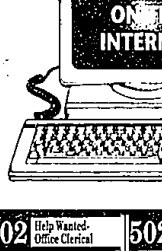

Our Classifieds are now on the INTERNET!

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

CHRISTMAS $$$
RECEPTIONISTS NEEDED ASAP!!!
Temp to hire and long term position available full-time days and evenings!
Call today/Work tomorrow!
Great benefits. Holiday pay, cash bonuses and temp-medical insurance

SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8000
SOUTHFIELD, 810-357-1300
AUBURN HILLS, 810-373-5000
TAYLOR, 313-254-0777

CLERICAL

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

DATA ENTRY OPERATOR
Day Shift
Requires a minimum 55-60 wpm keyboarding skills

LAB ENTRY OPERATOR
Afternoon Shift (PM)
Requires a minimum of 55-60 wpm keyboarding skills

For immediate consideration, please complete an application Mon - Thurs 1-7AM-3PM at our office (come prepared for testing) at Comerica Clinical Laboratories, 4301 Galleria Road, Auburn Hills, MI. EOE M/F/D/V

CLERICAL
Executive Assistants
Secretaries, Data Entry
Receptionists, Accounting
Experience with MS Word, WordPerfect, Excel & Powerpoint
4STHPM
USI 810-258-5111
Fax 810-258-5825

CLERICAL
Full time for small office in Wixom to answer phones and dispatch technicians. Word Processing & some AP/Detailed accounting. Reply to P.O. Box 150, New Hudson, MI 48165-0105.

Clerical Immediate Openings

Source One Mortgage has immediate clerical openings for individuals looking for a challenging opportunity.

Qualified candidates should possess the following skills

- Data Entry
- Strong Ten Key Ability
- Typing 35+wpm
- Previous Banking Experience a Plus

Our fast-paced environment offers excellent opportunities for those interested in learning the mortgage banking industry. We also offer a very competitive salary & benefits package.

Qualified candidates should send/fax resume or apply Mon-Fri 8am-5pm:

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 Opening Hotline at...810-488-7 JOB
EOE M/F/D/V

CLERICAL

Known as "The Worksite People", The Accident Fund Company, Michigan's largest writer of workers compensation insurance is seeking a litigation clerk for its Claims Department, our Southfield office.

The position provides clerical support to the Claims Department Duties include processing subpoenas and pleadings, typing letters and other correspondence transcription, and entering data into computer database.

Qualified candidates will possess a high school diploma or G.E.D. A minimum of one year office experience required. Knowledge of word processing software with the ability to type 45 wpm. Must have the ability to prioritize documents for accuracy of spelling, grammar, punctuation and format.

The Accident Fund Company is a dynamic work environment and offers an excellent compensation and benefits package. Interested and qualified applicants should submit resume and salary requirements to:

Accident Fund Company
Human Resources Dept.
P. O. Box 40790
Lansing, MI, 48901-7090

An Equal Opportunity Employer

CLERICAL OPENING
For construction firm in Farmington area. Part time, Mon-Fri., 9am-3pm. Various duties: computer/communication skills. Call 810-473-1100

CLERICAL/ORDER DESK
Full time. Previous experience necessary. Send resume to: Sales Manager, Fender Daddy, 31770 Enterprise Dr., Livonia, MI 48150

CLERICAL/PART TIME
Mature individual with experience required. Able to handle varied office jobs. Some computer skills necessary. 17800 Northland Park Court, Southfield, MI, 48075.

CLERICAL POSITION
for small construction company. (810)738-7223

CLERICAL POSITION
Full-time. Good typing skills. Phones. Some deliveries. Call Erika: (810) 644-8868

CLERICAL/SECRETARIAL
Person needed part-time for Livonia accounting office. Reply by resume to: Gordon & Company, 27476 W. 5 Mile, Livonia, MI. 48154.

CLERICAL SUPPORT
Full time. WordPerfect experience. General office skills. Pleasant phone manner. Resume to: Office Manager, PO Box 667, Southfield, MI 48037

CLERK/ADMINISTRATIVE ASSISTANT
Computer skills necessary. Send salary requirements & resume to: Farmington/Farmington Hills Chamber of Commerce
33000 Thomas, Ste 101
Farmington, MI 48336

CLERK MESSENGER
position with busy Bloomfield Hills firm. Duties include delivering, document and library filing, copying, etc. Must have dependable transportation. Flexible work schedule. Please call Personnel at: (810) 258-6700 or fax resume: (810) 258-6745

502 Help Wanted-Office Clerical

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

CLOSER & PROCESSOR
NEEDED for fast growing new title company. For appointment, please call Rod at: (810) 337-8075

COLLECTION CLERK
Part-time (8am-2pm, Mon., Tues., Thurs., Fri.) w/potential for full-time. Duties include light filing, data entry, research accounts, preparing delayed reports, processing paperwork for repos & lawsuits, etc. Send resume to: Wayne/Westland Credit Union, 34646 Ann Arbor, Wayne, MI. 48184. Attention: Gino

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

COMPUTER OPERATED Typist/Receptionist/Clerk
Must have good typing & math skills. Will train. Apply at: Stegner Electric, 35432 Industrial, Livonia

(313) 464-2222

Construction Secretary / Coordinator
Construction company seeking person with minimum 7 years' experience in construction industry and strong accounting background. Must have good grammar and knowledge of Microsoft Word, Excel, Lotus. Send resume with salary history and requirements to: P.O. Box 424, Birmingham, MI 48012-0424

COORDINATOR/ SECRETARY
$30,000
Major consulting firm seeks good administrative skills and some accounting experience. The candidate has construction industry background and MicroSoft computer skills Spreadsheets a plus.

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

CUSTOMER SERVICE REP
needed full time for 8:00-5:00 schedule. Excellent benefits program. Apply in person at 30725 Grand River, Farmington Hills

(810) 478-7030

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 to join our dynamic, motivated telephone staff for an ENTRY LEVEL Customer Service Representative position. Knowledge of the Weight Watchers program is helpful but not necessary. We offer:

- On the Job Training
- Bonuses after 90 days
- Base + commission

Please fax your resume and salary requirements to (810) 488-2301, or send to: CSR/HR, P.O. Box 9072, Farmington Hills, MI 48333-9072

EOE

CUSTOMER SERVICE REP
Great career opportunity in fast growing co. Full & part-time. Experienced. Call Bob 313-825-3000

CUSTOMER SERVICE REP
Needed for busy investment management firm. Candidate must be self-starter, exhibit problem solving ability and possess excellent communication, math, and computer skills including WordPerfect. Non-smoking office and salary requirements are important. Send resume to: Personnel Dept., 3883 Telegraph Rd., Suite 100, Bloomfield Hills, MI. 48302

CUSTOMER SERVICE
Guardian Alarm Co. is seeking team oriented, high performance people with a customer first attitude, to work as Customer Service/Alarm Reps. at our Southfield headquarters. No experience necessary, computer knowledge a plus. We offer competitive wages and a comprehensive benefits pkg. including 401k. Apply in person: 18000 W 8 Mile Rd., Southfield, MI. 48075. 810-423-3000

CUSTOMER SERVICE
Immediate opening for fast-paced office in Farmington Hills. Join one of the nation's fastest growing industries.

- Minimum 1 year customer service experience
- Management experience a plus
- Must be multi-task oriented

Competitive salary + bonus package with full benefits including 401K. Please fax resume to 810-643-4362. Attn: L. Jerome

CUSTOMER SERVICE CAREER OPPORTUNITY
Days or evenings. Some weekends. Part or Full Time
Temp to hire
Troy, Southfield & Auburn Hills
Fastest growing product career opportunity in America.

- No sales. Free Training
- Positive atmosphere
- Excellent communication skills
- Typing 30 wpm
- Flexibility & willingness to learn

Call Cathy today
Birmingham Farmington/Livonia
646-7051 473-2931

Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE
Pagenet, the world's largest wireless communication company, is searching for customer service representatives to join our fast paced team. Qualified candidates will possess a college degree or two to four years of customer service experience, previous computer experience & strong oral and written communication skills. Please mail or fax your resume to:

PAGENET
ATTN: HR-CSR
33533 W. 12 Mile Rd. #200
Farmington Hills, MI 48331
Fax: 810-488-3615

EOE M/F/D/V

DATA ENTRY/ACCOUNTING DEPARTMENT
Busy architectural firm in Farmington Hills is seeking individual for data entry position. Responsibilities would include input of computerized data for general ledger & project management system. Must be a detailed & organized individual. Excellent benefits & working conditions. Please send resume to:

JPRA ARCHITECTS
31000 Northwestern Highway
Suite 100
Farmington Hills, MI 48334

DATA ENTRY/BILLING
Fast paced medical billing office looking to fill a data entry billing position. Must type 45 WPM. Send resume to: South Oakland Billing, 333 W. 7th Street, Suite 5, Royal Oak, MI 48067. Attn: Data Entry.

502 Help Wanted-Office Clerical

Customer Service

Robert Half International, Inc., the premier company serving the staffing industry, is seeking a full time individual to greet all incoming applicants and clients in our contemporary Troy office. Must be a professional at all times, have strong customer service attitude and general PC knowledge (Windows & Lotus preferred). Great benefits. Pay commensurate with experience. Must include salary requirements with resume. EOE

ROBERT HALF
Financial Recruiting

DATA ENTRY/CLERICAL
Full time, 65wpm, benefits. Southfield Call 810-304-0612

DATA ENTRY CLERKS
Southfield office of a large national advertising agency has several immediate openings. Ideal candidates would have 2-3 years computer experience, knowledge of spreadsheet software highly desirable. We are seeking those individuals who are organized, can work independently, and possess strong communication skills. In return, we offer a competitive salary and complete benefit package including 401(k) participation and paid vacation. If you is those individuals who are interested in joining our fast paced team, please send your resume in confidence to

W. B. Doner & Company
Attn: Data Entry Clerks - HR
300 Galleria, Suite 401
Southfield, Michigan 48034

DATA ENTRY
Growing Consulting firm in Plymouth & Livonia in search of data entry operators.
$8-$9 per hr.
ARBOR TEMPS 459-1156

DATA ENTRY/ MEDICAL BILLER
Immediate opportunities for several positions within our laboratory billing department. Premium wages for premium performance. Extremely flexible work hours. Full and part time offered along with a competitive benefit package. Apply in person Monday-Friday from 10am-noon at USML, 26500 Northwestern Highway, Southfield, MI 48076

DATA ENTRY Office Services
Have long term opportunity with major logistics firm. Temp to hire opportunity. Perfect for Southfield, Auburn Hills locations. Accurate 8,000 to 10,000 key strokes per hour required. Call Donna today 646-1600 473-2933

Advantage Staffing

DATA ENTRY
We are seeking a Data Entry Person for our busy accounting department. Person should have good keyed skills. Job involves billing and other general office duties. Salary + Benefits. Interested candidates should send resume to Federal Financial, Attn: Diane, 30955 Northwestern Hwy., Farmington Hills, MI 48334

DATA ENTRY WORD PROCESSORS AND MORE!
Apply Southfield
excel with our clients!
Bloomfield, Livonia & Lincoln Park Areas

Corporate Personnel Services, Inc.
Phone: (313) 722-7990
Fax: (313) 722-8132

DATA PROCESSING CLERK
Busy office in Bingham Farms seeks mature, responsible, self-starter with experience in data entry, computer printing, file & other general office work. Full-time evening position with paid health, dental, and vision, 401k Pension, paid holidays, vacation and competitive wage. Send resume and wage history to: Personnel Manager, PO Box 3039, Birmingham, MI 48012-3039

EARN EXTRA DOLLARS!!!
METRO 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 a temporary position with no additional income! Send resume to, or apply in person at:

631 North Squirrel Road
Suite 200
Auburn Hills, MI 48326
Fax: 810-377-8518

EARN EXTRA $ FOR THE HOLIDAYS!
Call Now!
Immediate Openings

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

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

Contemp

810-563-9500 ... Madison Hts

502 Help Wanted-Office Clerical

EARN HOLIDAY $$ CASH $$
Several openings available for Receptionists, Secretaries and General Office Assistants
Temp to Hire positions also available
CALL NOW FOR IMMEDIATE INTERVIEW

Corporate Personnel Services, Inc.
(810) 362-0696

ENTRY LEVEL SALES
Growing manufacturer in Building Products industry has need for aggressive, self-starter to call on lumber yards, glass dealers, home improvement contractors & builders. Some overnight travel involved. Company car, bonus, company car, Blue Cross & other benefits. Prefer degree in Liberal Arts or Marketing. Other degreed candidates or those with some sales experience considered. Call Bob at: 810-478-7300, 8am-4:30pm.
810-478-7304

★ EXECUTIVE ASSISTANT
Needed for fast paced insurance agency to assist Operations Manager in personnel administration, office administration and some light accounting. Excellent salary and benefits package. Send resume in confidence to:
Box #1389
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXECUTIVE ASSISTANT
Engineering firm headquartered in Plymouth is seeking an organized, self-starter to be President's "right-hand." Must be able to follow-thru with details, be flexible, and able to handle multiple tasks at once. Knowledge of Microsoft Word and Excel. Full benefits. Outstanding opportunity. Send resume to: Lotis Engineering Company, Attn: Exec. Asst., P. O. Box 70041, Plymouth, MI 48170

EXECUTIVE ASSISTANT
Looking for self-starter to assist President of consulting firm that specializes in the administration of 401K plans & pension/profit sharing plans. Knowledge of financial markets, mutual funds or annuity products, a plus. Brokerage experience preferable. Responsibilities include coordinating meetings, dealing with people, filing & answering phones. Must be accurate, motivated, flexible & pleasant. Desired word processing skills: MS Word, WordPerfect, Lotus or Excel. Excellent salary & benefits. Human Resources, 28124 Orchard Lake Rd., Suite 110, Farmington Hills, MI 48334-3760

EXECUTIVE ASSISTANT
Troy based Manufacturing company is seeking a quality Executive Assistant. Candidate must have strong and sales staff. This person will be flexible, have good common sense, be a quick learner and possess strong sales/administrative/interpersonal skills. This person must be very computer oriented, with a thorough knowledge of various Windows based software, especially MS Word, Excel, and PowerPoint. Excellent compensation & benefits to qualified candidates. Please send resume and salary requirements to:
Mack Industries, Inc. / President
2096 American Drive
Troy, MI 48083-4618

EXECUTIVE RECEPTIONIST
Bloomfield Hills firm is seeking a high energy, professional receptionist. Experience with a high volume switchboard/voice mail is not required, but helpful. Good general office skills including light word processing is preferred. Must have good communication & organizational skills. Proven potential for growth. Excellent salary and benefits. Please send resume and salary requirements to: Box #1304
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

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

Executive Secretary
Financial firm in Southfield is seeking a full time executive secretary. Must have experience and be proficient on the computer. Excellent benefits. Salary commensurate with experience. Call Bill
1-810-559-6600

EXECUTIVE SECRETARY
Troy based manufacturer. Immediate opening. Microsoftword, Excel & Powerpoint helpful. Fast paced environment. Professionalism a must - Permanent position. Near expressway. Call Cathy (810) 737-1711
TEMPORARY RESOURCES

EXECUTIVE SECRETARY
We are a growing, successful, established professional firm within the Detroit metro area seeking an executive secretary. The person will be responsible with administrative management and possess outstanding organizational and communication skills. The ideal candidate will have Dictaphone experience, be an expert at editing skills and proficient knowledge of Windows 95, Excellent opportunity with a growth oriented firm in a busy working environment. Salary up to +30K for the right candidate. Send resumes to: Box #1401
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FILE CLERK
Full-time for personnel firm in Farmington area. Birmingham area.

FILE CLERK
Immediate full time opening for a week at $6.00/hr! File Clerk position for fast paced physician office in the Detroit downtown area. Responsibilities include filing, sorting mail, answering phones, patient reception, and light typing. Fax resume to: Manpower 313) 745-3037

FILE CLERK / MESSENGER
for Farmington Hills law firm. Duties include: photo copying, office filing, sorting/preparing mail, court filings, general deliveries. Must have own car. Hours: Mon - Fri 8am to 5pm. Benefits available. Call Diane (810) 626-7300

FILE CLERKS
Romulus. Fax, copy, staple, 8am-4:30pm. No experience needed! $4/hr.
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

GENERAL OFFICE - Permanent position for person to do various office functions for large retailer. 8 Mile/Lahser area. Call Mr. Karn, 810-353-0180, Ext. 3471

502 Help Wanted-Office Clerical

FINANCIAL SUPERVISOR
Brighton company requires accounting individual for fast paced office. Accounting experience required, work processing experience required. Growing company provides full benefit package. Send resume with salary requirements to: PATGM, 8137 W. Grand River, Brighton, MI 48116 or Fax to: 810-229-8922

FRONT DESK PERSON
Part-time. Must type 35WPM accurately, be detail oriented, have pleasant phone manner, learn quickly and be able to work with minimum supervision. Knowledge of WordPerfect 5.1 helpful. Salary commensurate with experience. Fax resume: 810-569-4505, or mail to: S.B. Silver, Suite 240, 17515 W. 9 Mile Rd, Southfield, MI 48075.

FRONT OFFICE
VETERINARY HOSPITAL
in Southfield seeks a good communicator with excellent people skills, focused on enthusiastic and very dedicated team. No experience needed, but we will train the right one. Position you will love this pleasant and professional work environment. Part-time, full time. Salary negotiable.
Call (810) 356-7360

GENERAL OFFICE AND GENERAL OFFICE/MAIL CLERK
2 full time positions: WordPerfect or basic computer keyboard skills, photocopying, filing, knowledge of general office procedures. Non-smoking. Non professional office. Send introduction letter with resume and salary requirements to:
Box #1387
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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

GENERAL OFFICE
2 Secretaries Needed
For contracting firm. Full time, 8 hours/day. Must be organized. $8-$10 per hour. Call Bonnie at Trech Inc. PO Box 85156, Westland, MI 48185

GRAPHICS SECRETARY
Sales Department of major company seeks bright, detail oriented person to log together sales plans, newsletters and marketing materials. Good organization skills and strong computer background. Open to software.

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

HAIR SALON/RECEPTIONIST
For busy upscale eye Birmingham/Bloomfield area. This is a full time position. Please call 810-901-8660 or fax, 1-810-356-7650

★ HOT JOBS
CPA, suburbs. To $45,000
LEGAL SECRETARY, Detroit. To $30,000 plus quarterly bonus
COMPUTER TECHNICAL SUPPORT, Southfield. To $30,000
HELPDESK, Software/LAN/WAN. $28,000
LEGAL SECRETARY, suburbs. $27,000
ADMINISTRATIVE ASSISTANT, Strong MS Word, Excel. $26,000
TITLE PROCESSOR, suburbs. $21,000
LEGAL RECORDS CLERK, Detroit. $16,000
ENTRY LEVEL CLERICAL, Temp to perm. $7 per hour.

Accounting, Clerical, Technical, Temp & Temp to Perm Positions

All fees employer paid

CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

HUMAN RESOURCES
needed full time, ASAP. Proven generalist with minimum 3 yrs experience, computer literate. Must be organized, detail oriented. Call Southfield Fax to: 810-356-1581

Group Vision Coordinator
Background in insurance and servicing third party groups preferred. Qualifying candidate must be self-motivated person who is able to work independently. Knowledge of WordPerfect and Lotus 123 thru Windows is a must. Candidate must have oral communication skills and phone manners is required. Excellent compensation and benefits package. Send resume requirements to: Group Billing Manager, 18340 W. Eight Mile, Southfield, MI 48075

INSURANCE CSR
Full time, experienced. Resume to Metro Insurance, 32646 5 Mile Rd., Livonia, MI 48154.

Insurance
NEW BUSINESS ASSOCIATE
Experienced Secretary wanted to work with top producer in twice-award Life Insurance office. This position processes all new business functions including licensing, APS's, approvals, follow-ups, and underwriting. Previous life insurance experience required. The ability to juggle numerous projects at once and work well with others in a team environment. Must have Word for Windows; transcription skills a must; Excel and Power Point a plus. Outstanding benefits package and salary requirements by: December 13th. Kelly Flores, 100 Galleria Officentre, Suite 401, Southfield, MI 48034

INVENTORY REPRESENTATIVE
Pagenet, the world's largest wireless communication company, is seeking an inventory clerk and an administrative assistant for our inventory department. Qualified candidates must have excellent clerical skills, with strong communication and organizational skills. We offer a competitive salary and a full benefit package. Please fax or send resume to:

PAGENET
ATTN: HR - INV
33533 W. 12 Mile Rd. #300
Farmington Hills, MI 48331
Fax: 810-488-3615

EOE/M/F/D/V

LEGAL ASSISTANT
Birmingham law firm seeks a Legal Assistant with a minimum of 3 years experience in corporate & Real Estate work. The ideal candidate will be able to work on multiple & time sensitive matters 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
CARSON FISCHER P.L.C.
300 E. Maple Rd.,
Birmingham, MI 48009

LEGAL SECRETARY
Collections back ground preferred. 60 words, payables. Fax#810-353-4640

502 Help Wanted-Office Clerical

JOBS OF THE WEEK
ACCOUNTS RECEIVABLE. Good grammar skills. MS Word and WordPerfect. $8-$9 hour.
RECEPTIONIST. Organization skills. Light typing. General office. $7 hour.
ADMINISTRATIVE ASSISTANT. MS Word and Excel. Must be organized. $9-11 hour.
OFFICE ASSISTANT. MS Word. Organization skills. Flexible hours. Benefits. Westside $75 0-$8 50 hour.
DATA ENTRY. Customer Service. Good verbal skills. General office duties. $7-$7.75 hr. East and Westside.
FINANCE. Good phone skills. Collection experience a plus. Review daily transactions. $8 $9 hour. Westside.
GENERAL OFFICE. Accounts receivable/Medical. Insurance claims processing experience a must. Modern system a plus. $20-$21,000. Benefits.
810-447-9600
Snelling Personnel Services

JOBS OF THE WEEK
ADMINISTRATIVE ASSISTANT
To $38,000. PowerPoint a must. Good secretarial skills. Major Troy firm. Benefit. Call Denise.
LEGAL SECRETARY
TO $35,000 Several positions available. Civil litigation, corporate, real estate and estate planning experience. Well known firms. Call Donna.
DESKTOP PUBLISHING
To $30,000 Several positions available. Heavy word processing experience. Benefits. Call Danielle
EXECUTIVE SECRETARY
To $30,000 MS Word and Excel. Automotive background. Major Plymouth firm. Benefits. Call Danielle
LEGAL SECRETARY. $30,000
Family law firm. Court filing. Real estate experience, good audit qualities you bring to the firm. Call Ann
LEGAL SECRETARY TRAINEE
TO $28,000. Good secretarial skills. Work for top litigation attorney. Excellent pay, but not a must. Suburban location. Call Donna
RECEPTIONIST, $10 hourly
Pleasant phone manner, MS Word. Good organizational skills. Opportunity to advance. Lots of variety. Benefits. Call Danielle
SECRETARY TO $12 hourly
Exciting opportunity with suburban manufacturing company. In the sales department. MS Word and Excel. Lots of variety. Call Judi.
Many more positions available.
Call 810-772-6760
FAX 810-772-1511
SNELLING PERSONNEL SERVICES

LEGAL ASSISTANT
College graduate 3-5 or better, to work in Farmington law office. Good organizational and people skills. Non-smoker. Fax resume to:
(810) 737-8400

LEGAL SECRETARY
Downtown law firm, Litigation and Labor experience, 3 years legal experience required. Excellent salary, excellent benefit package. Salary commensurate with experience. Reply to: Legal Secretary
PO Box 43937 Detroit, MI 48226

LEGAL SECRETARY
For Bingham Farms law firm. At least 3 yrs. experience in defense litigation required. WordPerfect 5.1 preferred. Send resume to: Attn: Cheryl 30100 Telegraph Rd., 250, Bingham Farms, MI 48025

LEGAL SECRETARY
For medium size defense litigation firm. Must have strong typing skills, experience in medical malpractice helpful. Fax resume to: Attn: Mary Madison, McCarthy & Van Dusen, 2301 W. Big Beaver #500, Troy, MI 48084. Or call 810-649-1300

LEGAL SECRETARY
for Tel Twelve area, experience not necessary but must be detail oriented, fact, enjoy the computer, work hard & be well organized. Call Kelly
810-645-1700

LEGAL SECRETARY
For partner of Southfield personal injury firm. Experienced in Word & Wordperfect & Word Perfect. Must be highly organized. Salary commensurate with experience. Please call Candy Ball (810) 353-7575

LEGAL SECRETARY
Full time. Family law firm. Law firm, 3-5 yrs. experience. Corporate/estate planning knowledge helpful. Benefits. Fax resume Attn. Amy 810-647-4138 or call: 810-647-0930

LEGAL SECRETARY
Full time. Family law firm. 3-5 years legal experience for a senior partner with a Birmingham/Bloomfield law firm. Applicant must possess excellent grammar skills, have a strong computer background in Word Perfect 6.1. A highly competitive compensation package is being offered. Please forward resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY/ RECEPTIONIST
For small Bloomfield family law firm. Experience necessary.
Call Kathy: 810-646-7177

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. Benefits.
Fax resume to: Box 7217, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. Benefits.
Fax resume to: Box 7217, Bloomfield Hills, MI 48302

★ OFFICE ASSISTANT
Bloomfield Hills law firm seeks full time experienced Legal Secretary with WordPerfect skills. Benefits.
Fax resume to: P.O. Box 7217, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Full time, computer experience, good telephone skills, accounts payable. Send resume & wage requirements PO Box 5229, Northville, MI 48167

OFFICE MANAGER
Experience and knowledge of development and monitoring office and administrative systems, office equipment maintenance, vendor contracts, and purchasing. Minimum high school diploma and some supervisory experience. Familiar with computer systems Microsoft Office, WP 5.1 & 6.0, Excel and other current software. Full-time with benefits. Submit resume with cover letter to: WSDC, 11148 Harper, Detroit, MI 48213 by 12-12-96

OFFICE MANAGER
For busy limousine company. Send resume to: 4777 Tera Ct., W. Bloomfield, MI 48323

502 Help Wanted-Office Clerical

LIGHT INDUSTRIAL OPENINGS
APPLICATIONS are now being accepted for all shifts. Positions are located in the Livonia area. Receive on-the-job training. NO FEE!

- Machinist
- Maintenance
- General Labor
- Packaging
- Janitorial
- Shipping & Receiving

APPLY: Mon-Thurs. 8:30-10:30am or 1:30-3:30pm. Bring all drivers license and social security card to:
33813 Five Mile Rd. in the Civic Center Shopping Plaza (2 blocks W. of Farmington Rd.)

PERFORMANCE PERSONNEL
313-513-5823

LOOKING FOR A GREAT OPPORTUNITY?

SECRETARY - North Detroit. Word and Excel. long term $10/hr.
RECEPTIONIST - Livonia. 8 hour phones, good PC skills. Temp to Perm. $9/hr.
ADMINISTRATIVE ASSISTANT - Livonia. Word, Excel and PowerPoint a plus. Must have minimum 2 years experience and be professional. Temp to Perm. Low $30,000's
RECEPTIONIST/WORD PROCESSOR - Troy. 2 years experience Word and Excel. Temp to Perm. $9/hr.
ACCOUNTS PAYABLE - Troy. Check processing, spreadsheet skills, check reconciliation, invoices, post to general ledger. Temp to Perm. Pay negotiable.
ADMINISTRATIVE ASSISTANT - Southfield. WordPerfect and Quattro Pro, editing, copying and binding. Temp to Perm. Pay negotiable.
SWITCHBOARD - Southfield Roll-over system. Temp to Perm.

OAKTEC
Personnel Services
Farmington Hills 810-553-0464
Auburn Hills 810-377-4070

MAILROOM/MESSENGER needed for busy Southfield real estate office. 40 hours per week with some deliveries. Job requires daily driving, lifting boxes up to 40 lbs. and moderate heavy 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. Bookwalter
P.O. Box 267
Southfield, MI 48037

MICHIGAN'S LARGEST kitchen dealer has 2 full time sales support positions open for immediate hire with excellent organizational and communication skills. Computer experience and experience desired. Compensation commensurate with experience. Fax resume to: Bernie, 313-522-9957 or send to attention Bonnie, 12500 Merriman Rd., Livonia, MI 48150

MONEY
Home for the holidays? Earn extra money! Short term clerical, receptionists & secretarial assignments. Experience necessary.
Call Cathy (810) 737-1711
TEMPORARY RESOURCES

NUMERICAL DATA ENTRY CLERK
Full-time, 10-30 hrs. per wk. Flexible schedule. Must be able to work 1 day of the weekend. Key pad or calculator experience a must. Call Sandy (810) 474-1800 ext. 29, 9am-5pm weekdays, or apply at: Auto Trader, 33523 W. 8 Mile, in the Hunter Ridge Commons Shopping Center of Livonia.

Office Administrator
for Farmington Hills sales training company. Strong computer background. Call for interview with Call Sandy: 810-476-0635

OFFICE ASSISTANT
Growing company looking for individual focused, organized, & phone work. Entry level. Basic computer skills necessary. Call for details & organizational skills a must.
(810) 442-4900

OFFICE ASSISTANT
Westland office is looking for a bright, dependable, self-starter to handle accounts. Computer skills a must (Power point & Excel), interest in office, phone work and filing. Call for appointment: 313-722-9332

★ OFFICE ASSISTANT
Full time, Bookkeeping experience. Full medical, dental & life. 35 to 40 hrs. Call Ann
Mon-Fri. days. Computer & phone experience. Call Ann
AMERICAN FREEDOM CLEANERS
810-473-9300

OFFICE CLERICAL - Accounts Payable/Receivable, Microsoft Word work. All computer work & typing. Experienced only. Very good pay & benefits. 918 W. 9 Mile Rd., Farmington, 48220 (810) 398-6150

OFFICE HELP
Full time, computer experience, good telephone skills, accounts payable. Send resume & wage requirements PO Box 5229, Northville, MI 48167

OFFICE MANAGER
Experience and knowledge of development and monitoring office and administrative systems, office equipment maintenance, vendor contracts, and purchasing. Minimum high school diploma and some supervisory experience. Familiar with computer systems Microsoft Office, WP 5.1 & 6.0, Excel and other current software. Full-time with benefits. Submit resume with cover letter to: WSDC, 11148 Harper, Detroit, MI 48213 by 12-12-96

OFFICE MANAGER
For busy limousine company. Send resume to: 4777 Tera Ct., W. Bloomfield, MI 48323

502 Help Wanted-Office Clerical

Office Positions
Fast growing, innovative mortgage bank has entry level positions for individuals with some computer knowledge, excellent communication skills, ability to handle a high volume of paper work in a fast paced environment, and a desire to learn a new career. Candidates must have strong resume and salary requirements to Sherry Peel - Personnel, Flagstar Bank, 2000 Telegraph Road Bloomfield Hills, MI 48302
(810) 973-5060
Equal Opportunity Employer

OFFICE SUPPORT PERSON
Southfield Professional firm looking for individual to perform wide variety of general office duties. Phone and computer experience a plus. Nice offices, covered parking, good benefits, competitive salary. Reply:
Box #1383
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPTOMETRIC ASSISTANT
Needed immediately. Experienced but will train. Start immediately.
(810) 437-3351

PARALEGAL SOUTHFIELD
Excellent career opportunity for experienced litigation paralegal, preferably with 5 years minimum. Candidate must be detail oriented, have strong organizational skills, knowledge of condemnation law and general corporate litigation for Town Center law firm. Excellent benefit package. Send resume to: John Town Center, c/o Administrator, Suite 1500, Southfield, MI 48075. No telephone calls please.

PART TIME OFFICE
Apply in person: Sterling Furniture, 13570 Middlebelt, Livonia
Call 313-261-8600

PART TIME receptionist/clerical. 8:00AM-12:30PM, Mon-Fri, directs calls and visitors, sorts mail, typing and photo copies. Able to work some afternoons. High school diploma, computer skills. Minimum 1 year office experience. $7.70 hour. Send resume to: The Library Network, C/O CAS Personnel,
33030 W. Ann Arbor Trail,
Plymouth, MI 48170
Fax 313-459-7153

PAYROLL Accountant w/data processing experience - S.W. Suburbs. Excellent pay & benefits. Other experienced people needed in all areas of accounting & bookkeeping.
QUALITY ACCOUNTING TEMPS
(810) 569-4560

PENSION PLAN ADMINISTRATOR
Large Southfield CPA and Consulting firm seeks an administration/recordkeeper for its pension practice. Ideal candidate must have strong accounting, communication and organizational skills. Bachelor Degree in related field preferred, as well as 1-3 years experience in pension plan or third party administration. Competitive salary and benefits package. Please send resume and salary requirements to: Human Resources, P.O. Box 031, Southfield, MI. 48037 or fax 810-352-2026. EOE

An Equal Opportunity Employer

PERSON NEEDED to answer busy phones. Lots of fax & many other duties. Redford area. Please send resume or letter of introduction to: Reception, 2558 Pine Dr., Wixom, MI 48393

PERSONNEL COORDINATOR
Ambitious individual needed for a temporary placement service in Livonia. Job duties entail: Recruiting, Interviewing, checking references, job placement. Excellent customer service skills. Must be computer friendly, multi-task oriented and exhibit an exceptional personality. The ideal candidate will find this position both challenging and rewarding.
Compensation commensurate with qualifications. Full benefits. Please send resume with cover letter and salary history to:

PERFORMANCE PERSONNEL
Civic Center Plaza
33813 Five Mile Rd.
Livonia, MI 48154

PERSONNEL COORDINATOR
Ambitious individual needed for a temporary placement service in Livonia. Job duties entail: Recruiting, Interviewing, checking references, job placement. Excellent customer service skills. Must be computer friendly, multi-task oriented and exhibit an exceptional personality. The ideal candidate will find this position both challenging and rewarding.
Compensation commensurate with qualifications. Full benefits. Please send resume with cover letter and salary history to:

PERF