502 Help Wanted-Office Clerical

Accounting Clerk/ Data Entry

So Oakland County service & company is seeking a motivated self starting individual to balance, reconcile, deposit daily sales receipts, and process daily entry of sales invoices. Qualified individual must have basic accounting knowledge, data entry experience, 10 key calculating and must possess a high degree of detail and be detailed oriented. If interested, please send resume and salary requirements to:

P.O. Box 214737
Auburn Hills, MI 48321-4737
E.O.E.

ACCOUNTING

(Entry Level)

We are seeking candidates to fill an entry level position in an accounting function. Responsibilities will include: creating spreadsheets (Excel), balancing reconciling and making adjustments to accounts. Will also be shipping material, creating weekly and monthly reports, inventory and freight bill analysis, with filing and file maintenance.

Qualifications include accounting background, strong P.C. Skills a spreadsheet software and written communication skills. Minimum 4 year accounting related degree required. We offer a competitive compensation package with benefits. Please forward a resume with salary requirements to:

ACSA
P. O. Box 6497
Plymouth, MI 48170
E.O.E.

ACCOUNTING/GENERAL OFFICE

Top company, 23 years in business, has A/R, A/P, Admin. Positions available. Bookkeeping & data entry skills required. Must be organized and very detailed oriented. Non-smoking office. Send resume with salary requirements to 1460 Rankin, Troy, MI 48083

ACCOUNTING

PERMANENT

- Full Charge Bookkeeper, Bingham property management firm. Must have strong general ledger maintenance through financial statements. Strong computer skills. Skyline preferred. Salary to $30K

TEMP TO PERM

- Full Charge Bookkeeper, Clawson service firm. Fast-paced, hectic environment. Good computer skills, QuickBooks preferred. Permanent salary to $30K
- Assistant Bookkeeper, Westland. Permanent salary to $25K

TEMPORARY

- Accounts Payable Clerks, Southfield, Detroit, Birmingham
- Job Cost Clerk, Troy
- Accounts Receivable Clerk, Troy

If you are interested in making a change, send your resume or call recruiter indicating what you seek in a new position, your desired salary range and a daytime phone number where we may call you discreetly

ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

ACCOUNTING SUPERVISOR

Full time. Minimal experience a must. Accounts payable and preparation of profit and loss statements. Apply in person:

Hilton Market Place Suites Hotel
5600 Wickham Rd. in Romulus

Accounts Payable/ Receptionist

Immediate entry level position available. Ideal candidate is detail oriented, person with outgoing personality and good phone skills. Fax resume and salary requirements to: 810-588-8750

ACCOUNTS PAYABLE ASSOCIATE

MascoTech Forming Technologies-Baun, located in NW Detroit, has an immediate opening for an Accounts Payable Associate. This position requires a 2-year degree in accounts payable, Lotus 4.0 for Windows, excellent communication skills and a manufacturing accounting background preferred. Minimum of two years of accounts payable and the willingness to learn accounts receivable are required.

We offer competitive salary and benefits package. Qualified candidates should fax resume to (313) 270-1725 or mail to:

Ms. Kaye Jamieyield
MascoTech Forming Technologies-Baun
19001 Dalehurst
Detroit, MI 48223
EEO/AA Employer

ACCOUNTS PAYABLE CLERK

Rapidly growing builder/developer is seeking an accounts payable clerk for busy office in Troy. Must be organized and computer experience, job costing experience a PLUS. Fax resume or cover letter to: ACCOUNTING, P.O. Box 3045, Birmingham, MI 48012 OR Fax: (810) 647-1207

ACCOUNTS RECEIVABLE. Due to continued growth Hovinga Business Systems is currently looking for a qualified individual for their Accounts Receivable department. Strong communications skills necessary. Collections experience helpful. Two year degree or equivalent experience also helpful. Position offers an excellent competitive benefit package and good pain. Profit sharing through 401k and an employee stock ownership plan are also available. If you are interested, please send cover letter and resume to: Branch Manager, Marcel Per, HOVINGA BUSINESS SYSTEMS, 41180 Bridge Street, Novi, MI 48375 EOE

Accounts Payable Clerk

Plymouth based direct marketer of home decorating products is seeking a full time Accounts Payable Clerk. Responsibilities include verification and data entry of vendor invoices. Please call (313) 207-3855 to schedule an appointment.

American Blind & Wallpaper Factory
903 N. Sheldon
Plymouth, MI 48170

ACCOUNTS RECEIVABLE

Entry level position, for growing manufacturing company in Novi. Must be proficient with Windows 95 and have knowledge of QuickBooks or Peachtree. Duties include: Fax requests to 810-349-4929 Attn Alex Or Mail to Box #2682 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Growing 10 year old company seeks firm, an industry leader, in Downtown Birmingham seeks full time, organized individual with strong computer skills. Minimum 3 yrs office experience. Typing, dictation, phones, filing & Microsoft Word. $22,000-24000 with benefits. Mail resume to:

Box #1117
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Full time position for fast paced Bloomfield Executive office. Word processing experience required. Good customer service and organizational skills a must. Lots of variety. Call any time. 313-462-9313

Administrative Assistant/ Payroll Administrator

for private country club to begin immediately. Duties include payroll processing, word processing (Word), Paperwriter experience a plus. Non-smoking office, salary commensurate with experience. Applicants please send resume with salary history to: Wabeek Country Club, 4000 Douglas Dr., Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT

Accounts Payable, Accounts Receivable, and Billing
Mail resume to MCCC,
29101 Fenkell, Detroit, MI 48223
Interviews will be approximately
(313) 535-4400

ADMINISTRATIVE ASSISTANT

Needed for local college development office to provide administrative support services. Must have intermediate Microsoft Office work experience, including Word. Must have strong clerical skills, ability to handle multiple tasks in a fast paced office, work with minimum supervision. Data entry experience a plus. Submit resume with salary history to: Wayne County Community College, P.O. Box 7000, Troy, MI 48007-7000 EOE

ADMINISTRATIVE ASSISTANT/ CUSTOMER SERVICE REPRESENTATIVE

THE CLUTCH & TRANSMISSIONS Division of Varsity Group Inc., a recognized multi-national automotive components supplier, has an opening for an individual who has the following qualifications

- We are looking for an entry level self-motivated, people oriented individual who is capable of prioritizing their work with excellent organizational skills
- This experienced individual will also support the Aftermarket Sales and Marketing Group
- Must have P/C skills with knowledge of Word, Lotus for Windows and Graphics. Understanding of the Automotive Aftermarket industry a plus

The company offers a competitive salary and benefits package. Send your resume and a brief cover letter in confidence to: Human Resources, Valeo Clutches & Transmissions, Inc., 37564 Amherst, Livonia, MI 48150. Equal opportunity employer. Applicants only, please

ADMINISTRATIVE ASSISTANT

for non-profit team oriented Southfield insurance office. Computer & the insurance background required. Salary based on experience. Send resume to: Job Corps Center, Suite 1620 Southfield, MI 48075. Attn: Sharon or fax to (810) 357-9514

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

Assertive, professional minded person for fashion oriented business. Duties include appointment scheduling, cashiering & client relations. Strength in communication, telephone skills, marketing or sales experience helpful. Full-time positions (plus closing, full day Saturdays & some Sundays) available. Great potential! Health benefits available, salary negotiable, immediate start.
810-642-2662 or Fax resume to: 810-642-7667 (Interviews available evenings & Sundays).

ADMINISTRATIVE ASSISTANT

Entry level position. Large transportation/logistics corporation national expansion. Ideal candidate will relocate to Livonia by October, assuming major responsibility individual to handle a variety of administrative duties. Candidate must possess good phone etiquette and have excellent computer skills preferably in Microsoft Word, Excel and PowerPoint. Please send or fax resume to:

5826 Kensington Rd.
Brighton, MI 48116
FAX: 810-227-3525
Attn: Joanna Nowicki

ADMINISTRATIVE ASSISTANT

for busy Troy Company. Must have general office experience. Fax resume & salary requirements to: 810-362-0931

ADMINISTRATIVE ASSISTANT

Must have excellent organizational skills. Candidate to be self directed and the ability to handle multiple tasks. Primary responsibilities include: accounts receivable, payroll, benefits, coordinate travel arrangements for special projects, typing correspondence. PC experience in Windows, Word and excel. Send resume and salary requirements to human Resource Manager, PAMDA Federal Credit Union, P.O. Box 5010, Rochester, MI 48306-5010

ADMINISTRATIVE ASSISTANT/ SECRETARY

for a wine wholesaler. Full time, benefits. Call Mell or Melk at 313-663-1600

ADMINISTRATIVE ASSISTANT

$12 hourly. Microsoft Word and EXCEL. Friendly, Bloomfield Hills firm. Lots of variety. Full benefits. Quick hire. Call Ask 810-772-6750
Snelling Personnel Services

Administrative Assistant

Robert Half International, Inc. a $500 million company on the New York Stock Exchange is seeking an experienced Administrative Assistant to work for sales professionals in our participated contingency recruiting division requires excellent strong customer service, computer, proficiency with word processing. Windows environment and Lotus experience a plus. Great benefits. Must include salary requirements with resume. E.O.E.

ROBERT HALF

201 W. Big Beaver, #310
Troy, MI 48084
Phone (810) 524-3100
FAX: (810) 524-3115

Administrative Assistant

Part-Time

Troy Based systems consulting company has an immediate part-time opening for an experienced professional.

Administrative experience, computer proficiency, and a pleasant phone personality are required. Flexible hours.

Fax, e-mail or send resume, including salary history to

SCSI
Box 4564
Troy, MI 48099-4564
fax: 810-528-1130
e-mail: JGoetke@ISCI.com
equal opportunity employer

ADMINISTRATIVE ASSISTANT

Professional person needed. Must have knowledge of Excel and Word. Other software packages helpful. Part and full time positions available. Pay $10-12/hr. depending on experience. Please call 313-525-4908

ADMINISTRATIVE ASSISTANT

Immediate opportunity working with an automotive related firm. Must have excellent communication skills. Knowledge of Microsoft Word necessary. Fax resumes to 810-649-1809 or mail to HRMS, 1900 W. Big Beaver, Ste. 220, Troy, MI 48084

Administrative Assistant Executive Receptionist

House Manager & Executive Assistant - Bloomfield Hills area. Need self-starter with experience in 2-4 years. Strong organizational skills, ability to handle multiple tasks and work independently. $28-$32K. Fax resume: 810-932-1170 Fax: 810-932-1214. Harper Associates, 29400 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT

For Insurance Department of a nationwide investment company based in Rochester. Full time salaried position with excellent benefits. 2-4 years general office experience, typing 40wpm, strong math, spelling and communication skills. Transcribing and PC experience a plus. Send resume Attn: Personnel, 805 Oakwood, Rochester, MI 48307 EOE

ADMINISTRATIVE ASSISTANT

32 Hours per wk. Career oriented, detail-minded individual. Word, bookkeeping & computer skills required. Resumes to: Office Manager, North American Pension Services Ltd., 26211 Central Park Blvd., Suite 201, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT:

Troy Real Estate firm is looking for an energetic, Administrative Assistant with a positive attitude, proficient in Microsoft Word and Lotus Notes. Send a resume with salary requirements to:

Administrative Assistant,
P.O. Box #1186
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Farmington Hills based, growing medical management company needs experienced, highly skilled person in all office functions, including management. Computer skills should include WordPerfect, Excel, Database, Desktop Publishing Experience in health care setting a must. Fax resume to 810-848-9109

ADMINISTRATIVE ASSISTANTS & SECRETARIES

Long term temporary positions. Start at $11 per hour. Full time positions available throughout the metro area. Experience a must. Prefer that you work down experience and Macintosh a plus. Call 810-399-5450 or FAX your resume 810-399-3545
Snelling Personnel Services

ADMINISTRATIVE ASSISTANT

ADVERTISING AGENCY
Work with creative professionals in the event services department of international agency. Ideal candidate will have WordPerfect, Excel, Data-base, Desktop Publishing experience in health care setting a must. Fax resume to: 313-273-7921
Advantage Staffing

ADMINISTRATIVE ASSISTANT

Choice career move with automotive supplier. Be appreciated for your all around skills and executive level experience. Your experience will be needed Sub-urban and Detroit locations. Call Sarah
Birmingham Livonia
646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT

To Regional Sales Manager, Mon-Fri, competitive with a full benefits. Fax resume to Dave Scarlett (313) 207-1804

ADMINISTRATIVE ASSISTANT

Residential Builder offers an opportunity to join our administrative team in our Burgham Farms office. The right individual will assume a variety of full time duties with minimal supervision. Has Strong office and computer skills required with Word and Excel strongly desired. In exchange we offer salary plus benefits. Interested candidates may fax or mail resume to: Controller, 30600 Telegraph, Suite 4290, Bingham Farms, MI 48025
Fax (810) 540-0124

Administrative Assistant

Robert Half International, Inc. a $500 million company on the New York Stock Exchange is seeking an experienced Administrative Assistant to work for sales professionals in our participated contingency recruiting division requires excellent strong customer service, computer, proficiency with word processing. Windows environment and Lotus experience a plus. Great benefits. Must include salary requirements with resume. E.O.E.

ROBERT HALF

201 W. Big Beaver, #310
Troy, MI 48084
Phone (810) 524-3100
FAX: (810) 524-3115

Administrative Assistant

Part-Time

Troy Based systems consulting company has an immediate part-time opening for an experienced professional.

Administrative experience, computer proficiency, and a pleasant phone personality are required. Flexible hours.

Fax, e-mail or send resume, including salary history to

SCSI
Box 4564
Troy, MI 48099-4564
fax: 810-528-1130
e-mail: JGoetke@ISCI.com
equal opportunity employer

ADMINISTRATIVE ASSISTANTS

$9-$12/HR

Excellent opportunities available for temporary to hire assignments. Candidates will possess good communication skills, ability to handle multiple tasks and word processing experience. We offer competitive wages, benefits, long-short term, and Temp-To-Hire assignments.

West 810 615 0660
East 810 559-5500
Oakland 810 650-5690

Western STAFF SERVICES.

ADMINISTRATIVE ASSOCIATES

At Ameritech New Media, we're redefining the way we live, learn and interact through interactive products and services. Join us in our fast-paced zone available at our Livonia locations supporting our cable TV operations.

You will perform a wide variety of secretarial and administrative support duties including answering phones, preparing documents and filing. We require a HS diploma plus demonstrated office experience including knowledge of word processing software such as Microsoft Word. Proficiency in Excel (a database application) is preferred and database creation) & Multi-Tasking and organizational skills are also essential.

We offer a competitive compensation and benefits plan including wage increases and bonuses based on performance, paid holidays, 401K plan, tuition reimbursement, and more.

Qualifications include 5-7 years' clerical background, proficiency with Microsoft Office and strong written communication/organizational skills.

We offer a competitive salary and benefits package. For consideration, please send resume with salary expectations to:

AUGAT
Wiring Systems and Components
Attn: Human Resources-AA
22800 Hall Road
Clinton Twp., MI 48036

An Equal Opportunity Employer

ADMINISTRATIVE/BOOKKEEPER

GOOD secretarial skills. Some bookkeeping experience. Real estate background a plus. Benefits include full on reimbursement. Quick hire. Call Ask! 810-772-6750
Snelling Personnel Services

Administrative BOOKKEEPER To $21,000

Seeking individual for light accounting and some general office duties. Need multi-tasker to handle a variety of tasks. Quickbooks experience a plus.

Diversified Recruiters
810-344-0700 Fax 810-344-8104

ADMINISTRATIVE SECRETARY

Small, fast-paced manufacturing firm seeking bright and energetic, highly motivated, self-starter. Ideal candidate individual with excellent communication skills to join our team. Responsibilities include: at least 1 year secretarial experience and must possess superior administrative and organizational skills and the ability to work independently with minimal supervision. We offer a dowel version of WordPerfect, PowerPoint and Work a definite plus, but not required. Excellent salary and benefit package. Send resume and salary requirements to: Box #1183
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ASSISTANT

for busy real estate agent. Real estate experience, computer, phone & office organization skills must. Call Kathie at 810-651-4400

ASSISTANT/PART-TIME

Good phone skills & Windows 95 a must. Call 810-682-1500

ADVERTISING

Entry Level Position

Account Assistant. Excellent opportunity for a detail oriented, work well under daily deadlines and have strong organizational and communication skills. Beneficial duties required knowledge of WordPerfect and Microsoft Excel necessary. College Degree Preferred. Send resume to: Solomon Friedman Advertising, Box 2002, Bloomfield Hills, Michigan, 48303-2002

APPRECIATION AND THANKS TO ACCOUNTEMPS EMPLOYEES

Thank you for being so flexible and congratulate you on your hard work and dedication on celebration of National Temporary Help Week. Our warmest thanks for your dedication to Accountemps clients. On Behalf of everyone in our Ann Arbor Accountemps office

Happy Natural!
Temporary Help Week!
Jane, Sal, Mary & Todd

accountemps
Financial Staffing
(313) 995-0007
777 E. Eisenhower Pkwy
Ann Arbor, MI 48104 EOE

ASSISTANT TO SALES DIRECTOR

Hi-speed retail flooring store. Computer skills required. Diverse duties. Full & part time. (810) 661-6454

ATTENTION!! TYPISTS NEEDED!!

Fortune 100 company in Pontiac are seeking 5 TYPISTS FOR ALL SHIFTS AVAILABLE!

Corporate Personnel Services, Inc.
(810) 362-9696

AUTHORIZATION SPECIALISTS

We are looking for responsible individuals to work within our Authorizations Dept. We are seeking: afternoon (3 to 11pm) and midnights (11pm to 7am) shifts available. Strong phone voice and good typing skills. Southfield area. Call Victoria or Mr. Kummer.

810-799-9553

AUTO DEALERSHIP OUTSTANDING

Receptionist/ Switchboard Operator
Needed for customer oriented dealership. Applicants must be outgoing and enjoy working with people. Excellent benefits available. Apply in person Jack Gerkey Chevrolet, 7620 Orchard Lake Rd. Bloomfield

BILLING CLERK

Needed part time for Troy firm. Typing and some WordPerfect experience necessary. Will train. Send resume to 1721 Crooks, Suite 101, Troy, MI 48084

BOOKKEEPER/LEASING

Full time, experienced, bull working for busy property management company. Salary commission. Call Linda (810) 355-2211

BOOKKEEPER-CLERICAL

Livonia based manufacturing company seeks person with experience in accounts payable/receivable. Must answer some phones, have data entry skills and computer experience. Please FAX resume and salary requirements to: 313-522-1454

BOOKKEEPER

Experienced Bookkeeper for property management company in Southfield. General ledger and supporting documentation. Fax Resume to PO Box 188, Southfield, MI 48037-0188

BOOKKEEPER- Full or Part-time

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

BOOKKEEPER/OFFICE

Sales firm seeks multi-talented individual to handle bookkeeping and office operations. Must have computer skills, be organized, have voice, AR, AP, PR etc. We need your help, you'll like our people. Send resume to: 14305 Dwyer, Farmington, MI 48335

BOOKKEEPER/RECEPTIONIST

FULL time. Must be organized and dependable and computer literate. Working for a small construction company. Casual dress. $10 per hour. Call for appt. (313) 953-2575

BOOKKEEPER/SECRETARY

Full time position. Must have computer experience for office in Ferndale. Please send resume and salary requirements to:

P.O. Box 1027
Royal Oak, MI 48068

BOOKKEEPER

Some computer knowledge helpful. Good salary with benefits. Call (313) 981-4823 or FAX resume to: 313-981-3732

BOOKKEEPER/CLERICAL

For small Oakland County law firm. Part time flexible hours. Experience helpful but will train. Salary commensurate. Send resume to 30100 Telegraph Rd., Suite 2050, Bingham Farms, MI 48025. Attn: Cheryl

BUSINESS MANAGER

Experienced business manager, knowledgeable in general ledger computers & software. Sales & marketing, accounting, payroll control, personnel, customer service, typing, planning & scheduling. Graphic skills helpful. $32,000 to $35,000 plus. Small office, growing business. New opportunity.
Vision Publications: (810) 355-9740 ext. 25

CAREER OPPORTUNITY AVAILABLE!!

We are a nation-wide company headquartered in Rochester Looking for an Entry Level Position! Strong potential for rapid advancement Bi-lingual spanish/english a plus Office & Computer Work - Some Data Entry

PAID TRAINING

Day & Night shifts available Starting pay for the day shift is $6.50 per hour. Starting pay for the night shift is $6.00 per hour

Call for details at 810-651-2512 Ext. 2800 E.O.E.

CAREER OPPORTUNITY

Mazda Motors of America (Central) has opening for entry level Customer Service Clerk.

If you are personable, ambitious, career minded and a self-starter, please call Pat, 9am-2pm, at: (810) 305-5577 or (810) 851-4470

CAREER POSITIONS

Receptionists ..... to 20K
Customer Service ..... to 25K
Accounting ..... to 29K
Administrative Assistants ..... to 30K

These are full time positions with company paid benefits.

PERMANENT STAFF
Farmington Hills 810-737-6750
Troy 810-645-2220

CHURCH SECRETARY

20 hours a week. Flexible. Word processing, phone, organizational skills. Weekend a plus. (313) 722-1735

Clerical / Administrator

Southfield based sales company looking for an entry level clerical/administrator. Good phone manner, knowledge of computer (Word, Excel) with basic bookkeeping a plus. Competitive benefit package and plenty of room for future growth available for the right person.

CALL: (810) 799-9000
or FAX: (810) 799-0304

CLERICAL

Established manufacturing company has an opening for a clerical position. Responsibilities include; sample drawing, order entry, scheduling & expediting shipment, inventory control, etc. Minimum 1 year high school drafting required. Must be computer literate. Call: (313) 326-1001

CLERICAL/ADMINISTRATIVE

Help wanted full time Benefits. Also CELLULAR SALES! Help needed, experience preferred. For both positions fax resume to:

Global Wireless Communications
2040 Orchard Lake Rd.
Keego Harbor, MI 48320

CLERICAL ASSISTANT Required

For investment management firm in the accounts Receivable Dept. Non-smoking office. Computer skills necessary. Must be detail oriented and have excellent verbal & math skills. Send resume with salary requirements to: Personnel Section, 3883 Telegraph, Suite 100, Bloomfield Hills, MI 48302

CLERICAL/ DATA ENTRY

Experience in bookkeeping and inventory control, preferably in a general environment. Full and part time shifts are essential. Full time position available.

For immediate confidential consideration please call Human Resources or apply in person at our new Birmingham location.

Ethan Allen Home Interiors
275 N. Woodward Ave.
Birmingham, MI 48009
Phone (810) 540-8558
Fax (810) 540-8778
We Are An Equal Opportunity/ Affirmative Action Employer
M/F/D/V

clerical

First American Real Estate Tax Service, a national provider of multiple products and services to the mortgage lending industry has 2 excellent opportunities open in Tax Service Division in LIVONIA

Tax Searcher

(Job Code MI TS) Responsible for gathering real property information from taxing authority records, minimum requirements are: 1 year tax position include 6 months clerical experience, preferably within a high volume processing environment, strong verbal communication skills and clear legible handwriting. The ability to travel overnight, possession of a valid drivers license is required, ability to meet and maintain driving standards, and the ability to work independently with limited notice are also required. Previous experience working with legal descriptions and taxing authority records, and knowledge of Microsoft Word and Excel spreadsheets are strongly preferred, but are not required.

Administrative Clerk

(Job Code TCMI) Minimum requirements include: 6 months clerical experience performing moderately detailed repetitive tasks within a high volume processing environment, Basic PC skills utilizing Microsoft Word software, and strong verbal, written and interpersonal skills. The ability to work overtime (evenings and some weekends) with limited notice is also required. Familiarity with the title industry and real estate transactions is preferred, but not required

Fast American offers a competitive salary and benefits package including medical/dental/life/pension/401(k), and pleasant work surroundings. For confidential consideration, please mail/FAX resume, stating position appropriate Job Code from above, to: First American, Human Resources Dept., 1400 Corporate Drive, Irving, TX 75038. FAX: (972) 580-3408 EOE

CLERICAL - Full time

Experienced, dependable, computer skills required. Benefits. 810-334-4550

CLERICAL - full time general office work for Southfield Property Management company. Computer experience preferred. Good Salary and Fri., 9-5pm. 810-352-4043. EOE

CLERICAL - Manufacturing company in Westland needs entry level clerical help. Must have pleasant phone voice, good attention detail & some computer skills. Full time, some overtime. Medical & dental, paid holidays & 401K plans. Call Sandy Schaefer at Fax (313) 595-0149

CLERICAL OPPORTUNITIES

Job Growth Possible In Accounting Department

Arbor Drugs, southeastern Michigan's premier and only retail store chain, has immediate openings in the Accounting Department in our Troy corporate office.

These positions range in experience from entry level clerical to analytical. Salary levels are under $19,000. For an opportunity to join our team, please come to 810-637-1609 or mail to:

Arbor Drugs
Human Resources-C
P.O. Box 7034
Troy, MI 48007

Equal Opportunity Employer

CLERICAL/ORDER DESK

Full time. Keypunch experience necessary. Send resume to: Attn: Sherry, Kinder Care, 31770 Enterprise Dr., Livonia, MI 48150

CLERICAL, PART time, Mon. thru Fri. 10am to 2pm. Phones, typing, filing for Farmington manufacturing company. Call to schedule an interview. (810) 478-8433

CLERICAL - Part-time. Some office and computer experience needed. Call Debbie Brooks, Anderson Construction Equipment: 810-478-6250

CLERICAL/PART-TIME

Basic computer skills required, some telephone contact. Farmington Hills manufacturer. Ask for Karen:

(810) 553-7745 EOE

CLERICAL POSITION - open within a Southfield insurance company. Individual must have recent business office work experience. Must be dependable. Full benefits. Contact Mr. Manning at: 810-352-7500 between 8am & 4:30pm.

CLERICAL:

POSITION available in warehouse office. Qualified candidates will possess good communication skills, accurate data entry skills, and can multitask simultaneously. We offer a competitive salary and benefit package. Send resume and SALARY REQUIREMENTS to: Air Hardware, 2333 Commerce Dr., Farmington Hills, MI, 48335-2784. EOE

CLERICAL

Progressive Southfield medical/ computer services firm needs a Receptionist/Clerk. MS Word experience a plus. Send resume & salary requirements to: HR/Clerk - 20299 Fireside Rd. Southfield, MI 48034.

CLERICAL TRAINEE

Full-time. Farmington Hills area. (810) 661-1330

CLERICAL POSITIONS

NO EXPERIENCE REQUIRED for ENTRY LEVEL filing and data entry positions. Applicants must possess a positive attitude, excellent communication skills and the ability to work in a busy environment. Call Janet, 948-8207, resume to Sherry Piel, Personnel, Flagship Bank Corporate Center, Bloomfield Hills, MI 48330. (810) 338-7700, ext. 2680.

Equal Opportunity Employer

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 working atmosphere is must. Full & part-time positions, evenings and weekends may be required. Apply in person at 23840 W. 8 Mile Rd. Ask for Terry.

CLERICAL/SERVICE ASSISTANT

A local company looking for a full time person to join our team. Full medical, dental, retirement, vacations. Experience in accounting or temporary help a plus. Call David or Ken 1-800-819-2638

CLERICAL SUPPORT

Immediate position available for a responsible, well organized individual. Ideal candidate desires a flexible schedule and is available early mornings and in the late afternoons. Please call for more information.

PERFORMANCE PERSONNEL
Performance Driven
313-513-5823

CLERICAL

Will train for busy pro-choice office. Entry level applicants apply only. Please call Tony. (810) 443-0233

CLERICAL

Will train for busy pro-choice office. Entry level applicants apply only. Please call Tony. (810) 443-0233

CLERICAL WORKERS

Evaluation free for the following positions:
Data Entry Clerk - Wayne $7/hr
CSR - Plymouth $8/hr
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

CLERK - Attorneys in Farmington Hills will train the right person for this office. Typing & spelling skills essential. Experience not required. Starting wage is $6 per hour. Regular increases. (810) 855-5562

CLERK

One of Michigan's largest Temporary Help agencies is looking for a motivated, energetic person for a busy Redford office. This is a PERMANENT FULL-TIME position. Office duties include answering phones, filing, entering data, typing 35 and vacation after eligibility. Excellent benefits for more information.

(313) 534-9959

CLERK/RUNNER

Needed for small Oakland County law firm. Part time flexible hours. Transportation required, send resume to: 30100 Telegraph Rd., Ste. 2050, Bingham Farms, MI 48025, Attn: Cheryl

CLERKS

Clerks & Data Entry Clerks needed immediately for work in a bank in Livonia. Part time shifts. Standing & sitting involved. Pay is $7.00/hr. To start. HRMS: 313-438-1535

CLERK

Self-starter with demonstrated record of production, attention to detail and accuracy, to prepare mailings and serve as back up for processing mail, courier service, operating office equipment and performing telephone operational duties in busy clerical production unit. Must have excellent attendance history and strong record. Starting salary $7.05/hr. Interested candidates may send resume to MIDA Dental Plans
2000 Town Center, Ste. 2200
Southfield, MI 48075

CLERK - 30-40 hrs/wk flex/week. Light filing, typing, phones. Some office duties required. Schedule negotiable. (810) 855-0343

CLIENT SERVICE REPRESENTATIVE

Interim Personnel has 2 openings for self motivated, team oriented, people oriented Client Service Representatives. Positions include daily customer contact by phone, interviewing, testing and placing applicants on job assignments. Must be able to work independently in a fast paced environment. Openings in Metro Detroit and Livonia areas. Previous customer service experience helpful. Excellent benefit package. Send resume and salary requirements to:

HR/CSR Mgr., PO Box 221
Farmington, MI 48332
or fax to: 810-775-7665

COLLECTION BILLING SUPERVISOR

Knowledge of insurance or lien law, experience with computers. Send resume to: Box 1000, East Hampton Ct., Bloomfield Hills, MI 48304

COLLEGE GRAD? MARKETING REP

FEE PAID + $25,000 UP
Several careers are open with Natural Companies. Sales, Marketing and Management positions. Excellent opportunity for College grads! Call, mail or fax resume to Livonia or Troy offices

Dorothy Day Personnel
01 Michigan, Inc
17199 Laurel Park Dr. North
Livonia, MI 48152
313-591-0470 Fax 591-3130

Somerset Office
Troy Place Ste. 119
3001 W. Big Beaver Rd
Troy, MI 48084
810-649-6797 FAX 649-2498

DAY

CREDIT CLERK - ENTRY LEVEL
For Non fim, involves filing, processing credits, etc. Must type 35 wpm.

Call Pat: 810-348-8000

CUSTOMER ASSISTANCE

50 NEW OPENINGS

Due to unprecedented expansion and growth, we have new immediate openings. If you are looking for a career in the Financial or Marketing Industry where your excellent will be rewarded with early raises and promotions, then we have the job for you.

Candidates who want to work in the professional structures are expected to have excellent communication skills, be computer literate and can operate in a fast-paced environment. Previous customer service experience is a plus.

The offices are conveniently located in Birmingham, Southfield and Troy. 15 of the positions are full-time and 35 are part-time. Part-time hours are 4-8 pm or 6-9 pm, five days a week, ideal for students, retirees and all others.

To schedule an appt. call Betsy

Birmingham Farmington/Livonia
(810) 646-7661 (810) 473-2931
Advantage Staffing

CUSTOMER SERVICE

Inside customer service rep needed for major food distributor sales office. Computer experience a must. Food products service knowledge a plus. Excellent salary, bonuses, and benefits. Send resume to: McInerney Inter, 20615 Telegraph Rd., Detroit, MI 48207. Attn: Customer Service

CUSTOMER SERVICE MANAGER

Must possess excellent communication skills. Must be service minded and motivated for very challenging position. 1 position only. Call for individual interview (313) 722-4900
FAX: (313) 722-4903

CUSTOMER SERVICE/ SALES SUPPORT

Full time position available for a team oriented person with excellent organizational skills. Fax letter or resume to. 313-522-9957. Attention: Bonnie

CUSTOMER SERVICE REPRESENTATIVE NOW!

Word processing secretarial duties. Non-smoking office, part full time positions available. Ideal outgoing manner for a busy legal/medical Novi office. Professional appearance, computer/telephone skills required. Customer service experience helpful. Send resume and salary requirements to:

Box #1177
Observer & Eccentric
36251 Schoolcraft Rd
Livonia, MI 48150

Customer Service Rep. Full time, insurance office in W. Bloomfield. Typing & computer knowledge. Non Smoking building. (810) 626-2652

CUSTOMER SERVICE DATA ENTRY

position for growing national company in the security industry. Duties include customer service, data entry & manual bookkeeping. Computer & typing skills required. Salary DOE. Fax or mail resume to 37733 Enterprise Ct., Ste 500A, Farmington Hills, 48331 Fax 800-863-9604 attn: Kevin

CUSTOMER SERVICE

To $30,000. 1-2 years experience, knowledge of Microsoft Word. Insurance Claims Tech Form. Opportunity to advance. Group Benefits. Quick hire. Call Denise 810-772-6750
Snelling Personnel Services

CUSTOMER SERVICE
for kitchen/bath showroom. Good people skills and computer literate. Benefits available salary. Some evenings & Saturday. Applications accepted at 12500 Merriman, Livonia or fax resume to: 313-522-9957

CUSTOMER SERVICE REPRESENTATIVE

We are looking for a strong, self-motivated and industrious office worker who is detail oriented, is able to acquire job duties quickly, and has strong office skills required for advancement. Full benefits package - employer paid. Call Pat Mon-Fri 9am-4pm at. 313-535-7100

CUSTOMER SERVICE

Dura Inc. Friendly Livonia advertising specialty office seeks energetic, well organized, highly motivated team player to handle customer service, customer service, organizing and tracking sales, keeping current inventory levels, and checks. Person should be able to maintain a variety of tasks.

(313) 422-2200

Customer Service Spanish Bi-Lingual

Fast paced, Southfield company, high volume of incoming calls from independent sales representatives giving out the most accurate information needed for distribution and order entry. Must be able to find the information, and handle a variety of tasks. Knowledge of various procedures in order to solve any issues. Hours are 8:30 to 5:30 daily.

Call Human Resources:
810-528-2500 x 2802

CUSTOMER SERVICE

S7-$9/HR

- Temp-To-Hire
- Long/Short term
- Full time
- Top Companies
- Great Assignments

Call Today!!

Farmington Hills - 810-615-0660
Madison Heights - 810-545-2500
Southfield Hills - 810-650-5690

Western STAFF SERVICES.

CUSTOMER SERVICE REPRESENTATIVE

Spartan Stores, Inc., a grocery wholesaler serving over 500 retailers in Michigan, Northern and Ohio, has an immediate opening for an experienced Customer Service Representative.

Responsibilities include responding at all member store inquiries and resolve problems, process credits, retailer credits and pickups, provide product information, answer customer inquiries and perform general clerical duties. Hours are Mon.-Fri. 11 AM - 7 PM, with occasional Saturdays and some holidays.

Previous experience in customer service, computer skills, excellent verbal and written communication skills. Good problem solving skills also required. General knowledge needed of CRT, PC, data entry and computer operations. Previous experience working in the grocery industry a plus.

For immediate consideration, please send resume to:

SPARTAN STORES, INC.
Attn: Human Resources - C. S.
9075 Haggerty
Plymouth, MI., 48170

Equal Opportunity Employer
Male/Female Handicapped/Vet

DATA ANALYST

DATA BASE MANAGEMENT

Tier 1 automotive supplier in Troy looking for motivated, team player to coordinate data. Duties will include gathering, processing and entering data for weekly, monthly and quarterly reporting purposes. MS experience a plus. Associates degree required. Thorough knowledge of Excel (formulas and graphs) and Word required. Knowledge of QS9000 concept helpful. $ qualified candidate goes and fax resume to:

Human Resources Manager
1555 Stephenson Hwy.
Troy, MI 48083
fax (810)689-8711

DATA ENTRY

Be a part of our growing team. Comprehensive Laboratories is currently seeking to fill the following position.

OPERATOR
Billing Department
Day Shift

LAB ENTRY
OPERATOR
Midnight/Afternoon Shifts

Both positions require a minimum of 55-60 wpm, a medical background, for immediate consideration, please complete an application Mon - Thurs. 11AM-3PM, 19615 Hamilton (Interviews for testing) at: Corning Clinical Laboratories, 44 Goddard Road, Auburn Hills, MI, EOE M/F/D/V

DATA ENTRY CLERK

Dairy Dingham Farms law firm, is looking for enthusiastic, professional individuals for full-time data entry positions. We offer a dynamic, fast-paced atmosphere with salary and benefits consistent with qualifications. For confidential consideration, please call (810)642-2515 EOE

DATA ENTRY CUSTOMER SERVICE RESTRICTIONISTS

Full & Part Time
Positions Available
Weekends Only Also Open
Livonia, Farmington, Dearborn
& Belleville Offices
$7.00 - $9.00 an