoft Windows application. Up to $8.00/hr. Apply at 29150 Farmington Rd. 1/4 mile N. of 12 Mile.

ADMINISTRATIVE SECRETARY
for mfg. co. in Redford with strong computer skills, office/organizational & multiple task oriented skills. Excellent pay + benefits. Call Linda at Kelly Services, Inc. at 313-937-8700, ext. 15. Call for information this ad.

ADMINISTRATIVE SECRETARY
Troy based employment agency needs an energetic, organized Secretary with word processing experience seeking a career. Growth opportunity and excellent benefits. Please send resume to: ANDA/ADIA, 1539 W. Big Beaver Rd., Troy, MI., 48084. FAX 810-816-9583.

ADMINISTRATION NEEDED for Farmington Hills food broker. Microsoft Word & Excel preferred. Send resumes with preferred salary to: Sandy Yob, Hillcrest Centre, 555 Three Mile Rd. NW, Suite 101, Grand Rapids, MI 49544

ADMINSTRATIVE ASSISTANT

Plymouth software consulting company seeks an Administrative Assistant to join our fast-paced team. Responsibilities include multi-line switchboard, data entry, office support maintenance, and clerical support to our sales team. Compensation commensurate with skills. Applicants should be organized and have salary requirements to:
Neumann, Attn: Diane Martz
44567 Helsey Drive
Plymouth, MI 48170
Fax# 313-207-8474

ADMINISTRATIVE ASSISTANT
$20-$25K DOE
Depending on experience
Service charges paid by companies
East side accounting firm with international rapidly expanding companies are in need of polished professionals for various industries. Stable work history and strong computer knowledge is a must. Call for immediate appointment. Call 810-398-3450
Snelling Personnel Services

ADMINISTRATIVE ASSISTANT
Bookkeeper/ Secretary
Permanent part time position, 20 hours per week, year-round position.
Maples Country Club,
14 Mile & Decker, Novi,
or call Todd: 810-668-8551

BOOKKEEPER

A store retail chain needs full time Bookkeeper. Send resume to:
Ramchargers
36534 Plymouth Rd.
Livonia, MI 48150
Attn: P. G. Desjardins

BUBBLY RECEPTIONIST
$8-$9/HR
ARBOR TEMPS 459-1166

CAREER OPPORTUNITY AVAILABLE!!!!
We are a well established company headquartered in Rochester looking to fill entry level position. Training provided for career advancement. Engaged Spanish/English a plus. Office experience helpful, but not a must. Entry level salary. Paid training. Day & night shift available. Premium paid for night shift. Call for details:
(810) 651-8512 Ext. 8500
E.O.E.

CLERICAL - Answering phones, filing, typing, data entry & misc. office duties. $7-8 per hour. Full-time with benefits. Send resume to: PO Box 181, Northville, 48167

CLERICAL ASSISTANT
Dynamic individual needed to process professional documents for leasing car audit. 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 Southfield area. Call:
(810) 646-1160.

502 Help Wanted-Office/Clerical

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. Royal Oak call: 810-625-8470

BECAUSE WE EXPANDED
WE MANDATORY PURCHASED
THE PROPERTY NEXT TO OUR MAIN SHOWROOM AND ADDED A CLEARANCE CENTER TO OUR STORE IN NOVI
We are in need of:
ALL CLERICAL POSITIONS
Benefits are available.
Apply in person at
Art Van Furniture
27775 Novi Rd., Novi
across from 12 Oaks Mall
Or call Mr. Donovan at 810-348-9922
Full & Part Time Positions Available

ASSISTANT :
Needed for warehouse manager to help with clerical and inventory control duties. Must have proficient computer skills, above average problem solving skills and strong attention to detail. Apply in person with resume:
RS ELECTRONICS
34443 Schoolcraft
Livonia, MI 48150

ASSISTANT OFFICE MANAGER
For Troy law firm. Bookkeeping and general office experience necessary. Salary commensurate with experience. Call:
(810) 649-7800

AUTO DEALERSHIP
needs the knowledgeable, attentive service cashier. Mon.-Fri. 9-6. Auto dealership experience preferred. Many benefits. 313-453-2973 EXT. 222
HINES PARK LINCOLN MERCURY, INC.

AUTO DEALERSHIP TYPIST

Needed to assist Parts Department. Excellent benefits & flexible hours. Please apply in person: Sasa Dodge 35200 Grand River, Farmington Hills. Ask for Diane Handy.

AUTO DEALER, Switchboard, Clerical, full time.
Blue Cross, Pension, Call Dorothy, Bob Sand Lincoln Mercury, Inc., Troy, Mi., (810) 643-0600

RECEPTIONIST
for Bloomfield Hills day spa & salon. Applicant must have phone & appointment making experience, some computer knowledge. Good salary & benefits available.
Call 313-332-3434

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

BIRMINGHAM growing property management firm needs part or full time clerical help. WordPerfect knowledge necessary. $8.50 hr. Call. (810) 540-6288

BLOOMFIELD HILLS Real Estate company needs 1 full time & 1 part time Receptionist/Clerical. Must have computer/Windows skills and good telephone manner.
Call Mary Johnson 810-645-5700

BOOKKEEPER - Busy upscale apartment complex in Southfield. Other necessary. Southfield/Birmingham area. 800-321-6660

BOOKKEEPER / CLERK
Experienced with accounts receivable, payroll, sales taxes & computer. Call Southwest Office at:
(810) 350-2600

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

BOOKKEEPER- Local general contractor seeking Bookkeeper for accounts payable for A/R billings, payroll, full benefits. EOE. Send resume & salary requirements to:
Box #2836
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER- Local general contractor seeking Bookkeeper for accounts payable for A/R billings, payroll, full benefits. EOE. Send resume & salary requirements to:
Box #2836
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER NEEDED
For Construction Dept. of Farmington Hills area firm. Detail-oriented & computer literate. Knowledge of construction drawing, AIA forms, contracts & waivers. Proficiency in Lotus & knowledge of Spreadsheet helpful. Send resume to: Bookkeeper, P.O. Box 3089, Farmington Hills, MI. 48333-3089

BOOKKEEPER - part-time, 1-5, Mon.-Fri. for property management company. A/P, A/R, month end statements, answering phones, tenant relations. Possible full time in near future. Bloomfield Hills area. Send resume to:
Box #1067
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
Property management company has an immediate opening for a full time Accounts Receivable Clerk. Send resume with salary requirements to: CAK, 18777 W. 10 Mile Road, Southfield, MI 48075. Attn: Office Manager

Bookkeeper/ Secretary
Permanent part time position, full time, year-round position.
Maples Country Club,
14 Mile & Decker, Novi,
or call Todd: 810-668-8551

BOOKKEEPER

A store retail chain needs full time Bookkeeper. Send resume to:
Ramchargers
36534 Plymouth Rd.
Livonia, MI 48150
Attn: P. G. Desjardins

BUBBLY RECEPTIONIST
$8-$9/HR
ARBOR TEMPS 459-1166

CAREER OPPORTUNITY AVAILABLE!!!!
We are a well established company headquartered in Rochester looking to fill entry level position. Training provided for career advancement. Engaged Spanish/English a plus. Office experience helpful, but not a must. Entry level salary. Paid training. Day & night shift available. Premium paid for night shift. Call for details:
(810) 651-8512 Ext. 8500
E.O.E.

CLERICAL - Answering phones, filing, typing, data entry & misc. office duties. $7-8 per hour. Full-time with benefits. Send resume to: PO Box 181, Northville, 48167

CLERICAL ASSISTANT
Dynamic individual needed to process professional documents for leasing car audit. 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 Southfield area. Call:
(810) 646-1160.

502 Help Wanted-Office/Clerical

CALL NOW!
IMMEDIATE OPENINGS
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES
- WORD PROCESSORS
- SWITCHBOARD
- RECEPTIONISTS
- DATA ENTRY CLERKS
- CUSTOMER SERVICE

We offer: vacation & holiday pay & referral bonuses. Please call for an appointment today!
Contemp
810-643-2600 ... Madison Hts.
810-650-8500 ... Rochester Hills

CLERICAL
Computer skills, Lotus 123, WordPerfect, Must have good verbal and written skills.
Major automotive supplier has two positions available. One in Auburn Hills, one in Detroit (8 Mile and Mt. Elliott area). Fax resume with references: (810) 827-1164

MAYDAY RESOURCES
(810) 827-1163

CLERICAL
ENTRY level will train for busy production office. Please call Tony:
(810) 443-0238.

CLERICAL - FULL TIME
with A/R experience. Good phone manners, Word and Reachtel. Accounting a MUST! Redford. Call:
(313) 255-0054

CLERICAL
Now accepting applications for growing department.
- Human Resource Assistants
- Executive Secretaries
- Receptionist
- Data Entry
- Customer Service
- General Office

These positions are located in the Livonia & Novi area. Call for an appointment today:
(313) 525-0660
TECH PERSONNEL SERVICES

CLERICAL OPENING
Clerical & general office skills needed. Computer, word processing, billing & payroll experience preferred. Must type 40-wpm. Must be detail-oriented, with benefits package. Apply: Tri County Supply, 22 Woodward, Ferndale (810)545-7100

CLERICAL - Part-time. Must be computer literate. Livonia area. Call Sallie Electric

CLERICAL - PART TIME
Motivated individual with professional phone skills and computer experience needed for Troy law firm. Approximately 20 hours per week. Salary commensurate.
Send resume to: Box #2913
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL POSITION
International Manufacturing Company seeks detail oriented person for documentation and customer service. Strong organizational skills, communication skills required. Pay commensurate with experience. Please send resume to:
Human Resources
24445 Northwestern Hwy., Ste. 220
Southfield, MI 48075

CLERICAL/SECRETARY
Troy firm seeks energetic, motivated employee from 10:00 am to 2:00 pm three to four days per week. Duties include: light clerical work, word processing, and some computer work as well. Pay is commensurate with experience. Fax your resume to 810-680-5051, or mail to: Secretary, 4555 Corporate Drive, Ste. 304, Troy, MI 48098

CLERICAL WORKERS
Ann Arbor, Evelyn Place
Fun jobs!
Data Entry Operators - $7/hr.
File Clerks - $6.85/hr.
Receptionists - $7.50/hr.
EXPRESS PERSONNEL
313-487-5450 FAX: 313-487-1838

CLERK - Attorneys in Farmington Hills, will train for their computerized system. Word Perfect 6.1 skills helpful. Salary commensurate. Excellent benefits. Send resume to: Bookkeeper, P.O. Box 3089, Farmington Hills, MI. 48333-3089

CLERK - Part-Time

Livonia based firm with 10 employees seeks a part-time person to perform various office duties. Candidate will be organized and be able to work with numbers & be pleasant. Telephone answering and light typing will be part of your duties. Work schedule will be Mon-Fri for 5-6 hours between 8:45am-5:30pm. Weekly schedule may change and may include during 10 days of month. Actual scheduled hours will be given to person after arrangement. Starting wage commensurate with your office experience. Send resume to:
PFM, PO Box 532007
Livonia, MI 48153.

CLERKS, RECEPTIONISTS & SECRETARIES
Permanent temp and temp to hire. $6-$12 per hour depending on experience. Positions located throughout the Metro area. Some positions are entry level. Many require experienced individuals. WordPerfect/Lotus or MS WordExcel are needed for most. Call today, 810-398-3450.
Snelling Personnel Services

CLERK/TYPIST
For Troy law firm. AS/400 experience preferred. $5-$6 per hour. Call:
(810) 649-7800

CORPORATE STAFF ASSISTANT
Needed for dental management company. Responsibilities include light clerical/office support duties and maintenance of computer database. Must have valid drivers license and clerical experience. We offer an excellent benefit package and salaries are based upon experience. Please send your resume with salary requirement to:
Human Resource Director
P.O. Box 721088
Berkley, MI 48072-1088

COUNTER PERSON/ Sales Person for kitchen/bath showroom. Good people skills essential. Approx. 35 hrs. Mon.-Sat. Saturday is appointment only.
12500 Merriman, Livonia

CUSTOMER SERVICE. Call/ev One agent looking for person with lots of personality to administer to the enthusiastic customer. Knowledge data entry & inventory control responsibilities. Lots of customer contact with attention to details. Salary based on experience. Call Mike Daniels at 810-280-5380

502 Help Wanted-Office/Clerical

CUSTOMER SERVICE REPRESENTATIVE
Livonia office looking for friendly, outgoing people with good phone skills. Flexible hours, good wages. 20-25 hrs/wk. Fax resume to:
Fax # 313-427-8756
Or call: 313-427-3661

CUSTOMER SERVICE
Suburban Detroit company needs experienced customer service representative. Excellent phone skills, aptitude & desire to learn new computer system required. Product knowledge & insurance helpful. Full plus. Full benefits, 401k, etc.
Send resume & salary history to:
Box #2985
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE
Long and short term assignments. National responses department for industry leader in Livonia, Plymouth and Farmington Hills are expanding their customer service programs. We need you:
- Customer service experience
- Excellent skills
- Willingness to learn
- Basic math skills
- Light computer skills

Earn up to $8.00/hr to start.
Call Connie - 646-7662
Plymouth Farmington/Livonia
646-7662 473-2933
Advantage Staffing

CUSTOMER SERVICE
New long term assignment to work with Fortune 500 companies for both experienced and inexperienced candidates in Livonia and Southfield and Rochester Hills locations. Two shifts. Pay starts at $6.00/hr. Top performers progress. Temp to perm opportunity. Call Cindy
Birmingham Livonia/Farmington
646-7662 473-2533
Advantage Staffing

Customer Service Representative needed for busy circulation department at Observer & Eccentric. Candidate must be personable, organized, self-starting and possess exceptional communication skills. Computer and previous customer service experience a plus. We offer a complete benefit package and competitive compensation. If you possess these skills and are interested in working for a progressive, growing company, call Mary Ann Gustafson, for over 54 years, please send or fax your resume to:
Marketing Director
The Jewish News
27375 Franklin Road
Southfield, MI 48034
Fax: 810-354-1219

[illegible]

CUSTOMER SERVICE REPRESENTATIVES
Evening Hours
We are CCX, one of the fastest-growing companies in the transoceanic industry today. Our Customer Service Center located in Romulus, MI is looking for dynamic individuals who are strong exceptional opportunities for Customer Service Representatives. The selected candidates will handle a variety of customer service projects such as billing, order entry and customer assistance.
CCX provides its valued employees with an excellent salary, benefits and complete benefits, plus advancement opportunities. Candidates must be willing to work evening hours and have a typing speed of 50 wpm. Interested candidates should forward resume to CCX or apply in person, Monday through Friday at:
CCX Con-Way Central Express,
Attn: Terminal Manager, 5000 Middlebelt Drive, Romulus, MI 48174. FAX: (313) 729-0916.
CCX is an equal opportunity employer.

CCX CON-WAY CENTRAL EXPRESS

CUSTOMER SERVICE Rep - full time, benefits, Bloomfield Hills area. Bookkeeping, Word, Excel, Quick Books skills. Will train. No Smoking. (810) 626-2652

CUSTOMER SERVICE/ TELEMARKETING REP
Answer incoming calls from members nationwide. Must be friendly, enthusiastic & have clear speaking voice. Mon-Fri 9-5. Call Angela: 10-6:
(810) 423-9900 Ext. 28.

Customer Service
Walled Lake business has opening for Customer Service Representative. Sales including order entry, word processing & assisting customers. Will train. Excellent benefits. Send resume to: Amely Brands, P.O. Box 911, Walled Lake, MI 48390.

CUSTOMER SERVICE
Responsible for handling a high volume of incoming calls. From independent representatives giving out the most accurate information needed for distributorship and directing them where to go for other assistance, and having thorough knowledge of company's products in order to solve any issues affecting their distributorship. Bi-lingual helpful.
Call Fax Back System
(810) 626-2500 ext 2802

DATA ENTRY CLERK
Must be good typist. Will train EST Software. Troy location. Call Bob. Phone: (810) 588-1181
Fax: (810) 588-4232

DATA ENTRY clerk
Permanent position available in Birmingham Law firm, for an individual with good math aptitude and typing skills. Must be computer literate and previous data entry experience. Monday through Friday. Non-smoking office Call Renee. Mon-Fri. (810) 540-7701

Data Entry
CROWN LIFT TRUCK
A leader in the material handling industry is looking for a data entry billing secretary. Prior PC, filing & secretarial experience are preferred. Crown offers excellent benefits & competitive salary. EOE. Please call or send resume to:
Wm Collins, Crown Lift Trucks, 23655 Heide Drive
Novi, MI 48375
(810)344-1050

DATA ENTRY
Fast-paced medical billing center has a full-time position for Data Entry/Mail Clerk. Must be detail oriented, have skills listed above. Please send resume & salary requirement to:
Data Entry / Mail Clerk
333 W. 7th Street, #5
Royal Oak, MI 48067

DATA ENTRY/FILING CLERK
Detroit law firm seeks responsible, highly motivated, organized person with typing speed of 35-40 wpm. Quickbooks knowledge preferred, and organize various inventories, these tasks change, and maintenance of mass projects. Database and advanced WordPerfect experience preferred. Please mail resume to: HR/Bookkeeper, P. O. Box 43158, Detroit, MI 48243

DATA ENTRY OPERATORS
Romulus, Alpine & nationwide. Evaluation has exchange for advancement. 2nd & 3rd shifts. $7.50/hr.
EXPRESS PERSONNEL SERVICES
313-487-5450 FAX: 313-487-1838

502 Help Wanted-Office/Clerical

DATA ENTRY
GROWTH OPPORTUNITY
Major financial institution needs your experience for long term positions. Temp to perm opportunity. Add to your skills, broaden your expertise, plus. Auburn Hills, Southfield and Rochester. Call Donna today.
Sharon Springbrook Temps
646-7662 473-2933
Advantage Staffing

DATA ENTRY OPERATORS

Immediate positions available on the afternoon shift at our Livonia technical center for experienced data entry operators. Minimum 10,000 keystroke/hr. required. Pleasant work environment, good pay & benefits and qualified candidates. For more information, please call (313) 261-6220

DATA ENTRY person, experienced, for busy accounting department. Looking for dependable, punctual with good attendance, familiar with a fast paced work environment. Females preferred, call
(810-343-5100

DATA ENTRY

Position available in a fast-paced office in Troy. Hours 9am-3pm. Some overtime available. $7.50 an hour. Must have typing skills 45 wpm.
Call Human Resources:
(810) 829-2500 ext 2802

DATA ENTRY
To $9.50/hr.

ARBOR TEMPS 459-1166

DATA ENTRY

Working helpful, accuracy a must. Five day work week. $6.00 per hour to start. Temp to perm. Southfield location.
MAYDAY RESOURCES
(810) 827-1163

DESK TOP Publisher/Office Manager. Southfield. Good phone manner, organized, detail oriented, memory, detail oriented. Good typing skills. 25-30 hrs/wk. $8-$10 /hr.
Call Marlene 800-968-1518

EMPLOYMENT COORDINATOR
Growing temporary service since 1970 in Ann Arbor area. Ability to interview & place temporary workers on assignment.
$8-$11 per hour + benefits.
ARBOR TEMPS 458-1166

EXECUTIVE ASSISTANT needed for medical and engineering firm which is relocating to Rochester Hills. Full time position requires excellent skills in typing, writing, grammar, spelling, math, telephone etiquette, handle light deadlines. Good public relations skills and knowledge of variety of computer programs a must, plus. Competitive wage and benefit package. Fax resume to:
HUMAN RESOURCE MANAGER
Spalding, Dedecker & Assoc. Inc
652 W. Thirteen Mile Rd.
Madison Heights, MI., 48071
Equal Opportunity Employer
Male/Female/Handicapped/Vet
Non-smoking Office

EXECUTIVE ASSISTANT
Manufacturer, Pep, firm in Morthville needs your service. Excellent benefits & excellent phone manner. Full-time with good benefits. Please respond "In Confidence" to: LGA, P.O. Box 834, Northville, MI. 48167

EXECUTIVE SECRETARY - Full time. Excellent computer knowledge, communicating & typing skills. Detail organized for small office. Send resume, salary history, references to: Box 3236 Five Mile Rd., Plymouth, 48154-0106. By appointment only.

EXECUTIVE SECRETARY

Are you age 55 or over? Opportunity to serve America through a competitive agreement between the U.S. Involuntary Retirement Board, located in Ann Arbor, MI and the Senior Community Service Education and Research Center. The position provides administrative assistance to the office of the Director. Incumbent will make travel arrangements, handle correspondence, maintain files, prepare public and coordinate communication between various private offices. Word Processing and/or computer experience helpful. Must have good interpersonal/communication skills required. The ideal candidate will type 50wpm and possess a high school business school education. Starting salary $7.25 per hour. MUST BE AGE 55 OR OVER TO QUALIFY FOR EMPLOYMENT. Send resume to: National Senior Citizens Education and Research Center, 1331 H Street, N.S., Suite 500, Washington, D.C. 20004-1171; Attn: SEE Program Director.

EXECUTIVE SECRETARY
For professional medical business in Livonia. Willing to train right person. Salary $9-$12 per hour. 7920 Farmington Rd., Bet. Sept. 7th between 9am & 12

EXECUTIVE SECRETARY
Must have excellent secretarial and typing skills. Must know Word, Phoenix, Mon.-Fri., 40hrs. Excellent working environment. Salary commensurate on skills & performance. 9 yrs. Benefits available. Send resume to: CSV Sales, Inc., 9430 N. Sheldon, Plymouth, MI. 48170 E.O.E.

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for Southfield law firm for court filing and other duties. Must have valid driver's transportation. Full-time employment. Call Mr. Weaver, 810-948-0000

FILE CLERK
Law firm, full time. Daily file maintenance, car required. Law courts experience, or organizational skills essential. Send resume to: T. McWilliams, 30200 Telegraph, Suite 467, Bingham Farms, 48025 or Fax 810-645-2941

FILE CLERK
Part time position open for reliable data entry clerk per week. Must apply to Dan at:
(810)355-1000
JOE PANAN Chevrolet/Geo
28111 Telegraph, Southfield

FILE/GENERAL OFFICE CLERK
needed for Farmington Hills law firm. Requirements are: Good math, organization and communication skills. WordPerfect 6.1 a plus. FAX 810-442-0518 or forward resume to: 37000 Grand River, Suite 210, Farmington Hills, MI 48335 or call Kim at:
(810) 442-0510

FILE/MAIL CLERK
Energetic, self-motivated person with computer knowledge and typing skills required for law firm. Full time. Non-smoking. Please contact K. Mann at:
(810) 433-1414

FILE / RESEARCH
For Southfield law firm. Duties include: court research & light correspondence. Must have reliable transportation. Resume to:
(810) 948-9484
or call: (810) 948-0000

FINANCIAL CONSULTANT firm has part-time position available for person available for mature individual. Call Mrs. Williams: 810-549-0780

FRONT DESK - Apply in person at: Eastern Lodge, 33300 Telegraph Rd., Southfield (N. of 8 Mile).

GENERAL OFFICE
Busy office in Oak Park. Telephone skills a must. Typing benefits available. (810) 543-9770

502 Help Wanted-Office/Clerical

Front Desk Administrator
Courteous, energetic, efficient, and friendly person wanted to greet visitors and customers. In addition to answering the phone you will be responsible for other administrative duties such as mail processing, accepting deliveries, data entry, photocopying, light typing correspondence, and payment processing.
Requirements for this job are: formal training in word processing, knowledge of basic office equipment such as fax machines, copiers, and switchboard/phone systems. This job is with a dynamic company providing support to the Real Estate Industry and is located in Farmington Hills, MI. For consideration please fax resume to: Dodge Realty, Ltd. at (810) 553-8054

FRONT OFFICE RECEPTIONIST
Immediate position available for Livonia area manufacturer. Responsibilities include answering phones, data typing, filing. Nice work environment, benefits, top pay. Please call for interview:
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ARCADIA STAFF RESOURCES

FULL TIME SECRETARY/ Administrative Assistant. Position available immediately for a Troy based company. Call know Microsoft Word & Lotus 5.0. Benefits available. Send resume to Personnel Dept., P.O. Box 248, Troy, MI 48099

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

GENERAL OFFICE
Career opportunity for early retiree replacement for small, well established manufacturer. Need to be energetic, dependable, experienced and capable of a variety of duties. Receptionist, typing, filing, computer entry, supplies, etc. Pleasant co-operative personality and professional appearance a must. Troy area near Royal Oak and Birmingham. Salary commensurate with experience. Reply in confidence to: Office Box 5254, Berkley, MI 48072

GENERAL OFFICE
Light typing, filing, phone skills. Attendance a must. Temp to perm position for minor car dealership. Southfield location.
MAYDAY RESOURCES
(810) 827-1163

GENERAL OFFICE - Mature person needed full time with benefits. Problem free. WordPerfect 6.0, Lotus preferred. Call:
313-561-1434

GENERAL OFFICE
Part time Receptionist for busy Southfield office. Must have own transportation. $6.50/hr. + mileage.
Call: 810-355-0060

GENERAL OFFICE - Pleasant, Troy, Fast paced, Mature person needed full time with benefits. Problem free. WordPerfect 6.0, Lotus preferred. Call:
313-561-1434

GENERAL OFFICE - various duties including order filling, customer product inspection & shipping. Must be a neat, organized person with basic computer knowledge, a strong good phone voice. Troy area. Call Terry Fri. 9-4:
(810-588-1849

GOOD ORGANIZATIONAL & telephone firm seeks a plus. Troy area Livonia based company. Full-time. Benefits available. (313) 427-2288

GREAT OPPORTUNITY!!
Work for the largest Home Builder in the country, PULTE HOMES!
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GROWING SERVICE company in Novi needs a full time office person. Computer, typing & customer service experience. Must be able to work in a fast paced atmosphere. Competitive salary & benefits. Please send resume to: Town Center, Attn. Jack Norwood, 44405 Grand River Ave., Novi, MI 48375.

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Full and Part Time positions are available.
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A national leasing corporation is seeking:
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Should be comfortable on the phone, have some general office experience. Competitive salary & benefits.
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INSURANCE AGENCY, Livonia. All state Broker. Part-time Receptionist 1:pm-3:30pm, Mon-Fri. Send resume to: PO Box 531030, Livonia, MI 48153-1030

INSURANCE
Southfield agency seeks Personal Lines experienced customer service around & licensed a plus. Will train right person. Send resume to: Personnel Manager, P.O. Box 5104, Southfield 48086-5104 EOE.

INTERVIEWER/RECEPTIONIST
We need outgoing, hardworking responsible person for our Garden City office. Must be able to work overtime. Entry level position with growing company. Please send resume with salary requirements to: Roddy Temporary Services, 30092 Ford Rd., Garden City, MI 48135 or Fax (313) 422-0890.

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502 Help Wanted-Office/Clerical

LAW OFFICE CLERK
Self-motivated person needed for full-time position at Southfield law office. Job requires filing, typing, phone, good organizational skills. Call required. Salary DOE. Call:
(810) 358-0100

EXPERIENCED LEGAL SECRETARY/OFFICE MANAGER
for busy & growing law firm located in Southfield. Must have Word Perfect