502 Help Wanted-Office Clerical

ACCOUNTING CLERK/ SECRETARY

Leading environmental and engineering consulting firm is seeking a highly motivated individual to join our Farmington Hills team. Qualifications include a High school diploma with three years of experience in a general office environment. The successful candidate will possess the following skills:
- proficient with 10 key calculator
- proficient with WordPerfect 8.0
- a speed of 40 words per minute
- familiar with computer-based accounting systems
- Lotus 1-2-3 preferred
- general or cash receipts experience a plus.

In addition, the successful candidate will have excellent organizational skills and the ability to work well in a team setting. Interested candidates send resume with salary history to:
Human Resources Manager
NTH CONSULTANTS, LTD.
Fax: 810-489-2311
Phone: 810-489-1315
An Equal Opportunity Employer

Accounting Clerk (Cashier)

Full time, entry level position in our Accounting department. Hours are 7:30 to 9:00 p.m., must be flexible and able to work 2 Saturdays per month, with day off during the week. Basic cashier experience necessary to balance drivers as they check-in, knowledge of calculator, some accounting experience preferred. Competitive paid health/benefits package. Qualified applicants may apply between 8:30 a.m. and 5:00 p.m., Mon-Fri. or send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
EOE - M/F

Accounting
- Fast growing, large company based in Farmington Hills has expanded accounting department.
- Excellent opportunity
- Full benefits
- Excellent company paid benefit package
- If interested, please send resume to:
  Accounting
  P. O. Box 1095
  Westland, MI 48185
  EOE.

ACCOUNTING

PERMANENT:
- Sr. A/R Coordinator, Auburn Hills manufacturing firm.
- AR/Automotive experience preferred, knowledge of Lotus and general ledger skills. Good communicator, handle fast-paced environment. To 28K
- Assistant Bookkeeper, Harper Woods leasing firm. Good general ledger skills, some phone relief. To 27K
- A/R Associate, To 22K
- Auburn Hills manufacturer
- Allen Park Distributor

TEMP TO PERM:
- Auditor, Rochester Hills CPA firm. 2 yrs. experience. Perm to 36K
- A/P Clerk, Bingham property management firm. Perm to 22K

TEMPORARY:
- Accountant, Rochester Hills. Auburn Hills manufacturing firms.
- Accountant, Detroit for Fixed assets project.
- Accounting Clerks, Troy, Now!

ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

Accounting Positions

Bloomfield Hills firm seeks motivated individuals for various full time accounting positions, including accounts payable/receivable, cash receipts. Excellent benefits. Call or send resume and salary requirements to: Sherry Poet, Flagstar Bank, 2600 Telegraph Road, Bloomfield Hills, MI 48302. EOE

Equal Opportunity Employer

ACCOUNTS PAYABLE, full time. Some bookkeeping experience desirable. Payroll a must. Apply within. 24827 Freeway Park Drive, Redford. (313) 535-4255

ACCOUNTS PAYABLE CLERK

Needed for Livonia firm. 2 years experience required. Send resume to: HR Department, 31778 Enterprise, Livonia, MI 48150

ACCOUNTS PAYABLE CLERK

PART TIME JOB OPENING
FLEXIBLE TIME AVAILABLE
Work around kids schedules & school vacations. Ideal for Homemakers going back to work. Senior Citizens, and Students.

CTS/UNITEL, Inc., a growth oriented telecommunications firm, is a self-motivated individual to work as an Accounts Payable Clerk. Duties and data will be an analytical team player and possess:
- Strong computer aptitude with proficiency in MS Office software
- Strong organizational skills with the ability to meet deadlines
- $8.00 per hour to start

CTS/UNITEL, INC.
ATTENTION: Business Manager
25063 Flaxman Road
Bloomfield Hills, MI 48302
FAX: (810) 334-5800
PHONE: (810) 334-5800 Ext. 475

ACCOUNTS PAYABLE
20 openings in rapidly expanding Livonia firm. Accounting degree preferred. Experience needed. Work or school job, plus knowledge of computer system plus data entry skills. $9/hr.
Call Kelly Services
313-467-5450 FAX: 313-467-1838

ACCOUNTS PAYABLE

Immediate opening in Livonia. EVALUATION HIRE. 1 yr experience a MUST, $8.00/hr
(810) 474-5000
EXPRESS PERSONNEL

ACCOUNTS RECEIVABLE
- Prominent Farmington company in Southfield seeking experienced individual for consumer accounting & resident relations.
- Previous property management and customer relations experience needed. Great salary & benefits.
- Send resume to: Human Resources Officer, #400, Southfield, MI 48075 Fax 810-356-3779

ACCOUNTS RECEIVABLE clerk. DAC EASY, part time, flexible hrs. 810-540-5930

ACCOUNTS RECEIVABLE CLERK
Bloomfield Hills Corporate Office is looking for a full time Accounts Receivable Clerk. All other departments hiring experienced personnel. Fax resume to 810-433-0570 or apply in-person at: 38123 W. 10 Mile Rd., Farmington Hills.

Accounts Receivable/ Secretary

Challenging position for hard working individual in busy 2-girl office. Must computer literate & have computer experience. Typing is must. Microsoft office experience. Shorthand a plus. 40 hour, 1 semester. Detroit area.
Call (810) 398-7002
OR Fax: (810) 398-7123

ACCOUNTS RECEIVABLE STAT
Large Southfield company has immediate opening for a full time Accounts Receivable Clerk. Ideal candidate will have 2 years experience. Excellent benefits package. Qualified applicants may apply between 8:30 a.m. and 5:00 p.m., Mon-Fri. or send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
EOE - M/F

Accounting
- Fast growing, large company based in Farmington Hills has expanded accounting department.
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- Accountant, Detroit for Fixed assets project.
- Accounting Clerks, Troy, Now!

ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

ACCOUNTS RECEIVABLE CLERK

With general office duties including typing, data entry, filing, light phone. Immediate full time opening with beautiful Farmington company in Farmington. Send resume & cover letter to:
Controller, PO Box 21820
Detroit, MI 48221
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Chemical company seeks a computer oriented assistant with good communication skills for administrative sales work. Salary in low $20's plus perks. Send resume to:
Box #1286
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Farmington Hills manufacturer seeks articulate detail oriented support person with excellent math and typing skills for full time position. Duties include answering phones and helping run front office. Experience with Windows and Word Perfect desired. Ability to speak Spanish a plus. Please call 24 hours a day: 810-788-6231.

Administrative Assistant/ Assistant to the General Manager

Prestigious Private Country Club seeks experienced professional to assume the describe position. Duties include assistance with function scheduling & planning, DesktopPublishing, knowledge of Quickbooks & general secretarial. Prior hospitality experience would be a plus. Full-time position, Mon-Fri., competitive salary, benefits & meals. Apply in person Mon-Fri, 330 W. Long Lake Rd., Bloomfield Hills, MI 48304. Phone call inquiries: (810) 644-8262

ADMINISTRATIVE ASSISTANT

Team player with 5 years office experience. Word/Excel or WordPerfect 5.1/6.0/Lotus. Send resume to: Potter-Attn: Susan, 24360 Indoplex, Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT

Real Estate development team seeks highly motivated self starter with excellent organizational and communication skills. Proficiency in WordPerfect required. Fax resume to: Office Manager, P. O. Box 5188, Southfield, MI 48086-5188. E.O.E.

ADMINISTRATIVE ASSISTANT

Farmington Hills accounting firm seeking administrative assistant. Must be flexible, independent and able to accommodate changing job demands. Must have experience in Windows, WordPerfect and Lotus. Please send resume to:
P.O. Box 250125
West Bloomfield, MI 48324

ADMINISTRATIVE ASSISTANT

Corporate Vice President of Sales seeks creative individual to assist in pouring together brochures, marketing materials, handle meeting/seminar planning and executive's itinerary. Microsoft Office skills a plus.
Diversified Recruiters
810-344-8700 Fax 810-344-0704

ADMINISTRATIVE ASSISTANT

OFFICE ADMINISTRATION
Career opportunities for experienced secretaries who wish flexibility and a personal atmosphere. Opportunities both long and short term. Suburban and Detroit. Salary $9.00 - $14.00/hr.
Call Sue-Ann
Farmington/Livonia Birmingham
473-2931 646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT

Non profit organization seeks organized, dependable individual with good telephone skills, some work duties knowledge. Familiarity with Microsoft Word, Access, and Quickbooks a plus. Bookkeeping experience desirable, as is experience with bulk mailings. Non smoking environment. Position offers health benefits, retirement plan, paid vacations, pleasant work situation, competitive salary. Send resume to:
Miriam Heaman,
Executive Director
Forgotten Harvest,
21711 W. 10 Mile Rd., #200,
Southfield, MI 48075.

ADMINISTRATIVE ASSISTANT

fast paced computer consulting company is looking for an energetic person to join us in our Troy office. The primary role will be in support of our Human Resources staff, particularly recruiting. Duties will include advertising support, pre-screening of candidates, interview scheduling, reference checks, offer letters & new hire paper work. Must have excellent phone & PC skills, & a minimum of 3 years office experience. We offer an excellent salary & benefit package. Please send resume & salary requirements to:
Box 1333
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

needed full time for fast paced Telecommunication company in the downtown Birmingham area. Competitive salary based on experience. Call Stacey at (810) 642-6690

ADMINISTRATIVE ASSISTANT

Financial Planner needs good organizer who enjoys working with variety of people. Need computer experience: MS Word, Excel, Powerpt. Full-time. Competitive salary and benefits. Fax resume: 810-626-0302 Attn: Tom H.

Administrative Assistants

$25,000-$35,000 Great Benefits! Interview now, start in January. Unique opportunities for Country Club & Corporate Headquarter offices. Requires MS Word & Excel. Desktop publishing a plus. Call/Fax resume to Gloria Bobrowski at: 810-932-1170; Fax 810-932-1214, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT

Southfield based commercial real estate firm seeks individual with an experienced individual. Qualified candidate should have a experience in Word Perfect Windows 6.1, Excel and have an excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to Andrew Maul, 27777 Franklin Road, Suite 950, Southfield, MI 48034 or fax (810)355-0788.

ADMINISTRATIVE ASSISTANT

30-40 hours per week, negotiable. Occasional evenings. Qualified candidate will possess organizational and good communication skills with ability to work independently and handle multiple tasks in a small office. Duties include interacting with residents and public, leasing, management support and resale of records. Computer experience required. Gerontology a plus. Send resume with salary requirements to: City of Northville Housing Commission, 215 W. Main St., Northville, MI 48167. EOE

ADMINISTRATIVE ASSISTANT

Executive level Administrative Assistant position. Diversified duties including typing, filing, personnel and accounting functions. Knowledge of Word and Excel required. Must have experience. Competitive salary and benefits. F.T. Position. Please forward or fax your resumes and salary requirements to:
SAMANTHA KANDH
JBA International
39555 Orchard Hill Place
Suite 180
Novi, MI 48375
FAX (810) 380-0103

NO PHONE CALLS PLEASE

ADMINISTRATIVE SUPPORT

JUNIOR SECRETARY
Outstanding opportunity to develop your career and learn new skills for this major service company with offices in both suburbs and Detroit. Good phone skills and office experience required. Call Rose
Farmington/Livonia Birmingham
473-2932 646-7662
Advantage Staffing

ADMINISTRATIVE ASSISTANT

WorkPlace Integrators, Michigan's leading Steelcase furniture dealership is seeking a highly motivated, efficient individual to support our sales and marketing staff. Excellent communication and computer skills a must (Microsoft Office). General office skills and familiarity with sales/marketing departments required for a variety of duties. Full time with excellent benefits. Please send resume with references and salary requirements to:
WorkPlace Integrators
Attn: Human Resources Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48037
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

General secretarial duties, coordinates travel arrangements, performs special projects, creates reports and spreadsheets, maintains flow of information, high degree of confidentiality.

Requirements: Minimum 3-5 years experience, proficiency in word, fluent in Microsoft Word, Excel, Power Point, excellent communication, proofreading and editing skills, attention to detail, self-motivated, organized, excellent self directed.

Mail information to:
Attn: ICVAA
Continental Cablevision
10100 Nine Mile Rd.
Oak Park, MI 48237
EOE- M/F/D/V

ADMINISTRATOR/BOOKKEEPER

Growing architectural firm seeks experienced, mature, responsible person with strong bookkeeping & computer skills. Duties include payroll, receivables, payables, invoicing. Fax resume to: 810-258-0967

ADMINISTRATORS/ WORD PROCESSORS NEEDED

Great opportunities with unlimited placements. Top salaries & benefits available, possible one for you. Whether you are currently working or unemployed we can help in your employment search. Immediate available. Any of the following skills are a plus.

Word Perfect	Microsoft Word
Lotus	Excel
Powerpoint	Quickbooks
Legal Secretary	Receptionist
Harvard Graphics	Ami/pro

Call today for an appointment!
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD 810-352-1300
TAYLOR 313-284-0777
AUBURN HILLS 810-373-7500
SNELLING.
PERSONNEL SERVICES

ADP/ PAYROLL

Looking for an ADP experienced Payroll person. Please fax your resume to: (313) 427-5548 and we will contact you for an interview date & time.

AIR CONDITIONING ENGINEERS INC. is looking for responsible, honest, hard working individuals to work in accounts receivable. Must be able, and exercise all positions. Apply in person: 5250 Auburn Rd. Utica.

ARCHITECTURAL FIRM - in Troy seeking full time Receptionist/Secretary with Word Perfect and Windows Benefits included. Fax resume to:
L&A Architects, Inc.
810-524-9746

ART VAN FURNITURE

due to expansion there are several office positions available. Part/full time, flexible hours, excellent benefits package available. Apply at Art Van Furniture, 27775 Novi Rd., Novi

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ASSISTANT To Legal Administrator

Entry level position for person with word processing skills to work in legal department of large corporation. Ability to communicate clearly & effectively required. Duties will include scheduling, pre-screening of candidates, interview scheduling, reference checks, offer letters & new hire paper work. Must have excellent phone & PC skills, & a minimum of 3 years office experience. We offer an excellent salary & benefit package. Please send resume & salary requirements to:
Box 1333
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BILLING CLERK

for printing company, computer skills, pricing background helpful. Full time, full time benefits after 90 days. 401k.
NEWS PRINTING, INC.
5495 Tuttle Road, Wayne MI 48184

Billing/Collections Clerk

We are seeking a billing/collections clerk with accounts receivable experience. Prior insurance billing experience is preferred. The applicant must have strong computer skills, excellent interaction and organizational skills. Please send resume and salary requirements to:
Group Balog Manager
18940 W. 8 Mile
Southfield, MI 48075

BIRMINGHAM REAL ESTATE COMPANY

Seeks receptionist, part time. Answer phones, greet clients, schedule appointments.

Call Suzanne
810-645-2500.

BLOOMFIELD HILLS OFFICE

Seeking part time help to deal with phones, accounts payable & misc. clerical. Approximately 30 hrs. wk. Call Sue. (810) 645-2222

BOOKKEEPER/ACCOUNTS RECEIVABLE

for bms & billing for Farmington Hills CPA firm. Computer orientated, motivated, hard working. Send resume to: MJ, 32255 Northwestern Hwy., Suite 298, Farmington Hills, MI 48334

BOOKKEEPER-

BIRMINGHAM insurance agency in need of a full time Bookkeeper. Some flexibility with work hours. Insurance experience helpful. Pleasant work environment. Excellent salary.
Fax resume: 810-647-7800, or Call 810-647-7800, 10-4:00

BOOKKEEPER

for accounting service in Troy. Minimum 3 yrs. experience. Must know w/Creative Solutions and Quickbooks. Pay $20-24K depending on experience. Resumes to: 1520 S. Lapeer Rd., #121, Lake Orion, MI 48360 or fax to (810) 693-3234

BOOKKEEPER - Full time

Experience necessary. 20411 W. 12 Mile #201, Southfield. Call Kassel Accountants 810-352-5520

BOOKKEEPER / GENERAL OFFICE

Full charge Bookkeeper with 5 person office background. Quickbooks Software and MS Office experience preferred. Must be a "People Person". Full time, Troy
ASI 810-589-3830

BOOKKEEPER / SECRETARY

Requirements: bookkeeping experience, Lotus, WordPerfect, accounting program; must have strong telephone skills, be well organized & able to handle multiple tasks. Manufacturing firm in Redford. Competitive salary, benefits. Non-smoker. Send resume to:
8124, 32500 14 Mile Rd
Walled Lake, MI 48390

CLERICAL FRONT DESK

Farmington/Livonia Birmingham
473-2932 646-7662
Advantage Staffing

BOOKKEEPER

We, one of Michigan's largest independent CPA firms, are seeking a full charge bookkeeper for our Southfield office. Qualified candidates must possess experience through financial statements, knowledge of computer applications, enjoy working with a diverse client base, and be willing to travel to locally-based clients. Interested candidates please send resume with salary requirements to:
ATTN: BDG
FOLLMER, FLEDWICK & CO.
PO Box 5004
Southfield, MI 48086-5004

BUSINESS MANAGER

Experienced business manager, Computer literate. Must understand computers & software. Sales & marketing, accounting, inventory control, personnel, customer services, Engineering & receiving. Graphic art skills helpful. $32,000 to $35,000 plus Great office, growing business. New age/metaphysical.
Vision Publications (810) 355-9740

CHIROPRACTIC ASSISTANT

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

CLERICAL - energetic, detail oriented person. Experience with supplies, knowledge of computers and inventory preferred. Send resume to: 33900 Industrial Rd., Livonia, MI 48150

CLERICAL

Northwest Airlines is seeking full-time administrative support for the Detroit Flight Services Department. The shift is rotating. The successful candidate will have 55-60 wpm typing capability, WordPerfect, Phone and Recognized Word. Strong organizational and interpersonal skills a must.

To apply, send a self-addressed, stamped envelope (two 32 stamps required) requesting an application to: Employment Services, 5500 Wayne Street, Drive, St. Paul, 55111. If you are currently working or unemployed we can help in your employment search. Immediate available. Any of the following skills are a plus.

Word Perfect	Microsoft Word
Lotus	Excel
Powerpoint	Quickbooks
Legal Secretary	Receptionist
Harvard Graphics	Ami/pro

Call today for an appointment!
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD 810-352-1300
TAYLOR 313-284-0777
AUBURN HILLS 810-373-7500
SNELLING.
PERSONNEL SERVICES

CLERICAL OPENING

For construction firm. Part-time, Mon-Fri., 8am-3pm. Duties include: computer/communication skills.
810-473-1100

CLERICAL POSITION

Duties include: filing, photocopying, and data entry. Please send resume to: Human Resources (AD/CM), PO Box 5018, Rochester Hills, MI 48308

CLERICAL POSITION

Looking for a dependable and energetic individual for temporary employment. Suburban area. Ability to handle some computer work and must like phone work. Call for an appointment
(810) 477-2820

CLERICAL RECEPTIONIST

positions open. Computer, Phone & people skills needed. $7/hour to start. Call Tem, SSI. (810) 473-1112 or Fax: (810) 473-1113

CLERICAL/SECRETARIAL

Person needed part-time for Livonia accounting office. Reply by fax only to: Attn: Accounting, 27476 W. 5 Mile, Livonia, MI 48154

CLERICAL SUPPORT

Olde discount stockbrokers has immediate opening in our Troy office. Candidates should be detail oriented, strong organizational skills, and general clerical knowledge. Position offers $1700 monthly, and a full benefit package. Forward resume to:
OLDE DISCOUNT
STOCKBROKERS, INC.
888 W. Big Beaver
Troy, MI 48084-4723
Member NYSE/SIPC
Equal Opportunity Employer

CLERICAL SUPPORT

Full time, WordPerfect experience. General office skills. Pleasant phone voice. Resume to: Human Resources, PO Box 687, Southfield, MI 48037

CLERK/

ADMINISTRATIVE ASSISTANT

Computer skills required. Some sales/ salary requirements & resume to: Farmington/Hills Chamber of Commerce, 33000 Northwestern, Suite 101, Farmington, MI 48336

Client Service Representative

Requirements include typing 45 wpm, ability to work under pressure and multiple constraints, excellent communication and organizational skills, detail oriented, able to handle extensive telephone and computer activity, literacy including knowledge of Lotus and WordPerfect 5.1.
Send resumes to:
P.O. BOX 9153
FARMINGTON HILLS, MI
48333-9153

COLLECTION CLERK

Part-time (9am-2pm), Mon., Tues., Thurs., Fri. Responsible for collections. Duties include light filing, data entry, preparation of collection delinquency reports, processing paperwork, for repossessions, etc. Send resume to: Waynesboro Credit Corp., 34648 Sims, Wayne, MI, 48184, Attention: Diane

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COMPANY LOOKING for responsible person with excellent phone skills. Good pay & benefits. Apply at:
25215 Glendale
Redford, MI 48239
B. and B. Industrial Supply
W. of Telegraph rd

COMPUTER OPERATED Engraver/Receiving Clerk

Must be well organized, have good typing and math skills. Will train. Apply at: Stegner Electric, 35430 Industrial, Livonia (810) 464-2222

Construction Secretary / Coordinator

Construction company seeking person with excellent typing experience in construction industry and computer skills. Ideal candidate will have drive, expertise and knowledge of MicroSoft Word, Excel, Lotus. Send resume and salary requirements to: PO Box 224, Dimondale, MI 48821-0224

CUSTOMER LIAISON

Growing company seeks an additional team member for its Marketing/Sales department. Candidate must have some sales and light office experience. Will train on computers.
Diversified Recruiters
810-344-8700 Fax 810-344-0704

CUSTOMER SERVICE REP

Excellent temp-to-perm opportunity with Detroit customer. Must have telephone background. License preferred. Multiple positions available. Call today for an interview.
Sterling Personnel Services
810-352-1300

CUSTOMER SERVICE REP

needed full time for flexible schedule. Excellent benefits package. Apply in person at 30765 Grand River, Farmington Hills. (810) 478-7030.

Customer Service Rep.

Immediate Openings
Full time, insurance office experience preferred. Must be computer knowledge. Non Smoking building.
(810) 626-2302

502 Help Wanted-Office Clerical

CUSTOMER SERVICE

CAREER OPPORTUNITY
Days or evenings. Some weekends Part or Full Time
Easy to live
Earn extra money
Fastest growing career opportunity in America. Free training. No prior plan experience. Troy, Southfield and Auburn Hills locations.
- No sales
- Positive atmosphere
- Excellent oral skills
- Excellent communication skills
- Typing 30 wpm
- Flexibility & willingness to learn

Call Betty today
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE

If you enjoy talking with and helping people, then Weight Watchers is looking for you. Our corporate office in Farmington Hills is seeking qualified candidates for part and full time motivated telephone staff for an ENTRY LEVEL position. We offer an attractive position. Knowledge of the Weight Watcher program is helpful, but not necessary. We offer:
- On the Job Training
- Benefits after 90 days
- Base + commission

Please fax your resume and salary requirements to: (810) 553-3154 or send to: CSR-HR, P.O. Box 9072, Farmington Hills, MI 48333-9072
EOE

DATA ENTRY/CLERICAL

Full time. Assist with phones. Minimum 2 years experience. Send resume to: S.O.S. 1250 N. Opdyke, Auburn Hills, 48326. Fax: (810) 373-2264

DATA ENTRY/CLERICAL

Full time, 65wpm, benefits. South Lyon area.
Call Cat 810-304-0812

DATA ENTRY CLERKS

Southfield office of a large national advertising agency has several positions available. Ideal candidates would have 2-3 years computer experience, knowledge of spreadsheets and typing 35 wpm desirable. We are seeking those individuals who are self motivated, can work independently, and possess strong communication skills. In return, we offer competitive salary and benefits package including 401(k) participation and paid vacation if you're ready for challenging work and are interested in joining our fast-paced environment please send your resume in confidence to:
W. B. Doner & Company
Attn: Data Entry Clerks
30400 Telegraph, Suite 401
Southfield, Michigan 48034

DATA ENTRY

Growing companies in Livonia and Ann Arbor in search of data entry operators.
$8-$9 per hr.
ARBOR TEMPS 459-1166

DATA ENTRY

We are seeking a Data Entry Person for our busy accounting department. Person should have good keying skills. Job involves filing and other general office duties. Salary + Benefits. Interested candidates should send resume to: Federal Financial, Attn: Diane, 30555 Northwestern Hwy., Farmington Hills, MI 48334

DATA PROCESSING CLERK

Busy office in Bingham Farms seeks full time individual with data entry experience in data entry, computer literate, and general office duties. Full-time evening position with paid dental, dental and vision, 401k Plan, paid holidays, vacation and competitive wage. Send resume and wage history to: Bingham Farms, PO Box 3015
Bloomfield Hills, MI 48012-3039

DENTAL CLAIMS PROCESSOR

Position in Southfield for experienced person to process dental claims. Must read Dental X-rays. Call today for appointment
Sterling Personnel Services
810-352-1300

Earn extra income over the HOLIDAYS. It is easy and it is fun. Work in our office experience you can work flexible Look at your earnings every Friday. Oriental! We are the leader in the temporary staffing industry with forty years experience.

Openings for:
- Data Entry
- Word Processing
- Customer Service
  (current shift available 3pm-8pm)
- Secretarial
- Receptionist

Call Today!

OFFICETEAM
Administrative Staffing

(810) 358-0222
fax: (810) 358-0941
28588 Northwestern Hwy #250
Southfield, MI 48034
EOE

ENTRY LEVEL SALES

Growing manufacturer in Building Products industry has need for additional Sales Representatives to sell lumber yards, glass dealers, home improvement contractors & builders. Some overnight travel involved. Salary, bonus, company car. Blue Cross & other benefits. Prefer degree in Liberal Arts or Marketing. Over degreed candidates will be considered if some sales experience considered. Send resume to: Sales Manager, PO 20775 Chesley Dr., Farmington, MI 48336 or FAX to 810-478-1475

HAMMES COMPANY

EXECUTIVE ADMINISTRATIVE ASSISTANT

HAMMES COMPANY is a leading national real estate development and property management firm with an excellent opportunity for an Administrative Assistant with the Marketing/Sales Department. The successful candidate will have the combined educational background and/or experience to support project teams.

The candidate will have strong organizational and communication skills, a professional attitude and a minimum of 3 years of relevant work experience. Responsibilities include: Telephone coverage, office administration, clerical support, word processing, data base bookkeeping, daily correspondence and communication. Candidates with prior work experience in commercial real estate of construction industries will be given priority consideration.

This position provides a challenging career opportunity with an industry leader. Compensation structure provides a competitive base salary commensurate with experience plus full benefits. The successful candidate must be proficient in the following: Microsoft Word, Lotus or Excel, Power Point, Word Perfect 5.0, 5.1, dictaphone, shorthand and possess a typing speed of 60-100 wpm, graphics experience a plus.

For immediate consideration, please forward a current resume and salary history to:
Office Manager
HAMMES COMPANY
18000 West Sara Lane
Suite 200
Brookfield, Wisconsin 53045

EXECUTIVE SECRETARY - typing/ phone skills required.
Send resume to Box #1415
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

EXECUTIVE ASSISTANT

Needed for fast paced insurance agency to assist Operational Manager. Ideal candidate possess office administration and some light accounting, excellent salary and benefits. Send resume in confidence to:
Box #1389
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE ASSISTANT

Rieter Automotive North America, is looking for an Executive Assistant who will report to the President of international affairs. Fluent in live form at the corporate headquarters. Maximum five (5) years experience as an Administrative Assistant at the executive level required. Able to handle multiple priorities simultaneously and under pressure. Proficient in computer skills, including Word, Excel, Shorthand a plus. Excellent employment, management, public relations and telephone skills. If qualified, please fax resume with confidence to Rieter Automotive North America, Human Resources, 36555 Hills Tech Dr., Farmington Hills, MI 48331. E.O.E.

Executive/ Personal Assistant

We have an exciting opportunity to work directly for the President of our company. Position involves the coordination of both business and personal matters. Duties include correspondence, travel arrangements, organizing meetings. Duties We are seeking an organized, flexible individual with excellent typing and writing skills. Strong computer knowledge in WordPerfect needed. Person must also be a team player, independent and work well under pressure. In return we offer a fun and excellent starting salary with many challenges! Interested candidates should send resume with salary history to P.O. Box 9066, Attn: Diane, Farmington Hills, MI 48331

EXECUTIVE SECRETARY

Your solid office experience, outstanding communication skills, and computer proficiency could earn you a permanent position with one of our Detroit, Southfield, or Troy area customers. The perfect candidate is highly proficient with word processing, spreadsheet, and graphics software, has excellent telephone interpersonal skills, and can keep track of 1,000 things at once. Don't let a great opportunity pass you by!
CALL TODAY TO SCHEDULE AN APPOINTMENT!
SNELLING PERSONNEL SERVICES
810 352-1300

EXECUTIVE SECRETARY

We are a growing, successful, established professional firm within the Oakland County area seeking an executive secretary. This person will be working with executive management and possess strong telephone, interpersonal and communication skills. The ideal candidate will have Data-phone experience, as well as, excellent typing skills, and a working knowledge of Windows '95. Excellent opportunity for someone who thrives on working in a professional office and up to +30K for the right candidate.

Send resumes to: Box #1401
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Executive Secretary

Financial firm in Southfield is seeking a Executive Secretary. Must have experience and be proficient on the computer. Excellent benefits package. Call Debbie
1-810-559-0600

FILE CLERK

Full-time Filing position at Ford World Headquarters, Bingham area. 810-258-6262

FILE CLERK

Immediate full time (40 hrs/week at $6.00/hr.) File Clerk position for fast paced physician office in the Detroit downtown area. Duties will consist of include: filing, sorting mail, answering phones, patient reception, and light typing. Fax resume to: (313) 745-3937

FRONT DESK PERSON

Part time, Mon. type 35WPM accurately, be able to deal with people in a pleasant phone manner, learn quickly and be able to work with maximum supervision. Knowledge of WordPerfect 5.1 helpful. Salary commensurate with experience. Fax resume: (810-569-4505, or mail to: S.B. Silver, Suite 240, 17197 W 10 Mile Rd, Southfield, MI 48075.

Garland Gulf Resort Receptionist/Secretary

Enjoy golf? Start now or in January. Part-time (Mon., Tues., 8-2pm., in Farmington Hills Sales Office. Lots of variety! Call Barbara today for Gloria 810-932-1170; Fax 810-932-1214. Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

GENERAL CLERICAL

Full time in Birmingham law firm for customer service oriented individual with good typing and telephone skills. Non-smoking office. Call Karlene Nonken-Kelly Kaye, P.C. (810) 540-7701 Fx: (810) 540-7701

GENERAL OFFICE AND ACCOUNTS RECEIVABLE CLERK

2 full time positions. WordPerfect or basic computer keyboard skills, phone experience, knowledge of general office procedures. Non-smoking. Now positions open. Send resume in confidence with resume and salary requirements to:
Box #1387
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE CLERK

Full time for Farmington manufacturer. Filing, typing, computer experience & plus. Please call. (810) 553-7300

General Office

Immediate position available at a Beverly Hills manufacturing company. Requires basic typing, filing, typing, and phone. Non-smoking. Hours (varied) monthly: $7.50/hr. to start. Call Ann at:
(810) 477-0574
ARCADIA STAFF RESOURCES

GENERAL OFFICE - Permanent position for person to do various office functions for large retailer. 8 Mile/Lahser area. F.T. Call Ann, 810-353-0160, Ext. 3471

GENERAL OFFICE

Typing, filing, phones, some computer. Full time, Mon - Fri. 313-532-4700

GENERAL OFFICE WORK

Answering phones, etc. Full time days. Detroit Bed-Mad Lab, 23253 Freeway Park Drive, Farmington Hills, 10Grand River. 810-474-1113

HAIR SALON/RECEPTIONIST

For busy upscale spa, Birmingham/Bloomfield area. This is a full time position. Please call 1-800-321-8860 or fax, 1-810-358-7630

HUMAN RESOURCES

needed full time, ASAP. Proven generalistic skills, minimum 3 years experience, computer literate. Must be highly motivated & a self starter. Southfield. Fax to: 810-356-1541.

502 Help Wanted-Office Clerical

Group Vision Coordinator

Background in insurance and servicing third party groups preferred. Looking for flexible, organized, self motivated person who is able to work independently. Knowledge of Word Perfect and Lotus 123 thru Windows is a must. Excellent written and oral communication skills and phone manners required. Excellent compensation and benefits. Send resume and salary requirements to: Group Balog Manager, 18940 W. Eight Mile, Southfield, MI 48075

INSURANCE

commercial lines assistant CSR, 1 yr. experience required. Must have strong work ethic, type 40wpm minimum. Be well organized and learn quickly. Send resume to: Human Resources, P.O. Box 5104, Southfield, MI 48086-5104
EOE.

INSURANCE CSR

Full time, salary plus. Send resume to: Metro Agency, 32646 5 Mile Rd., Livonia, MI 48154.

Insurance

NEW BUSINESS ASSOCIATE

Experienced Secretary wanted to work with top producer in large Southfield Life Insurance office. This position is unique, involves a variety of 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 a must. Knowledge of Word for Windows; transcription skills a must. Excel and Power Point a plus. Please send letter, resume and salary requirements by December 13th: Kelly Rowe, 100 Galleria Officentre, Suite 401, Southfield, MI 48034

KEYPUNCH OPERATORS

We are looking for full time operators on our day and afternoon shifts in Livonia. Please call for an appointment
WIDATA CORP. 313-422-8002

LEASING AGENT/RECEPTIONIST

Computer knowledge required. Duties to include incoming calls, general office, part time Wednesday & Saturday. Southwest.
(313) 729-0710

LEGAL ASSISTANT

Birmingham law firm seeks a Legal Assistant with a minimum of 3 years experience in corporate & Real Estate work. The successful candidate will be able to work on multiple assignments concurrently, be detail oriented and highly organized. A competitive salary and benefits package will be offered. Qualified applicants are invited to send their resume and salary history to:
Legal Assistant Search
CARLSON FISHER P.L.C.
300 E. Maple Rd.
Birmingham, MI 48009

LEGAL ASSISTANT

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

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