502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

Westland Treasury seeks an energetic self-starter to perform multiple responsibilities with little direction. Candidate must be organized and perform special projects on customized software. Excellent wage and benefits.

Diversified Recruiters
810-344-6700 Fax 810-344-6704

ADMINISTRATIVE ASSISTANT

Christian marketing services company seeks experienced professional as assistant to "right arm". The right person is energetic, detail oriented with the ability to work without supervision. Good writing and verbal communication skills helpful. Computer literate in Windows required. Rapid resume and salary history to:

The Parable Group, Inc.
3221 W. Big Beaver
Ste. 205B
Troy, MI. 48084

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

Assertive, professional minded person for busy Farmington office. Duties include appointment scheduling, cashiering & client relations. Strength in communication, telephone skills, marketing or sales experience helpful. Approximately 30 hrs. per week, Phase One Hairdressers exercise from noon-6pm Tuesday & Wednesday & some Sunday possible. Growth potential! Health benefits available, salary negotiable. Immediate start. 810-642-2662 or Fax resume to 810-642-2663 (leave message overnight & weekends).

ADMINISTRATIVE ASSISTANT

Finance Division of a much located real estate company seeks experienced individual who must be a self-starter with a positive attitude. Will perform multiple tasks. Must be proficient in word processing (Word Perfect preferred) & (plus) as well as possess a strong background in preparing spreadsheets (Quattro Pro a plus). Experience in the financial field will greatly augment the position but knowledge of this position can offer. Please send resume & salary requirements to P.O. Box 610, Brighton, Mi. 48116 or Fax to 810-229-8992.

Administrative Assistant

Fast paced, professional company seeks happy, personable person to work in a team environment, greet visitors, create correspondence and maintain records. Computer skills include Windows-WordPerfect & Lotus. We offer a supportive work environment and a competitive compensation and benefit package including 401K. Please forward resume to: Tax Trust, attn: Cathy Wilshire, 30445 Walshire, Suite 550, Troy, MI 48084. Fax: 810-244-6103

ADMINISTRATIVE ASSISTANT

AUBURN HILLS

Word and Excel for Design Department of large manufacturing co. Order entry, maintain photographic inventory, update weekly design schedule, maintain database. Advertising background a plus. Temp to Perm. Pay negotiable.

OAKTEC

Farmington Hills 810-468-0464
Auburn Hills 810-377-4070

ADMINISTRATIVE ASSISTANT
Life Insurance

Would you like to apply your bachelor's degree (BA, business/marketing, liberal arts) or equivalent work experience in a challenging position involving business administration and policyowner service?

Mutual of Detroit Insurance Company seeks an energetic, detail oriented, 3-5 years office experience who possesses word processing, typing, and good solving skills. Excellent written and verbal communication skills are a must. PC word processing and spreadsheet experience is also required.

Please direct your resume with career goals, salary history and salary requirements to:

Catherine E. Muzzin
Mutual of Detroit Insurance Co.
P.O. Box 995
Plymouth, MI 48170

ADMINISTRATIVE ASSISTANT
Full-Time, 8:30pm-4:30am

Why Just Work When You Can Grow

You can work anywhere; but not many companies offer the growth potential you'll find at Office Depot! As part of our team, you'll have opportunities to learn new skills and develop your career to the fullest. It's all up to you! Right now, we are seeking a dedicated individual to join our Customer service center environment to assist in the preparation of daily production reports, coordinate paperwork flow, develop relationships and communicate and other duties as assigned.

To qualify, you must have a high school diploma or equivalent, typing speed of 50+ wpm with high level of accuracy and attention to detail, good communications skills. A minimum of 2 years office experience using WP, Excel and Lotus is required. Along with the ability to prioritize multiple assignments and process accurate information in a professional manner. For consideration, qualified candidates must read resume ALONG WITH SALARY HISTORY to: Human Resources Services Division, Attn: Human Resources, 839 N. Sheldon Rd., Plymouth, MI 48170. Fax: (313) 207-5780. For directions, call 313-207-5783. EEOE, E/E/O/V. A smoking free environment.

OFFICE DEPOT

ADMINISTRATIVE ASSISTANT

Our Corporate Accounting Department has an immediate opening for a detail minded individual to assist in administrative duties. The successful candidate must possess strong word processing skills (Word for Windows preferred), excellent organizational, verbal and written communication skills, including letter composition and the ability to work well with others. Responsibilities will include processing food documents, departmental correspondence, record keeping, filing, phone communication and other duties as assigned and annual mailings. Recent administrative assistant experience and a working knowledge of Lotus 123 a plus.

We offer a competitive benefit package, including a 401k and pension plan. Qualified candidates should forward a cover letter, detailed resume stating salary requirements or apply Mon-Fri 8am-5pm.

Human Resources
SOUTHFIELD
MORTGAGE
SERVICES
CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
FAX 810-488-7121

Or for other available positions, please call our Job Opening Hotline at...810-488-7 JOB

EOE M/F/D/V

ADMINISTRATIVE SUPPORT
Professionals with expertise in Microsoftword, Excel, Lotus & Powerpoint. Southfield, Livonia, Farmington Hills.
(810) 737-1711

TEMPORARY RESOURCES

ALLERTON FINANCIAL seeking professional, detail oriented Administrative Assistant. Excellent pay. Fax resume 810-435-0342.

Call 810-642-2000

502 Help Wanted-Office Clerical

ALL-LINES INSURANCE AGENCY looking for full time RECEPTIONIST & full time, experienced COMMERCIAL LINES CSR. Please send resume to: Office Manager, P.O. Box 51517, Livonia, MI 48151.

AMERICAN YAZAKI Corporation-Research and Development Division, a leading automotive supplier, has full-time openings in our growing Research & Development company.

Office Support Assistant

Applicants must have a high school degree, with 1-2 years of receptionist experience. Knowledge of Windows, WordPerfect 6.0 and Excel 5.0 is required. Basic job duties would include, greeting visitors, answering switchboard, preparing reports and other miscellaneous clerical jobs as required.

If you are qualified, please submit your resume and cover letter stating your salary requirement. Applicants who do not submit these items will not be considered.

AMERICAN YAZAKI CORPORATION
R & D Division
ATTN: HRD-OSA
6800 Haggerty Road
Canton, MI 48187

M/F/D/V/ EOE

AREA CAREERS! NOVEMBER 1996

Regional Controller $50,000
Receivable Specialist to $45,000
Accountant $40,000
CPA, Accountant, entry level $38,000
President's Secretary/ Advertising Assistant $45,000
Livonia Mfg. Co. $27,000
Sales - West suburbs to Detroit $32,000
Data administrator Oakland County, to $60,000
Lab manager 65 Degree Tech $70,000
Switchboard Operator Ann Arbor Area, to $16,000
Call for an appointment or mail/fax resume to:

Dorothy Day Personnel Of Michigan
Troy - Somerset Area
810-649-0797 Fax 649-2496
3001 W. Big Beaver Ste. 119
Troy, MI 48084

Livonia - Laurel Park area
313-591-6700 Fax 591-3130
17195 Laurel Park Drive North
Livonia, MI 48152

DAY

AREA COLLEGE has the following part-time openings

PART-TIME SECRETARY

For 24 hrs/wk from 3pm-7pm, Mon-Thurs and 8:30-5pm Fridays. Provide counter & telephone student service, coordinate clerical duties, assist with departmental projects and maintain confidential student files. Prior customer service & clerical experience, preferably in a higher education environment, ability to handle multiple tasks in a fast-paced office, experience in Word.

TWENTY LEVEL DUPLICATING CLERK

to organize & purge files and exams; maintain & stock Xerox machines and other misc. duties. Hours are Mon-Thurs 1-7pm and flexible Friday hours. Requires flexibility of increased hours based on demand/need.

Apply by sending resume, indicating position desired and salary requirements to: P.O. Box 7000, Troy, MI. 48007-7000. EOE

ASSISTANT BOOKKEEPER

needed for fast paced office in Southfield. Knowledge of basic computer skills mandatory. Office experience helpful. $8.00 an hour to start. 35-40 hours per week. Please call Jennifer, please call: 810-354-5910, Ext. 40

ASSISTANT BOOKKEEPER

Immediate opening for assistant bookkeeper in Bloomfield, 3-5 years per week required. Fax resume with complete salary history to: 810-227-0064

ASSISTANT MANAGER

Part Time, home office. Phone sales & bookkeeping 35 + hours. Fax resume and/or chronologic. 810-682-1500

ASSISTANT OFFICE MANAGER

Bloomfield Hills, executive office, 1 - Hobby accessory sales a must, call 313-462-1313. Or fax resume to 313-462-1974

ASSISTANT - Part-time

Wanted. Oakland County. Fax resume: 313-207-6874

ASSISTANT TO CONTROLLER

Farmington Hills real estate development firm seeking experienced, professional individual. Duties include invoicing, A/R, A/P, cash deposits, month end reporting, light clerical. Should be proficient with Excel & Word for Windows. Please forward resume with salary requirements to: Controller, 33150 Grand River, Suite 310, Farmington Hills, MI 48334

ASSISTANT TO PROPERTY MANAGER

Seeking individual for entry level position, must be willing to learn. Business background helpful. Basic office skills required. Position will require 6 to 8 hrs per week, with 2 hrs. Perfect position for homemaker re-entering job market.

Please send resume to:

General Manager
The Rear Building
35 W. Maple, Suite 200
Troy, MI 48084

Or Fax 810-332-6768

ASSISTANT WAN ADMINISTRATOR

We are a well-respected and growing professional company with offices in both Macomb and Oakland Counties. As a result of our growth, we are seeking an assistant WAN Administrator for our west side location who has hardware, network and software hands-on experience, more specifically a CNE or CNA with demonstrable Novell experience, minimal travel between offices is required, solid communication skills and the ability to interface with all our professional staff. If you are the person we are seeking, send a resume to:

Attn: AWAN
Follmer, Rudzewicz & Co.
25900 Greenfield
PO Box 5004
Southfield, MI 48076-5004

A UNIQUE POSITION

with busy Limousine Service to answer phones, dispatch, market, computer input and other secretarial tasks. Send resume to: 4772 Tara Ct. W. Bloomfield MI 48323.

AUTO DEALER interviewing for the following position:

- BILLER -Experience preferred
- STOCK-IN CLERK
- 2 SALES GREETERS with good people skills; 1 part time and 1 full time.

Contact Julie at (313) 845-5000, ext. 280

AUTO DEALER

Need service cashier experienced preferred, but will train right person. Must be able to type and run ten key adding machine. Pay based on experience, including fully paid BC/BS. Apply in person to Kathy Wales, Office Manager.

BILLER

Need highly motivated Biller for growing health care corporation. Person must possess experience in physician billing. Opportunities for advancement, competitive salary and benefits. Preferably FAX resume to 810-864-9109 or send resume to:

PHYCOR MANAGEMENT CORP
34405 W. 12 Mile, Ste. 237
Farmington Hills, MI. 48331
Attn: Nancy Free

BOOKKEEPER / CLERK

Some experience with bank reconciliations, payroll, sales taxes & computer. Call Southfield CPA office at: (810) 350-2600

502 Help Wanted-Office Clerical

BILLING ASSISTANT

Honigman, Miller, Schwartz & Cohn, a large downtown Detroit law firm, is seeking a Billing Assistant for our Accounting Department. The candidate will be responsible for processing monthly bills for attorneys and completing related computer duties, and generating numerous reports. The position requires someone with demonstrated math skills, good written and verbal skills, and good interpersonal skills in order to communicate with attorneys daily and staff. The candidate must either have a 2-yr. degree or 2 yrs. of a 4-yr. degree in accounting/business or related field and 3 years of related experience in an accounting/business environment. Please send resume and salary history to:

Michelle Broughton
2290 First National Bldg
660 Woodward Ave.
Detroit, MI 48226

BIRMINGHAM REAL ESTATE CO.

seeks assistant for the Broker. Real Estate license required. Excellent communication, computer proficient, and secretarial skills. Part time, could expand to full time. Call Suzanne 810-645-2500

BOOKKEEPER

Expeditious, full-time, needed for fast paced accounting department. Must be reliable & organized. Duties include all forms of bookkeeping, answering phones, filing & some computer work. Please contact Sherry from 8am-2pm, at (313) 730-8500

BOOKKEEPER

Farmington Hills Real Estate Development and Property Management firm has immediate opening for an experienced bookkeeper to handle all phases of multi-property portfolio including accounts receivable and payable, billing, and financial statements. We operate with Windows 95 and use WordPerfect, Lotus 1-2-3, Microsoft Office, LISBRA and Great Plains Dynamic. An outstanding working environment with full benefit package awaits the successful candidate. For immediate consideration, please fax your resume with salary history to Centerl Realty, Inc. at: (810) 474-2345 or mail to: 38345 West Ten Mile Road Suite 300 Farmington Hills, MI 48335

BOOKKEEPER, full charge. Strong organizational & computer skills a must. Background in payroll, payables, G/L helpful. Send resume to: PO Box 82177, Rochester, MI 48308

BOOKKEEPER - Full charge for Southfield law firm. 3 yrs. experience required. Send resume to TMG, 26777 Central Park Blvd., Suite 275, Southfield, MI. 48076.

BOOKKEEPER (FULL charge) To $30,000. Family owned business, 2 people in a manufacturing environment. Full benefits. Quick hire. Call Danielle, 810-477-3033

DOOKKEEPER - Full time. Experience necessary. Call W. 12 Mile area, Southfield. Call Kashat Accounting 810-352-5520

BOOKKEEPER

Immediate opening available for excellent entry level opportunity. Must be detail oriented. Lotus & computerized bookkeeping experience desirable. Competitive wages & benefits. Send resume & salary requirements to: P.O. Box 430119, Pontiac, MI. 48343

An Equal Opportunity Employer

BOOKKEEPER

Part-time. Flexible hours. For medium size h/tong company in Birmingham. Send resume to: RLAC-O, 754 N. Hunter, Suite 5, Bloomfield Hills, MI 48304.

BOOKKEEPER - PART TIME

Includes weekends, for Redford Bookset. Call 9am-3pm, Mon-Fri, for an interview. 313-535-4024

BOOKKEEPER

Quality wholesale distributorship in business since 1952 has immediate opening for Bookkeeper with a minimum of 3 yrs. accounting experience using spreadsheet & accounting software. Position includes FULL CYCLE ACCOUNTS PAYABLE, limited payroll, & some journal entries. Duties plus maintenance of company office supplies. Excellent benefits. Salary commensurate with experience. Please send resume to:

Pella Window & Door Company
2000 Brush
West Bloomfield, MI. 48322
Attn: HR
Fax 810-932-0044

BOOKKEEPING ASSISTANT

Full time. Accounts Receivable/Payable, Inventory, Payroll, Reports, General office & customer service. Computer experience necessary. Open System experience. Minimum 3 yrs. experience. Send resume to Personnel Dept., Vaughan Industries, 6490 Lyndon, Detroit, MI 48228 or FAX (313) 933-2041

CALL NOW!
IMMEDIATE OPENINGS

- ADMINISTRATIVE ASSISTANTS
- SECRETARIES
- WORD PROCESSORS
- SWITCHBOARD
- RECEPTIONISTS
- DATA ENTRY CLERKS
- CUSTOMER SERVICE
- FILE CLERKS
- MAILROOM CLERKS

We offer vacation & holiday pay & referral bonuses. Please call for an appointment today.

Contemporary Temporary
810-683-9500 ..... Madison Heights
810-650-9500 ..... Rochester Hills

TRANSCRIPTIONIST FOR

report preparation. Outstanding ability required. 75-wpm, excellent grammar/spelling skills, Microsoft Word proficiency. Office skills required. Medical report writing experience a plus. Based on volume, 20-25 hours per week, from your home. Farmington Hills.

Call Renee for more information.

(313) 534-9959

CASHIER

BRIGHTON Ford Mercury is looking for a full time evening cashier. Full benefit package offered, w/401K. Hours are Mon thru Thurs, Noon till 7PM, Fri, 10 AM to 7PM. Apply in person, 8240 W. Grand River, Brighton

502 Help Wanted-Office Clerical

AUTOMOTIVE - EDI COORDINATOR

Materials and Logistics area of a multinational manufacturer seeks an EDI coordinator for its Livonia/Wayne County facility. Requirements include two years experience with automotive EDI environment, and knowledge of ANSI X12 standards including 856, 830, 862 and 850. Experience with Big Three and transitplant accounts, and Advanced Future Three software preferred. Applicants should be PC literate with experience in word processing and spreadsheet applications a plus. Congenial staff and cooperative environment. Competitive salary and benefits. Please forward resume to: (313) 397-7530 or mail to Traffic Dept. 81295

Sources for Executive Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SNELLING.
PERSONNEL SERVICES

CAREER OPPORTUNITY

Electronics company in Farmington Hills has immediate temp to perm openings. Entry level positions and up - willing to train. Ability electronic assembly, PC board wiring, testing experience helpful. Competitive wages & plus. CALL TODAY!

LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777
AUBURN HILLS, 810-373-7500

SNELLING.
PERSONNEL SERVICES

CHIROPRACTIC ASSISTANT

Part time/full time, 20-30 hrs/week, M-W-F, 2:45-7:30pm, Saturday 11-4:30pm. Looking for an individual seeking long-term employment. Willing to train. Central skills necessary. 27227 Ann Arbor Rd., 1 block W. of Inkster Rd., Westland (313) 522-5301

CLAIMS EXAMINER

FLUENT IN FRENCH?

Household Life Insurance has an excellent opportunity for a full time Claims Examiner. Individual should have bilingual ability to speak, read and write both English and French. Claims experience is not needed, however a high school diploma/equivalent, good analytical abilities and excellent form of bookkeeping are required. Familiarity with medical terminology is helpful. Responsibilities will include, analyzing medical claims and answering routine claim inquiries. As a subsidiary of a publicly held International we offer a competitive salary, excellent benefit package and convenient location.

Fax resume to: 810-848-7778 or send resume to Attn: Human Resources, Household Life Insurance Corporate at 32931 Hamilton Ct., Suite 100, Farmington Hills, MI 48334. An Equal Opportunity Employer.

HOUSEHOLD LIFE INSURANCE

CLERICAL

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

DATA ENTRY OPERATOR

Biking Dept./Day Shift
Requires a minimum 55-60 wpm, keyboarding skills

CUSTOMER SERVICE REPRESENTATIVE

Day Shift
Customer service and/or billing experience necessary.

LAB ENTRY OPERATOR

Afternoon Shift (7PM)

For immediate consideration, please apply in person Monday - Thursday 11AM-3PM. (please come prepared for testing) or mail/fax resume. Corning Clinical Laboratories, 8444 Dixboro Road, Auburn Hills, MI. EOE. 810-373-9160

CLERICAL

ESTABLISHED company in Troy looking for full time. Experienced with computers and phone skills a must. Excellent benefits - no fee, call Carl Daniels, 810-477-3033

CLERICAL

Fulltid, Inc., a temporary agency, has full-time clerical positions available for location. Candidates should have previous clerical experience and bookkeeping experience a plus. Must possess computer skills such as data entry, calculating, document transactions and information, and analytic financial reports. Excellent benefits package, consideration, forward resume and salary requirements to:

Fulltid, Inc.
1700 W. Fort St.
Detroit, MI 48216

CLERICAL HELP wanted for art and photography studio. Opportunity for coordinator. 810-642-0900

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL/MESSENGER

Clerical duties for responsible person 18 or older to work part-time weekdays as a general office aide. Flexible hours in order for college student. Work a minimum of 20 hrs per wk, Mon-Fri. Must have own car with proof of insurance & good driving record. $6 per hr. + 30¢ per mile. 11 Mile/Inkster Rd. area. Call Nancy at (810) 352-3000

CLERICAL PART-TIME

for Troy law office. Flexible hours. Available immediately.

810-643-4700

CLERICAL - PART-TIME

Available. Includes light typing, filing, and telephone. Call Jennifer at Hyatt Dept. Dolmit insurance to Box #1308

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE.

CLERICAL POSITION

Available

Duties include: filing, computer data entry, telephone, and other duties as assigned. Send resume to: Human Resources (ADM 50), PO Box 5016, Rochester Hills, MI 48308

CLERICAL POSITION

Various duties, day shift, 8am to 4pm. Call (810) 474-1136

CLERICAL POSITION

Part-time. No experience necessary. Students welcome. (313) 525-8160

CLERICAL POSITION

Part-time in friendly office atmosphere. Data entry & customer service. Call Sean or Dolores at (313) 422-7000

CLERICAL

Well established computer manufacturer in Livonia area has immediate openings in our clerical pool. Duties include data entry. Must possess prior clerical experience and have a strong work ethic and priority skills. Some accounting experience. Hours are Mon.-Fri., day shift. For an interview and assessment, please call 313-261-8220

CLERK

One of Michigan's largest Temporary Help services is looking for a motivated, energetic person for a busy Redford office. This is a PERMANENT FULL-TIME position. Office duties include: data entry, answering phones, filing, interviewing. Benefits & pay commensurate with skills. Call Renee for more information.

(313) 534-9959

CONSTRUCTION SECRETARY

Expanding, progressive construction company seeking knowledgable, experienced secretary. Fax resumes to: 810-328-0030 or call 810-328-5820

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP

needed full time for flexible schedule. Excellent benefits program. Apply in person at 30783 Grand River, Farmington Hills. (810) 476-7030

CUSTOMER SERVICE

Part-time. Payment Remittance, phones & PC work. Mon-Thurs., 3pm-7pm, Sat. 9am-1pm. $8 per hr. Troy. Contact Mr. Johnson, (810) 641-1442

CUSTOMER SERVICE

Friendly, outgoing individual needed to fill full time Customer Service/Package Processor position for overnight express service in Southfield. Proper person must be a good team player, self motivated, organized and have neat car. Some office clerical work involved. Hours 12 noon until 8:30 pm. Pick up at noon.

810-642-4735

CUSTOMER SERVICE

TO $30,000 Experience in manufacturing environment. Must. Good communication skills. Major Farmington Hills firm. Great benefits. Call Denise 810-772-9750

Sneling Personnel Services

CUSTOMER SERVICE/ ORDER ENTRY

Immediate full time opportunity in Troy. Duties include accurate computer entry and good telephone communication skills. Call Mary at 810-643-4014 for interview appointment.

CUSTOMER SERVICE/ PAYROLL

Birmingham human resource company has an immediate need for a full-time Payroll Specialist/Customer Service Representative. Payroll, Word, Excel and computerized payroll experience preferred, but not necessary. Competitive wages, terrific benefit package and pleasant working environment. If you are enthusiastic, upbeat, have good telephone and people skills and are looking for a growth opportunities of this exciting industry, please call Michelle at (810) 642-8788

CUSTOMER SERVICE CAREERS

PROBLEM SOLVERS

Candidates for these positions are offered:

- on going training to improve their skills
- on going computer training
- career advancement opportunity
- positive atmosphere
- choice of location
- paid holidays & vacations
- long term career assignments
- day or evening assignments
- no sales responsibilities
- Call today

Livonia
Birmingham 473-2931
645-7605

Advantage Staffing

Customer Service/ Sales Assistant

Are you detail oriented, like dealing with customers over the phone? If so, we have an excellent opportunity for you. Our growing equipment leasing company is seeking a detail oriented person to assist our Account Managers, preparing quotes, processing leases, customer support and other duties. Please send resume to Diane, 30505 Northwestern Hwy., Farmington Hills, MI 48334.

DATA ENTRY/ COORDINATOR FULL-TIME

Valassis Communications, Inc., a Fortune 500 company named "one of the 100 Best Companies to work for in America," has a position available for a goal-oriented individual with an interest in Data Entry. An accounting background and/or computer experience is very important, as well as the desire to work in a fast-paced environment. The following skills are required:

-Excellent Communication skills
-Detail oriented
-Able to work independently
-Computer literate with good math aptitude
-Newspaper knowledge preferred, but not required

We offer comprehensive benefits and a positive working environment.

Please send your resume to:

Valassis Communications
36111 Schoolcraft Rd.
Livonia, MI 48150
Attention, Jenifer Kolk

VALASSIS COMMUNICATIONS, INC.
EEO.Drug Testing Employer

DATA ENTRY

Full & part-time positions available. Please call after 2pm.

810-425-9900

DATA ENTRY

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

$8-$9 per hr.

ARBOR TEMPS 459-1168

DATA ENTRY OPERATORS

Our Livonia and Troy offices company has immediate full-time openings on our day and afternoon shifts for experienced Data Entry Operators. Monday - Friday 9:30 a.m. - 2:30 p.m. or 3:00 p.m. - 11:00 p.m. Minimum 8-10,000 keystroke. Salary is at $7.00/hr. wages commensurate with keystroke. We offer benefits paid by our good work environment to qualified candidates. For more information, please call 313-261-8220

DATA ENTRY

Your keystroke speed of 10,000 gph and ability to perform production data entry could lead to a permanent position with our Southfield customer. Call today to schedule an interview.

SNELLING PERSONNEL SERVICES

ENTRY LEVEL SALES

Growing manufacturer in Building Products industry has need for additional sales representatives calling on lumber yards, glass dealers, home improvement centers & builders. Some overnight travel involved. Salary, bonus, benefits. Blue Cross & other benefits. Prefer degree in Liberal Arts or Marketing. Over degreed candidates or those with some sales experience considered. Send resume to: Entry Level Sales, 20778 Chesley Dr., Farmington, MI 48336 or Fax to: 810-478-1475

EXCEL AND MS WORD SKILLS NEEDED!!

Long and Short Term
Livonia, Farmington and Downtown Locations
Residentials
Word Processors
Data Entry and More!
Call Today!!

Corporate Personnel Consultants, Inc.

(313) 722-7990

EXECUTIVE ASSISTANTS

Several openings in various locations for executive assistants to top administrative candidates. Strong Microsoft office skills, detail oriented with positive attitude and independence. All companies pay benefits. Salaries to $35K.

PERMANENT STAFF

Farmington Hills: (810) 737-5750
Troy: (810) 565-5750

EXECUTIVE SECRETARY

For Attorney in Farmington Office. Non smoking, minimum 3 years law office with excellent skills in Word, Calendaring, transcribing and Excel. Competitive salaries and benefits. Salaries to $35K, perks and benefits. Fax Catherine 810-851-2557

FAST PACED OFFICE

Phones, Receptionist, Microsoft Windows, Word Perfect, PC, Data Entry. 313-336-1882

502 Help Wanted-Office Clerical

EXECUTIVE ASSISTANT, $35,000

Experience in a property management environment. Real estate license a plus but not a must. Strong spreadsheet background. Suburbs. Great benefits.

EXECUTIVE SECRETARY

To $36,000. 2 positions. Major suburban Detroit law firm seeks PA or accounting firm a must. MS Word and PAAG Powerpoint. Full benefits. Quick hire. Call Denise, 810-772-6750

Sneling Personnel Services

FILE CLERK

Birmingham area. No experience necessary. Call Mr. Bookspan

810-540-1636 ext 134

FILE CLERK

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

FILE CLERKS

Romulus. File, copy, staple. 8am-3:30pm. No experience needed! $6/hr.

EXPRESS SERVICE
313-467-5700 Fax 313-467-1638

FILING CLERK

Part time for Garden City physicians office. No experience necessary. 10-12 hours per week, flexible hours. Send resume to: CHC, PO Box 1825, Garden City, MI 48135-1825

FREE TRAINING!!!
ADMINISTRATIVE/ WORD PROCESSING POSITIONS

Multiple positions available for temp to perm positions. Full and part time openings, flexible hours. Call today, we specialize in jobs we've help you find that perfect job. We work for you! Taking appointments daily and now with extended evening hours for your convenience.

CALL TODAY
Auburn Hills 377-3750
Southfield 352-1300
Taylor, 313-284-0777
Livonia, 313-266-8600

SNELLING.
PERSONNEL SERVICES

FRIENDLY PHONE VOICE

Part-time, for Birmingham answering service. High school or Monday-Friday. 810-433-5501

FRONT OFFICE personnel

Temp to hire position for Auburn Hills, responsible for answering busy phone, knowledge MS Word for letters & reports, data entry in Excel and balance a team player. Pay range $10 $18,000. Ask about our late night on 11-6-96

SNELLING PERSONNEL SERVICE

FULL CHARGE Bookkeeper through financial statements on multiple books. Bloomfield Hills location. Resume to: Box #1300

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FULL TIME/PART TIME high energy person for customer service needed for fast growing company.

(313) 462-2001 Ext. 117.

GENERAL CLERICAL

Schedule production for a small office in Livonia. Hard working, dependable person with good telephone skills. Office experience necessary.

Call: (810) 476-8990

GENERAL CLERICAL

3 Full time positions in Birmingham law firm for individuals with good typing and telephone skills. Must know computer literate and customer service oriented. Pleasant working environment. Call Renee, Mon-Fri. (810) 540-7701

GENERAL OFFICE

Auburn Hills software firm seeks reliable, organized individual to handle reception, accounts receivable/payable and marketing support. Applicant must have good phone, typing and grammar skills. Knowledge of Windows a plus. Send resume to: PBLOE, 2701 University, Suite 128, Auburn Hills, MI 48320. Attn: T. Sfragon.

General Office

Billy Bob's

Expanding Sterling individual MS Word, Excel, Powerpoint, full or part time. $8.50/hour.

Call Craig or Bob. (810) 549-4263

GENERAL OFFICE

Experienced in accounts payable and/or payroll. Full time position with benefits. Call Jennifer at 810-399-2000

Please send resume & salary requirements to:

Office Manager, 23150 Haynes, Farmington Hills, MI 48330-3337

GENERAL OFFICE

Expanding manufacturing corporation is seeking a professional person with more than 5 years typing, computer experience, phone etiquette and at least one year general office experience. We offer a competitive wage/benefit package, including 401K. Send resume or fax 313-455-9000 to:

SKYWAY PRECISION, INC.
41225 Plymouth Rd
Plymouth, MI 48170

GENERAL OFFICE

Full-time. Some office experience required. Call Jeanette at 2378C Grand River, Redford, MI 48240.

GENERAL OFFICE

Full time. Computer experience required. Light typing. Redford area. Send resume to: Rosa, P.O. Box 8530, Westland, MI 48185 or FAX 313 729-1520.

GENERAL OFFICE

Knowledge of Accounts Payable & Accounts Receivable. Must be familiar with computerized software. Some clerical duties involved. $18,000**. Call Claudia Foust (810) 689-0003

GENERAL OFFICE

Part-time. Some computer required. Training provided.

Call: 313-266-6055

GENERAL OFFICE

Troy, CPA firm needs friendly, energetic, articulate individual with strong organizational skills. Photocopy, typing, telephone & computer proficiency in Word and Excel skills required. Full time with excellent benefits. Send resume to:

Personnel Director
6905 Rochester Rd.
Troy, MI 48098

HEY HOMEMAKER!

Looking for a great part-time job? Busy law firm in Troy needs friendly, exceptional-minded helper evenings & weekends.

Call Mr. Rader 313-261-0700

Real Estate One

HUMAN RESOURCES ASSISTANT

Growing company has opening in Human Resources Department for an enthusiastic and outgoing individual. Must have excellent communication, administrative skills, word processing skills, and ability to prioritize personnel issues.

Diversified Recruiters
810-344-6700 Fax 810-344-6704

Insurance

NEW BUSINESS ASSOCIATE

Experienced Secretary wanted to work with top producer in busy Southfield office. Duties include: Data entry, basic processes at new business level, word processing, Word, Excel, APS's, approvals, follow-ups, and lead sorting. Must have 2 years experience experience required. The ability to juggle several projects at once and work with clients in a team environment is expected. Word for Windows, transcription skills a must. Excel and Power Point a plus.

Please send letter, resume and salary requirements by November 12, to Kelly Rowe, 100 Galleria Officentre, Suite 401, Southfield, MI 48034

502 Help Wanted-Office Clerical

★ HOT JOBS

TECHNICAL SUPPORT, Detroit, To $30,000

LEGAL SECRETARY, DETROIT, $30,000

WORD PROCESSOR, suburbs, $23,000

COLLECTIONS, suburbs, $22,500

FRONT DESK RECEPTIONIST, suburbs, TO $22,000

LEGAL SECRETARY, suburbs, $20,000

RECORDS CLERK, Detroit, $15,500

GENERAL - OFFICE/ CUSTOMER SERVICE temp to perm, $10

PRODUCTION / WORD PROCESSOR, Temp to perm, $10 per hour.

Accounting, clerical, technical, temp and temp to perm positions

All fees employer paid

CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-1330
(810) 649-FAX 2

IMMEDIATE OPENINGS

Secretaries, Administrators & Word Processors

If you know your way around the latest software, we know great companies who want and need you tomorrow. Apply today!

ADIA
PERSONNEL SERVICES
(810) 442-7800

INSURANCE OFFICE ADMINISTRATIVE ASSISTANT

Local office of a 95 year old insurance company in the employee benefits marketplace seeks an individual to assist the effort of new sales/people. Full-time position. Responsibilities include answering phones, handling customer service issues, typing proposals, computer work and more. A fast paced environment that requires a detail oriented team player. Preferred background includes insurance industry and secretarial experience. PC knowledge with keyboarding skills of 60 wpm. Proficiency in Word and Lotus. Excellent written and oral communications skills. In addition to an attractive salary and benefits, we offer a comprehensive benefits package to prospers.

Send your resume' including salary requirements to:

Human Resources Department
30555 Orchard Lake Road, #205
Novi, MI 48375

INTERNATIONAL TRANSPORTATION CLERK

$28,000. Service charge paid by company. Growing international organization in Birmingham area has need for professional with at minimum 1 year experience in international transport. Fax 810-332-3450 or FAX your resume 810-373-3537

Sneling Personnel Services

JOBS OF THE WEEK

REGISTER NOW FOR A CHANCE TO WIN $555 PRIZE FOR THE HOLIDAYS

OFFICE ASSISTANT. Good phone skills. General office. MS Word. Westside. $7-8 per hour.

CUSTOMER SERVICE. Phone and computer skills. type 25 wpm. Great opportunity $7 hour. Temp to hire.

DATA ENTRY. 8-10,000 key strokes. East and Westside. $7-$9 hour.

RECEPTIONIST/Accounts Receivable. Excel & WordPerfect 6.0. Great opportunity with growing company. $7-$8 hour. Temp to hire. Warren.

PROJECT ASSISTANT. MS Word & Excel. Good people and communication skills. $9-$11.50 hour.

GENERAL OFFICE. Excellent phone and people skills. Westside. $7-$8 hour

SECRETARY. Good typing and people skills. Mature. MS Word. Westside. $8-$9 hour. Benefits.

MEDICAL ACCOUNTS RECEIVABLE. Medical secretary. Collections and insurance billing a must. $20-$22,000. Benefits.

ACCOUNTS PAYABLE. Invoicing MS Word & Excel. Microsoft experience a plus. $7-$8 hour.

MEDICAL RECEPTIONIST. Good phone skills, dental background a plus. $7-$9 hour.

810-447-0690

SNELLING PERSONNEL SERVICES

LAWYERS, PARALEGALS & LEGAL SECRETARIES

Birmingham firm seeks motivated 2 good ones. Great environment. Fax resume to: (810) 645-0750 or call: (810) 645-0750

LEGAL ASSISTANT

College graduate 3.5 or better, to 25 years old. Assist in Wills and Trust. Good organizational and people skills. Non smoker. Ask for Linda at:

(810) 737-8400

★ LEGAL SECRATARY

For personal injury law firm in Southfield. Minimum of 5 years experience in medical malpractice and/or personal injury.

Call (810) 552-1000

LEGAL SECRETARY/ASSISTANT

Knowledge of WP 5.1, probate, estate planning, trusts. Will need to work with people well. Ability with timeline a plus. Fax resume, salary requirements,

(810) 932-1180 Attn: Diane
Farmington Hills Area

LEGAL SECRETARY/ASSISTANT

Minimum of 1 year experience. Exceptional typing skills. Word Perfect 6.0 Competitive pay. Farmington Hills area. Call Jeanette, (810) 851-9138

LEGAL SECRETARY

Busy Southfield law firm seeks a team player with legal experience and WordPerfect 6.0 preferred. Experience. Send resume and salary requirements to Legal Administrator, 3000 Town Center, Suite 2700, Southfield, MI 48075.

LEGAL SECRETARY

Experienced typing skills for pleasant Southfield law office. Ambitious non-smoker. Salary based on experience. Excellent benefits. Send resume to: Richard B. Rosen, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY - experienced in corporate law, real estate, excellent salary. Birmingham/Bloomfield area. Send resume to Box #1287

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Experienced, full time Legal Secretary for busy Farmington Hills, personal injury office. Word Perfect and experience in Workers Comp. Salary commensurate with experience.

Call Dayna (810) 737-4747

LEGAL SECRETARY

Experienced. Excellent skills and a minimum of 3 years legal experience needed for Birmingham law office. Microsoft Word For Windows a plus. Competitive salary for the right candidate. Call for an interview:

(810) 642-0333

LEGAL SECRETARY

For Southfield firm. Must have experience in insurance defense, WordPerfect 5.1, typing 60wpm. Immediate opening. Call Sylvia: 810-352-9580

LEGAL SECRETARY

For