EMPLOYMENT

502 Help Wanted-Office Clerical

AUTOMOTIVE ASSISTANT CONTROLLER
Large dealership chain has immediate opening for an experienced individual to oversee office staff at all of our dealerships. Must have a dealership background. Proficiency in training of office accounting procedures. Management skills, attention with excellent salary and benefits.
Call for appointment:
Ms. Donna Davis
MEI FLAGS
AUTOMOTIVE GROUP
#(810)967-3700 EXT. 774

BIG 3 AUTOMAKER NEEDS HELP!
Immediate positions available in auto industry for candidates with knowledge in:
• MS WORD
• EXCEL
• POWERPOINT
For consideration FAX resumes to:
BARTECH
FAX 313-271-9774 Attention OSD
or call 313-271-5454
An Equal Opportunity Employer

BILLING CLERK
We have an opening at our Pontiac displays facility for a Medical Biller. The qualified candidate will have experience in professional billing. Experience in DOS/M MSA system is preferred. Experience with billing for third party payers, Medicare, Medicaid, and Michigan Blue Cross experience is also preferred. We offer a generous salary & benefits package including health, dental, optical, life & disability insurance, 401k, paid days and more. If interested please call or send resume to:
Michigan Kidney Consultant,
P.O. Box 6070
Pontiac, MI 48343-0839
(810) 333-2230 ext. 28
Attn: Susan Schmidt

Billing/Collections Clerk
We are seeking a billing/collections clerk with accounting/receivable experience 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
18940 W. 8 Mile
Southfield, MI 48075

BIRMINGHAM REAL ESTATE CO.
seeks assistant to the Broker. Real Estate license required. Excellent communication, computer proficiency, and secretarial skills. Part time, could expand to full time. Excellent earning potential. Send resume to: Suzanne, Cranbrook Associates, Inc., 1424 Woodward, Birmingham, MI 48012

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 Southfield CPA office at: (810) 350-2600

BOOKKEEPER
ENGINEERING firm is seeking a full-charge bookkeeper for our Farmington Hills Headquarters location. Candidate should have background using Timberline and Microsoft Office software is a plus. The 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) 489-8596

BOOKKEEPER
EXPERIENCED Computer Operator for cost accounting, accounts receivable, accounts payable, office duties for small office.
Call:
or FAX resume to: 313-421-1566

BOOKKEEPER
For printing company. General accounting experience. Familiar with Quick Books Pro. Benefits.
(313) 833-6564

BOOKKEEPER
Full Charge for multiple company property management firm. Lotus/Excel/Word computer accounting. Experienced preferred. Benefits, 35 hour. Fax resume: (810) 855-8923

BOOKKEEPER -
Full charge, part time, 2/yrs minimum experience. Responsibilities include all related tax returns, A/P & reconciliations, computerized accounting experience preferred, accuracy & self motivation essential, collection experience helpful. Pay commensurate w/experience. Westland area.
Call Sandy (810)729-9738

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 and friendly business. Our client has been in business for many years with a solid reputation in the field. They have a total of 65 employees, have just upgraded their hardware/software, pay for your parking and present a very competitive compensation/benefit package. Qualified candidates please send resume and salary history to:
Attn: VGDK
FOLLMER, RUDZEWICZ & CO.
12900 Hall Rd.
Sterling Heights, MI 48313

BOOKKEEPER - FULL CHARGE.
35 hours, 3 years experience in computerized accounting. 2 years experience in accounting. 313-525-4411

502 Help Wanted-Office Clerical

BOOKKEEPER
FULL CHARGE
We are a growing tooling company located in Wixom, seeking a full-charge Bookkeeper. Experience in the full accounting cycle including financials preparation on Real World software preferred. Other duties would include: payroll, reports, year-end work, order supplies and human resources/insurance. Send your resume and salary history to:
FOLLMER, RUDZEWICZ & CO.
12900 Hall Rd
Sterling Heights, MI 48313

BOOKKEEPER/HOST PERSON
Unique position for the right person. Simple bookkeeping. Host to an upscale lunch clientele. Computer knowledge a plus. Good pay. Apply at the
Ocean Grille
250 N. Woodward
Downtown Birmingham
or call (810) 646-7001

BOOKKEEPER
Join this small growing company in Farmington Hills. Experience required in:
• Cash Management
• GL Maintenance
• Statements
Must be familiar with accounting software. Forward resumes to:
Box #1255
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
MATURE, experienced for CPA firm, part time. Flexible hours. Computer and people skills essential. Resume to CPA, 32000 Northwestern Hwy. #165, Farmington Hills, MI 48334

BOOKKEEPER
Part time. Flexible hours. For medium size furniture company in Birmingham. Send resume to: RLAC-0 (94 N. Hunter, Suite 5, Birmingham, MI 48009.

BOOKKEEPER (PART TIME)
Small company in Novi requires bookkeeper familiar with QuickBooks to handle accounting work and assist with all office duties. Person should have good organizational skills, computer knowledge and telephone answering 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 computers & accounting. Good communication skills & accuracy required.
Fax resume
(810) 476-4322

BOOKKEEPER SECRETARY FOR ALL SEASONS
There seems to be no easy way to describe someone who does everything, but in a small office that is just what is needed. We are a small rapidly growing company with expanding needs. The person we seek will be a very pleasant, All the employees are professional. What we need is someone to manage our office operations and grow with our company. Call Ken between 10:00am and 7:00pm, weekdays.
(810) 853-1754

BOOKKEEPING-COMPUTERIZED
Some phone answering and other office duties for growing company. Some experience in Sales Reports/Invoicing needed. Call Patty, 313-454-0500

BUSY BLOOMFIELD Hills Marketing/Publishing firm seeks a marketing Office Manager. Responsibilities to include reception, bookkeeping, Mac experience required. Fax resume to:
K. Brooks! 810-855-6911

BUSY SOUTHFIELD CAREER CENTER
is looking for an accounting/bookkeeper/secretary with experience in customer service, WordPerfect 5.1 and Lotus. Candidate must have math skills required. Competitive salary & benefits. Please fax your resume to Sally at 810-350-1333
Or call to schedule an interview at 810-356-1337.

CAEtech, a leading engineering and information technology services 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 in HR marketing and Administrative Departments, full time position.
•Excellent written and oral communication skills
•PC skills desired: Profs. Word, WordPerfect, Excel, Lotus, PowerPointe.
•Higher education/degree preferred
RECEPTIONIST/DATA ENTRY
To assist with administrative 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
26701 W. Seven Mile, Rm. 100
Livonia, MI 48152
FAX 313-953-1148

CASHIER CLERK
Looking for a sharp professional to represent a national firm. This is an Entry Level Position with potential for advancement. Please call Pat at
(810) 647-0600

CASHIER/ RECEPTIONIST
Positions available. Full time with benefits. Looking for friendly, energetic people. Apply in person at:
SATURN OF PLYMOUTH
9001 Massey Drive
or
SATURN OF FARMINGTON HILLS
24730 Haggerty Road
No Phone Calls Please

502 Help Wanted-Office Clerical

CHIROPRACTIC ASSISTANT
Part time/afternoons, 20 hrs/week; M-W-F, 2:45-7:30pm, Saturday 11-4:30pm. Looking for an individual seeking long-term employment. Willing to train. Clerical skills necessary. 27527 Joy Rd., ½ block W. of Inkster Rd., Westland (313) 522 5501

CLERICAL/ DATA ENTRY
Experience in bookkeeping and inventory control, preferably in a retail environment. Windows PC 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) 540-9358
Fax (810) 540-8778
We Are An Equal Opportunity/ Affirmative Action Employer
M/F/D/V

CLERICAL
Large property management company in need of an organized individual with pleasant personality and professional appearance. Experience preferred but not necessary. Reporting preferred, but not necessary. Send or fax resumes to:
Ohio Towne Square, Suite 1913
Southfield, MI 48076 Attn: DS.
Fax 810-827-4278

CLERICAL OPENING
with construction firm. Part time, 8-3, Mon-Fri. Various duties, computer/communication skills. 810-473-1100

CLERICAL POSITION
Part time for jewelry repair shop. Willing to train the right person. Call Sherry or Stan. (313) 422-7030

CLERICAL POSITION
In W. Bloomfield office. Heavy phones, diversified work. Basic computer, typing & filing. Growth potential. Call 11am-1pm. 810-932-8214

CLERICAL POSITION
Available
Duties include filing, photocopying, and data entry. Please send resume: Human Resources (ADM 50), PO Box 5016, Rochester Hills, MI 48308.

CLERICAL/ RECEPTIONIST
Part time. Need approximately 20 hrs/week. Flexible hours. Fax resume to: (810) 478-3150 or apply in person at: WWOCAR, 24125 Drake Rd., Farmington, MI 48335.

CLERK/SECRETARY
EMPLOYEE BENEFITS. Must be detail-oriented, possess good math, organizational and problem solving skills. Proficient in WordPerfect 5.1. Have ability to take initiative and work independently, typing 50 wpm. Call Jo Fischer to 810-557-9700 ext. 1400 for immediate consideration. Application deadline Oct. 31, a Full Plymouth Canton Community Schools.
454 S. Harvey, 313-416-2744

CLERK TYPIST - part-time, Compton or our Livonia office. General office duties, typing, filing, computer entry. High school diploma required. Please send cover letter & resume to: Executive Secretary, Northwestern Counseling Services, 6012 Merriman Rd., Garden City, MI 48135. EOE

OFFICE CLERICAL
Part time general office help. PC skills necessary. Flexible hours. Apply in person: 15 Mile & Dequindre, 4800 S. Lapeer Rd., Lake Orion. Call
(810) 340-9200

COMPUTER TYPIST
With speed and accuracy. Call Sharon or Max Detmer or Jennifer Wade.
810-299-8110

CPA
Accountant/CPA to manage public accounting clientele for a Bloomfield firm. Call Mike Fenn 313-278-5300

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

CUSTOMER SERVICE
Farmington Hills office looking for an order processor with good phone skills and basic computer knowledge. Able to work in a fast paced environment. Call Kathy Griffin, 9-4 at
(810) 477-7007

CUSTOMER SERVICE
Large office equipment company needs dependable and motivated individual with customer skills for fast-paced department. Good wages & benefit package. Full time.
Fax resume: (810)569-4716
Or send to: 1645 E. Avis
Madison Heights, MI 48071
Attn: Vice President

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 benefits package.
MOELLER MFG. CO.
43535 Plymouth Oaks Blvd.
Plymouth, MI 48170
(313) 416-0000
Fax (313) 416-2200

CUSTOMER SERVICE Rep, needed in Novi for medical supplier. Sales Exp. dependable & reliable (810) 349-8312

CUSTOMER SERVICE/ RECEPTIONIST
Entry level position for growing marketing company. Position requires exceptional phone skills & experience in data processing & general office functions. Bloomfield Hills area. Please call:
(810) 258-9953

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPRESENTATIVE
Join Ethan Allen, a leader in the fine home furnishings industry, in our Bloomfield Hills showroom. We are seeking conscientious individuals to meet and greet customers as well as general clerical and telephone duties. Full time position available. A pleasant personality and professional appearance and demeanor are essential. For confidential consideration please apply in person or send resume to:
Ethan Allen
15700 Middlebelt
Livonia, MI 48154
Phone 313-261-7780
Fax: 313-261-7480
Equal Opportunity
Affirmative Action Employer

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 within the mortgage banking/financial service environment; excellent verbal and written communication skills; and proven analytical and problem solving skills. PC proficiency; operating in a Windows environment using Microsoft Word and Excel; accurate word processing of 50 wpm, strong alphanumeric key 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 confidential consideration, please mail/FAX resumes, INCLUDING SALARY HISTORY, to: First American, Human Resources Dept., Job Code: CSR, 1400 Corporate Drive, Irving, TX 75038
FAX: (972) 580-3408.
EOE

FIRST AMERICAN

CUSTOMER SERVICE
$7-$9/HR.
★ Immediate openings
★ Long/Short Term
★ TEMP-TO-HIRE
★ Top Companies
★ Benefits
Seeking candidates with excellent communication and clerical data entry skills. We can find that right job for you. Call today for personal interview!
Farmington Hills... 810-615-0660
Ml. Oakland County... 810-559-5090
Macomb... 810-412-5690
Madison Heights 810-545-2550
Western STAFF SERVICES.
Not An Agency - Never A Fee!

DATA ENTRY
Experienced Data Entry Person for busy accounting office. Looking for dependable person with good attendance, familiar with a fast paced work environment. Female only. Hourly, qualified call
810-543-5100

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 large Oakland County Medical facility.
810-373-6118

DATA ENTRY OPERATORS
Immediate opening in our Livonia office operating in our Windows Data Entry Operator on our day shift. Hours are 8:30 a.m. - 2:30 p.m., Mon. - Fri. Qualified candidates will have prior data entry experience and the ability to key a minimum 5,000 keystrokes (letters and numbers). Good pay and benefits await qualified candidates.
For an appointment, call
313-261-8220

DATA ENTRY Part-time avail. Detroit Bio-Medical Lab, 23955 Freeway Park Dr., Farmington Hills. Call after 7:30pm. 810-471-4111

502 Help Wanted-Office Clerical

DATA ENTRY PERSON - to enter shipments & vendor invoices. Experience with computer inventory helpful. Apply in person at 2301 Pontiac Rd., W. of Telegraph in Redford.

DATA ENTRY
Seasonal Position. Oct-Apr., Mon-Fri., 40 hours/week, $6 per hour. Experience needed & excellent telephone skills. Fax resume 810-433-0911

DAY-CARE POSITION
Available immediately. Must be dependable & flexible. Contact Pat
(313) 459-1800

DIRECTOR OF FUND RAISING PROJECTS
Detail oriented person with ability to prioritize & meet deadlines. Good written and verbal communication skills. Good basic math skills. Data input with a general knowledge of computers. Knowledge of Word Perfect 6.0. For Membership Office of the Office of the Chancellor, St. Mary's College, Orchard Lake.
(810) 683-0500

DISPATCH/ CLERICAL
Hovings/Business Systems, Michigan's largest Canon dealer has an opening for a Service Dispatcher. Prior dispatch experience necessary. Telephone, communication and customer service skills are also necessary. We offer excellent benefits which include a competitive medical plan, profit sharing through 401k & a company sponsored pension plan. If you are interested in this position, please send resume and cover letter to: Dispatch Supervisor, DIVERSIFIED BUSINESS PRODUCTS, 37957 Interchange Drive, Farmington Hills, MI 48335. EOE

DON'T MISS OUT!!!
Positions available in all sectors. All levels, locations & pay rates. Excellent references required. US! (810) 258-5111

ROUTE DRIVER
Full time, for the metro area. Applicants must be honest with good driving record, CDL with hazardous endorsement. Excellent pay, full benefits package. Apply in person: Call Mr. Evans, 313-272-5810

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
5050 Dixie Hwy
Waterford, MI 48329

ENTRY LEVEL SALES
Growing manufacturer in Building Products industry has need for additional Sales Representatives, prior lumber yards, glass dealers, home improvement contractor sales helpful. Some overnight travel involved. Salary, bonus, company car. Blue Cross & other benefits. Prefer degree in Liberal Arts or Marketing. Other degrees considered. Prefer those with some sales experience considered. Send resume for Entry Level Sales, 20775 Chesley Dr., Farmington, MI 48335 or FAX to 810-478-1475

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT to President of growing computer software & services company. Small starter, good organizational skills. Typing 75 wpm, shorthand desired but not necessary. Sales & marketing support functions. Salary commensurate. Remote & familiar with Word, Excel & Powerpoint. Non-smoker & a must. Send resume to:
Attn: Ms. Lynn
377331 Grand River, Ste. 400
Farmington Hills, MI 48331

EXECUTIVE SECRETARY
Fast paced, high volume office for a research group at the S.E. MI State University. Requires excellent typing, organizational & people skills. Strong hand dexterity. Duties include manuscript, grant & contract preparation, scheduling, attending meetings & preparing minutes, and coordinate travel. Competitive salary, generous medical, dental, & tuition benefits package. Call Human Resources-EWR, P.O. Box 43168, Detroit, MI 48243

FAST PACED OFFICE
Person needed with Word, Microsoft Windows, Troy & Ann Arbor.
313-396-1652

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 7918, Bloomfield Hills, MI 48302-7918 or by fax: (810) 335-3346

FILE CLERK
Filing, light typing, faxing, some customer service. Mon-Fri, 8:30-5:30. Full days. Please send work experience or resume to: P.O. Box 51835 Bloomfield Rd., Beverly Hills, MI 48025

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

502 Help Wanted-Office Clerical

FILE CLERK
Full-time for personal injury law firm, Birmingham area. 810-258-6262

FILE CLERK needed. Part time position. Duties being filing medical records for DDS/Ortho practice & other duties. Please contact Renee Bingham. (313) 981-6558

FINANCIAL FIRM looking for order entry inputter. Must be able to type 50 wpm and interested in becoming Series 7 registered. Will train. Fax resumes to: 810-855-6867 attn: James Jacques or call James at Investacape Inc., 7001 Orchard Lake Rd., Suite 130, W. Bloomfield, 48322

FINANCIAL
Our company has an exciting opportunity for an individual interested in working 3 days per week to start - moving to 5 days by the end of the calendar year. Accounting degree helpful. Duties include cash forecasting. Hands-on responsibility. Salary negotiable. Please respond to:
HR Department Finance,
Vision Information Services,
302 S Main St, Royal Oak, MI 48067.
(No phone calls accepted).

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 P.O. Box 2480, Farmington Hills, MI 48333

FULL-TIME BOOKKEEPER needed for expanding construction and property management company. Must have exceptional typing and communication skills. Send resume to M. Linnet, 1700 N. Woodward, Suite 200, Bloomfield Hills, MI. 48304

FULL-TIME LEGAL SECRETARY with bookkeeping experience needed for growing construction and property management company. Must have exceptional typing and communication skills. Prior legal experience. Competitive salary with benefits. Send resume to M. Linnet, 1700 N. Woodward, Suite 200, Bloomfield Hills, MI. 48304.

GORMAN'S FURNITURE OUTLET
24000 Telegraph
(between 9 & 10 Mile)
RECEPTIONIST with clerical skills. Must be pleasant and dependable. Part time, Thurs - Sun.

General Clerical
TWO OPENINGS
Entry level opportunity with companies in Southfield and Livonia. Both assignments are available to start immediately. Skills required: Basic MS Word, Excel and general office duties. Pay $8-9.00 depending on experience. Full benefits when perm.
OFFICETEAM
"your Skilled Administrative Staffing"
(810) 358-0222
fax: (810) 358-0241
28588 Northwestern Hwy.
Suite 250
Southfield, MI 48034
EOE

General Office
Billy Bob's
Expanding team has individuals for general office/clerical, full or part time. Call Sue, Cathy, Call Craig or Bob: (810) 549-4263

GENERAL OFFICE CLERK/ RECEPTIONIST
This candidate must be a mature individual with at least 5 yrs. experience. Must be computer literate & have experience in data entry, shipping documents & other general office duties. Apply/send resume to:
Allmand Associates, Inc.
1200 Brown Rd.
Livonia, MI.

GENERAL OFFICE
Full time. Must have computer skills, accounting receivable & accounts receivable, various duties. Excellent benefits program. Fax to: 405-1366. Austin, Bartnet Floors. 810-333-4050 Bloomfield Hills.

GENERAL OFFICE
General office duties. Good attendance record. Call Mr. Mark. Part time/full work with hours. Call Denise between 10am-2pm: 313-937-0770 Tipke Tool, 44550 Grand River, Novi, MI

GENERAL OFFICE
Secretarial, 25-30 hours per week. PC experience needed, WordPerfect preferred. Some accounting desirable. Excellent working conditions, smoke free. Mail or fax resume in confidence to:
Venture VI, Inc.
1013 Pop St.
Walled Lake, MI 48390
810-669-7135

GROWING LOCAL CPA firm looking for a dependable person to do some of it's clerical department. Duties include typing, filing, and entering payroll & accounts payable. Excellent salary and benefits.
Herman, Allen & Co.
30200 Telegraph, Suite 165
Bloomfield Hills, MI 48025

HELP DESK SUPPORT
Nationwide Inventory company based in Rochester has openings for entry-level Help Desk Support positions. Salaried position with benefits, excellent communication skills, greater windows or DOS experience. Will train. Send resume to:
Attn: Personnel, 905 Oakwood
Rochester, MI 48307. EOE

HEY HOMEMAKER!
Looking for a great part-time job? Busy real estate office needs receptionist/secretary for evenings & weekends.
Call Mr. Rader 313-261-0700
Real Estate One

HUMAN RESOURCES
We need outgoing, hardworking responsible person for our Garden City office. Must be able to work full time. Entry level position with growing company. Please send resume to:
Trinity Staffing Services
30002 Ford Rd.
Garden City, MI 48135
or Fax (313) 422-0660

502 Help Wanted-Office Clerical

HUMAN RESOURCE ASSISTANT
World class automotive supplier seeks a Human Resources Assistant. Ideal candidate should have at least three years human resources experience pertaining the following: computerized hourly payroll, benefits processing/administration, recordkeeping, monitoring attendance, maintaining personnel files and other support functions. Experience with Microsoft Excel and Word helpful. Excellent benefits package including 401k. Send resume with salary history in confidence to: Box #1237
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HUMAN RESOURCE SPECIALIST
Immediate position in a Farmington Hills Human Resource Department. Successful candidate has previous work experience with Workers Compensation, Health Insurance Claims, Interviewing, hiring and training prospective employees, and computer skills. Excellent opportunity for detail-oriented individual with strong written and verbal communication skills.
Please call for an interview
PERFORMANCE PERSONNEL
"Performance at your Service"
313-513-5823

HUMAN RESOURCES/ TRAINING & QUALITY ASSISTANT
Michigan's leading Steel-case furniture dealership is seeking a detail oriented individual to support our HR and Training & Quality Departments. Candidates must have excellent organizational and time management skills, along with high level computer proficiency (Microsoft Word/Excel/Powerpoint). Experience in HR/Training & Quality preferred. Full time with excellent benefits. Please send resume with references and salary requirements to:
Contract Interiors
Attn: Human Resources
Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity
Employer

IMMEDIATE OPENINGS
For the Following Positions
•Order Desk/Data Entry
•Service/Data Entry
•General Office. Must be detail-oriented with good computer, phone and adding machine skills. Apply in person: Innovative Floor Covering, 13230 Newburgh, Livonia
1 block S. of I-96. 313-953-4100

INSURANCE AGENCY
in Plymouth/Northville area needs full time Personal Service Representative. Non-smoking office.
Call:
(313) 420-1200

INSURANCE Commercial lines CSR needed for busy Farmington Insurance broker. Computer knowledge a definite plus. Salary commensurate. 22200 Vassar, #503, Livonia 48152

INSURANCE CSR Position for Farmers Agency in Farmington Hills. Immediate opening. Office experience preferred. Call 810-615-4900 Fax resume to: 810-615-4225

Insurance
NEW BUSINESS ASSOCIATE
Experienced Secretary wanted to work with top producer in Berk/Southfield Life Insurance office. This position requires a real self-starter, excellent applications including licensing, APS's, approvals, follow-ups, and customer service. Previous life insurance experience required. The ability to juggle several projects at once and work well with others in a team environment is required. Knowledge of Windows; transaction skills a must. Excel and Power Point a plus. Please send letter, resume and salary requirements by October 31, to:
Kelly Rowe, 100 Galleria Officentre, Suite 401, Southfield, MI 48034

LAW FIRM NEEDS FILE CLERK for court filing & miscellaneous errands. Must have reliable transportation. Full-time employment. Call Ms. Walker 810-948-0600

LEGAL ASSISTANT
College graduate 3.5 or better, to work in Farmington Hills law office. Good organizational and people skills. Non-smoker. Ask for Linda at:
(810) 737-8400

LEGAL/FINANCIAL SECRETARY for N. Suburban land developer. Requires computer friendly, experienced individual capable to handle small office environment. Competitive salary & benefits. Excellent opportunity for right individual. Equal Opportunity Employer. Send resume to:
Box #1231
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL
INTEGRITY and 30 years of service is why the best law firms in the area trust us - you should too. For support staff job placement, perm and temp.
HILLSTROM & ROSS AGENCY, INC.
810-626-8188
FAX 810-626-8434

LEGAL SECRETARY
For personal injury law firm in Bloomfield. Minimum of 5 years experience in medical malpractice and/or auto negligence.
Call (810) 642-1000

502 Help Wanted-Office Clerical

Legal Size
Where Everybody Knows Your Name!
We'll pay you as much as you can make anywhere else, maybe more. And our perks are generous. But best of all, we provide loads of self-esteem. You're family here, a home base where you can reach out to the real world and discover how good you can be. Temporary or permanent assignments for Attorneys, Legal Secretaries, Legal Assistants, Office Managers, Bookkeepers, Receptionists, Legal Word Processors, Clerks, Smart people
Pal Personnel At Law
Judge4 The Best
Give us a call.
You'll like what you hear
3000 Town Center, #2000
Southfield, MI 48075
Fax: 810-358-0035
E-mail: smartpal@ix.netcom.com
Phone: 688-THE TEMP

LEGAL SECRETARIES
Experienced only for permanent & temporary positions. Call for assignments always available for top notch candidates.
JOANNE MANSFIELD
LEGAL SERVICES
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881

LEGAL SECRETARIES needed with Word 5.1 (DOS and/or Windows) and/or Microsoft Word for Windows. Transcription helpful. Temporary, temp-to-perm and permanent positions available. Call today for an appointment!
SKILLLINE PERSONNEL SERVICES
810-352-1300

EXPERIENCED
LEGAL SECRETARY
For busy Bingham Farms law firm specializing in litigation. Full time. Motivated, organized, flexible and dependable. WordPerfect/Windows 6.0. Salary commensurate with experience. Benefits available. Send resume to Office Manager, 30700 Telegraph Rd., Ste 3475, Bingham Farms, MI 48025 or Fax: (810) 644-6344

LEGAL SECRETARY/ASSISTANT
Knowledge of WP 5.1, probate, estate planning, general. Needs to work with people well. Ability with timeslips a plus. Fax resume with Salary requirements:
(810) 932-1734, Attn: Arlene.
Farmington Hills Area

Legal Secretary
Bloomfield Hills law firm has an immediate opening for an experienced Legal Secretary. The qualified candidate must be a self-starter, possess 3 years litigation experience and know Word Perfect 5.1 or higher. Competitive salary and benefits package. If you qualify, please send resume with salary requirements to:
Human Resources
Attn: Ms. Lynn
Fiedler & Claudnicka
1550 Woodward, Suite 200
Bloomfield Hills, MI 48304
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LEGAL SECRETARY
Corporate attorneys of large real estate firm seeking experienced individual. Litigation experience a must, real estate a plus. Computer experience preferred. Salary commensurate with experience.
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LEGAL SECRETARY
wanted for small Farmington Hills personal injury/medical malpractice firm. 4+ years experience desired. Please call: (810) 851-1120

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Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
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LEGAL SECRETARY
For Southfield law firm. Litigation/real estate/corporate/transactional law. Minimum 5 years experience is necessary. Excellent skills required. Send resume to: Office Administrator, PO Box 218, Southfield, MI 48037-0219, or call:
810-355-6200

LEGAL SECRETARY
Immediate opening for an organized, accurate, self-starter. Excellent skills. Experience & MS WordWindows. Full time with benefits. Will train. Resume to: PO Box 567,
Troy, MI 48084

LEGAL SECRETARY
Minimum 2 years experience for litigation practice in Bloomfield Hills. Requires knowledge of Windows 95 & Word. Call: (810) 333-6220

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needed for busy Southfield law firm specializing in personal injury & business litigation. WP 5.1 Windows, 50wpm, communication skills & self-motivation required. Excellent salary & benefits package. Advancement opportunity & over time available. Fax: 810-358-0035 or call: 810-354-0606 or leave message at: 810-351-0200

LEGAL SECRETARY
needed for busy Southfield insurance & defense firm. Minimum 3 yrs. litigation experience required. Knowledge of WordPerfect 6.0 or 5.1 experience a must. Please send resume to 29201 Telegraph Rd., Suite 622, Southfield, MI 48034, attention: Barb

LEGAL SECRETARY / OFFICE MANAGER - Experienced for busy, fast-paced 3 attorney law firm. Word Perfect experience required. Full Time Slips experience a plus. Salary & benefits negotiable. Send resume w/cover letter to: Legal Secretary, 31400 Northwestern Hwy, Suite 120, Farmington Hills, MI 48334.
Or Fax to: (810) 851-4303

LEGAL SECRETARY/PARALEGAL
Part-time, flexible hours. Some experience required. Requires Word-Perfect. Call (810) 337-7777

LEGAL SECRETARY
Proficient WordPerfect Windows. Competitive salary and benefits in congenial, smaller corporate law firm, good location near downtown Birmingham, free parking, non-smoking environment. Send resume and salary requirements to: Cook, Goetz, Butzbaugh & Sulaski, Attn: Office Manager, 1400 Woodward Ave, Suite 101, Bloomfield Hills, MI 48304-3983 or fax to: (810) 642-1678.
No phone calls please.

LEGAL SECRETARY/RECEPTIONIST
needed immediately for law firm in Oakland County. Prefer someone with at least 2 yrs legal experience & must type at least 70 wpm. Contact Barb at 810-642-6000

LEGAL SECRETARY
Small Southfield Town Center law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
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