CLASSIFIEDS ON THE INTERNET

Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet. Check our Classifieds at this Internet address*
— http://oeonline.com —

To place your Classified Ad, call **313-591-0900** in Wayne County, **810-644-1100** in Oakland County, and **810-852-3222** in Rochester/Rochester Hills

*Ad must run at least two times

502 Help Wanted-Office Clerical

ATTENTION
MIG WELDERS
Fabrication experience required in the Brighton area. Temp to perm.
STAFFING SPECIALISTS, INC
810-073-3220
Contact Darlene

AUTO BILLER
Growing Oldsmobile dealership needs experienced full-time Biller. Excellent pay & benefits. Good opportunity for career advancement. Call Kathy at (313) 846-2511

AUTO/MOTORCYCLE DEALERSHIP
Mega-Size Dealer with five locations is currently accepting applications for:
• Auto Biller/Title Clerk
• Daily Sales/Bookkeeper
• Switchboard/Cashier
• Accounts Payable/Receivable
Excellent pay & benefits
Experience only need apply.
THE ANDERSON COMPANIES
Ask for Angie, Kathy or Linda
A good place to do business!
Please call Sandy or Kathy
(810) 852-3300
or FAX resume: (810) 858-8336

BANK TELLERS
Immediate Openings
$7.50 Hour
Full time positions. Experience required. Apply 8am-5pm, mon-fri 11:30am-8:30pm. Southfield & Birmingham areas.
Contemp
810-583-9500 ..... Madison Hgts
810-650-8000 ..... Rochester Hills

RECEPTIONIST
For Bloomfield Hills day spa & salon. Applicant must have phones & appointment scheduling experience, some computer knowledge. Good salary & benefits available.
Call 810-332-5434

BILINGUAL SECRETARY
German. To $35,000. Outstanding opportunity for a bilingual suburban firm. Good secretarial skills. Lots of variety. Full benefits. Call Ron. (810) 772-6760
Snelling Personnel Services

BILLER
Need highly motivated Biller for growing health care corporation. Person must possess experience in physician billing, have strong advancement, competitive salary and benefits. Please fax resume to PHYSICIAN MANAGEMENT, INC. 24405 W. 12 Mile, Ste. 237 Farmington Hills, MI 48331 Attn: Nancy Free

BILLING CLERK
A national environmental consulting firm headquartered in Novi has an immediate opportunity for a Billing Clerk. The ideal candidate will be detail oriented, well organized, able to interact with all levels of employees and clients, and should include monthly billing and support for regional offices. Computer skills are essential, including Excel and preferred knowledge of Wordperfect 5.1 or Word 6.0. Ability to work with and use WordPerfect, Lotus 1-2-3, Microsoft Office, LIBRA, and Great Plains software. Provide an outstanding working environment with competitive compensation and the successful candidate. For immediate consideration, please fax your resume with salary history to: Kathy Hawley, Inc. at (810) 474-2345 or mail to: 39345 West Ten Mile Road Suite 300 Farmington Hills, MI 48335

DOOKKEEPER
FOR Merchant's Fine Wine, experience & plus will train. Sandy's Wines, 1 Mile N. Maple, Troy, MI 48007

BOOKKEEPER - Full time. Experienced. Call Mon-Fri 9-12 W. 12 Mile, Southfield. Call Kashuk Accounting: (810) 352-5520

BOOKKEEPER
Immediate opening, full time. Benefits. Apply in person, Sterling Furniture, 13870 Mooney, Livonia, MI 48154. (313) 261-9690

BOOKKEEPER
Needed for Bloomfield Hills area. Delaty oriented & experience in accounts payable for construction job costs. AR, payroll, contracts, and wages. Proficiency in Lotus and knowledge of Excel helpful. Send resume to: PO Box 3069, Farmington Hills, MI 48333-3069

BOOKKEEPER PART-TIME (15-20 hrs.) for Southfield based business. Responsibilities include accounts receivable, accounts payable, payroll, etc. Fast paced environment. Must be well organized & efficient. Must possess excellent computer skills. Salary based on skills. Send resume to: ARM, 24567 Northwestern Hwy., Suite 150, Southfield, MI 48075

BOOKKEEPER/PAYROLL
Growing Romulus firm. Must have computerized accounting, able to bank statement reconciliation experience. WordPerfect & Lotus experience plus $250 per hour.
INTERNESS SERVICES
313-467-5450 FAX: 313-467-1638

BOOKKEEPING/
SUPERVISOR
Retail store is looking for someone experienced in bookkeeping, who is computer literate & people-oriented. Great salary, benefits, vacation, holidays. Call (810) 360-9519

BUILDER'S SECRETARY
Accounting skills needed. Part/full-time. Call (810) 539-8290

502 Help Wanted-Office Clerical

BOOKKEEPERS
We are one of Michigan's largest independent CPA firms seeking Full Charge Bookkeepers. Candidates must have strong bookkeeping experience up through the financial statements, along with good computer and communication skills. Manufacturing experience preferred but not required. Qualified candidates please send resume & salary requirements to:
ATTN: BOOK
FOLLMER, RUDZEWICZ & CO.
PO Box 5004
Southfield, MI 48086-5004

BUSY OFFICE needs dependable person, full-time, days. Phone work, dispatch, typing. Computer skills a plus. Must have good command of the English language & good organizational skills. Send resume to:
1673 Star Gate Dr.
Rochester Hills, MI 48309

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!
Contemp
810-583-9500 ..... Madison Hgts

CAREER OPPORTUNITIES
Numerous temp to perm and permanent positions available. Have our professionally trained staff assist you in your employment search. Training available on various software programs.
Call today for details!!
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777
AUBURN HILLS: 810-373-7500
SNELLING.
PERSONNEL SERVICES

CAREER OPPORTUNITY
Electronics company in Farmington Hills has numerous temp to perm openings. Entry level positions and up - willing to train!! Any electrical assembly, PC board wiring, testing experience helpful. Blueprint reading is a plus. CALL TODAY!!
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777
AUBURN HILLS: 810-373-7500
SNELLING.
PERSONNEL SERVICES

CAREER OPPORTUNITIES
Permanent positions with top firms!
GENERAL OFFICE - Typing 40wpm, 1 yr. experience. Data entry with a variety of duties. $7-$9 DOE
SECRETARY - Plush firm seeks professional individual with Word Perfect and Lotus experience to assist 2 sales agents. $24,000
SECRETARY - Large automotive firm seeks experienced individual to support V.P. of operations with variety of duties, including presentations & travel arrangements using Word, Word Excel. Mid 20s to high 30s
PERMANENT STAFF
TEMPS
(810)585-2720, Fax: 585-2725
FARMINGTON HILLS:
(810) 737-5750

CAREER OPPORTUNITIES
Excellent opportunities are available in the Livonia area. We are looking for people with enthusiastic attitudes and a desire to learn. Immediate, full-time openings available in:
• Administrative
• General Office
• Reception
• Secretarial
• Human Resources
Please call for more information!!
PERFORMANCE PERSONNEL
"Performance Plus"
313-513-5823

CASHIER
STUDENT ACCOUNTS
(Part-Time - 24 hrs./wk.)
Cashier needed for busy Student Accounts Office to handle a variety of tasks. Must possess excellent customer relations skills and be extremely detail oriented. Prior cashiering experience a plus. Basic accounting terminology with the use of spreadsheets required. Hours: 3 days (10-2), 1 day (9-12), 1 day (11-7:30). $7.46 per hour. Send resume to: Human Resources, Madonna University, 36600 Schoolcraft Road, Livonia, MI 48150-1173. MU is an Equal Opportunity Employer.
MADONNA UNIVERSITY

502 Help Wanted-Office Clerical

• CAREERS
• ADVERTISING
• AUTOMOTIVE
• LEASING
• BANKING
• DENTAL
• MARKETING
• SUBURBAN
PERMANENT OPENINGS
Entry Level P/T Marketing and Receptionists. Bright SPOTS!!
Here is your chance to meet Who's Who and utilize your business etiquette. CSR duties, answer phones, sort mail and data entry. Promotable spots for self starters!
Company Paid Fee Agency
Dorothy Personnel Of Michigan
Somerset Area
810-649-6307 (Voice) Fax 649-2496
3001 W. Big Beaver, Ste. 119
Troy, MI 48084
Laurel Park Office
313-591-6700 fax 591-3130
17199 Laurel Park Drive North
Livonia, MI 48152

DAY
CHIROPRACTIC ASSISTANT
Part time afternoons 20 hrs/week, M-W-F. 2:45-7:30pm. Saturday 11-4:30pm. Receptionist, an individual seeking long-term employment, willing to train. Clerical skills necessary. 27327 Joy Rd., ½ block W. of Inkster Rd., Westland (313) 522-5501

$$$ CHRISTMAS CASH $$$
We have immediate Long & Short term assignments available in the following areas:
• Data Entry
• Switchboard/Reception
• Customer Service
• Secretaries
• MS Word
• WordPerfect
Day and Evening shifts available. One year experience required.
OFFICETEAM
Specialized Administrative Staffing
(810) 358-0222
fax (810) 358-0943
28586 Northwestern Hwy.
Suite #250
Southfield, MI 48034
EOE

CLERICAL
Administrative Assistants
Data Entry (7,000+ key strokes)
Receptionist, Accounting
Experience in our MS WordPerfect, Excel, and Powerpoint. 45+ WPM
USSI 810-258-5111
Fax 810-258-8295

CLERICAL
Be a part of our growing team. Corning Clinical Laboratories is currently seeking to fill the following positions:
DATA ENTRY OPERATOR
Billing Dept./Day Shift
Requires a minimum 55-60 wpm keyboarding skills
CUSTOMER SERVICE REPRESENTATIVE
Customer service and/or billing experience necessary.
LAB ENTRY OPERATOR
Afternoon Shift (7PM)
Requires a minimum of 55-60 wpm keyboarding skills
For immediate consideration, please complete an application from - Thurs. 11AM-3PM. Please come prepared for testing at: Corning Clinical Laboratories, 4444 Corporate Road, Auburn Hills, MI. EOE M/F/D/V

Ethan Allen Home Interiors
975 W. Maple, Ave.
Birmingham, MI 48009
Phone (810) 540-8566
Fax (810) 540-6778
We Are An Equal Opportunity/Affirmative Action Employer
Customer Service

CLERICAL
Fast paced office. Bookkeeping/computer skills. Hourly/pay rate varies. Days & evenings. Fax resume to: (810) 541-2623 or mail to:
Wilbeck Appliances
PO Box 20181, Detroit, MI 48220

CLERICAL & FILE CLERK
Southfield insurance company seeking a full time person with knowledge of P/C insurance, CSR office experience & has ability to enter data into an IBM computer. Full benefits. Also seeking part time File Clerk, 3 days a week. Contact Mr. Manning: (810) 352-7500

CLERICAL HELP
Part time, 3 days a week, 3 hours per day. Duties include typing, filing, & copying. Send resume to:
Barbara DeCampish
CRA Managed Care
30700 Telegraph, Ste. 3500
Bingham Farms, MI 48025

CLERICAL/OFFICE
HVAC Company has full and part time openings for Telephone, Clerical and Administrative positions. Good communication and computer skills necessary. Send resume to: 2034 N. Telegraph, Bloomfield, MI 48126

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

CLERICAL, PART-TIME
for Troy law office. Flexible hours. Available immediately.
810-643-4700

CLERICAL POSITION Available
Duties include: filing, photocopying, and data entry. Please send resume: Human Resources (ADM 501), PO Box 5016, Rochester Hills, MI 48308.

502 Help Wanted-Office Clerical

Clerical Immediate Openings
Source One Mortgage has immediate clerical openings for individuals looking for a challenging opportunity.
Qualified candidates should possess skills in the following:
• Data Entry
• Strong Ten Key Ability
• Typing 35+wpm
• Previous Banking Experience a Plus
Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package.
Qualified candidates should apply at:
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
FAX 810-488-7121
Or for other available positions please call our Job Opportunity Hotline at...810-488-7 JOB
EOE M/F/D/V

SATURN
RECEPTIONIST/ CASHIER
Saturn Society seeks a dedicated, outgoing individual who's committed to customer satisfaction for full time Receptionist/Cashier position. We offer excellent working conditions, health and dental insurance, paid holidays and vacations, 401K program. Apply in person at:
SATURN OF FARMINGTON HILLS
24730 Haggerty Road
Farmington Hills, MI 48335
(Haggerty Road, just north of Grand River)

CLERICAL/RECEPTIONIST
LIGHT bookkeeping. Telegraph/12 Mile area, public accounting office. Call

CLERICAL WORKER
to answer phones and direct clients, type reports, conduct drug screens, balance daily receipts and make deposits, copy and assembly materials. Personable person with good office skills. Reply to Sue Demers, Farmington Area Counseling Centers, A Division of Oakland Family Services, 23400 Northwestern, Farmington Hills, MI 48336.

CLERK - Attorneys in Farmington Hills will train for their computerized office. Typing & opening mail are essential. Experience not required. Starting wage $6 per hour with regular increases (810) 855-5662

CLERK
Republic Bank is seeking a File Clerk for Farmington Hills Area. Will maintain files of proper order, check files in and out, assist in file set-up and handle incoming phone calls. Full time position with complete benefit package. Please send your cover letter and resume to: REPUBLIC BANK, Central Human Resources, 580 N. Homer Street, Lansing, MI 48912 or Fax 517-371-4342. EOE/AA

CLERK-SECRETARY
REPUBLIC BANK is searching for an Office Clerk to file, type, perform documentation and be detail oriented for our Farmington Hills office. Excellent position to start a professional career with room for advancement. Full time position with complete benefit package. Please send your cover letter and resume to: REPUBLIC BANK, Central Human Resources, 580 N. Homer Street, Lansing, MI 48912 or Fax 517-371-4342. EOE/AA

COLLECTIONS SPECIALIST
Due to continued growth Hovinga Business Systems, a division of HON Office Solutions, is currently looking for a qualified individual for Open Accounts Receivable department in their Novi office. Collections experience and strong communications skills are necessary. Two year degree or equivalent experience helpful. Possession of these skills earns competitive medical and dental plan. Profit sharing through 401K and an excellent pension plan. Must also available. If you are interested, please send resume or fax cover letter to: Controller, HOVINGA BUSINESS SYSTEMS, 2345 44th Street SW, Grand Rapids, MI 49509. EOE

COMMERCIAL ORDER ENTRY
American Communications Network, in Troy, based Telecommunications Company, is looking for a detail oriented individual to enter service request forms into the system. Basic computer knowledge and typing 40 wpm is a plus. We offer competitive salary and benefits. Send resume to: Controller, HOVINGA BUSINESS SYSTEMS, 2345 44th Street SW, Grand Rapids, MI 49509. EOE

CONTRACT EMPLOYMENT
Administrative Assistants
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• Medical Insurance Plan
• Bonuses
• Stock Purchase Plan
• Vacation Pay Benefits
Call Today!!
N. Oakland 810-650-5890
Rochester/Utica 810-852-3222
Madison Hts. 810-543-2550
Macomb 810-412-8890
Western STAFF SERVICES

CUSTOMER ORDER PROCESSING CLERK
Manufacturing company seeks full time professional individual w/ excellent verbal, clerical, typing & organizational skills. Knowledge of overall business operations required. Proficiency in Windows-Based Word Perfect, Microsoft Word, & Excel are required. Must have ability to work on several tasks at the same time. Send resume to: Gemsno LP, 24600 Drake Rd., Farmington Hills, MI 48335.

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP
needed full time for Metal Supplier. Excellent benefits program. Apply in person at 30785 Grand River, Farmington Hills. (810) 478-7030

CUSTOMER SERVICE
person needed for the protection position. Knowledge helpful. Elite Supply Co., 29949 Beck Rd., Wixom. EOE

CUSTOMER SERVICE/ SALES SUPPORT
position includes order processing and computer entry. Full time. Competitive salary & benefits. Fax resume to: Attn: Linda (810) 333-0917 or call (810) 333-2583

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
MOLER MFG. CO.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170
(313) 416-0000
Fax (313) 416-2200

CUSTOMER SERVICE for small busy Novi insurance office, permanent full of part time. Call 810-347-4100

CUSTOMER SERVICE REP
Great career opportunity for fast growing company. Full & part time, experience only. Call, fax or Bob, 9-10am or 4-6pm: 313-595-3000

CUSTOMER SERVICE
Just in time for the holidays - exciting environment! Type 35 WPM, computer literate. Part time evenings.
Call 737-1711
TEMPORARY RESOURCES

CUSTOMER SERVICE/ DATA ENTRY
Experience preferred. Resumes to: CMC, 28200 Orchard Lake Rd, Suite #104, Farmington Hills, MI. 48334
(810) 539-3100

CUSTOMER SERVICE
Troy based company looking for individual who is energetic, creative and possess good verbal and written communication skills with experience in MS Word, Excel a must.
Call 810-362-0300

CUSTOMER SERVICE
Person. Clerical/computer helpful but will train. Flexible hours. Fax resume: Sandy Fax(810-541-8582) Resume: Capital Premium, 8700 Capital, Oak Park, MI 48237

CUSTOMER SERVICE
Earn extra Christmas money and have time to shop!!! Troy location. Paid Training, Benefits & Cash Bonuses. Starting Pay $7.67. Many Opportunities for Advancement. Unique shifts from 11:30am to 8pm. or Part time 5:30pm. to 9:30pm.
Applicants Welcome
Monday thru Thursday
9:00 am. to 11:00 am.
1:00 pm. to 3:30 pm.
24423 Southfield Rd.
Between 9 & 10 Mile
810-557-5600

CUSTOMER SERVICE
PROBLEM SOLVERS
Candidates for these positions are:
• on going training to improve their skills
• low grade computer training
• career advancement opportunity
• career growth
• choice of location
• day or evening sessions
• long or short term assignments
• late night or early assignments
• no sales responsibilities
Call Carol today
Livonia Livonia
646-7661 473-2931
Advantage Staffing

DATA ENTRY CLERK
Seeking individual to maintain client's data base, including generations of potential prospects, requesting and monitoring data flow. Must be extremely proficient in Lotus 123 & Excel. Ability to work independently under Director of Human Resources, 29124 Orchard Lake Rd., Ste. 110, Farmington Hills, MI 48334-3760

DATA ENTRY
Growing companies in Plymouth & Livonia. Full time or part time. Various duties.
$8-$9 per hr.
ARBOR TEMPS. 459-1166

DATA ENTRY OPERATORS!!
We are looking for several candidates for temp to HIRE
GREAT PAY & BENEFITS!!
Corporate Personnel Services, Inc.
(810) 362-9696

DATA ENTRY
Wholesale distributor of building products needs experienced full time data entry person. Needs to be detail oriented, have knowledge of typing, have good analytical skills and ability to pick up industry terminology. Full time position with excellent benefit package and growth opportunities. Apply Monday through Friday, at Great Lakes Bolt & Screw Co., N. between 14 & 15 Mile Rds., East off Mound or Fax resume to: (810) 825-0244 attn: Karen Evans

DATA INPUT
Computer service bureau in Farmington Hills seeks individual with good math & typing skills (minimum 40 wpm). Salary commensurate with skill & experience plus excellent fringe benefits. Call Mr. Rack: (810) 553-3143

DINING ROOM SUPERVISOR
Evenings. A private club seeking strong individual to oversee dining room, train service staff and assist membership satisfaction. Excellent benefits. Send resume to: P.O. Box 186, Bloomfield Hills, MI 48303-0186

EARN EXTRA DOLLARS!!
NEMIC Insurance in Auburn Hills is looking for individuals to assist in a six month project from approximately mid-December to the end of June. Qualified candidates must have computer and data entry skills. The company will provide training, flexible working hours and a great hourly wage. This is an excellent opportunity to earn additional income! Send resume to, or apply in person at:
681 North Squirrel Road
Suite 200
Auburn Hills, MI 48326
Fax: 810-377-8518

EARN HOLIDAY CASH
Kelly Services has 100 positions for customer service telephone reps. Day and evening shifts, flexible hours and great hourly pay.
Call today for your interview.
(810) 362-1180
KELLY SERVICES

502 Help Wanted-Office Clerical

ENTRY LEVEL SALES
Growing manufacturer in Building Products industry has need for additional sales representatives selling to lumber yards, glass dealers, home improvement contractors & builders. Some overnight travel involved. Salary, bonus, company car, Blue Cross & other benefits. Prefer degree but will consider candidates or those with some sales experience considered. Send resume to: Entry Level Sales, 20775 Chesley Dr., Farmington, MI. 48336 or FAX to: 810-476-1475

EXECUTIVE ASSISTANT
Position for fast growing full service residential real estate company. Assist 4 top brokers in an exciting, intense environment. Excellent benefits & top pay commensurate with experience. Complete knowledge of Microsoft Word 6.0, Powerpoint, graphic packages, etc. Superior dictation & transcription skills necessary. Real estate background preferred but not required. Send resume to:
Signature Associates
Attn: Office Manager
One Towne Square, Suite 1200,
Southfield, MI. 48076
No phone calls please!

EXECUTIVE RECEPTIONIST
Southfield firm is seeking a high energy, professional receptionist. Experience with high volume switchboard/voice mail is not required, but helpful. Basic general office skills including word processing is preferred. Must have great communications & organizational skills. Growth potential for the right candidate. Competitive salary and full benefits. Please send resume and salary requirements to: Box 1368
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

EXECUTIVE RECEPTIONIST
Bloomfield Hills corporate is seeking a high energy, professional receptionist. Experience with a high volume switchboard/voice mail is not required, but helpful. Basic general office skills including word processing is preferred. Must have great communications & organizational skills. Growth potential for the right candidate. Competitive salary and full benefits. Please send resume and salary requirements to: Box 1369
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Required for a professional firm. MS Word & dictation skills essential. If you possess a business demeanor, the ability to prioritize various duties & to work independently, please respond in writing to HR / Personnel, 2000 N. Woodward, #130, Bloomfield Hills, MI 48304

EXECUTIVE SECRETARY
International company seeks a "seasoned" Executive Secretary with 5 years experience for sales office in Farmington Hills. Must be capable of working independently and "wearing many hats". Proficient with WordPerfect 5.1 or higher, Lotus 1-2-3 for Windows and some spreadsheet experience (Quattro Pro preferred). Demanding position encompasses multiple tasks in 4 person office. Interesting and challenging. Salary commensurate with experience. Full benefits and a salary range of $24-$30,000. Send resume to: Office Manager, 23399 Commerce Drive, Suite B-10, Farmington Hills, MI. 48335, or FAX to 810-442-7008.
An Equal Opportunity Employer

EXPERIENCED RECEPTIONIST NEEDED
Looking for eager, motivated individuals who enjoy assisting customers and assisting customers. Must be personable and have excellent communication skills. Greater skills are a plus! Temp and permanent opportunities! Call Today! Rehmi Board & Management Contacts.
SNELLING PERSONNEL SERVICE
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777
AUBURN HILLS: 810-373-7500
SNELLING.
PERSONNEL SERVICES

FILE CLERK
Full-time for personal injury law firm. Demanding work. Call (810) 258-6262

FILE CLERK/MESSENGER
For Southfield law firm. Responsible for copies, filings, deliveries, office projects. Must have dependable car. Pay $800-4.00. $7/hour + benefits. Fax resume to Mrs. Pierson. 810-357-7488

FILING/TYPING
IDEAL for students. 10 hours per week. MD office in Birmingham. Apply at: 1365 S. Woodward, blocks N. of 14 Mile. Weekdays 1-6pm., Sat. 8-4pm. 810-540-6175

FINANCIAL SECRETARY/ CLERICAL
Sharp individual for 20-30 hours per week. Possibility of full-time. Light typing (Word), calculator, filing. Send resume with salary requirements to: PSAGM, 6137 W. Grand River, Suite 10, Brighton, MI 48116 or Fax to: 810-229-9992

FREE SOFTWARE TRAINING!!!
We have several TEMP TO HIRE positions that require basic software skills and WE can TRAIN!!
Corporate Personnel Services, Inc.
(810) 362-9696

FULL-TIME BOOKKEEPER needed for expanding company. Must know only management company. Must have excellent communication and communication skills. Send resume to: M. Linnell, 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, 2 years experience. Competitive salary and benefits. Send resume to M. Linnell, 1700 N. Woodward, Suite 200, Bloomfield Hills, MI. 48304.

GENERAL CLERK needed for busy management company. Computer knowledge, basic accounting helpful. Salary is negotiable depending on experience. Mon-Fri. 8-30-5:30. Call 810-373-4081

GENERAL OFFICE ASSISTANT
Regular full-time, 25-30 hrs. weekly. For interview call Pete or Phyllis at 810-557-4333

502 Help Wanted-Office Clerical

GENERAL OFFICE AND GENERAL OFFICE/MAIL CLERK
2 full time positions. WordPerfect or basic computer keyboard skills, phoneticiting. Knowledge of general office procedures. Non-smoking. Novi professional office. Send introduction letter with resume and salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

General Office
Billy Bob's
expanding seeking individuals for general office clerical, full or part time. $8.50/hour.
Call Craig or Bob: (810) 549-4263

GENERAL OFFICE
Excellent for reliable person for variety of daily tasks. Must be neat and accurate. Computer ability helpful. Will train further. State full qualifications. Personnel Dept., 2921 Industrial Row, Troy, MI 48084

GENERAL OFFICE
Full time Troy law firm. Duties include: answering telephone, typing, filing, and to work in any capacity that will best accommodate the needs of the office. Good organizational skills and computer knowledge required. Send resume to:
Hiring Partner
2301 W. Big Beaver Rd
Suite 222
Troy, MI 48084

GENERAL OFFICE
Full-time. Must have computer skills, accounts payable & accounts receivable, various duties. Excellent benefits program. Call for appt. Miss Austin, Rainer Floors. 810-353-4050 Bloomfield Hills.

GENERAL OFFICE
Great opportunity in Southfield for office generalist. Filing, data entry, will train. Computer AR and/or AP a plus. Full benefits package including 401K. Call Lea, Thompson: (810) 358-4000

GENERAL OFFICE
Knowledge of Accounts Payable & Accounts Receivable. Experienced with computerized software. Some clerical duties involved. $18,000/Yr. Troy based company Call Claudia Faust (810) 689-0003

GENERAL OFFICE
Part-time, Monday through Friday, 1-5pm. Light property management company. Bookkeeping experience helpful. Quiet office. Bloomfield Hills area. Send resume with salary requirements to:
Box #1331
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE - Permanent work for person to perform various office functions for large retailer. Metal/wire area. Call Mr. Ram, 810-353-0180, Ext. 3471

GENERAL OFFICE
Typing, phones & light computer experience a plus. Competitive benefit package and support staff. Benefits include: health, life & dental insurance and 401(k). Complete menu, "A" paper conforming, FHA, VA, & DCD paper. Call/send resume to: Bob Rasher:
VANDYK MORTGAGE CORPORATION
29200 VASSAR, SUITE 340
LIVONIA, MI 48152
810-473-1153

GROWING LOCAL CPA firm looking for a dependable person to work in it's clerical department. Duties include typing, filing, answering phones, and data entry. Good salary and benefits.
Nemes, Allen & Co.
30200 Telegraph, Suite 165
Bingham Farms, MI 48025

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

HUMAN RESOURCES SECRETARY
Opportunity for rapid growth with major company. Maintain personnel records, track vacations and absences. Coordinate and administer customer satisfaction survey program. Microsoft suite & plus.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

INSURANCE CLERK - Agency experience (property/casualty). Data entry, $10K range. No fee. Betty Hamil Personnel, 810-424-8470 or FAX 810-424-8538

INSURANCE - Personal Lines Account Manager needed for Livonia agency with 5 yrs minimum experience, solid commercial lines capability required. Salary open. Resumes to: Box E11077, Livonia, 48151 or fax resume to: 810-476-9390 313-525-0067.

INVENTORY CONTROL ASSIST
To $22,000. Major Troy firm. W/D Word and Excel. Light accounting skills. Opportunity for advancement. Call Denise, 810-772-6760.
Snelling Personnel Services

LAWYERS, PARALEGAL'S & LEGAL SECRETARIES
Birmingham, small firm needs 2 good boss. Great environment. Fax resume to: (810) 645-2234 or call (810) 645-2750

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

LEGAL ASSISTANT
Farmington Hills law firm is in need of your probate expertise. Our very busy probate department needs your good organization skills & attention to detail. Word Perfect skills a plus. Work in attractive offices with pleasant people. Excellent salary & benefits. Send resume to Box 8067, Farmington Hills, MI 48332

502 Help Wanted-Office Clerical

JOBS OF THE WEEK
RECEPTIONIST. Strong phone skills. High profile. $10 hour.
CUSTOMER SERVICE. General office experience. Great people skills. $7-$8 hour.
SECRETARY. MS Word & Excel. Good typing & people skills. $8-$10 hr.
GENERAL OFFICE. Entry level. Excellent phone and people skills must. Light bookkeeping. Word or WPD. Lotus a plus.
810-447-9650
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
For personal injury law firm. Minimum of 3 years experience.
Call (810) 552-1000

LEGAL SECRETARY
Experienced, part time. Congenial, outgoing, Northwestern Highway law firm. WordPerfect 5.1, salary negotiable. Fax resume: (810) 353-1950 or call: (810) 333-1700

LEGAL SECRETARY
For Livonia firm. Prior litigation experience required. Word Processing and strong organizational skills needed. Call Mary at: (313) 261-2400

LEGAL SECRETARY
Busy personal injury law firm, in Southfield. Approx. 1-2 years experience. Call Belinda: (810) 358-0111

LEGAL SECRETARY
For well located Southfield law firm. Insurance defense experience desired. Salary/benefits commensurate with experience and ability. Fax resume with salary requirements to:
810-352-6821

LEGAL SECRETARY
Full time Legal Secretary desired. Minimum 5 years experience. Competitive compensation includes full benefit package. Please submit resume to: Box #1332
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
for Troy law firm. Insurance defense experience required. Salary commensurate w/experience.
(810) 649-7800

LEGAL SECRETARY
for Downtown Detroit personal injury law firm. Experience necessary. Competitive salary & benefits. Call 313-963-5429

LEGAL SECRETARY
For Southfield firm. Must have superior experience in insurance defense, WordPerfect 5.1, typing 50 wpm. Receptionist/Paralegal opening. Call Sylvia: 810-352-9560

LEGAL SECRETARY
Full-time for small law firm in Southfield. Salary commensurate. Salary based on experience. Call Sahera Samuel (810) 559-8100

LEGAL SECRETARY
For partner of Southfield personal injury firm. Requirements: 3 years experience & Word Perfect 5.1 or higher highly organized. Salary commensurate with experience. Please call Cindy Ball: (810) 353-7575

LEGAL SECRETARY
for medium size defense litigation firm. Must have strong billing skills, experience in medical malpractice helpful. Salary commensurate.
Mellon, McCarthy & Van Dusen, 2301 W. Big Beaver, #500, Troy, MI 48084.
Or call: (810) 649-1330

LEGAL SECRETARY
Farmington Hills firm requires legal secretary with minimum 1 yr. experience in general practice, bankruptcy court procedures, organizational skills, Word Perfect 5.1 with minimum 50 WPM, bookkeeping experience necessary, calculator experience with experience. Forward resume to: 37000 Grand River Ave., Ste 300, Farmington Hills, 48335.

LEGAL SECRETARY
No experience necessary. Will train. Good spelling & writing skills necessary. Call (810) 547-7888

LEGAL SECRETARY
★ PARTNER POSITION ★
Southfield P.I. firm seeks professional, poised and skilled secretary for busy partner. Applicant must be proficient in Word Perfect and have excellent communication and organizational skills. Must have medical malpractice litigation experience. Pleasant surroundings. Excellent starting salary and benefits.
Call (810) 948-0000
or FAX resume to: (810) 948-9494

LEGAL SECRETARY
Southfield Personal Injury firm. Minimum 4 yrs experience. Knowledge of MS Word. Fax resume: 810-352-4935

LEGAL SECRETARY
Some experience required. Farmington Hills attorney. $250/wk. No benefits. Part time/4 days. Call Sue (810) 471-1949

LEGAL SECRETARY
The law office of Clark Hill P.L.C. is accepting resumes for legal secretaries in its Bloomfield Hills office. Strong legal secretarial experience required. Attractive benefit package includes pension, 401K, medical, life. Please send resume with salary requirements to: Attn: Personnel, Clark Hill P.L.C., 255 S. Woodward, 3rd Floor, Bloomfield Hills, MI 48009.

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect and/or Word.
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401(k)
• Paid Vacation & Personal Days
Send resume with salary history to:
Administrator
801 W. Big Beaver Rd., Ste. 500
Equal Opportunity Employer

LEGAL SECRETARY
4-6 days. Litigation experience preferred. WordPerfect 5.1. Please send or Fax resume to: Office Manager, 30500 Northwestern Hwy., Ste 500, Farmington Hills, MI. 48334. FAX: 810-851-9421

LEGAL SECRETARY, $24,700
2-3 years personal injury experience. Bloomfield Hills firm. Immediate opening. Call (810) 772-6760
Snelling Personnel Services

LEGAL SECRETARY, $29,000
Insurance defense or medical malpractice experience. Good organizational skills. Challenging staff. Great location, outstanding benefits.
Call Kathy, (810) 772-6760
Snelling Personnel Services

LIGHT BOOKKEEPING - experienced, part time, 2 days per week, 4 hrs. per day.
Call (810) 851-9923

502 Help Wanted-Office Clerical

LIVONIA FIRM seeks pleasant person for various office duties. Answer phones, help customers, word processing, etc. Hours are: 10:30-4:30 daily. 313-427-3310

MAIL CLERK
Large Southfield organization is seeking a full time mailroom clerk. Individual must be highly energetic and dependable. Duties include sorting and delivering mail, package handling (must be able to lift 50lbs.), and working office equipment. Must be proficient in Word Perfect and resume and salary requirements to:
Box # 368
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

MAILROOM/MESSENGER needed for busy Southfield real estate office. 40 hours per week with some healthy Job requires daily driving. Must possess up to 40 lbs. and miscellaneous office duties. Good driving record required and knowledge of metro area helpful. Liberal vacation plan, medical and dental benefits, and 401(k) plan. Hourly plus mileage. Please send resume to:
M. Brownell
P. O. Box 267
Southfield, MI 48037

MANAGER
for 112 unit complex in Hazel Park. Experience preferred. Apply at Sterling Square Apartments,
1490 E. Woodward Hgts.
Suite B-16, Hazel Park, MI 48030.

MARKETING ADMINISTRATOR
Self-motivated individual needed for the position of Marketing Administrator for a sales office. Experience in automotive preferred. Proficiency in WordPerfect & Excel expected. Please send resume with salary requirements to: MPC, Inc.,