EMPLOYMENT

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
for Human Resources development department. Must know Word Perfect 6.1 & Lotus. Have strong organizational, grammatical & proof-reading. Anticipated start date is beginning to mid-November. Send resume to Margie Hoy, Lutheran Social Services of Michigan, 1615 E. Jefferson, Detroit, MI 48214
EOE Drug free work place.

ADMINISTRATIVE ASSISTANT

Troy advertising agency is seeking a professional assistant. Must have good typing and clerical skills. Candidates should have strong grammatical, organizational and communication skills. Must be detail-oriented, enjoy working in a fast paced environment. Excellent benefits and 401(k). Please send resume along with salary requirements to:
Box #1240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Southfield company seeks professional with MS Office experience to assist a high ranking individual. Please call for interview
(810) 350-9777

ADMINISTRATIVE ASSISTANT
Administrative company seeks professional with Microsoft Word, Excel & PowerPoint experience. Temp to hire position. Please fax resume for consideration to (810) 350-8900

ADMINISTRATIVE ASSISTANT
Receptionist, 3 years experience necessary with Microsoft Word experience. Please send resume to: PERFECTO, Inc., 17117 W. 9 Mile Rd., Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Livonia based company - administrative assistant (Microsoft Word & Excel manditory two train). Possible temp to hire!
(810) 737-1711
TEMPORARY RESOURCES

ADMINISTRATIVE ASSISTANT
We are looking for a dynamic Clerk Typist. Multi-line supplier sales office located in Southfield, looking for team player with excellent Office Clerical skills. Word, Excel & PowerPoint. Good typing skills. Fax resume to Jean 810-799-3582

ADMINISTRATIVE ASSISTANT
To support 4 salesmen in a professional office. Good typing, Microsoft Word and Excel needed. A team player attitude works best in this positive office. 3 years experience Nice benefits. Salary to $25,000
PERMANENT STAFF
Farmington Hills (810) 737-7500
Troy (810) 585-3720

ADMINISTRATIVE ASSISTANT & WORD PROCESSING SPECIALISTS
Needed immediately. Pay rate $8.50-$12.50 per hour. Long & short term temporary assignments available. Software knowledge required.
Call Volt Services today.
810-740-2711 eoe

ADMINISTRATIVE ASSISTANT

Seeking reliable, self-motivated individual to handle receptionist responsibilities & provide secretarial support to general office support. Qualified candidates will be able to demonstrate proficiency in Windows based WordPerfect & Lotus 1-2-3, and possess excellent written & verbal communication skills. 2 yrs office experience preferred. Send resume with cover letter: Mr. O'Donnell, Dept. OEAT, Atwell-Hicks, Inc., PO Box 182065, Troy, MI 48318-2065 EOE-M/F/D/V

ADMINISTRATIVE ASSISTANT

Real estate development firm seeks experienced professional to support top executives. Qualified candidates should possess strong organizational and administrative skills, the ability to work without supervision, be detail oriented and have the ability to work under pressure. Must be experienced with MS Word. Send resume and salary requirements to:
Office Manager
31555 14 Mile Road
Suite 310
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

Assertive, professional minded person for busy Livonia office. Responsibilities include appointment scheduling, customer & client relations. Strength in communication, telephone skills, marketing expense analysis helpful. Approximately 30 hrs. per week, Mon.-Fri. One Hundred Dollars a week (pro-rated). Full date of birth & some Sundays possible. Growth potential for right individual. Salary negotiable. Immediate start. 810-642-5882 Fax resume to 810-642-7667 (Interviews available evenings & Sundays).

ADMINISTRATIVE - Assistant, Southfield, in charge of shipping, some accounting, with Microsoft Windows & Excel, & Word. $8.50 hr. Temp to perm. Fee paid.

SECRETARY - Southfield, not office type, for entrepreneur good on phones, capable, personable, reliable, permanent - $20,000. Fee paid

SECRETARY - Southfield, support for VP of building management, maintain contracts, schedules, bookkeeping, services of tenants, assist with management, knowledge of budget, permanent, to $24,000. Fee paid

LOIS RAY PERSONNEL
(810) 646-5560

ADMINISTRATIVE ASSISTANT

Novamax technologies is a specialty chemical manufacturer located in the LIVONIA area. We have an immediate opening for an experienced Administrative Assistant. This position requires an energetic, self-motivated professional with good organizational and support skills. Additionally you should possess excellent skills in administrative/secretarial background with word processing software. Salary is stable. Experience with MS Office a must (Word, Excel and PowerPoint). Lotus experience helpful.

We require your salary history along with your resume for consideration. Mail or fax resume to:
Novamax Technologies (U.S.) Inc.
12801 Newburgh Rd.
Livonia, MI 48150
Attn: Dept. Lotus
Fax: 313-464-1081

Equal Opportunity Employer
NO PHONE CALLS PLEASE

ADMINISTRATIVE
Entry level. $10/hour. Must have good use of proper grammar & punctuation. PC literate. Opportunity for advancement. Rochester Hills. 810-373-8118 Fax: 810-373-2948

ADMINISTRATIVE SUPPORT
Plymouth. Excellent pay. Excel & MS Word experience. $9/hr.
EXPRESS SERVICES
313-467-9450 FAX: 313-467-1836

ADMINISTRATIVE SECRETARY
Your skills will be rewarded in the warm atmosphere of the firm with Detroit and suburban locations. Advancement, bonus potential. Temp to perm. Also short term. Call Sandra.
Farmington/Livonia Birmingham
473-2931 646-7661
Advantage Staffing

502 Help Wanted-Office Clerical

administrative assistant

Transportation Secretary/Clerk
Full-Time

PFS, the Pepsi-Co Distribution Division servicing Pizza Hut, Taco Bell and KFC restaurants is seeking a highly motivated, detail oriented individual to join our Sales Team. This is a full time position with the hours of 9 a.m. to 6:00 p.m., Monday thru Friday. Must have the ability to meet deadlines with minimal supervision and handle multiple tasks. Basic computer skills are necessary, familiarity with WordPerfect and Lotus 1-2-3 a plus. Customer service background is preferred.

Join a company that offers a professional atmosphere, competitive salary and benefits including medical insurance, stock options, 401(k) and more! For confidential consideration please send your resume to: PFS, 43090 Gen. Mar. Novi, MI 48375, 810-347-4210. PFS is proud to support a drug free work environment. A division of PepsiCo Inc

PFS
EOE, M/F/D/V

ADMINISTRATIVE SUPPORT

Full time position to provide administrative support to our AS400 Computer Services area. Must have word processing experience, good telephone skills and be comfortable in a computer work environment. We offer a full benefit package and $7.11/hr. To apply send resume and cover letter to: Madonna University, 36600 Schoolcraft, Livonia, MI 48150-1173 MU is an Equal Opportunity Employer

A GROWING Novi based company is hiring an additional receptionist. If you are a well organized individual possess some typing ability and have strong verbal skills this opportunity could be yours. Full benefit's are provided. Team players can fill out an application in person at:
44700 Grand River. Novi. 48376

APPRAISAL OFFICE in Southfield, Troy center, needs 4-5 hrs. after noons in periods throughout the year. Summers, Christmas, Easter times, etc. Computer & stand knowledge necessary. Excellent conditions
ROBERT DOLE CO.
810-352-9555

ARE YOU LOOKING
For Opportunities? We WILL HAND YOUR RESUME!
Work for our clients and gain valuable skills and experience in:
WORD PROCESSING
CUSTOMER SERVICE
DATA ENTRY
SECRETARIAL
Temp and Temp to Hire
Full and Part Time Positions
MS Word & Word Perfect a Plus!
Call or Fax Your Resume Today
Corporate Personnel Services, Inc.
Fax..... (313) 722-8132
Phone..... (313) 722-7990

Are your kids in school and want to earn extra $ during school hours?
We have several part time positions!!
CALL TODAY.
WORK TOMORROW
Corporate Personnel Services, Inc.
(810) 362-9696

ASSISTANT ADMINISTRATOR
Needed for permanent, full time position at rapidly growing massage school located in Hamtramck. Hours required. Good communication skills, computer and clerical will be experience necessary. Professional abilities and positive personality a must. Some college preferred. Responsibilities include: attendance, written correspondence, staff lists, students records, placement, and work in bookstore. Great opportunity for growth. Send cover letter and resume to:
Kathleen Grogan
Irene's Myomassology Institute, Inc.
19311 10 Mile Rd., 48075
Southfield, MI 48075
or FAX (810) 569-4261

ASSISTANT OFFICE MANAGER

For Troy law firm. Bookkeeping experience necessary. (810) 649-7800

ASSISTANT (PART TIME)
20 hours/week. Microsoft Windows, data entry and filing. Fax resume to: (810) 433-2281 or send to:
Lotus, Inc.
30100 Telegraph, #446
Bingham Farms, MI 48025

ASSISTANT RECEPTIONIST

Join growing personnel placement firm. Assist in areas of screening applicants and maintaining resume tracking system. Ideal for someone returning to the work force. Will train. Competitive salary, benefits package. Send resume and salary history to:
Attn: VGRK
FOLLMER, RUDZEWICZ & CO.
12900 Hall Rd.
Sterling Heights, MI 48313

DOKKEEPER/OFFICE MANAGER
M.Y.O.D. experience. Landscaping company in Livonia. Part-time, 20 hrs. week. (810) 474-6660

BOOKKEEPER

Part-time Bookkeeper for Bloomfield Hills law office. Flexible hours. Experience helpful, will train. Send resume to: Lorraine, PO Box 8355, Bloomfield Hills, MI 48302.

BOOKKEEPER (PART TIME)
Small company in Novi requires bookkeeper (knowledge of QuickBooks helpful) to handle accounting work and assist with all office duties. Person should have good organizational skills, computer knowledge and excellent verbal and writing skills. Flexible hours. Send resume to: Box #1231
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER/SECRETARY
FULL time position open for a Farmington Hills construction firm. Must be proficient in the areas of bookkeeping, accounting. Good communication skills & accounting experience.
Fax resume
(810) 476-4392

BOOKKEEPER

Southeast Macomb County. Accounts Payable/Receivable, Word & Excel. Detail oriented. Minimum 2 years experience. Temp to perm. Salary negotiable.
Call (810) 373-1810
or fax resume: (810) 373-1811
OAKTEC

BOOKKEEPING-COMPUTERIZED
Some phone answering and other office duties for growing company. Some accounting background needed. Call Patty: 313-454-0020

502 Help Wanted-Office Clerical

BILLING - Busy video post production facility, looking for full time person in our billing Dept. Duties include coding sales data entry, filing and mail. Interaction with clients and staff. Computer literate, industry experience a plus. Must include salary requirements with resume to: 25000 Industrial Park Dr., Farmington Hills, MI., 48335.

BILLING CLERK

We have an opening at our Pontiac dialysis facility for a Medical Biller. Prior experience in billing and handling third party payers, Medicare, Medicaid and Michigan Blue Cross experience is also preferred. We offer a generous salary & benefit package including health, dental, life, disability insurance, 401k program and more. If interested please call and send resume to:
Michigan Kidney Consultant,
PO Box 833
Pontiac, MI 48343-0833
(810) 333-2230 ext. 25
Attn Susan Schmidt

Billing/Collections Clerk

We are seeking a billing/collections clerk with knowledge of medical insurance and prior insurance billing is a plus. The applicant must have excellent communication, customer interaction and organizational skills. Please send resume and salary requirements to:
Group Billing Manager
18400 W 8 Mile
Southfield, MI 48075

BILLING / OFFICE GENERAL

Person needed for local equipment distributor. Full-time with benefits. Computer experience preferred. Please send resume & salary requirements to:
Cleveland Gun Machine Exchange
35225 Stellhorn Road
Livonia, MI 48150
Attn Dylon Howard

BIRMINGHAM REAL ESTATE CO.
seeks assistant to the Broker. Real Estate license required. Excellent communication, computer proficient, and secretarial skills. Part time, possibility full time. Excellent earning potential. Send resume to: Suzanne, Cranbrook Associates, Inc., 1424 Woodward, Bloomfield, MI 48303

BOOKKEEPER/ ASSISTANT

For busy Birmingham office computer experience needed. Salary commensurate with experience. Send resume to
P.O. Box 1899
Birmingham, MI 48012-1899

BOOKKEEPER / CLERK

Some experience with bank reconciliations, payroll, sales taxes & computer. Call Personnel Assistant at (810) 350-2600

BOOKKEEPER

ENGINEERING firm is seeking a full-time Bookkeeper. Must be detail paced. Familiar with Hoist Headquarters Accounting software, background using Timberline and Microsoft Office software is a plus. Ideal candidate is a self-starting team player with strong communication skills. We offer an excellent salary/benefit package. Please send or fax resume to:
SR
34405 W. 12 Mile, Ste. 300
Farmington Hills, MI 48331
FAX: (810) 489-8296

BOOKKEEPER
EXPERIENCED Computer Operator for cost accounting, accounts receivable/payable, general office duties for small office.
Call (313) 427-2300
or FAX resume to: 313-421-1808

BOOKKEEPER (FULL TIME)

Livonia contractor seeking full-time with benefits. Computer experienced, independent, self-starting individual. Knowledge of A/R, A/P, Payroll, GL necessary. Call Rosemary at (313) 455-1040

BOOKKEEPER -

Full charge, part time, 2/yrs minimum experience, knowledge of payroll & all related tax returns, A/P & reconciliations; computerized accounting & spread sheets (Quick Books) & self motivation essential, collection experience helpful. Per commissions/salary negotiable. Westland area. Call Sandy. 810-879-9738

BOOKKEEPER-FULL CHARGE

Our client, a downtown Detroit based successful law firm, is seeking a Full-Charge Bookkeeper. The preferred candidate will be experienced in the whole accounting cycle through financials, be proficient in accounts payable; be computer literate in Windows and have a professional client-service attitude regarding business. Our client has been in business for many years with a sound reputation in the field. They have a total of 65 employees, have just completed a new Windows software, pay for your parking and present a very competitive compensation package. Qualified candidates please send resume and salary history to:
Attn: VGRK
FOLLMER, RUDZEWICZ & CO.
12900 Hall Rd.
Sterling Heights, MI 48313

DOKKEEPER/OFFICE MANAGER
M.Y.O.D. experience. Landscaping company in Livonia. Part-time, 20 hrs. week. (810) 474-6660

BOOKKEEPER

Part time Bookkeeper for Bloomfield Hills law office. Flexible hours. Experience helpful, will train. Send resume to: Lorraine, PO Box 8355, Bloomfield Hills, MI 48302.

BOOKKEEPER (PART TIME)
Small company in Novi requires bookkeeper (knowledge of QuickBooks helpful) to handle accounting work and assist with all office duties. Person should have good organizational skills, computer knowledge and excellent verbal and writing skills. Flexible hours. Send resume to: Box #1231
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER/SECRETARY
FULL time position open for a Farmington Hills construction firm. Must be proficient in the areas of bookkeeping, accounting. Good communication skills & accounting experience.
Fax resume
(810) 476-4392

BOOKKEEPER

Southeast Macomb County. Accounts Payable/Receivable, Word & Excel. Detail oriented. Minimum 2 years experience. Temp to perm. Salary negotiable.
Call (810) 373-1810
or fax resume: (810) 373-1811
OAKTEC

BOOKKEEPING-COMPUTERIZED
Some phone answering and other office duties for growing company. Some accounting background needed. Call Patty: 313-454-0020

502 Help Wanted-Office Clerical

BUSY BLOOMFIELD Hills Marketing/Publishing firm seeks mature Sales Manager. Responsibilities to include reception, bookkeeping. Real estate experience preferred. Fax resume to: K. Ekizal 810-855-0317

BUSY SOUTHFIELD CAREER CENTER

is looking for an accounting clerk/secretary with experience in computerized accounting. Must be fast & 1 and Lotus. Superior math skills required. Competitive salary & benefits. Please fax your resume to Sally at 810-356-1333
Or call to schedule an interview at 810-356-1337.

CAEtech, is a leading engineering and software consulting firm based in Troy, Michigan. We are a fast paced company and a supplier of contract personnel to the Big 3 and their suppliers. Due to our recent growth, we have several openings for both in house and off site administrative positions.

We offer a comprehensive benefit package which includes 401k.

ADMINISTRATIVE ASSISTANT
To assist with HR marketing and Administrative Departments, full time positions.
•Excellent written and oral communication skills
•PC skills desired: Pro/E, Word, WordPerfect, Excel, Lotus, PowerPoint
•Higher education/degree preferred

RECEPTIONIST/DATA ENTRY
To assist in clerical duties, functions, phones and data entry. Full time position.
• Excellent communication skills, data entry experience
•PC SKILLS DESIRED: Access, Excel, Word, WordPerfect, Desk top publishing

Please send or FAX resume to
CAEtech
ATTN Human Resources/DGK
33701 Plymouth Road
Suite 130
Livonia, MI 48152
FAX 313-953-1145

CALL NOW!
IMMEDIATE OPENINGS
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
• WORD PROCESSORS
• SWITCHBOARD
• RECEPTIONISTS
• DATA ENTRY CLERKS
• CUSTOMER SERVICE
• FILE CLERKS
We offer: vacation & holiday pay
Medical & life insurance. Call for an appointment today!
CONTEMPORARY

(810) 583-9500 ... Madison Hts.
810-650-8600 ... Rochester Hills

CASHIER/ RECEPTIONIST

Positions available. Full time with benefits. Looking for a friendly, energetic people. Apply in person at:
SATURN OF PLYMOUTH
9301 Massey Drive
SATURN OF FARMINGTON HILLS
24730 Haggerty Road
No Phone Calls Please

CHIROPRACTIC ASSISTANT

Part time/afternoons. 20 hrs/week. M-W-F, 2:45-7:30pm, Saturday 11-4:30pm. Looking for an individual who is warm and friendly, enjoys working in team. Clerical skills necessary. 37477 Grand River, Ste W-4 Inkster Rd., Westland (313) 522-5501

CLERICAL
ABLEstamp, a new Temporary Placement Service, is searching for a mature, mid-career job seekers with strong office skills to fill available clerical positions. Please call your resume to 810-443-1060 or contact Evelyn O'Brien at 1-800-922-4473
EOE

Clerical / Administrator

General Fasteners needs clerical assistant for Quality Department. Duties include: computing, maintaining, recording inspection documents, certifications, supplier customer communications and technical reports. Strong computer, reading, writing, communications skills. Accuracy and attention to detail a must. Technical experience helpful. Salary commensurate. Fax resume/salary requirements to: HR (GA)
11820 Globe, Livonia, MI 48150
FAX 313-591-0482
NO CALLS PLEASE

CLERICAL/ DATA ENTRY
Experience in bookkeeping and inventory control, preferably in a retail environment. Word/Excel skills are essential. Full time position available.

For immediate confidential consideration please send resume or apply in person at our new Birmingham location.

Ethan Allen Home Interiors
275 N. Woodward Ave.
Birmingham, MI 48009
Phone (810) 540-8555
Fax (810) 540-8557
We Are An Equal Opportunity/Affirmative Action Employer
M/F/D/V

CLERICAL

Large property management company in Southfield is looking for an individual with pleasant personality and professional appearance. Experienced with Section 8, (HUD) property reporting preferred, but not necessary. Send or fax resumes to:
One Towne Square, Suite 913,
Southfield, MI 48076, Fax: 810-827-4278

CLERICAL/MESSENGER
Immediate opening for dependable person 18 or older to work part time weekdays as a general office clerk & messenger. Ideal for college student. Work a minimum of 20 hrs per week Mon-Fri. Must have reliable car with proof of insurance & good driving record. $6 per hr. + 36¢ per mile. 11 Mile/Inkster Rd. area. Call Nancy at:
(810) 352-3300

CLERICAL OPENING
with construction firm. Part time, 9-3, Mon-Fri. Various duties; computer communication skills. 810-473-1100

CLERICAL - part-time, 3 days per week. $8.50/hr to start. Southfield area. Call Denise: 810-355-3140
810-358-3240

502 Help Wanted-Office Clerical

CLERICAL POSITION
Part time for jewelry repair shop. Willing to train the right person. Call Sherry or Stan: (313) 422-7330

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 on a busy environment. Please call or send resume to Sherry Niles, Temporarily a Staffing Company, 2600 Telegraph Road, Bloomfield Hills, MI 48302
(810) 338-7700, ext. 2600.
Equal Opportunity Employer

CLERICAL/RECEPTIONIST
LIGHT bookkeeping. Telegraph/12 Mile area, public accounting office. Call
(810) 258-9220

CLERKS!

COME ONE, CALL ALL!!
We have 15 openings!!
WE CAN TRAIN!!
Corporate Personnel Services, Inc.
(810) 362-9696

CLERK-SECRETARY

REPUBLIC Bank is seeking a Clerk-Secretary to perform general clerical, documentation, file and assist with customer service. Will be busy with a variety of clerical duties. Need attention to detail, strong verbal skills, to be part of a team and have word processing experience. We offer a competitive benefit package. Please send your cover letter and resume to: REPUBLIC BANK, Central Human Resources, 500 N. Homer Street, Lansing, MI 48912 or FAX 517-351-4342. EOE/AA

CLERK TYPIST - part-time, 5pm-9pm, in our Livonia office. General office duties, typing, filing, computer entry. High school graduate preferred. Please send cover letter & resume to: Executive Secretary, Northwestern Community Services, 6012 Merriman Rd., Garden City, MI 48135 EOE

CLERK TYPIST
Substitute clerk typist/paraprofessional clerk. Must be detail-oriented, possess organizational and problem solving skills, have ability to take initiative and work independently. Typing at 50 wpm. Call Job Hot Line for additional requirements and application process. Posting deadline, Oct. 24, 4 PM. Plymouth Canton Community Schools, 454 S. Harvey, Plymouth. 313-416-2744

CLIENT SERVICES SPECIALIST

Expanding business forms distributor in Farmington Hills is looking for a Livonia office. Responsibilities include customer service, order processing, design, and general clerical duties. Position requires proficient WordPerfect skills, minimum of two years of prior experience in customer service or sales support capacity. Competitive wage, full benefits and bonus plan. Send resume to: Human Resource Manager/CSS, PO Box 18189
Lansing, MI 48901-8189

OFFICE CLERICAL

Part time general office help. PC skills necessary. Flexible hours. Ask for person: Royal Oak Industries, 4600 S. Lapeer Rd., Lake Orion. Call
(810) 340-9200

COMPUTER SYSTEMS TRAINER/LEGAL SECRETARY - PART TIME
Growing downtown Detroit law firm seeks a motivated self-starter individual for this part time position. Experience in WordPerfect 5.1 for DOS and Windows 95 required. Microsoft Word for Windows and/or WordPerfect 6.0 for Windows helpful.

Responsibilities include training employees in use of these systems. Qualified applicants must be able to training employees in use of these systems. Qualified applicants must be able to minimum of 3 years legal secretary experience in litigation and will perform as a floating legal secretary as needed by our litigation attorneys. Salary requirements to: Trainer, P.O. Box 43158, Detroit, MI 48243

COMPUTER TYPIST
With speed and accuracy. Call Carlson or Mike Dembrowski, Jennifer Wells. 810-299-8110

CPA

Accountant/CPA to manage public accounting clientele for a Dearborn firm. Call Mike Penn: 313-278-5320

CUSTOMER SERVICE / RECEPTIONIST
Entry level position for growing manufacturing company. Position requires exceptional phone skills & experience in data processing & general office functions. Ideal candidate will be a wage history to: Human Resources, 1591 Inc., 34700 Lakeland Blvd., Eastlake, OH 44095

CUSTOMER SERVICE/Receptionist and experience real estate escrow processor. Fast growing largest title company. Please FAX your resume: Attn.: Alice, 810-540-1045

CUSTOMER SERVICE.
Good phone and computer skills. Type 25 words. Great opportunity. 37 hour. Westside. 810-447-9690
Sterling Personnel Services

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

CUSTOMER SERVICE
Farmington Hills based company for an order processor with good phone skills and better computer knowledge. Able to work in a fast paced environment. Call Tammy Taylor, 9-4, 6-4 at
(810) 477-7007

CUSTOMER SERVICE

Large closely held equipment company needs dependable and motivated individual with computer skills for telephone customer service. Good benefit package. Full-time.
Fax resume: (810)589-4716
Or send to: 1545 E. Avis
Madison Heights, MI 48071
Attn: Vice President

CUSTOMER SERVICE

Busy Customer Service Department in Troy has a part-time position open for an individual with a clear, distinct voice and good typing skills to process service requests. Flexible hours between 8am & 5pm, Monday thru Friday. Applicants must be experienced in working accurately with computers.
(810) 649-8100 x 8002
An Equal Opportunity Employer

CUSTOMER SERVICE

Well organized person with excellent phone and data entry skills. Duties include customer order entry and follow-up. Experience preferred. Competitive wage and benefit package.
MOELLER MFG. CO.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170
(313) 416-0000
Fax (313) 416-2200

502 Help Wanted-Office Clerical

Customer Service
Large automotive marketing firm seeking numbers-oriented individual to work in Livonia contract/customer service department. Must be computer literate. Pay $8.50-$ 50 per hr. dependent upon experience. Banking background a plus. EOE. Call ...

OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy., #250
Southfield, MI 48034
Phone (810) 358-0222
201 W. Big Beaver, #310
Troy, MI 48084
Phone (810) 524-3110

CUSTOMER SERVICE

PPOM is expanding and is looking for clerical support individuals in our Customer Service department. Must have background in medical billing or health insurance industry. Phone experience a plus. We offer excellent benefits including full tuition reimbursement.

Please send resume to:

Naomi Ashel
Human Resources Administrator
PPOM
28588 Northwestern Highway
Suite 300
Southfield, MI 48034

Or Fax: 810-357-2418

CUSTOMER SERVICE
★10 Openings
★ $7+ Per Hour
★ Raises
★ Benefits
★ Top Companies
★ Close to home
Our clients are seeking professional people with excellent communication skills and some data entry. Long-term, TEMP-TO-HIRE positions. Call today! Your ideal agency never a fee.
Farmington Hills...810-615-0660
Madison Heights...810-545-2550
Rochester Hills...810-650-5690
Western STAFF SERVICES.

CUSTOMER SERVICE REPRESENTATIVE
Join Ethan Allen, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking conscientious individuals to service our retail customers as well as general clerical duties. Ideal candidate has prior experience in customer service or sales support capacity. Competitive wage, full benefits and bonus plan. Send resume to: Human Resource Manager/CSS, PO Box 18189
Lansing, MI 48901-8189

Ethan Allen
15700 Middlebelt
Livonia, MI 48154
Phone 313-261-7780
Fax: 313-261-7480
We are an Equal Opportunity Affirmative Action Employer

Customer Service Representative
At DiversyLever, we continuously improve the way we bring today's cleaning, sanitizing and sanitizing products to market.

You'll provide DiversyLever sales organizations and customers with quality service.

- Expedite shipments with carriers and warehouses.
- Research alternative actions and costs.
- Monitor routing tables to ensure accuracy, minimize costs and maximize service satisfaction.
- Review daily sales reports, monitor budget performance.
- Maintain customer relationships (ranging from $50 to $40,000) and generate various reports.

Qualifications include a high school diploma or equivalent (preferred) and a strong familiarity with logistics and benefits/cost savings (preferably in a distribution setting). We also require 3-5 years' traffic or trucking industry experience. Great computer skills (as well as WordPerfect, Lotus 1-2-3, Harvard Graphics, AS400 and BPCS knowledge.

DiversyLever offers competitive compensation plus comprehensive benefits. Send your resume and salary requirements (must be included to ensure consideration) to: DiversyLever, HR Manager, Diversey-Lever, 14400 Bonaparte Road, Suite 210, Plymouth, MI 48170. We value a diverse workforce.

DiversyLever

DATA ENTRY

Be a part of our growing team. Coming Clinical Laboratories is currently seeking to fill the following positions.

OPERATOR
Billing Department/Day Shift

LAB ENTRY OPERATOR
Midnight/Afternoon Shifts
Full Time/Part Time

Both positions require a minimum of 65-80 wpm, keyboarding skills. Flexible schedules are available to complete an application Mon. - Thurs. 11AM-3PM. (please come prepared for testing) at: Coming Clinical Laboratories, 27725 Stansbury Road, Auburn Hills, MI. EOE M/F/D

DATA ENTRY CLERKS
Romulus. Evaluation fees reimbursed for advancement. Must be able to work both 2nd & 3rd shifts. $7.50/hr.
Kelly Services 810-357-8450
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 paced work environment. Females, location, qualified call 810-643-6100

DATA ENTRY

Growing companies in Plymouth & Livonia in search of data entry operators.
$8-$9 per hr.
ARBOR TEMPS: 459-1166

DATA ENTRY

Join a team of professionals with a growing progressive firm. Auburn Hills and Plymouth. Temp to perm, full or part time opportunity.
Farmington/Livonia Birmingham
473-2934 646-7663
Advantage Staffing

DATA ENTRY OPERATOR
For billing & inventory processing at Oakland County Medical Center. Call 810-373-8118

502 Help Wanted-Office Clerical

Customer Service Representative
First American Real Estate Information Services, Inc., a national provider of information management products and services to the mortgage lending industry, is currently seeking a Customer Service Representative for the Livonia, MI office of its Tax Service Division.

Responsible for the research of and response to customer questions and issues, the minimum requirements include: 1+ years recent customer service experience, preferably with mortgage banking/financial service environment, excellent verbal and written communication skills, ability to work in hysical and problem solving skills, PC proficiency operating in a Windows environment using Microsoft Word and Excel, accurate word processing of 50 wpm, strong alphanumeric filing skills, and the ability to work overtime with limited notice are also required.

In addition to a competitive salary, we offer an attractive benefits package, including a 401(k) savings plan. For consideration, please forward, please mail/FAX resumes, INCLUDING SALARY HISTORY, to: First American Human Resources, Dept. JJ, Code EF-C5R, 1400 Corporate Drive, Irving, TX 75038
FAX: (972) 580-3405.
EOE.

FIRST AMERICAN

DATA ENTRY - Farmington Hills, full time, days/afternoons, and/or evening shifts. $5/hour.

RECEPTIONIST - Auburn Hills, 6 lines, must have Lotus/Windows knowledge. Temp to Perm.

SECRETARY - Troy, Advanced Word Perfect & Power Point a plus. Temp to Perm.

CUSTOMER SERVICE - Troy, focus assist with scheduling outbound calls. MS Word. Temp and end of year.

SECRETARY - Auburn Hills, WordPerfect/Lotus. Will be working with quotes, lots of typing. Temp to Perm, pay negotiable.

OAKTEC
Professional Staffing Services
Farmington Hills 810-476-0454
Auburn Hills 810-377-4070

DATA ENTRY Part-time eves. Detroit Bio-Medical Lab. 23555 Freeway Drive Dr., Farmington Hills. Call Debbie after 7:30pm. 810-471-4111

DATA ENTRY PERSON - to enter shipments & vendor invoices. Experience with computer inventory helpful. Apply in person at 1000 Wolverine Rd., W. of Telegraph in Redford.

DATA ENTRY

Seasonal Position, Oct/Apr., Mon-Fri., 40 hours/week. $8 an hour. Experience needed & excellent telephone skills. Fax resume 810-433-0911

DIRECTOR OF OFFICE FOR FUNDRAISING PROJECTS

Detail oriented person with ability to prioritize & meet deadlines. Excellent written and verbal communication skills. Ability to work well with people and with a general knowledge of computers. Knowledge of Word Perfect 6.1 for Windows, Lotus 1-2-3. Office of the Chancellor, St. Mary's College, Orchard Lake.
(810) 683-0600

DISPATCH / CLERICAL
Hovings Business Systems, Michigan's largest Canon dealer has an opening for a Service Dispatcher. Prior office experience necessary. Telephone, communication and customer service skills are also necessary. We offer excellent benefits which place a strong emphasis on family and a company sponsored pension plan. If you are interested in this position, please send resume and cover letter to: Dispatch Supervisor, HOVINGS BUSINESS PRODUCTS, 37987 Interchange Drive, Farmington Hills, MI 48335
EOE

DON'T MISS OUT!!!
Positions for receptionists & secretaries. All levels, temp to perm & permanent. Great opportunity & excellent benefits which include a comprehensive medical plan, dental, vision, 401k & a company sponsored pension plan. If you are interested in any position, please send resume and cover letter to: Dispatch Supervisor, DIVERSIFIED BUSINESS PRODUCTS, 37987 Interchange Drive, Farmington Hills, MI 48335
EOE

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 communication skills required. Customer service and computer experience also helpful.
NOW HIRING! CALL TODAY!
810-352-5220
KELLY SERVICES
An Equal Opportunity Employer

DRIVER
An excellent company? You bet! Local runs. Home daily/nights. NO BULL!! Our drivers earn $500 to $750 weekly. Our benefit package is top notch. Full Medical/Optical for less than $20.00 weekly no weekly cost after 1 yr. Retirement, Paid Vacation & Holidays. CDL class A 1 more years experience minimum. Good MVR. Call this Mon-Fri. from 10am to 3pm for immediate opening.
1-800-819-2638

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 involved. 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, 27777 Franklin Rd., Southfield, MI 48034 or FAX to: 810-478-1478

502 Help Wanted-Office Clerical

DUE TO RECENT COMPANY EXPANSION
Art Van Furniture has immediate openings for full & part time office 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

EXECUTIVE ASSISTANT

A world class automotive supplier is expanding capacity and currently seeking a professional to fill a full-time Executive Assistant Position. The position requires a minimum of five years experience in administration, typing minimum 60 wpm and strong computer skills to include Excel, MS Word and MS Access. Experience in Human Resource is a bonus. Qualified individuals will be professional, organized, flexible, self-motivated, detail oriented, outgoing. Candidates should send resume and salary history to:
Personnel Dept.
1652 Star Batt Drive
Rochester Hills, MI 48309

EXECUTIVE RECEPTIONIST
Growing entertainment company seeks seasoned receptionist with 2-3 yrs. minimum hands-on experience. Light computer skills helpful. Established area. $8-9/hour to start.
Personnel Unlimited
Staffing Specialists
Phone (810) 751-5608
Fax (810) 751-6815

EXECUTIVE SECRETARY

Dearborn automobile manufacturer seeks experienced person for part time Wednesday and Friday. Microsoft Word and Excel. Please call Amy at 810-643-5300 or Fax resume to: 810-643-4362

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT to President of growing computer software & services company. Self-starter, good organizational skills. Typing 75 wpm, shorthand desired but not necessary. Sales & marketing experience a plus. Must be computer literate & familiar with Word, Excel & Power Point. Non-smoker a must. Send resume with salary requirements to: RW
37735 Enterprise Ct., Ste. 400
Farmington Hills, MI 48331

EXECUTIVE SECRETARY

Fast paced, high volume office for a research group at a large S.E. Mich. University. Requires excellent typing, organization and people skills. Shorthand/transcribe. Duties include manuscript & grants proposal preparation, meeting minutes, and coordinate participation. Competitive salary, generous medical, dental, & tuition benefits. Great position for a take-charge person. Resume to: Box #1371
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXPERT WITNESS ROOM ASSISTANT

Growing downtown law firm seeks full-time assistant for busy Expert Witness Room. Responsibilities include filing and scanning documents, data entry, assisting or researching experts for employees and back-up legal assistant work. Requirements include three years as legal environment, excellent organizational skills and the ability to work with various computer systems. Legal assistant/paralegal experience also plus! Great benefits/salary plan offered. Send resume to: Human Resources-EWR, P.O. Box 43067, Detroit, MI 48243

FAST PACED OFFICE
Phones, Receptionist, Microsoft Windows, Word, Excel.
Call Nancy:
313-336-1582

FILE CLERK

Busy north Oakland County mid-size law firm seeking experienced file clerk. Full or part time, flexible hours. Respond to: Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515 or fax to: (810) 335-2348

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) 647-9400

FILE CLERK

Full-time for personal injury law firm. Knowledge of Word, Excel. Call Sandy
(810) 557-9900

F