502 Help Wanted-Office Clerical

GENERAL CLERKS
Full-Time/Part-Time

We are seeking energetic, hard-working individuals to work in our micrographics area. Position involves preparing mortgage files for microfilming. Responsibilities include: assembling documents, removing staples/paper clips, and filing of documents. Office is located in Southfield. Qualified candidates should have good organizational skills and the ability to work in a fast paced production environment. Overtime is required. Office experience is a plus. Starting salary is $8.50/hr. We offer competitive benefit package. Qualified candidates should apply Mon-Fri 8am to 4pm.

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Road
Farmington Hills, MI

For other available positions, please call our Job Opportunity Hotline 810-488-7 JOB
An Equal Opportunity Employer M/F/D/V

GENERAL OFFICE
Mature individual needed full time for manufacturers representative firm. Computer experience in Windows & clerical skills required. Must be team player. Call Elaine Conner between 9am & 3pm, Mon. thru Fri.
(810) 258-3450

GENERAL OFFICE
Part-Time
Assist with varied administrative office functions. We are looking for someone someone returning to work force. Flexible schedule with 20-25 hours per week.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

GENERAL OFFICE
Permanent position with small, well-established Troy manufacturer. Medical & Coolage exist. Must be neat, reliable, knowledgeable in Telephone, typing, reception, computer entry, proofreading, filing. Must be self-motivated & team responsibilities. Cash Bonus to Job Awardee from the Ad. Write to: Human Resources Dept. Mgr., PO Box 6254, Berkley, MI 48072

GENERAL OFFICE - TROY
$7.hr. Mon. thru Fri. 8:30-5:30 Permanent. 810-424-8470 or fax 810-424-8538

GREAT OPPORTUNITIES
Administrative Assistant
Office Managers
Several positions available for temporary permanent placement. Looking for eager individual with great communication skills. Prior office experience is great. Some training available! Entry level up to executive level positions.
313-268-8000, Livonia
810-473-2000, Farmington/Farmington Hills
313-274-0777, Taylor
810-373-7300, Auburn Hills

SNELLING.
PERSONNEL SERVICES

HUMAN RESOURCE ASSISTANT
SES Staffing has an excellent opportunity for an energetic person. Duties include scheduling interviews, conducting reference checks, screening telephone calls and general office duties. Knowledge of MS Word necessary. Call 1-800-665-8367

Insurance customer service rep. full or part time. Experienced with good pulse. Manila. Fax resume (810) 278-2258 or Box 2000 Dept. Manila, 46401 Romeo Plank, Macomb, 48044

INSURANCE
Personal Lines Office (Auto agency seeks licensed individual with 2 yrs. minimum experience in the personal benefits. Call 810-348-8200

INSURANCE
PERSONAL LINES CSR
If you have two years insurance agency experience, can communicate effectively with clients and are familiar with rating, policy rating systems, we have an immediate opening. We offer excellent working conditions, excellent benefits, and salary commensurate with experience. For prompt consideration, please send your resume and salary history to:
G.M. Wallace & Associates, Inc.
38701 Schoolcraft Rd., Ste. 200
Livonia, MI 48152

JOIN THE SNELLING TEAM!
Let us help you find the perfect job for you. Best Temp Service in Saturdays for your convenience.
WED., Oct. 9TH & Tues., Oct. 22 (Open your day job for an evening)
Temporary & Permanent positions available.
Call today or stop by and meet!
Livonia, 313-266-6600
Southfield, 810-352-1300
Auburn Hills, 810-373-7200
Taylor 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

KNOCK, KNOCK
Opportunity is knocking for a dependable Secretary with Word-Processing experience who is looking to work part time in the Southfield area. Excellent salary and benefits are experience a must. Long term position paying $10-12/hr.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

LAW FIRM NEEDS FILE CLERK for court filing & miscellaneous errands. Law firm related transportation. Full-time employment. Call Mr. Weiner. 810-948-0000

LEGAL ASSISTANT
with experience. Minimum of 1 year experience. Word Perfect 8.0. Competitive Pay. Fax resume to: Fax resume: 810-631-6138

LEGAL SECRETARIES needed with WordPerfect 8.1 (DOS and/or Windows) and/or Microsoft Word for Windows. Transcription helpful. Temporary, temporary-to-perm and permanent positions available. Call today for an appointment.
SNELLING PERSONNEL SERVICES
810-352-1300, SOUTHFIELD
313-266-6777, TAYLOR
313-266-6600, LIVONIA
810-373-7500, AUBURN HILLS

LEGAL SECRETARY
"AV" rated Bloomfield Hills law firm seeks legal secretary with background in family law and insurance defense. Salary commensurate with experience. Send resume to:
R.C. Stevenson
505 N. Woodward, Ste. 1000
Bloomfield Hills, MI 48304

LEGAL SECRETARY
Bloomfield Hills firm, has 2 secretarial openings, for personal injury experienced in both litigation and corporate and 1 for conveyancing, familiar with real estate planning and corporate. Word-Perfect 6.1. Salary commensurate with experience. Call Carolyn 810-642-1920

502 Help Wanted-Office Clerical

LEGAL SECRETARY - Bloomfield Hills law firm seeks a legal secretary with a minimum of 3 yrs. experience. Must demonstrate minimum of 80 wpm, Word Processing, plus have extensive knowledge of Word Perfect for Windows, litigation experience, effective oral & written communication skills & ability to work in a team environment. Salary commensurate with experience, non-smoking office. Send resume to: Box 8113
Observer & Eccentric Newspapers
36251 Schoolcraft, Rd.
Livonia, MI 48150

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 knowledge of Word Perfect 6.1. Attractive salary and benefits package. If you qualify, please send resume with salary requirements to:
Human Resources
Dilis Law Essad.
Fleeter & Charbonneau
1550 Woodward Ave., Ste. 200
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

LEGAL SECRETARY
Busy Southfield law firm seeks a team player with legal experience and WordPerfect 5.1 working experience. Send resume and salary requirements to Legal Administrator, 3000 Town Center, Suite 2700, Southfield, MI 48075

LEGAL SECRETARY entry level position for insurance litigation firm. Knowledge of word perfect & dictation. Excellent salary & benefit package. Send resume to: Linda, PO Box 5336, Bloomfield Hills, 48302.

LEGAL SECRETARY (Experienced) for busy Southfield litigation firm. Knowledge of WordPerfect 6.0 required. Must be a team player. Competitive salary. Please FAX resume to Office Manager, 810-352-4495 or mail to P.O.Box 260, Southfield, MI 48037-0260

LEGAL SECRETARY
Experienced, full time Legal Secretary for busy, Farmington Hills, personal injury office. Word Perfect and excellent typing skills. Salary commensurate with experience.
Call Dayna. (810) 727-4747

LEGAL SECRETARY
Farmington Hills insurance defense, trial firm seeks legal secretary with litigation experience to join team of 75 wpm, WordPerfect. Good benefits, great opportunity! Send resume to: Box #1135
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
For Downtown Bloomfield law firm. Experience with computers helpful. We offer competitive salary & benefits. Send resume & salary history to: Office Administrator, Barry Bloomman King & Hudson, 500 Woodbridge Place, Detroit, MI 48226.
No phone calls please

LEGAL SECRETARY
For general practitioner, minimum 3 years experience. Must have excellent typing, proof reading organizational skills. Please mail or fax resume to: Patrick A. McCarthy, 17940 Farmington Rd., Ste. 210, Livonia, MI 48152 fax (313) 261-3080

LEGAL SECRETARY
For Birmingham Law office. Excellent transcription and computer skills required with experience in Real Estate & Litigation. Competitive salary. For interview call
(810) 642-0333

LEGAL SECRETARY
Full time for Senior partner in Farmington Hills located in Royal Oak. Knowledge of WordPerfect 5.1. Send resume with salary requirements to:
329 W. Lincoln
Royal Oak, MI 48067
Attn: Administrator

LEGAL SECRETARY - Family law firm. Must have 2-3 yrs experience, WordPerfect 5.1 proficiency. Good benefits, fun environment. Call Sheryl Gropp after 4pm. 810-357-4888

LEGAL SECRETARY
For Southfield firm. Must have experience in insurance defense, WordPerfect 5.1, typing 60wpm. Immediate opening. Call Sylvia: 810-352-9590

LEGAL SECRETARY
Full time Legal Secretary desired. Minimum 5 years experience. Competitive compensation includes full benefit package. Please submit resume to:
D. Perry
505 N. Woodward, Ste. 2300
Bloomfield Hills, MI 48304

LEGAL SECRETARY
For firm specializing in patents & litigation. Position requires knowledge of Word Perfect & good organizational skills. Please send resume to:
Administrator
Clifford Kraus
280 N. Woodward, Suite 400
Birmingham, MI 48009
Fax: 810-647-5210

LEGAL SECRETARY
Mid sized Bloomfield Hills firm, has immediate opening for Secretary experienced in both litigation and corporate work. Word perfect 5.1, Salary commensurate with experience. Send resume to: Box 1112, Bloomfield Hills, 48303-1112

LEGAL SECRETARY
Minimum 2 years experience for litigation practice in Bloomfield Hills. Requires knowledge of Word Perfect 6.0. Salary DOE.
(810) 335-5220

LEGAL SECRETARY
MED. MAL Defense. Minimum 2 years experience. Call (810) 645-1330 or send resume to: Bethka, McCarthy & Van Dusen, 2301 W. Big Beaver, # 500, Troy, MI 48084.

LEGAL SECRETARY
needed for non smoking law firm in Bloomfield Hills. 1-3 yrs. experience in litigation. Type 60-80 wpm. Computer skills necessary. Send resume to: Personnel, 2550 Telegraph #250, Bloomfield Hills, MI 48302. Or fax to 810-335-7355.

LEGAL SECRETARY
No legal experience necessary. Must know WordPerfect, enjoy the computer, work fast & be well organized. Call Judy at: (810) 645-1700

LEGAL SECRETARY
Part time legal secretary wanted to work in a related 2 attorney office in W. Bloomfield. Must be experienced. Ask for Marty. (810) 855-2633

LEGAL SECRETARY
Part-time for Southfield personal injury firm. WordPerfect 5.1.
810-355-7875

LEGAL SECRETARY
Southfield law firm located in Town Center has excellent opportunity for candidate with outstanding skills. Candidate should have minimum 2 years personal injury experience using Word Perfect. Pleasant non-smoking office. Excellent salary and benefits. Fax resume to (810) 948-9944 or call (810) 948-0000

LEGAL SECRETARY
Small SW Oakland county law firm. Experienced Legal Secretary, competitive salary.
Box #1170
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401(K)
• Paid Vacation & Personal Days
Send resume with salary history to:
Legal Administrator
801 W. Big Beaver Rd., Ste. 600
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY TRAINEE
Downtown Detroit. Good typist. Full or part time. $6 an hour to start.
(313) 963-7733

502 Help Wanted-Office Clerical

LEGAL SECRETARY
The Accident Fund Company, the largest writer of workers compensation insurance in Michigan, is seeking a line Secretary for its Legal Department in our Southfield office.

This position is responsible for performing transcription, composing correspondence, scheduling appointments including depositions and court dates, maintaining calendars, maintaining docket, case files and pregnancy acceptance files. Maintains and organizes case files and legal docket system.

Qualified candidates will possess a high school diploma or equivalent. A minimum of one year legal secretary experience is required. Ability to type 60 wpm. is required and the ability to transcribe legal and medical information. Excellent grammar, punctuation and spelling skills essential. Excellent oral and written communication skills are required. Appellate experience is preferred.

The Accident Fund Company is a dynamic work environment and offers an excellent compensation and benefits package, interested and qualified applicants should submit resume and salary requirements to:

Accident Fund Company
Human Resources, Dept.
P. O. Box 40790
Lansing, MI. 48901-7990

An Equal Opportunity Employer

LEGAL SECRETARY TRAINEE
TO $20,000. Good typing and clerical skills. Some word processing experience. Farmington Hills area. Great benefits. Quick hire Call April 810-772-6750
Sneling Personnel Services

LEGAL SECRETARY, TO $33,000
The Southfield firm specializes in estate planning experience. Work for Sr. partner and associate. 35 hour week. Great benefits. Call Barb.

LEGAL SECRETARY, TO $32,000
Wonderful opportunity with this prominent suburban firm. Medical malpractice experience. Friendly work environment. Call Ann Arbor.

LEGAL SECRETARY, $28,000
1-2 years probate experience. Strong computer skills. Opportunity to advance. Great boss. Call April 810-772-6750 or FAX 810-772-1811.
Snelling Personnel Services

LEGAL SECRETARY
We are a well established suburban law consulting firm. We have been in 2 years (one old, one young) engaged primarily in Estate Planning, Tax, and estate planning matters. We are seeking a mature individual who really likes being in a small office and who is ever willing to learn more substantive work. Ideal candidate will enjoy working here, although we can expect to be stressed out from time to time. A non-smoker will a good sense of humor, plans to remain a legal secretary (yet one day shorter than forever and be give first consideration. Come to work in Troy, MI to meet! Send us your confidential resume with employment history & qualifications to: Pavlock & Pavlock, Attn: Ms. Jan Rd., Ste 81540, Southfield, MI 48034 or Fax (810)352-7606

LIGHT CLERICAL
A great attitude and the ability to work well with people are all you need in this customer service position. Both full & part time will be considered.
FUTURE FORCE SERVICES, INC.
25245 Five Mile (Redford)
(313) 532-7668

LOOKING FOR EXTRA INCOME?
American Communications Network, Inc. is hiring for night time scanning and data entry. If your are looking for a part-time position with excellent pay, call Debbie (810) 528-2500 x 2902

MAIL/FILE CLERK
Full-Time position in busy Southfield office. Duties include processing incoming and outgoing mail and handling deliveries as well as breaking down and filing of letters and reports. Looking for someone with good organizational skills, an ability to work well with others, and dependability. Please fax resume to:
Marla Whitemyer/Renee Plans
400 Galleria Officentre, Ste. 101
Southfield, MI 48034
FAX: (810) 354-4609

EOE/M/F/V

MARKETING RESEARCH SPECIALIST
The Accident Fund Company, the largest writer of workers compensation insurance in Michigan, is seeking a Marketing Research Specialist for its Marketing Department.

This position is responsible for performing complex research, administrative and creative work that involves a degree of decision and judgement in development, implementation and monitoring of marketing research. Researches, analyzes and monitors financial, technological and demographic factors to take advantage of market opportunities and minimize adverse effects of competitive activity. Performs customer value analyses and competitive activity. Performs customer value analysis and competitive activity. Performs benchmarking and forecasting. The ideal candidate will possess a Bachelor's degree in Marketing, Business Administration, Statistics or a related field. Requirements include three years' experience in which proven research and analytical skills can be demonstrated, computer skills in spreadsheet, database and word processing as well as the ability to access, manipulate and perform research. Knowledge of the insurance industry especially the Michigan Market and the competitive environment in the insurance industry.

The Accident Fund Company offers an excellent salary and benefits package and a performance based team atmosphere. Interested qualified applicants should submit resume and salary requirements to:

Accident Fund Company
Human Resources Dept.
P. O. Box 40790
Lansing, MI. 48901-7990

An Equal Opportunity Employer

Market Research Interviewers and Customer Service Representatives needed for temporary jobs.

NO SALES INVOLVED
FREE TRAINING
FLEXIBLE HOURS
Mon thru Fri & Weekends)

Excellent Communication Skills and Light Keyboarding required.

$7.75 per hour

KELLY SERVICES
810-471-6300
810-960-5330
Equal Opportunity Employer

MEDICAL POSITIONS
Sensitive Skills and Clerical. $10-$8 per hour depending on experience. Service charges paid by companies. We have various positions located on Southfield, Troy, Ann Arbor. Jobs for 40. Great benefit packages. Call 810-399-3450 or FAX your resume to: 810-399-3330

NORRELL SERVICES is currently looking for experienced Sales
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
for full-time positions in Ann Arbor & Ypsilanti. Pay rate from $7-$12 per hour. Benefits available.
For more information call:
Norrell
(313) 981-3351

502 Help Wanted-Office Clerical

MEDICAL INFORMATION JOB / RECRUITMENT FAIR
The University of Michigan Medical Center

Medical Information Services (MIS) has immediate full time positions available for Health Record Associates, a role critical to carrying out the mission of the department. Opportunity on day, evening and night shifts.

Health Record Associates positions offer exciting opportunities for growth and career advancement in a rapidly changing U.M. Medical environment. Successful applicants must have a high school diploma and some clerical experience. An Associate's degree in Medical Record Technology or an equivalent combination of education and experience is desired.

To schedule a personal interview, we will be conducting interviews for all qualified applicants at the Job Fair in the lobby of the Towsley Center for Continuing Medical Education on Thursday, 10-3:00 pm, 3pm-8pm, and again on Friday, 10-11:00 from 12pm-3:00pm. No advance appointments are available, and applicants are requested to bring their resume for presentation at the job fair. Applicants will be asked to complete an application and interview at the job fair. Additional information regarding Health Record Associate and Medical Information services will be available.

Please park in the Taubman Center visitor parking lot and follow the directional signs to MIS Job Fair.

We also have temporary Health Record Associate opportunities of varying lengths and schedules.

For those unable to attend, please send their resume to:

Rock
Medical Information Services
The University of Michigan
Medical Center
TC-B1226, Box 0308
Ann Arbor, MI 48109-0308

A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

NOVI INSURANCE agency seeks entry level clerical person with 1 year's minimum office experience. Life & Health licenses helpful but beneficial. Fax resume with salary requirements to: (810) 348-1697

NURSE
Part-time for Bloomfield pro-choice physians office. Call Liz at
(810) 443-0220

OFFICE ADMINISTRATOR
Birmingham Real Estate Development firm seeks Office Administrator to organize and manage office operations including digital phone system and filing system to create a more efficient operation. Windows 95 and Word experience required. Organizational skills a necessity. Please send resume and salary requirements, professional goals and salary history to: Jackson & Jackson, 200 E. Brown, Suite 101, Birmingham, MI. 48009.

OFFICE ADMINISTRATION
$10 per hour
• Prepare supporting documents for daily invoicing
• Complete job costing calculations
• Print & mail customer invoices from computer
Candidate must be organized, efficient & dependable. Full time position includes fully paid health insurance, 401k, vacation, holidays & other benefits. Convenient location near I-94 & I-275. Send resume or call repies to:
Box #1174
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ASSISTANT
Part-time office assistant needed 16 hrs. per week. Flexible schedule. Administrative duties include typing, use dictaphone, and computers. WordPerfect & Lotus. Must have reliable transportation & good driving record. Send resume to:
Real Estate
P. O. Box 458
Bloomfield Hills MI. 48303-0458

OFFICE ASSISTANT/FILE CLERK
Full-time for Bloomfield Hills law firm. Assist in general office duties including: sorting, filing, typing, filing and deliveries. Immediate openings. $4.00/hr. Non-smoking office. Call Office Manager, 300 E. Long Lake, Suite 200, Bloomfield Hills, MI 48304.

OFFICE ASSISTANT
Part-time person needed approximately 18 hrs/wk, for Warren Apt. Leasing office. Must have excellent communication skills & general office skills. Send resume to: Office Assistant, P. O. Box 458, Bloomfield Hills, MI 48303-0458.

OFFICE ASSISTANT
Full-time position available for person to assist financial manager with extensive clerical duties. Must have strong, self-motivated, professional and willing to grow with the company. Excellent long term opportunity.
(313) 482-6201

OFFICE ASSISTANT - Part-time for Southfield law firm. Duties include: typing, filing, Word Perfect, Lotus, PowerPoint and other Graphics packages. Our company and permanent placement division will work with you.
STAFFING RESOURCES
810-737-1711

OFFICE ASSISTANT
Full time position available for busy Certified Public Accountant. Responsibilities include pulling and filing medical records, processing medical provider clerical support and general assisting in the office environment. Must have one year of medical office or hospital experience required. Respond to:
Candace Clinical Assoc.
28090 Grand River Ste. 300 W.
Farmington, MI 48336
Attn: Jennifer

OFFICE ASSISTANT
Full time position for growing network integrators company in Bloomfield Hills. General office functions. Duties include: telephone, typing, filing, shipping, mail, etc. Computer experience including Microsoft Office Products or a willingness to learn. Resourceful individual with ability to handle multiple tasks. Excellent benefits & career opportunity. Wages commensurate with experience. Send resume to:
ADVANCED Network Solutions
1700 B. Telegraph Rd.
Suite 202
Bloomfield Hills, MI. 48302
Attn.: Office Manager

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

502 Help Wanted-Office Clerical

OFFICE CLERICAL
Experienced professional person wanted. Computer literate. Livonia area. Competitive wages, plus benefits. Mon-Fri. 8-5.
Please call: 313 422-8778.

OFFICE/CLERICAL
Qualified 2nd Shift Receptionist, permanent, full time Office Clerical person. WordPerfect 5.0 experience preferred, but not required. Pay commensurate with experience.
Please call Kim:
810-357-2404 Ext 1233

OFFICE CLERK: Data entry, filing, billing, and other duties. Typing a plus for Fabrication Department. Dissa WordPerfect and Excel a plus. Send resume and salary requirements to: FHM, FAB, 378 Manufacturers Dr., Wixsland, MI 48188

OFFICE COORDINATOR
Oak Park Firm needs organized, dynamic person to handle office personal. Mon. - Fri. 8:30-5:30pm. Diverse duties. $8-$10/hour. Send resume to: Laurie Sobel, 26000 Rosewood, Oak Park, 48237, marked "PERSONAL".

OFFICE HELP
Entry level. Light typing and computer skills. Full time. (313) 459-1954

OFFICE HELP
VGC, a Novi based distributor of audio and video equipment has immediate full & part time positions available in customer service, graphic design, and general office. We believe our future sites in attracting & retaining the finest talent. If you fit the description of a team player of a fast growth organization, we're looking for you. All positions require good communication skills, computer experience and strong work ethic. Very competitive compensation and benefits. Send Resume to: VGC, 40440 Grand River, Suite J, Novi, MI 48375. Fax: 810-476-5814

OFFICE HELP wanted for busy Heating & Cooling Co. in Livonia. Full time days. Call
(313) 266-9250

OFFICE HELP wanted, part time, $6.50/hr. Redford area. Call for interview 313-255-7670

OFFICE HELP wanted, all around office work in Farmington area. Full time position with benefits.
(810) 398-7200

OFFICE MANAGER
Position available for Office Manager in South-Suburban Bloomfield Hills law firm. Prefer college graduate with 2 yrs experience. Fax resume to
810-633-9758.

OFFICE MANAGER
Excellent opportunity for individual with strong accounting background, including payroll, bookkeeping, AR/AP, HR skills and administrative duties required. Word necessary. Position pays 25K. Call for interview. 1-800-638-8367

OFFICE MANAGER
For Plastic Surgery practice in South-Suburban Bloomfield Hills. Medical practice experience preferred. Fax resume to: M.T.D. 3000 Moon Lake, West Bloomfield, MI 48323

OFFICE MANAGER
Part time, 15 hrs/wk, general secretarial duties for tutorial/training center in Bloomfield Hills. (810) 645-9690

OFFICE PERSON - full time. Must have good phone manners, be able to type & do light bookkeeping. Knowledge a plus but not necessary. Bonuses for right person. Redford area.
(313) 255-2500

OFFICE POSITIONS
Bloomfield Hills firm seeks service oriented individuals with computer skills, excellent communications skills, ability to handle a high volume of paper work, and a desire to learn new career. Candidates call or send resume and salary requirement to Kelly, Pete - Personnel, 2550 Telegraph, Bloomfield Hills, MI 48302. (810) 335-7700, ext. 2580.

Equal Opportunity Employer

OFFICE PROFESSIONALS
Currently recruiting for all types of positions. If you have any of the following skills, call today:
•Administrative Assistant
•Receptionist/Switchboard
•Word Processing or Medical
•Accounts Payable

NEVER A FEE!!!
SNELLING
PERSONNEL SERVICES
Auburn Hills: 810-373-7500
Southfield: 810-352-1300
Livonia: 313-266-6600

OFFICE SUPPORT
Needed for prestigious Canton auto dealership. Office experience, knowledge MS Word, Word Perfect, or Excel helpful, but not all places. Evaluation hire. To $10/hr.
EXPRESS SERVICES
313-487-5450 FAX 313-487-1638

OFFICE SUPPORT

Empiest is a recognized leader in the sale and service of state-of-the-art fire alarm, security, sound and time and attendance systems. Our continued growth has produced the need for a talented assistant in our Livonia based office.

Responsibilities will include collections, customer service, data entry, correspondence and order entry.

Qualifications include a high school diploma and 5 years to 1 year experience in an office setting. Basic computer knowledge (Word Perfect proficiency in Word, Excel and Power Point as well as familiarity with on-line systems is desired.

Simplex offers an excellent compensation and benefits package, including educational assistance, pension and 401(k) plan.

Qualified applicants are asked to forward their resumes to:

Office Supervisor
SIMPLEX
31572 Industrial Rd., Ste. 200
Livonia, MI. 48150
Fax (313) 261-2860
•A company of the Siemens Opportunity Employer M/F/D/V

PART TIME OFFICE
Apply in person: Sterling Furniture, 15870 Middlebelt, Livonia
313-261-9690

PART-TIME RECEPTIONIST/TYPIST
Approximately 30 hrs/wk. 55/wpm typing. Computer skills. Students OK. Livonia Area.
313-513-6865

PART-TIME RECEPTIONIST
to provide clerical support to President's and Development offices. Varied duties include: phone coverage, highly organized and detail-oriented person. Must be able to work with multiple tasks and maintain confidentiality. Dictaphone experience and knowledge of on-line database preferred; must have Microsoft Word experience with some computer knowledge helpful. Submit resume with salary requirements to: Wayne State University, 656 W. Kirby, 7006, Troy, MI 48007-7006. EOE.

PAYROLL/BILLING/FILE CLERK
Immediate opening for a detail person. Good benefits. Non-smoking. Troy office. Kathy (810) 585-4750 ext. 221.

PAYROLL CLERK
Part time for 200 employees. Experience in computerized payroll system required. Payables/Receivables experience preferred. Send resume to: P. Duy, 30000 Hiveley, Inkster, MI 48141.

Professional Receptionist
Troy/Ann Arbor/Downtown Detroit. Windows 95, Lotus, Sharp & Legendary. Start at $8.25, $8.50 per hr.
Boyer Search Group 810-645-0800

INDEPENDENT INSURANCE agency seeks part-time receptionist. Light clerical duties, computer experience helpful but not required. Hours: Monday-Friday, 8:30am-12pm to 4:45pm. Offering very competitive salary. Position available immediately. Please mail cover letter and resume detailing office experience to Human Resources, 27700 Hoover, Warren, MI 48093.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
For Southfield office. Word processing experience, knowledge of Windows, Word, Excel, Powerpoint. Minimum 2 years experience required. Resume to: Personnel, 25800 Meridian Ave., Southfield, MI 48075

502 Help Wanted-Office Clerical

Receptionist/
Administrative Assistant
Receptionist/Administrative Assistant needed. Responsibilities include a variety of duties including: maintenance of office supply inventory, mail distribution, light bookkeeping, filing for the Controller. Excellent organizational skills and working knowledge of Microsoft Office including Excel required. Comprehensive wage and benefit package offered.
Send Resume to:
Andersen & Associates, Inc.
P.O. Box 1010
Whorn, MI 48393-1015
Attn: L. Lowenstein

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Progressive, high growth Automotive Supplier in Troy seeks experienced self-motivated full-time fun
RESUME TO: 810-258-2023 OR CALL Linda 810-280-2252

RECEPTIONIST/ASSISTANT - Dynapractice office will train, apply resume to: 24901 Northwestern Hwy. Mon. Tues. Wed. & Fri. 9-1 or 3-5.

RECEPTIONIST
Building management company has immediate opening for a Receptionist for their Livonia office. Candidates should be friendly with strong typing and spreadsheets, background in accounting and customer relations. Duties will include answering phones and general clerical duties. For consideration send resume w/salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Busy Southfield Chiropractic office requires full time Telephone Receptionist (11:00-Midnight). You are the first voice our customers hear. You must be articulate, friendly and able to multitask in a fast paced environment. Light filing. Word processing skills helpful. Excellent benefits. Mail or fax resume to: Office Manager, 30964 Industrial, Livonia, MI 48150

RECEPTIONIST/
OUTGOING CALLS
Troy, 20-25 hrs/wk, (810) 244-9942

RECEPTIONIST / CLERICAL SUPPORT
Part-time, 25 hours per week. Word Perfect experience required. Various clerical duties & customer relations. Mail, fax, or hand deliver resume to: Personnel, PO Box 687, Southfield, MI 48037

RECEPTIONIST
DESPERATELY seeking a switchboard operator to work 12:30 PM - 5:30 PM. Call Ms. Lynn at Performance Personnel in Windows applications needed. Very professional and fast paced office environment. Call today for an interview.
SNELLING
PERSONNEL SERVICES
Auburn Hills: 810-373-7500
Southfield: 810-352-1300
Livonia: 313-266-6600

RECEPTIONIST
Energetic & phone friendly person to run our front desk. Responsible for weekday nite answering phones & greeting clients for the Canton real estate office. Other clerical duties include light typing & filing.
Ask for Cynthia at (313) 453-4300

RECEPTIONIST
FAST paced insurance agency looking for permanent, part time Receptionist. This person must have exceptional phone etiquette, and good clerical skills to meet varied needs of the staff. PC skills needed. Hours: 1-5pm, Mon-Fri. Send resume & salary requirements to:
Box #1209
Farmington Hills, MI 48333-2999

RECEPTIONIST
Fast paced real estate office in Redford is seeking a dependable, mature person with good telephone and office skills to manage front desk. Word processing skills and ability to communicate effectively desired. Send resume to Marcia Coleman, SWCC, 11677 Beech Daly, Redford, MI 48239.

RECEPTIONIST
Fast paced, high tech company seeks energetic, detail oriented individual for Entry Level Receptionist Position. Duties include: greeting visitors, management, front office reception, wordprocessing and various customary office duties a must. Send resume to: RECEPTION, 36345 W. Ten Mile, Suite 330, Farmington Hills, MI 48335

RECEPTIONIST
For multi-phone system. Full time, Livonia location. Must have pleasant voice, professional and professional manner. Minimum 2 years office experience. Call Carol 313-522-2910 EOE

RECEPTIONIST
For dynamic business consulting firm. Qualified applicants must have word processor knowledge and typing skills of 50 wpm. Light telephone skills. Knowledge of Quick Books, Word and Excel helpful. Responsibilities include accounting, light typing, bookkeeping, and some client relationships. Health insurance, and competitive pay offered. Send resume to:
Box #1205
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150 Ref. #1205
An Equal Opportunity Employer

RECEPTIONIST - Front Desk Experience preferred. Afternoon shift, 12:00 to 5:30. Call Mon thru Fri. Word processing knowledge a plus. Franklin Rd. in Southfield. Some benefits.
Call Jeanette (810) 213-0210

RECEPTIONIST
Full time. Farmington Hills area.
(313) 261-3290

RECEPTIONIST
Full time position for busy animal hospital located in Southfield. Must have pleasant telephone voice and a friendly phone voice & be able to work both morning & afternoon shifts. Light typing & computer experience a plus. Send resume or apply in person at: 15345 W. 10 Mile (at Greenfield), Southfield

RECEPTIONIST
Full time, Bookkeeping, CPA firm. Typing, light bookkeeping, general office work.
Call 810-350-2330

RECEPTIONIST
Full-time position available in small office in Royal Oak. Computer & Customer relations skills required. Call 810-546-1250

RECEPTIONIST
full-time position available with beauties in a growing Southfield organization. Applicant must have experience with multi-line phones, communication skills and be computer literate. Please call (810) 357-8000 ext. 101.

RECEPTIONIST
Full-time for new office in Southfield. Ideal candidate will have excellent grammar, ability to handle multiple tasks, good typing and computer experience. Excellent pay & benefits. Please call Donna at: (810) 559-0200

RECEPTIONIST/
GENERAL SECRETARY
Immediate opening for individual with strong communication/organizational skills. Prior experience required. Fast-paced, professional environment. Send resume to: Sterling Technology Group, Inc., 33705 Beyers Mile Road, Suite 450, Livonia, MI 48152, or Fax: (313) 462-6007

RECEPTIONIST
Mon. thru Fri. 8 to 5pm. Apply at Hearing Center, 18333 W. Warren, Detroit, or call: 313-441-3536

502 Help Wanted-Office Clerical

RECEPTIONIST
HUMAN RESOURCES
Mercy Health Services, one of the largest Catholic Healthcare Systems in the Detroit area, seeks Human Resources Receptionist for their Corporate Offices located in Farmington Hills, MI. This position provides receptionist support to HR Department, handles complaints and inquiries, proofreads numerous correspondence, opens mail, answers phones and greets visitors. THIS HANDS-ON, HIGH GROWTH POSITION IS IDEAL FOR THE INDIVIDUAL LOOKING TO GAIN EXPOSURE TO ALL ASPECTS OF HUMAN RESOURCES.

Candidate will have:

• At least one year of demonstrated clerical experience.
• Ability to function effectively within a team in a busy environment.
• Experience with computers, WordPerfect desired.

We offer an excellent benefits package, including tuition reimbursement. For immediate consideration, please send resume to:

Mercy Health Services
Attn: HHUAM/96-09-12/HRI
34005 Twelve Mile Road
Farmington Hills, MI. 48331
or FAX: (810) 489-6836

To inquire about additional opportunities, call our JOB LINE AT 810-462-5000. Mercy Health Services values diversity in the workplace. EOE

RECEPTIONIST
Immediate opening. Part/Full time / Mon. thru Fri. Farmington Hills area. Call Mr. Weiner. 810-948-0000

RECEPTIONIST, Mainly Temporary and Temporary to Permanent positions available for experienced, professionals. Positions ideal candidates would possess excellent phone etiquette, able to handle 25-9 incoming calls, typing, general office setting, computer experience helpful. These positions are well compensated and offer great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL
313-513-5823

Receptionist
MDI, a leading manufacturer of point-of-purchase displays located in Farmington Hills, seeks a part-time receptionist (4 hours/day). Position includes responding to incoming telephone calls, greeting visitors, light typing, word processing in Word Works.
Send resume to:
Marketing Displays International
Human Resources
38271 W. 12 Mile Rd.
Farmington Hills, MI 48331

RECEPTIONIST
needed for non smoking law firm in Bloomfield Hills. Experience preferred. Computer skills necessary. Send resume to: Personnel, 2550 Telegraph #250, Bloomfield Hills, MI 48302. Or fax to 810-335-7355.

RECEPTIONIST
NEEDED for Southfield area. $6.00 hour to start. Permanent. Call Diane 10215 Twelve Mile just East of Evergreen between 8am-4pm.

RECEPTIONIST
NEEDED to help with daily activities for local company company immediate opening. Please fax or mail resume to:
CCC
31478 Industrial Road.
Suite 200
Livonia, MI 48150
(313) 266-0944

• RECEPTIONIST/OFFICE CLERK
Troy area. $5/hour. Temporary to permanent. Fee paid by company.

• COLLECTORS
Southfield area. $8/hour. Customer service, computer literate. Temporary to permanent. Fee paid by company.

Choices Supported Employment
(810) 557-4393
or Fax: (810) 557-2213

RECEPTIONIST
Part time for Canton based company. Must be organized & have phone skills. Send resume to P.O. Box 530518, Livonia, MI 48150

RECEPTIONIST - PART-TIME
Manufacturing company seeking mature individual to answer switchboard Mon. thru Fri. 1-5pm open job every other Sat 8am-1noon. Data entry & general office duties a plus. Apply at:
Advanced Associates, Inc.
12001 Levan Rd.
Livonia, MI

RECEPTIONIST - PART TIME
Evenings, weekends & holidays. Must be friendly & outgoing, will train. Apply in person: Bloomfield Nursing & Living Center, 2372 15 Mile Rd., Left of Dequindre Sterling Heights.
(810) 978-2280

RECEPTIONIST
Permanent/part-time. Telephone receptionist. Afternoons, approx. 1pm-5:30pm. Bingham Farms law office.
810-644-6600

RECEPTIONIST
Position available for an outgoing individual with a pleasant telephone manner. Duties would include answering the phone, setting up mortgage appointments, ordering supplies, typing, computer knowledge a plus. Excellent benefits. Please forward resume to: Human Resources, John Hancock Mortgage Services, 2290 Orchard Lake Rd., Suite 101, Far