This Classification Continued from Page C11.

502 Help Wanted-Office Clerical

clerk
1

OFFICE CLERK
12:30-5:30pm
Monday-Friday

CDC is seeking a qualified candidate to Support our office activities in Farmington Hills.

In this part-time position, you will be responsible for general office duties including correspondence, copying documents, coordinating travel arrangements, and filing. You will also help prepare and assist in demonstrations and meetings.

Qualifications:
Healthcare a high school diploma (or equivalency) and 1 year of clerical experience. Knowledge of Word, Excel, PowerPoint and Lotus Notes will be a definite plus.

Your contributions to our industry leadership will be rewarded with excellent compensation, comprehensive benefits, and ongoing opportunities for professional and personal development. Electronic resumes, in ASCII format are preferred. Resumes and may be sent to: hcw@cac.com. No fax attachments, please.

CDC Healthcare, 34505 W. 12 Mile Rd., Suite 300, Farmington Hills, MI 48331, Fax (810) 488-1344.

CSC Healthcare, 34505 W. 12 Mile Rd., Suite 300, Farmington Hills, MI 48331, Fax (810) 488-1344.

For more information on CSC, visit our website: http://www.csc.com An Equal Opportunity Employer M/F/D/V

CSC

CLERKS

Clerks needed immediately to work in the Livonia and Ann Arbor area. Up to $7.00 an hr. HRMS 313-438-1533

CLERK-SECRETARY

REPUBLIC Bank is seeking a Clerk in Bloomfield Hills to run copies, check documentation, file and assist with computer entry. The pace is busy with a variety of clerical duties. Need someone who notices details, wants to be part of a team and has good word processing experience. We offer a competitive benefit package. Please send your cover letter and resume to: REPUBLIC BANK, Central Human Resources, 100 N. Center, Suite 200, Lansing, MI. 48912 or FAX 517-334-1342 EOE/AA

CLERK - 30-40 flexible hrs/week Light filing, typing, phones. Some office experience. $6.00 hr. (DOE) possible. (810) 855-0343

CLIENT SERVICES SPECIALIST

Expanding business forms distributor has immediate full time opening in Livonia Office. Responsibilities include customer service, order entry, order design, and general clerical duties. Position requires 50 words per minute, fact skills and minimum of two years prior experience in customer service or related field. Excellent benefits package, full benefits and bonus plan. Send resume to: Human Resources Manager/CSS, PO Box 18169, Lansing, MI 48901-8169

OFFICE CLERICAL

Part-time general office help. PC skills necessary. Flexible hours. Apply in person: Flexo Dell Decor, 4600 E. Lapeer Rd. Lake Orion, Call (810) 340-9200

COLLECTION BILLING SUPERVISOR

Knowledge of construction lien law a plus/knowledgeable with computers. Send resume to: Joe, 1780 East Highwoods Parkway, Ann Arbor, MI 48103

← COMPUTER SUPPORT
Run Municipal sales and life insurance illustrations and product different hrs/wk. Provide graphic support using Corel Draw, in addition to general office work. Full time position, 12:30pm-6pm, Mon.-Fri. $7.50/hour with paid holidays/PTO. Please send or fax resume to:
Attn: Personnel
5435 Corporate Dr.
Troy, MI 48098
FAX: (810) 641-2788

COMPUTER TYPIST

With speed and accuracy. Call Sharon or Marie at 313-981-8182

CONSTRUCTION RECEPTIONIST

For busy office. Light typing and computer. $7.50 per hour. In Livonia location. Call Mr. Green, Send resume and references to: 27483 Schoolcraft, Livonia, MI 48150.

CPA

Accountants/CPA to manage public accounting firm. Must have strong tax skills. Call Mike Prem 313-278-5320

CUSTOMER SERVICE/ SALES SUPPORT

Full time position available for a team oriented person with excellent organizational and computer skills.

Fax letter or resume to:
313-532-8600, Attention: Bonnie

Customer Service Rep
Full time, insurance office in Troy. Bloomfield. Typing 40 words per minute. Computer knowledge. Non Smoking building. (810) 629-2532

CUSTOMER SERVICE

Farmington Hills office is looking for a full-time, self-motivated individual to work in a fast paced environment. The duties include telephone contact, order processing & data entry. The successful candidate must have customer sales knowledge and the ability to multi-task. Call Christine, Mon. thru Fri., 9am-3pm, at 810-471-5400

CUSTOMER SERVICE. Good phone and computer skills. $7 hour. Westside. Call Marcia (313) 261-9500. Snelling Personnel Services

CUSTOMER SERVICE REP

Plymouth. Phone skills & light data entry needed. Excellent pay. $7.50 hr.

EXPRESS SERVICES
313-467-8450 fax 313-467-1638

CUSTOMER SERVICE/ RECEPTIONIST

Entry level opportunity for learning marketing company. Position requires exceptional phone skills & experience in data processing & general office duties. Please send resume & a wage history to: Human Resources, 1533 N. Woodward, #100, Bloomfield Hills, MI. 48304

CUSTOMER SERVICE

Large office equipment company needs dependable and motivated individual service clerk. Will be placed department. Good wages & benefit package. Full time.
Fax resume: (810)569-4716
Or send to: 1415 E. Maple
Madison Heights, MI 48071
Ask: Vick President

CUSTOMER SERVICE SUPPORT

Openings available with Big-3 Automaker for qualified individuals. Data collection call experience or audit work are preferred. Will be making outbound calls on auto loans. Strong problem solving and minimal PC skills required. Part time evening and weekend hours available paying $6.75 an hour.
• Call Kathy at (810) 637-0565, ext. 7
• Fax resumes Attention Kathy (810) 637-6482

CUSTOMER SERVICE/ ADMINISTRATIVE ASSISTANT

Growing manufacturing company is seeking a person to perform administrative duties. These will include entering phone orders, typing, filing and computer use (Windows). 2 years of related experience required in office setting and flexibility to perform multiple tasks are required. Some math/bookkeeping required. Forward resume with salary expectations to:
Customer Service
P.O. Box 5949
Plymouth, MI 48170
EOE

DATA ENTRY - Attorney, PLS, or part time. Good wages and benefits. Apply at: 25816 Gaukler, Redford, MI 48239

502 Help Wanted-Office Clerical

Customer Service

Spanish Bi-Lingual
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 this information, and having thorough knowledge of various procedures in order to solve any issues affecting their distributorship.
Call Human Resources:
(810) 528-2500 x 2802

DATA ENTRY

Be a part of our growing team. Coming Christmas Catalogue is currently seeking to fill the following position.

OPERATOR
Billing Department/Day Shift

LAB ENTRY OPERATOR
Midnight/Afternoon Shifts
(7PM. & 1PM)

Both positions require a minimum of 55-60 wpm, keyboard long skills. For immediate consideration, please complete an application Mon. - Thurs. 11AM-3PM (please come prepared for testing) at: Eckerd Drug Distribution, 44444 Giddings Road, Auburn Hills, MI. EOE/AA/M/F/D

DATA ENTRY

Clerical position. Must have typing skills & knowledge of computers. Call for appointment. (810) 477-7100

DATA ENTRY CLERK

Busy Bingham Farms law firm is looking for enthusiastic, professional individual for full-time data entry position. We offer a dynamic, fast-paced atmosphere with salary and benefits commensurate with experience. For confidential consideration, please call (810) 642-2315 EOE

DATA ENTRY CLERK

Blue Care Network, a suburban based HMO is seeking a Data Entry Clerk to provide data entry support, typing and filing.

• Must be a high school graduate or GED. Some college credits a plus.
• Must be able to type 40WPM and have data entry skills of 90 NKPM with 95% accuracy.

Blue Care Network provides a full time benefit package. If you are interested in the exciting opportunity, please send resume and salary requirement in confidence to:

Blue Care Network
of Southeast Michigan
Attn: Human Resources - DEC
P.O. Box 5043
Southfield, MI 48086-5043
An Equal Opportunity Employer

DATA ENTRY CLERKS

Romulus Evaluation has with charge for advancement. Must be able to work both 2nd & 3rd shifts. $7.50/hr.

EXPRESS SERVICES
313-467-5450 fax 313-467-1638

DATA ENTRY

Experienced Data Entry Person for busy Accounting Dept. Looking for dependable person with good attendance, familiar with a fast pace work environment. Farmdale location. If qualified call 810-539-5100

DATA ENTRY - Full time position for company located at I-3 & Telegraph. Successful candidate will be dedicated, self motivated & organized. Computer data 10 key experience required. Health benefits included. Call between 10am-3pm: (810) 642-5050

DATA ENTRY

Growing companies in Plymouth & Livonia in search of data entry operators.

$8-$9 per hr.
ARBOR TEMPS 459-1166

DATA ENTRY

Immediate openings for a team of financial and manufacturing headquarters Auburn Hills, Plymouth and Detroit locations. We specialize in assignments suitable to your needs and skills. Up to $30/hr$ for experience.
Call Darlene
Farmington/Livonia Branch
473-2934 846-7063

Advantage Staffing

DATA ENTRY OPERATOR

Must type 40 wpm, have neat handwriting and professional phone demeanor. No experience necessary.
(810) 351-9336

DATA ENTRY OPERATOR

For billing & inventory processing at large Oakland County Medical facility. (810) 373-8118

DATA ENTRY OPERATORS

Auburn Hills company in the need of several data entry operators.
CALL TODAY!!
WORK TOMORROW!
Corporate Personnel Services, Inc.
(810) 382-9696

DATA ENTRY

Seasonal Positions - Oct. thru Apr., Mon-Fri., 40 hours/week. Experience needed & accuracy important. Attention to detail and organizational skills a must. (810) 447-4900

DAY-CARE POSITION

Available part-time evenings. Must be dependable & flexible. Contact Pat (313) 459-1800

Do you have experience being nice?
Then we have an assignment for you!
• PAID TRAINING
• LONG TERM
Answer customer service questions about insurance coverage. Good verbal/written skills required. Customer service and computer experience a plus.
NOW HIRING! CALL TODAY!
810-352-5220
KELLY SERVICES
An Equal Opportunity Employer

DUE TO RECENT COMPANY EXPANSION
Art Van Furniture has immediate openings for full & part time positions. Flexible hours, excellent benefit package available. Please apply within at:
ART VAN - NOVI
27775 Novi Rd.
Novi, MI 48377
OR
ART VAN
DRAYTON PLAINS
5063 Dixie Hwy.
Waterford, MI 48329

EMPLOYMENT OPPORTUNITIES

Secretaries ..... $8-$14/hr
Word Processors ..... $8-$12/hr
Receptionist ..... $7-$8/hr.
Data Entry ..... $7-$8/hr.
Office Clerks ..... $7-$8/hr.
NO FEE!
LONG/SHORT TERM
TEMP-TO-HIRE!
BENEFITS!
Farmington Hills 810-615-0500
Rochester Hills 810-852-5500
Western STAFF SERVICES.

502 Help Wanted-Office Clerical

ENTRY LEVEL SALES

Growing manufacturer in Building Products industry has need for additional Sales Representation calling on lumber yards, glass dealers, home improvement contractors & builders. Some overnight travel. Knowledgeable, Salary, bonus, company car, Blue Cross & other benefits. Prefer degree in Liberal Arts or Marketing. Other degreed candidates or those with some sales experience considered. Send resume to: Entry Level Sales, 30725 Dwelley Dr., Farmington, MI. 48336 or FAX to: 810-478-1475

EXECUTIVE ASSISTANT-Auburn Hills. Must be able to create Data Base in Access and prepare presentations in Power Point. Temp to Perm.

CUSTOMER SERVICE REP-Bloomfield Hills. Basic computer skills and good communication. $7.50/hr.

ACCOUNTING CLERK - Auburn Hills. To assist controller with computerized Windows accounting. 4 yrs. experience. Temp to Perm.

TRAVEL COORDINATOR - Auburn Hills. Arrange international and domestic travel. Background and experience to perm positions.

All fees employer paid

CALL OR FAX TO:
M. BOGUSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

EXECUTIVE SECRETARY

Needed for mid-size accounting firm. Must be flexible, dependable and able to accommodate changing job demands. Position offers high level of responsibility for professional person with strong well rounded skills under high pressure situations. 4 years experience with Windows, WordPerfect and Lotus required. Shorthand a plus. Send a resume to:
Hill Profit Sharing
West Bloomfield, MI 48324

EXECUTIVE SECRETARY ENTRY LEVEL

$3,000 BONUS

Real estate development corporation in Birmingham has immediate opening for a full-time entry level executive secretary. Must handle variety of duties including payroll, Word, Lotus, Record directory to CEO. Word for Windows and transcription experience required. Great opportunity for advancement. Send resume and cover letter stating salary requirements, goals and relevant experience to: Mark Roberts, 200 E. Brown Street, Suite 101, Birmingham, MI. 48009

EXECUTIVE SUPPORT
Knowledge of MicrosoftWord, Excel, WordPerfect, Lotus, Powerpoint and other graphic packages. Our temporary and permanent placement division offers competitive pay.
(810) 737-1711
STAFFING RESOURCES

FAST PAYING JOBS
Phones, Receptionist, Microsoft Windows, Typ & Arith Arbor.
313-336-1882 Southfield Office

FILE CLERK
For busy appraisal company in Bingham Farms office. Duties to include: filing, organizing and copying. $7/hour plus benefits. Call to schedule an interview:
(810) 647-9490

FILE CLERK

Looking for file clerk. Immediate opening. Full time. Responsibilities include: 401K, dental/optional. Send resume to: Office Manager, W. 10 Mile Rd., Southfield, MI. 48075

FRONT DESK

with pleasant phone personality and ability to handle multiple tasks in a fast paced environment. Good computer skills required. For consideration, please send resume to PO Box 2490, Farmington Hills, MI 48333

FULL/PART TIME, small casual office. Data entry and good office skills needed. Send resume:
3053 Woodward Dr.
Bloomfield, MI 48302

FULL TIME entry level General Office position. Primary duties include filing, typing, faxing. Experience with Microsoft Word and Excel preferred. Excellent benefits, starting salary, plus benefits, Physical & drug screen required. Send resume to: Human Resources, 30021 E. Wixom, Wixom, MI. 48393 or fax to 810-668-2434. EOE

FULL TIME/PART TIME high energy person for customer service needed for fast growing company.
(313) 482-2500 Ext. 117.

GENERAL CLERICAL

Full time for casual Bloomfield office. Must have computer, typing, phones and filing skills.
GCS Services
21477 Bridge St., Ste. B
Southfield, MI 48034
Phone: (810) 354-5500

GENERAL OFFICE

Full time, 1-5pm. Apply at: House of Maple, 32088 Plymouth Rd., in Livonia. (313) 421-0700

GENERAL OFFICE

Growing company looking for Office personnel to handle paper flow, basic computer skills necessary. Attention to detail and organizational skills a must. (810) 447-4900

GENERAL OFFICE

Local pharmaceutical & textile, seeking an entry level Secretary. Knowledge of Word a plus, $6.5/hr, to start. Call HHMS. 810-968-0287

GENERAL OFFICE / MAIL CLERK Non-smoking. Novi professional office. Full-time, 40 hrs, 5 days. Photocopy, computer keyboard skills, errands. Must be reliable with pleasant personality. Send introductory letter with resume and salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE

Mature person to work part time for manufacturer in Farmington Hills. Computer experience in Windows & clerical skills very helpful. To inquire call Elaine (12pm between 8am & 5pm, Mon. thru Fri.
(810) 258-3450

GENERAL OFFICE

Phones, filing, order entry, etc. Rochester Hills label manufacturer. Excellent wage & benefits.
Call Barbara: (810) 853-7977

GEOGRAPHIC CLERK

$6.75/hour + 10% night premium. Full time, 40 hrs/wk, 5 days. Health & Life Benefits Available
QUALIFICATIONS: 1) 6 months experience OR 2) 2 years college in Geography, Cartography, or GIS.
CONTACT: Ms. Betty Hughes
(313) 226-2066
P.O.
U.S. Bureau of the Census
Equal Opportunity Employer

IMMEDIATE OPENINGS
Secretaries, Administrations & Word Processor Needed!
If you know your way around the latest software, we know great companies who want, and need you tomorrow. Apply today!
ADIA
THE IMPORTANT PEOPLE
(810) 442-7800

Insurance
Experienced commercial lines CSR, Salary commensurate w/experience. Send resumes to: Personnel Staff, P.O. Box 3104, Southfield, MI 48076-5104 E.O.E.

502 Help Wanted-Office Clerical

HOT JOBS

• Data Base Analyst - To $30,000. Top notch company, strong software and communication skills required. Outstanding perks and benefits.
• Accounts Receivable Clerk - Temp to perm. Experienced in billing and collections. Computer literate.
• 2 - 5 PM.
• Legal Secretaries - Several positions available. Top firms. Excellent benefits 9-5 hours. To $9.00/hr.
• Receptionist - high tech Troy firm. Word desired. Excellent benefits. Advancement available. To $24,000.
• Legal Administrator - Growing firm, degree required. Law experience necessary. Great opportunity.
• Executive Secretary. Engineering or manufacturing background. Word & Excel. Visible position. Room for movement. Great benefits.

Accounting, clerical, technical, temp-to-perm positions.

All fees employer paid

CALL OR FAX TO:
M. BOGUSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

Immediate Openings for:
• Receptionist/Switchboard. Experience in handling 2-10 incoming lines. Training available.
• Customer Service: Excellent phone communication skills. Knowledge of Microsoft Word for windows.
• Data Entry: Must meet minimum speed requirements. 9,000-10,000 keyed strokes per hour.
• Market Research: Make outbound calls, no sales. Light keyboarding and good communication skills.
Hours: Mon.-Fri.: 5:30pm-10:30pm, Sat.: 10am-4pm, Sun.: Noon-5:00 pm. Flexible.
• Light Assembly: positions in Farmington Hills area.
3 shifts available.
Salary $5.70-$5.80 hr.
Must be reliable

KELLY SERVICES
810-471-2050
810-478-2050
Equal Opportunity Employer

INSURANCE OFFICE
Needs team oriented ADMINISTRATIVE ASSISTANT. Minimum 2 years Southfield office Computer & life insurance background required. Salary based on experience. Send resume to: 2000 Town Center, Suite 1620, Southfield, MI 48075, Attn: Sharon or fax to: (810) 357-9513

JOBS OF THE WEEK

EXCUTIVE SECRETARY TO $35,000 MicroSoft Word and EXCEL. Experience working at a fast pace. Will pay. Good with figures. Able to do presentations. Full benefits. Call Denise.

LEGAL SECRETARY

To $28,500 3 years legal experience. Good secretarial skills. Rush Bloomfield Hills firm. Call Ron.

CUSTOMER SERVICE

$28,000 1-2 years experience in a customer service environment. Call Ron. Farmington Hills firm. Call Denise.

ADVANCED WORD PROCESSOR

$28,000. MicroSoft office and graphics expertise. 2-3 years corporate experience. Work in Southfield. Opportunity to advance. Call Barb.

SECRETARY/ BOOKKEEPER

$27,000. Major real estate firm. Accounts payables/billing experience. Southfield area. Call Barbara.

SECRETARY, $26,000

Work for Director of Corporate Communications. Good secretarial skills. Shorthand or speedwriting a plus. Lots of variety. Call Donna.

MEDIA SECRETARY

$26,000. Exciting opportunity with this Troy firm. Good word processing skills. Opportunity to advance. Call April.

SECRETARY, $25,000

Friendly Bloomfield firm. MicroSoft Word and Excel. Good skills. Call Ann. Lots of variety. Benefits Call Judy.

ADMINISTRATIVE ASSISTANT

$25,000. Will train. Southfield firm. Word Perfect 5.1. Immediate opening. Great benefits. Call Denise.

SALES SECRETARY

To $31,000. 2 positions. Word and Lotus. MicroSoft Word Excel. Good organizational skills. Detailed.
810-772-6780 OR fax 810-772-1811.
SNELLING PERSONNEL SERVICES

JOIN Trim Design, Inc. If you are reliable, mature, and a team player. We are growing, answering phones, simple computer duties, helping customers, benefits & bonuses. Apply or send resume: Trim Design, 23951 Plymouth Rd., Redford, MI. 48239

LAW FIRM NEEDS FILE CLERK for court filing & miscellaneous duties. Must have transportation. Full-time employment. Call Mr. Weiner: 810-948-0000

LEGAL/FINANCIAL SECRETARY for M. Suburban Real Developer. Requires computer literacy, experienced individual flexible to needs of office environment. Competitive salary & benefits. Excellent opportunity for right individual. Send resume: Murphy Employer. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARIES

Register with The KPM Group and we will have you ready to be placed day one. We offer excellent salary, benefits, bonus and direct placement. If you're looking for part-time or full-time we can help. Call today or tomorrow!
THE KPM GROUP
810-355-2440
FAX: 810-355-0699

LEGAL SECRETARY

Bloomfield Hills law firm has an immediate opening for a Legal Secretary. The qualified candidates must be a team player, possess 2-3 years litigation experience and knowledge of Word Perfect 5.1. Competitive salary and benefits package. If you qualify, please send resume with salary requirements to:
Human Resources
Sale Lee & Beck
Foster & Cheboiseau
1980 Woodward Ave., Suite 200
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

LEGAL SECRETARY - Experienced for bankruptcy. Full time, Bloomfield Township. Flexible schedule. Call: (810) 618-6348

502 Help Wanted-Office Clerical

LEGAL SECRETARY

Downtown Detroit law firm seeks full-time "team charge" legal secretary with minimum 5 years legal experience. Solid experience in litigation, some overnight travel involved, salary plus bonus required. Excellent organizational and interpersonal skills, as well as typing 65 + wpm are absolutely requirements. Never a dull moment in this busy and interesting position. Competitive salary and benefits offered. Please mail or fax resume to:
Kitch, Drutchas, Wagner & Kenney, P.C., Attn: Diane Marshall-LSVA, 1 Woodward Ave., 10th Floor, Detroit, MI 48226. Fax #(313) 965-7403

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 Deyna: (810) 737-4747

LEGAL SECRETARY

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

LEGAL SECRETARY

For Birmingham Law office. Excellent transcription and computer skills required and knowledge of Real Estate & Litigation. Competitive salary. For interview call:
(810) 642-0333

LEGAL SECRETARY
Full time position for a Litigation firm located in Royal Oak. Knowledge of WordPerfect 5.1 preferred. Send resume and salary requirements to:
922 W. Lincoln
Royal Oak, MI 48067
Attn. Administrator

LEGAL SECRETARY - Family law firm. Must have 2 years experience. WordPerfect 5.1 proficiency. Good benefits, fun environment. Call Sherry Stripp after 8am: 810-357-0888

LEGAL SECRETARY

for Southfield law firm with corporate real estate experience. Word Perfect 5.1 required. Minimum 3yrs. experience. Send resume to: Office Administrator, PO Box 215, Southfield, MI. 48037-0215 or call (810) 355-5200

LEGAL SECRETARY

For Southfield law firm. Litigation/real estate/corporate/transactional law. Minimum 5 years experience is necessary. Excellent typing required. Word for Windows experience helpful. Legal Assistant/Office Administrator, PO Box 215, Southfield, MI 48037-0215. Call: 810-355-5200

LEGAL SECRETARY

Mid sized Bloomfield Hills firm, has immediate opening for Secretary experienced in both litigation and corporate work. Word processing required. Communicate with experience. Send resume to P.O. Box 1112, Bloomfield Hills, 48303-1112

LEGAL SECRETARY

MED. MAL Defense. Minimum 2 years experience. Call (810) 649-1330 or send resume to: Mediator, McCarthy & Van Dusen, 2001 W. Big Beaver, # 500, Troy, MI 48084

LEGAL SECRETARY

Minimum 2 years experience for litigation practice in Bloomfield Hills. Word, Call (810) 335-5220

LEGAL SECRETARY - Person needed for non smoking law firm in Bloomfield Hills. 1-3 yrs. experience in litigation. Type 50 wpm. Computer skills necessary. Send resume to: Personnel, 2500 Telegraph #250, Bloomfield Hills, MI 48302. Or fax to 810-333-7355.

LEGAL SECRETARY

needed for busy Southfield Insurance firm. Minimum 3 years litigation experience required. Knowledge of WordPerfect 5.0 or 5.1 a definite plus. Must. Please send resume to 23201 Telegraph Rd., Suite 422, Southfield, MI 48034, attention: Barb

LEGAL SECRETARY
Southfield law firm located in Town Center has immediate opening for candidate with outstanding skills. Candidate should have minimum 2 years personal injury experience. Word Perfect 5.1. Pleasant non-smoking office. Excellent salary and benefits. Fax resume to (810) 948-9494 or call (810) 948-0000

LEGAL SECRETARY

Southfield Insurance Defense Firm seeks a legal secretary with excellent word processing, transcription, and organizational skills with a minimum of 2 years litigation experience. Microsoft Word for Windows 2.0 preferred. Salary commensurate with experience. Equal Opportunity Employer. Send confidential resume & salary requirements to:
Box #1225
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Troy law firm seeks 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. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY

wanted for small Farmington Hills firm. Light injury/medical malpractice firm. 4+ years experience desired. Please call: (810) 851-1120

LEGAL SECRETARY

3 days per week. Personal Injury Defense. WordPerfect 5.1. Call after 1pm. 313-425-9062 or Fax resume to: 313-425-6271

LIVONIA COMPANY looking for a full or part time person, to assist with data entry, filing, phones and miscellaneous office duties. Must be computer literate and experienced with Windows & Lotus 123. Send resume to: P.O. Box 2490
Livonia, MI 48153.

LOOKING FOR EXTRA INCOME?
American Communications Network Inc. is hiring for nighttime accounting and data entry. If you are looking for a part-time position with the hours of 6pm-10pm call: (810) 628-2500 x 2802

MANAGEMENT COORDINATOR
Rapidly growing company, needs energetic, detail oriented, person who enjoys a challenging environment. Send resume to: Mr. Scott Carpet, 7087 Market St, Canton, MI 48187 or fax 313-425-4243

RENTAL AGENT needed for busy car & truck rental agency. Experience a plus, but not necessary. Will train to bring on team. Hourly wage & incentives. Full benefit package including 401K. Apply Mon. thru Fri. at: McDonald Rent-A-Car, 17000 Northville Road, at 6 Mile.

MEDICAL RECEPTIONIST - for Westland office. Full time, benefits. Must be dependable, trying. Call 810-643-9143

MESSENGER/FILE CLERK
for Southfield law office. Duties include: filing, deliveries, general clerical and phones. Previous experience preferred. Call 4.30pm, Mon-Fri., Bonnie Sakandros. Fax resume to J. Peskin, 810-357-7482

NEW DIRECTOR/TEAM LEADER
Sales Leads Generation. Multiple locations covering from Wyng & WaxPerfect in cutting edge Microsoft KOBOS 97 environment. NT, WAN, LAN, WWW. Competitive salary with full benefits. Send resume to: Sales Leads, 29777 Telegraph, #1225, 313 B. Dickens, Ann Arbor, MI 48104 Or fax to: 313-789-1591

502 Help Wanted-Office Clerical

NEED EXTRA MONEY?
Do you have clerical experience? We are always looking for talented, reliable people that really want to work. We offer same week pay. All interested, please call our Southfield office.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

Network Administrator
Metro Detroit Company seeks full time Novell Network Administrator proficient in both Macintosh and IBM systems. Candidate must possess Novell CNA Training, strong technical skills including knowledge of Macintosh Operating System, Relational Data Base Systems and Windows 3.1, interface as well as excellent communication skills. Qualified candidates should send resume and salary requirements to:
Box #1172
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

NORRELL SERVICES is currently looking for experienced:
• 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

NOVI AREA. Real estate broker has got to have a full time assistant who is well organized, self directed, well versed, creative, ambitious & has the ability to multi-task. Salary negotiable at once! Now. Experience helpful. Fax resume to: 810-383-4755 or call Rose 810-348-3000

NOVI INSURANCE agency seeks full time Receptionist/Typist with 2 years minimum office experience. Life & Health insurance knowledge beneficial. Fax resume with salary requirements to: (810) 348-1697

OFFICE ASSISTANT

Full time person needed for exciting fast paced Troy office. Typing a must. Computer skills a plus.
Please send resume to:
3540 Coolidge Highway
Sterling Heights, MI 48312

OFFICE ASSISTANT

Full or part-time (please specify) Girl Friday, for exciting, fast paced office. Must be detail oriented with good phone skills. Knowledge of computers is a plus. Salary commensurate with experience.
Please send resume to:
Box 653, Bloomfield Hills, MI 48303

OFFICE ASSISTANT

$20,000

Major consulting firm is seeking varied clerical skills and excellent communication skills. Duties include some Lotus Windows, assisting with phones and event planning.

Diversified Recruiters
810-344-8700 Fax 810-344-8704

OFFICE ASSISTANTS
Full and part time positions for experienced Office Assistants, Answering Incoming phone lines, data entry and other office responsibilities. Ideal candidates should possess excellent communication skills, knowledge of Word Perfect, Excel or Lotus. Those are well compensated positions with great growth potential. Please call for inter.
PERFORMANCE PERSONNEL
Performance with a Promise
313-513-5823

OFFICE/CLERICAL
Full-time, for construction company. General ledger experience helpful. Other clerical skills required. Benefits. Call Dante or Sal: (313) 266-1820 Or Fax resume: (313) 266-1770

OFFICE COORDINATOR
Pleasant Ridge Area Rep. Flexible hours. 10-20 hours per week. Call: (810) 442-2183

OFFICE HELP

VSC, a Novi based distributor of medical supplies has immediate openings for full & part-time positions available in accounting, data entry, filing, bookkeeping & general office. We are looking for those interested in attracting & retaining the finest talent. If that description and want to be part of a fast growth organization, we're looking for you. All positions require good communication skills, previous experience and strong work ethic. Very competitive compensation and benefits. Send Resume to: VSC, 40440 Grand River, Suite 100, Novi, MI 48375. Fax: 810-476-5614

OFFICE MANAGER. Able to handle all accounting, MS Word & Excel. Payroll a must. Westside. To $30,000. 810-447-9690
Snelling Personnel Services

OFFICE MANAGER

For Plastic Injection molder in Southfield. Medical practice experience required. Send resume to: M.T.D. 3000 Moon Lake, West Bloomfield, MI 48322

OFFICE MANAGER/ SYSTEMS ADMINISTRATOR

For busy Public Relations office. Must have 5 years office management experience/ management background helpful. Have excellent communication skills and office administrative skills; ie: payroll, accounts payable/receivable, written/ verbal communications, type 60 wpm, able to train others. Strong computer skills are required. Knowledge IBM and UNIX systems important. Salary low to mid 30's, based on experience and computer knowledge. Full benefits and bonus. Send resume, cover letter and salary requirements to:
Box #1218
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPEN HOUSE
Oct. 15 - Oct. 17
9am - 5pm
Immediate positions available
• Dell Clerks • Telers
• Telers • Secretaries
• Secretaries • Clerks
• Word Processors
• Telemarketing
Long term/short term & temporary to direct opportunities.
No appointment necessary.
Entech Personnel Services, Inc.
29813 Northwestern Hwy., SL150
Southfield, MI 48034
(810) 354-1600
Phone I.D. required
for 1-9 Verification

OXFORD AREA
One of only two high speed machine shops seeks experienced:
Welder
Metal Finisher
Sheet Metal Fabricators
Forklift Operators
Full-time positions with excellent opportunities for:
SNELLING PERSONNEL SERVICES
Auburn Hills 810-852-7500
Livonia, 313-522-8900
Southfield, 810-358-1300
Taylor, 313-946-0777

PART TIME aide to answer phones and file for high energy home improvement company.
(313) 453-5000 Ext. 131

502 Help Wanted-Office Clerical

PART-TIME
RECEPTIONIST/TYPIST
Approximately 30 hrs/wk. $6/per hr. Computer skills. Students OK. Livonia Area 313-513-6363

PRINTING COMPANY looking for person with supervisory experience. PowerPoint, Electronic Imaging, Mac experience. Quick study. Similar programs. Excellent wages & Benefits. Apply in person at 35215 Glendale, Redford, MI 48239

PROFESSIONAL RECEPTIONIST needed for company in Redford. Responsibilities include answering in accordance with company standards, Typing, P.O. Box 1873, Dearborn, MI. 48121

RECEPTIONIST
FULL TIME
SOUTHFIELD
OFFICE LOCATION
Ambitious & energetic person to be responsible for all phone systems in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing and general office duties. Must be organized and have the ability to assist & support several individuals in a busy office environment. Full benefits. Mail resume in confidence to:
Human Resources
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/
GENERAL OFFICE
position for Farmington Hills accounting firm. Immediate opening. Friendly, motivated, self-starting and organized. Professional image, excellent telephone skills and computer skills required. Minimum 2 years office experience desired. Excellent benefits and opportunity for growth. Southfield location. Please forward your resume to: Box 61234
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/
ADMINISTRATIVE ASSISTANT
Small Bloomfield Hills executive office needs an organized, self starter with microsoft office experience. Pleasant personality and telephone personality. Call between 10am & 12 noon: 810-647-2900

RECEPTIONIST/
ADMINISTRATIVE CLERK
Farmington Hills manufacturing company. In addition to general office duties candidate should have experience using Microsoft Word, Excel, Filemaker Pro, PowerPoint & Mac environment. Send resume to Sterling Welding, West, Suite 200, 312 W. Main St., Owosso, MI 48867

RECEPTIONIST/ASSISTANT
Corporate Real Estate firm. Position need organizational & computer skills. Real estate knowledge helpful. Good communication ability essential. Salary plus benefit. Send resume to: Recruiter, PO Box 653, Bloomfield Hills, MI 48303

RECEPTIONIST
Auto lest facility in Livonia seeking full time lobby receptionist. Answering phones and some typing required. Working hours are 8 plus. Full benefit package. Send resume and salary requirements to: 32220 W. Eight Mile, Livonia, MI 48152. Attn: Kim.

RECEPTIONIST/BILLING CLERK
For counseling center, part-time, 3 business days per wk. (5pm-9pm). WordPerfect skills & health care billing experience desirable. Send resume to: Box 1112, Bloomfield Hills, MI. 48303

RECEPTIONIST - Birmingham/Bloomfield area building & land development firm seeking upbeat person with pleasant phone voice. Send resume & salary requirements to: Box 1169
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/
CLERICAL
Reliable individual with pleasant phone personality needed for our front desk Phones, typing, filing & mail distribution. Must be accurate with numbers & keyboarding skills. Send resume & salary requirements to: Personnel Director, Box 33220, Redford, MI. 48239 or call 313-535-7290

RECEPTIONIST/
CLERK
Just out of school or returning back into the work force? If you have exceptional phone skills, are organized and have some computer skills, this is a great position for you! Must be good-natured, energetic, self-motivated, Move-up potential. Send resume and salary requirements to: NTEA, 27400 Hale Tech Dr, Farmington Hills, MI 48331-3414.

RECEPTIONIST
Entry level. Full-time with benefits. Send resume to: Grimes Corporation, 11630 Russell, Detroit, MI 48211.

RECEPTIONIST
Excellent at customer relations, keyboarding and basic computer skills. Salary negotiable. Apply at:
Gel Inc.
34000 Auty
Livonia, MI 48150

RECEPTIONIST
Experienced. Full time. Competean day spa in downtown Birmingham. (810) 642-3770

RECEPTIONIST
Farmington Hills company seeks a professional, pleasant, motivated and enthusiastic individual. General phone skills and multi phone line experience required. Salary commensurate with experience. Call Lori: (810) 851-3060

RECEPTIONIST: Farmington Credit Union has opening for an individual to greet, assist & direct members. Typing & clerical skills required. Send resume to: Member Service Manager, 22961 Farmington Rd., Farmington, MI 48336.

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: P.O. Box 2990