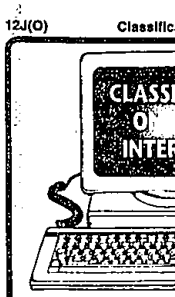

Our Classifieds are now on the INTERNET!

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

ADMINISTRATIVE ASSISTANT
Must have computer experience and be multi-task oriented. Full benefits. Fax resume: (810) 546-8106 Or call (810) 546-6100

Administrative Assistant
The Jack Morton Co. is searching for an experienced administrative assistant. The ideal candidate should possess a variety of computer experience, flexibility, and EQ. Experience within the corporate communications environment a plus. Position offers good benefit package & an exciting work environment. For immediate consideration, fax resume to: (810) 269-9649 or call: Ms. Debra Proctor at (810) 262-6300

ADMINISTRATIVE ASSISTANT
Southfield based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in Word Perfect Windows 6.1, Excel and have an excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Excellent salary commensurate with experience in a FAST-Paced office is required. Send resume to: P.O. Box 7030, Dept. DSPU, Troy, MI 48084. Attn: Detroit Sales, Equal Opportunity Employer.

Administrative Assistants
Several new opportunities for polished individuals with 5+ years experience. Position requirements include: MS Word proficiency, composing/typing correspondence, formulating, editing & inputting reports/proposals. International experience a plus. Some positions involve exciting travel. 29525 000 great benefits! CalFed resume: Gloria Dobrowski 810-932-1170; Fax 810-932-1214 Harper-Grant Medical Center, Southfield, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
MIC, a national computer consulting company, has an immediate need for an experienced administrative assistant for our rapidly growing Troy office. The ideal candidate is personable, energetic, organized, experienced in basic accounting, travel arrangements & proficient in Microsoft office products. Please forward your resume & salary requirements to:
MIC
39500 Orchard Hill Place, #340
Novi, MI. 48375
attn: HR Dept.
FAX 810-305-5523
E-Mail: micentcorp@aol.com

ADMINISTRATIVE CLERK FOR BUILDING DEPARTMENT
Wage Range: $19,295-$25,176
The Charter Township of Plymouth is currently accepting applications for a full-time clerical position reporting to the Chief Building Official. Requirements include high school diploma or equivalent, six months of previously related experience, minimum type-typing speed of 45 WPM and knowledge of Microsoft Office Products.
Applications are available Monday through Friday, between 8 AM and 4:30 PM. The Charter Township of Plymouth, 42350 Ann Arbor Road, Plymouth, MI, 48170, and must be received by January 24, 1997 at 4:30 PM.

ADMINISTRATIVE COORDINATOR
For Executive Vice President of Troy Critical position coordinating Administration, Sales & Service activity for HR firm. Overseeing E.E. MI Multi Site, Microsoft Word, Excel & Powerpoint experience. Strong organizational & research skills needed. Fax resumes to: (810) 362-0601
Or Send to:
Teamsteers
5600 Crooks Rd., Ste 102
Troy, MI 48098

ADMINISTRATIVE SECRETARY
Career opportunity. Audit and PC skills desirable. Job mast experience acceptable. Headquarters, national multi-plant manufacturer. Competitive salary & benefits package. Send resume with salary requirements & capabilities. Send resume to: Mr. Keith, Lakeshore Group, 30700 Northwestern Hwy., Farmington Hills, MI 48334 or fax (810) 851-8532

502 Help Wanted-Office Clerical

ADMINISTRATIVE
Hovnanian Business Systems has an opening for a service contract billing associate. Excellent organizational skills and prior office experience necessary. Prior experience with billing also helpful. As a Fortune 100 company, we offer excellent benefits including a comprehensive medical and dental plan, profit sharing and a company sponsored pension plan. If you desire to work in a positive environment with an emphasis on customer service and teamwork, please send resume and cover letter to: M. A. Mahoney
HOVNANIAN BUSINESS SYSTEMS, 31180 Bridge Street, Novi, MI 48375. Please indicate Job Reference #96-165. EOE

ADMINISTRATOR/ SALES SUPPORT
Sales office in Troy is seeking an energetic, detail-oriented self-starter with excellent communication and organizational skills. Qualified candidate must be able to handle detail, meet deadlines and handle multiple tasks simultaneously. Comprehensive knowledge of Word & Excel for Windows and two or more years of general office experience in a FAST-PACED office is required. Send resume to: P.O. Box 7030, Dept. DSPU, Troy, MI 48084. Attn: Detroit Sales, Equal Opportunity Employer.

A large Rochester based Title Company has two full time positions with excellent potential. Experienced preferred or will train. Call Doreen or Marlene (810)299-1279

Assistant Office Manager
"Right Hand"
Large, fast-paced Ford dealership is now accepting applications for an experienced "right hand". Ideal candidate must have at least 1 year auto dealership accounting experience. A positive attitude and good organizational skills a must. ADP computer experience a plus. This is a full time position with full benefits. Please submit resumes to Brunwood Ford, P.O. Box 87, Salem, MI. 48176. EOE

ASSISTANT (PART TIME)
20 hours/week. Flexible. Word for Windows, data entry & filing. Fax resume 810-420-2281 or send to:
DBH, Inc.
3010 Telegraph, #446
Bingham Farms, MI 48025

A successful Rochester based mortgage company has an opportunity for full time secretarial position. Typing and computer skills required. Salary commensurate with experience. Call tom or Marjorie, (810)299-1279

AUTO DEALER cashier - full time, benefits, computer experience helpful. Earn between $400-$500 Plymouth Rd. Livonia

OFFICE PERSON
Computer experienced and able to do manual accounting ledgers, accounts receivable plus other office duties for automotive warehouse. Good wages & benefits package.
Call Dave at: (313) 273-5021

AUTOMOTIVE CLERICAL
Marketing services company seeks individual to authorize, verify and process automotive repair work invoices. Reconcile checking account. Technical automotive repair knowledge, PC data entry & 10-key skills required. Fax resumes to: (810) 932-0601
or Send to:
Teamsteers
5600 Crooks Rd., Ste 102
Troy, MI 48098

BILLER CLERK
For non-smoking Troy office. 55wpm. Good benefits.
Call Kathy, (810) 585-4750

ACCOUNTING CLERK
Computer invoices, EMP verifications, unemployment forms, etc. Non-smoking Troy office. Good benefits. Call Kathy: (810) 585-4750

502 Help Wanted-Office Clerical

BINGHAM FARMS CPA FIRM needs full-charge BOOKKEEPER with accounts payable, accounts receivable & general ledger experience. Applicant must possess good organizational skills and be detail oriented. Position offers good salary & benefits. Please send resume to: Nemes, Abell & Company, 30200 Telegraph Road, Ste. 165, Bingham Farms, MI 48025, ATTN: Bookkeeper.

BIRMINGHAM REAL ESTATE OFFICE
Seeks Receptionist for week-ends. Answer phones, make appointments & light front desk duties.
Call Suzanne
810-645-2500

IMMEDIATE OPENING
Bookkeeper - Full Charge
Must be able to handle billing, accounts receivable, accounts payable, collections, payroll and general ledger & possess STRONG INTERPERSONAL SKILLS. Fax resume and salary history to Jay at: 810-932-4305

HELP I NEED SOMEBODY!
Super-organized Bookkeeper, Computer literate - Quicken necessary. Clerical skills. 3 days/week. Flexible hours. Contact Ann at 644-8020

BOOKKEEPER
BIRMINGHAM insurance agency needs full charge Bookkeeper to work Monday thru Friday, flexible hours. Knowledge of computer software like Microsoft Excel/Quickbooks/Word Perfect needed. Tax filing knowledge a must. Able to work closely with a CPA. Please send resume to:
P.O. Box 1386
Birmingham, MI 48012
or FAX to (810) 646-9410

BOOKKEEPER
Busy Architectural firm in Farmington Hills is looking for a Bookkeeper with strong AR experience. Responsibilities would include invoice generation & computerized accounting through month end close. Must have Word Perfect experience. Excellent working environment & benefits. Please send resume to:
DRA ARCHITECTS
31000 Northwestern Highway
Suite 100
Farmington Hills, MI. 48334

BOOKKEEPER
Busy construction office in Southfield seeks experienced, full-time Bookkeeper. Must have computer experience, good organizational skills and be an accurate typist. Salary & benefits commensurate with experience. Call Jean Diem-Tyrrell at 810-357-7864

BOOKKEEPER
Employee Benefits Administrator seeks Full-Charge bookkeeper through trial balance and preparation of financial statements and desires a full-time position in a positive, professional environment with an emphasis on customer responsiveness and teamwork. Must have knowledge of fully-paid medical, dental, vision plans and 401k matching. Competitive Salary commensurate with experience and education. Send resume and salary history to:
H.R./Bookkeeper, P.O. Box 3039, Bingham Farms, MI 48012-3039

BOOKKEEPER - Farmington Hills/ Livonia area, public accounting firm, seeking Bookkeeper to handle diversified accounts with experience. Position will be a non-smoking, self-starter with accurate data entry & 10-key skills. Accounting degree preferred. Ability to work with public/private clients. Contact Clyde Schoen between 10:30am-4pm 810-474-3074

BOOKKEEPER-FULL CHARGE
Our client, a growing Oakland-County based company, is seeking a Full-Charge Bookkeeper. You will need to be experienced, specifically astute through financial statement preparation. Thums 10 Windows. You will have the ability to work with a variety of people including professional decorators, and be able to function in a high-tech industry in a growth mode. If you desire challenge and have experience but are looking for a fast-paced industry, send resume and salary expectations to:

BOOKKEEPER
PO Box 1358
Sterling Heights, MI 48311-1358

BOOKKEEPER
Full charge through trial balance. Minimum 5 years experience for Farmington accounting firm. Please call Jan at 810-471-3181.

BOOKKEEPER (FULL-CHARGE)
Floral wholesaler in Farmington Hills. Duties include general ledger, accounts receivable/payable thru financial statement. Must have good communication skills & computer experience. Full-time, references required. Call (810) 553-0647

BOOKKEEPER - Full-time Experience necessary. 20611 W. 12 Mile #201, Southfield. Call Kashmi Accounting: 810-352-5500

BOOKKEEPER - Full time for growing Sterling Hts. manufacturer. Full charge through trial balance. Computer knowledge necessary. Good communication, management & organizational skills & ability to prioritize & handle multiple tasks. Excellent benefits package. Fax resume to: 810-264-9363 or apply 36845 Metro Circle, between Van Dyke & Mound off 16 Mile. 810-264-9658

502 Help Wanted-Office Clerical

BOOKKEEPER NEEDED full time for busy mortgage company. Experience working multiple entries. Computerized accounts payable and payroll experience required. We are looking for a dependable, detail oriented team player able to perform a variety of tasks. Pay is dependent upon experience, excellent fringe benefits. Reply to: Cloverleaf, 18167 W. 13 Mile, Suite 2, Southfield, MI 48076

BOOKKEEPER PART TIME
2½ days per week. Experience in Accounts Payable/Receivable. Experience in inventory & human resources a plus. Send resume & salary requirements to: Bookkeeper, PO Box 701484, Plymouth, MI 48170

BOOKKEEPER/SECRETARY
Part-time fee for 16 to 25 Hrs. per week, 7.50 an hour. Computer knowledge required. Small CPA firm. Must resume to: Mr. Leo, 30200 Northwestern, Ste. 201, Farmington Hills, MI 48334

BOOKKEEPER/ SECRETARY
Full-charge. Experienced for Ferndale public accountants office. Please send resume & salary requirements to: PO Box 1627, Royal Oak, 48068.

BOOKKEEPER
Unique opportunity for a take charge, experienced individual. Seeking a computer literate individual to handle accounts payable/receivable, check reconciliation, general ledger & inventory to trial balance + more. Part-time with flexible hours, excellent pay and benefits. Send or drop off resume and salary history to: Miss Tracey, c/o Lee Silver Diamond Broker, 340 John R
Troy, Mi. 48083

BROKER'S
Administrative Assistant
Smith, Barney's Bingham Farms office offers an opportunity to be the personal Administrative Assistant to one of our top Vice Presidents. Must have experience in the brokerage industry, be a self-starter, hyper and have extensive computer skills. Resume: P. O. Box 3008, Bingham, MI. 48012
Smith Barney is an EOE
Employer

Busy Royal Oak law office needs people looking for a career opportunity with a statewide firm. Several positions available. People skills a must. Full-time positions at competive wages. Health insurance provided. Send resume and salary requirements to: Box 81
3101 N. Woodward
Suite 300
Royal Oak, MI 48073
Attention: Rick

CASHIER - AUTO DEALER
Experienced. Bingham Farms/Birmingham opportunities. Apply: Star Lincoln Mercury, 12 Mile at Telegraph.

CHIROPRACTIC ASSISTANT
Full time Westland area. Insurance experience preferred. Office experience necessary. If interested please call. (313) 728-8100

CHIROPRACTIC OFFICE assistant, needed immediate opening, with good communication skills, experience in billing & reception duties. (810) 471-0400. Fax 810-471-6270

INSURANCE AGENCY in Plymouth/Northville area needs full time person for Clerical position. 313-420-1200

CLERICAL
Entry level clerical position, data entry, good aptitude for working with figures, 10-key adding machine, computer knowledge. Accounting knowledge helpful. Excellent benefits available. Fax resume and salary SALARY REQUIREMENTS to ACO Handwoven Filter, Attn: Personnel Transit, 23333 Commerce Dr., Farmington Hills, MI. 48335-2764. EOE

CLERICAL
Large property management firm in need of organized individual with pleasant personality and effective communication skills. Knowledge of 8 (HUD) property preferred. Please send resume to: HRM, 17197 Northwestern Hwy., Suite 190, Southfield, MI 48075

CLERICAL
Part-time, 28 hours per week. General office skills & Word Perfect experience required. Send resume to: Office Manager, PO Box 687, Southfield, MI 48037

CLERICAL
Part time. Basic computer knowledge in Microsoft Word & Excel. Flexible hours and great potential for growing company. Call Tracy at 810-208-1534 or fax resume to 810-355-9283

CLERICAL
Wixom based company seeks individual for 1 person office. Good communication & typing & letter composition a must. Job also entails bookkeeping. Applicant should have experience with Wordprocessor & data entry. Send resume including salary requirements to: P.O. Box 1735, Brighton, MI 48116.

CLERK
One of Michigan's fastest growing temp agencies is looking for a motivated, energetic person for a busy Redford office. This is a "HELPING MENT FULL-TIME" position. Office duties include answering phones, filing, interviewing. Benefits and salary based on experience. Call Renee for more information.
(313) 534-9959

502 Help Wanted-Office Clerical

Clerk
The City Directory division of R. L. Polk, an international information services company & publisher of city directories, is seeking a clerk for our Livonia location. Requirements include high school diploma, some prior work experience, able to work day shift, Mon.-Fri. Send resume to: R. L. Polk, Attn: Lapacinski, 3700 Industrial, Livonia, MI 48150. M/F/D

CLOSING PROCESSOR
Local title company is seeking an experienced Closing Processor for immediate opening. (Advancement opportunity). Please send resume to: Box 4
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLOSING SECRETARY
For fast paced Birmingham area company. Must be organized, have a good math aptitude and customer service oriented. Fax resume to (810) 642-0006 or send to: Title Insurance, 1600 Woodward, Suite 101, Bloomfield Hills, MI 48304. Attn: Kathy

COMPUTER ASSISTANT
Data Processing Professional with a strong PC background with experience in Microsoft Office is needed for growing organization in the building supply industry. Ideal candidate will have strong communication and organizational skills with the ability to work independently. Position will require support, training and implementation of various hardware and software packages. Responsible for purchasing of computer supplies. Any maintenance items. Exposure to EDI and networks desirable. Salary is competitive, but not required. Qualified candidates may fax resumes to: (810) 625-0244, or mail to:
Makaan Millwork, Inc.
P.O. Box 987
Sterling Heights, MI 48311-0667
Attn: Karen Evans

COMPUTERS, PHONES, Customer service Experience plus, work for us. Full time position, professional atmosphere. Great pay & benefits. Must be organized & detail oriented. Apply at:
25215 Glendale
Redford, MI 48239
S. of Schoolcraft
W. of Telegraph

CUSTOMER ASSISTANCE BUSINESS TO BUSINESS
Selective clients require customer service people who are self motivated, solving with large businesses. Experience a plus, but training is available. $8.00-$10.00/hour. No sales. Southfield, Plymouth, Romulus and Livonia locations. Call Ronnie now. Evenings, Call Connie now. Evenings. Livonia 473-2931
646-7561

Advantage Staffing
Customer Service Rep
Full time. Insurance office in W. Bloomfield. Typing + computer knowledge. Non-smoking building. (810) 626-2653

Customer Service Person
needed for fast-paced Plymouth food service broker. PC & organizational skills a must. Send resume & salary requirements to: 42 Sheldon Rd. Ste. 701518, Plymouth, MI 48170. EOE

CUSTOMER SERVICE REP
Fast-paced Bingham Farms apparel company seeks Customer Service Representative to deal with secondary mortgage markets line. Computer experience required, marketing or real estate experience helpful. Fax resume: Call 647-0490

CUSTOMER SERVICE
Rapidly growing Telecommunications Company looking for a dynamic customer representative. Must be friendly, cooperative, and have excellent knowledge helpful, but not a must. Salary negotiable, 35 hours/week with full benefits. Please send resume to H.C.I., 28202 Franklin Rd., Southfield, MI 48034 Fax 810-354-8282 Attn.: Susan

CUSTOMER SERVICE CAREERS
New full or part time openings
Automatic cases. Promotions
Temp to perm available
Day, evening, weekends
Some weekends
Keego Harbor, Troy, Southfield, Plymouth, Auburn Hills
Detroit and suburbs.
Join America's fastest growing career opportunity. Free technical training. Apply in your township. Bring your:
• Excellent communication skills
• Typing 30 wpm
• Flexibility & willingness to learn
• Promote today
646-7561 473-2931
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE - for Novi insurance co. Must be friendly, energetic, people person, will train. Call 810-344-4648

Customer Service Rep
for insurance office in Livonia. Full time position. Must be good with people; will train. (810) 478-7772

Customer Service/Sales Support. Good benefits, progressive growing company. Required: Experienced word processing, excellent organizational and communication skills, basic computer knowledge, experience in customer service and clerical skills. Send resume: HR-SS, P. O. Box 525, Southfield, MI 48037

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
Get your foot in the door!! Openings to work at major utility company in Southfield. Duties include data entry, excellent communication skills 1-2 years customer service experience. $7.34 per hour. Call
313-567-1900 or 313-591-3425
THE BARTECH GROUP
An Equal Opportunity Employer

CUSTOMER SERVICE ADMINISTRATOR
Mosler Inc., a leader in the sales and service of quality security equipment, has an opportunity available for a Customer Service Administrator to work in our Detroit office.
You will be responsible for a variety of several hour per week clerical duties including typing/word processing, writing letters and memos, filing, customer relations, answering phones, and other administrative assignments.
Requirements for the position include previous secretarial or clerical experience, excellent typing ability, good spelling and grammar skills, proficiency with word processing software (i.e. Microsoft Office) & Excel, basic accounting background and experience dealing with the public or customers.
We offer a competitive salary and comprehensive benefits package. To be considered, please send your resume and salary history in confidence to: Customer Service Center Manager, MOSLER, INC., 37678 Schoolcraft Road, Livonia, MI 48150

MOSLER
An Equal Opportunity Employer

DATA ENTRY CLERK
Honzon Health System, a healthcare provider in Southeastern Michigan, is currently seeking an experienced data entry clerk for our Medical Billing Office. This individual will be responsible for accurate and timely processing of outside billing related documentation, controlling the recovery and distribution of billing associated materials and the production and distribution of weekly and monthly reports. Qualifications would include a high school diploma. Experience in a PC with WordPerfect and Lotus preferred.
Qualified candidates may forward their resume to:

HORIZON HEALTH SYSTEM
28100 Artesia Drive
P.O. Box 5153
Southfield, MI 48086-5153
Attn. Human Resources/BC
An affiliate of Henry Ford Health System
An Equal Opportunity Employer

DATA ENTRY CLERK
Southfield based retailer has a position open in its Accounts Payable department. Prior accounts payable experience is necessary. Responsibilities include data entry, invoice and purchases order analysis, vendor and store communication, and filing. Company offers comprehensive benefits package. Salary commensurate with experience. Company is an equal opportunity employer. Please send resume to: 27600 Northwestern Hwy., Suite 250, Southfield, MI 48034. Attn: Krista

DATA ENTRY CLERK
Wixom Distributor has immediate opings for an experienced data entry clerk for busy order department. Must be able to type 35 wpm. Knowledge helpful. Full-time, with benefits. Call Donna at: (810)624-7000

DATA ENTRY
Experienced Data Entry Person for busy Accounting Dept. Looking for dependable person with good attendance, familiar with a fast paced work environment. Female preferred. Top qualified call
810-543-5100

DATA ENTRY
Growth companies in Plymouth & Livonia in search of data entry operators.
$8-$9 per hr.
ANDOR TEMPS: 459-1166

DATA ENTRY
Office Services
New growth company, with major logistics firms. Temp to hire opportunity. Department of Publication, Hide locations. Accurate 8,000 to 10,000 keystrokes and recent experience. Call Donna today
646-7563 473-2931
Advantage Staffing

DATA ENTRY OPERATORS
Livonia marketing and computer services company has immediate full time and part time positions for experienced Data Entry Operators. Weekday hours 7 - 11 p.m. Minimum 10,000 keystrokes. Accuracy and/or keyboarding skills a plus. Starts at $7.00/hr., wages commensurate with keystrokes. We offer benefits and a good work environment to qualified candidates. For immediate consideration, please call: 313-261-6220

DATA PROCESSOR
High volume Royal Oak bankruptcy law office seeks Data Processor. Excellent salary, bonus, health insurance provided. Send resume and salary requirements to Rick at
3101 N. Woodward, Suite 300, Royal Oak, MI 48073

DISPATCHER/ ADMINISTRATOR
Commercial/Industrial Contractor
Salary, PTO, Vacations,
401K & More
Call (313) 535-4400

ENTRY LEVEL
Position available in Legal Department of major retailer in Southfield. Good letter writing ability, telephone skills and word processing experience required. Resume to:
Shannon Richardson
23640 W. 8 Mile Rd.
Southfield, MI 48034
Equal Opportunity Employer
Male/Female/Handicapped

ENTRY LEVEL SALES
Growing manufacturer in Building Products industry has need for additional Sales Representative calling on lumber yards, place retail home improvement contractors & builders. Some overnight travel involved. Salary, bonus, company car, Blue Cross & other benefits. Prefer degree in Liberal Arts or Marketing. Other degreed candidates or those with office sales experience considered. Call Mon.-Fri., 9am-4:30pm.
810-478-7304

502 Help Wanted-Office Clerical

Executive Administrative Assistant
Experienced professional Executive Assistant needed to provide accounting support, executive administration, marketing/sales input, purchasing and other office functions. Must be a self starter and able to work with little supervision. Royal Oak company to be relocating to Novi within 1 year. Fax resume: (810) 347-3232 or mail to: Communication Center Manager, P. O. Box 1138, Royal Oak MI 48068

EXECUTIVE ADMINISTRATIVE ASSISTANT
HAMNES COMPANY is a leading national real estate development and project management firm with an excellent opportunity for an Administrative Assistant with the firm's Bingham Farms office. The successful candidate will have demonstrated ability in secretarial or educational background to support project managers.
The candidate will have strong organizational and communication skills, a positive attitude and a minimum of two years relevant work experience. Responsibilities of the position include office administration, clerical support, daily correspondence and conducting phone calls. Candidates with prior work experience in medical, real estate, or construction industries will be given priority consideration.
The position provides a challenging career opportunity with an enviable benefit package. Position structure provides a competitive base salary commensurate with experience plus full benefits. The qualified candidate must be proficient in Word, Excel, Microsoft Word, Lotus or Excel, PowerPoint, WordPerfect 5.0, 5.1, and Windows. Business a typing speed of 60-100 wpm, relative to applicable graphics experience a plus.
For immediate consideration, please forward a current resume and salary history
to:
Office Manager-
HAMNES COMPANY
18000 West Sale Lane
Suite 305
Brookfield, Wisconsin 53045

EXECUTIVE ADMINISTRATOR/ MARKETING DIRECTOR
for growth oriented, well established property management company. Diverse position involving office management, personnel management; other administrative & marketing work. Significant real estate related experience required. Salary to 100 Galleria Officentre, #400, Southfield, MI 48034

EXECUTIVE ASSISTANT To $32,000
Director of marketing company seeks top notch Administrative Assistant for its new R & D facility. Excellent interpersonal skills & strong computer knowledge necessary. Fax resume to:
Diversified Executives
810-344-6700 Fax 810-344-6704

Executive Secretary
We seek a professional person to perform multiple tasks under pressure, for high level executives. Must have superb verbal and written communication skills, know Excel, Word and have a minimum of 2 years secretarial experience. Excellent salary and benefits. Send resume and salary requirements to: Great Lakes Health Systems, 17197 N. Laurel Park, Ste 160, Southfield, MI 48075 Attn: KD01, Fax 810-483-4593. EOE

EXECUTIVE SECRETARY
$400 WK. Southfield area seeks 65 wpm +, phone experience computer literate.
Call for an immediate interview
Southfield: 810-557-7444
Livonia 313-261-3630
INTERIM PERSONNEL

EXPERIENCED BOOKKEEPER
for growing firm. Accounts & payroll knowledge a plus. Full-Time with benefits. Call 810-478-8630

EXPERIENCED LEGAL SECRETARY for Troy law firm. Strong litigation and Wang experience preferred. Excellent working conditions and benefits. Salary commensurate with experience. 810-641-9953

EXPERIENCED RECEPTIONIST needed. Business experience helpful $100 bonus. Call for details. (810) 356-4270 ext. 3

FILE CLERK
Looking for file clerk, immediate opening, full time. Benefits include: Medical, 401K plan, dental (opt.). Please send resume to:
Lynn or Cindy, 19080 W. 10 Mile Rd., Southfield, MI 48075

FILING CLERK
Part time, 8 hours. In Southfield/Farmington Hills area. Responsible for filing, pulling files, faxing, and other office duties. Must resume to: HR-3, 28778 W. 12 Mile, Southfield, Mi. 48076

FLEX TIME - OFFICE HELP
Novi area real estate broker seeking help with administrative work. Computer skills & real estate knowledge helpful. Fax resume & cover letter to Diane 810-363-4756

GENERAL CLERICAL
Livonia distributor needs Reception, Data Entry, Clerk. Will train. Mon thru Fri., 8am to 5pm. $6.50/hr. Call Barbara 313-261-7600

GENERAL OFFICE
Immediate opening for energetic, self-starter with well established Troy manufacturer. Variety of duties. Some computer work. Must resume. Personnel Dept., 2921 Industrial Row, Troy, MI 48084

GENERAL OFFICE
Immediate opening. Full time. Small company needs experienced person for accounts receivable, payable, & other multi-tasking office duties. Windows Peachtree. Call Doreen: (810) 473-6000

GENERAL OFFICE - Light bookkeeping, some typing, computer experience a plus. Southfield area.
810-569-2566

GENERAL OFFICE / MAIL CLERK
Full-time position. Basic computer keyboard skills, photocopying, filing, knowledge of general office procedures. Non-smoking. Work professional office. Send introduction letter with resume and salary requirements to:
Box 81453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE, part-time, flexible schedule. PC skills required. Accounts payable/receivable, strong organizational skills. Fax resume to: (313) 453-3131 or mail to PO Box 6327, Plymouth, MI 48170

502 Help Wanted-Office Clerical

GENERAL OFFICE, part time, data entry, light bookkeeping, experience required. Must resume: HTC, 1427 Rochester Rd., Troy, MI 48083

GENERAL OFFICE
Full time position available immediately. Well organized, multi-task oriented person with good math aptitude and good word processing & spreadsheet proficiency. Submit resume by January 15th to: Cleman Public Library, 1200 S. Clinton Street Rd, Canton MI 48188. Attn: Personnel

GENERAL OFFICE
$320 WK. Det/Dtwn. areas
Phone/typing experience
Call for an immediate interview
Southfield: 810-557-7444
Livonia 313-261-3630
INTERIM PERSONNEL

UNIQUE OPPORTUNITY for Temporary Employment.
January thru March. General office support in a casual environment. Must type 50-60 wpm and be proficient with Word Perfect 6.1. Starting at average wage for a superior, reliable person. Send resume and wage expectations to: Wendy Gray, 41700 Gardenia Rd., #103, Northville, MI 48167 or FAX to 810-347-0600

HUMAN RESOURCE ASSISTANT
for Royal Oak clinic. Flexible hours. Full or part time. Professional attitude required. College student okay. Contact Neena to schedule interview. 810-547-8000

HUMAN RESOURCES/ CLERICAL ASSISTANT
Human Resources Dept. & Pharmacy Dept. seeks a full time person to provide clerical assistance. Requires a high school diploma & minimum of 2 yrs. experience in clerical, medical or related field. Must have excellent interpersonal & PC skills. Full benefits. Excellent benefits. EEO Employer. Send resume to:
HENRY FORD HEALTH SYSTEM
Diversified Services Group
30100 Telegraph, Ste 250
Suite 200
Bingham Farms, MI 48025
Attn P. Sanburn
Human Resources

INSURANCE
National wholesale insurance broker representative seeks Producer/Clerical Assistant position. Duties include assisting sales force, working with clients and markets. General computer skills and ability to work in a team environment required for this excellent opportunity. Competitive salary and full benefit package available. Fax resume including salary and environment history confidential to: Montgomery & Collins
Fax: 810-353-0355
Attn. David Leach
2000 Town Center, Suite 520,
Southfield, MI 48075

INSURANCE
Southfield agency seeks commercial lines person. Must have insurance + plus but will train right person. Must have strong work ethic, type 40wpm minimum, be computer literate & be organized & detail oriented. Send resume to: Personnel Director, P.O. Box 5104, Southfield, MI 48086-5104. EOE

KEYPUNCH OPERATORS
Great! the New Year off right! Indata Corp. We are looking for full time Operators on our day and afternoon shifts in Livonia. Please call for an appointment. 313-422-8002

LATE NITE WITH SNELLING
Tues., Jan. 7 & Wed., Jan. 22
By appointment only!
OPEN HOUSE: Jan. 18, 10-2 PM
Also by appointment
SNELLING PERSONNEL SERVICES
LIVONIA - 313-261-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-852-7500
TAYLOR: 313-284-0777

SNELLING.
PERSONNEL SERVICES
Be Your Own Boss
We Work For You!
Long Term, Short Term...Your temp! We'll show you how good you can be.

Dal Personnel At Law
Juiced The Best
3000 Town Center, #2030
Southfield, MI 48075
Fax: 810-358-0223
E-mail:smartpick@to.com
Phone: 888-THE TEMP

LEGAL/GENERAL
wanted. Legal & General Secretary and Word Processor operator. Experience required. Fax resume to: M.J.P., 313-278-3730

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

LEGAL SECRETARIES
Experienced only for permanent & temporary assignments. 1-5 day assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881

LEGAL SECRETARY
Bingham Farms law firm seeks part-time Secretary with background experience. Must be proficient in Word Perfect 6.1 for Windows with telephone and organizational skills. Possibilities are flexible. Competitive salary. Please fax your resume to Ray or Debbie to: Fax (810) 642-7557
Or call at: (810) 642-7535
LEGAL SECRETARY
Full or part-time. Farmington Hills 2 Attorney firm. Minimum 3 years prior legal experience in Real Estate, Corporate and Litigation preferred. Salary commensurate with experience. Mature individuals encouraged. Fax: 810-851-2857

502 Help Wanted-Office Clerical

LEGAL SECRETARY - Bloomfield Hills medical malpractice/litigation firm seeks full time Legal Secretary. Experience and knowledge of medical/legal practice and WordPerfect a plus. Competitive salary commensurate with experience. Send resume to: Legal Secretary Dept., PO Box 829, Bloomfield Hills, MI 48303-0829

LEGAL SECRETARY
For Bingham Farms law firm. At least 2 yrs. experience in personal injury litigation required. WordPerfect 5.1 preferred, send resume to Attn: Cheryl 30100 Telegraph Rd., 250, Bingham Farms, MI 48025

LEGAL SECRETARY
Full time Mon-Fri. 3 yrs. experience for personal injury firm. Excellent salary and benefits. 810-254-2500

LEGAL SECRETARY
Full time. Bloomfield Hills area. Bankruptcy/Probate experience preferred. Typing 60+. Excellent salary benefits. Call Mary Lou: (810) 258-1426

LEGAL SECRETARY
For partner of Southfield personal injury firm. Minimum 3 years legal experience and Word Perfect. Must be capable of handling a heavy caseload. Salary commensurate with experience. Please call Cindy Ball (810) 353-7575

LEGAL SECRETARY
Farmington Hills defense firm seeks legal secretary with a minimum of 3 years litigation experience to fill a full time position in the area of municipal law. Knowledge of WordPerfect 6.1 Windows preferred. Salary is commensurate with experience and qualifications. Please fax resume with salary specifications to Cindy.
(810) 489-1726

LEGAL SECRETARY
for small Bloomfield firm. Must have experience. 810-647-9505

LEGAL SECRETARY - For Troy firm. Organized individual with 3 years litigation experience. Knowledge of WordPerfect for Windows 6.1. Call (810) 641-6000 or fax (810) 641-6219

LEGAL SECRETARY for Birmingham law firm. Minimum 2 years experience. WordPerfect 6.0. Send resume to: Office Manager, PO Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Floating position for workers comp firm, excellent typing skills required. Knowledge of Word Perfect. Non smoking. Please contact K. Mann at (810) 433-1414

LEGAL SECRETARY
For Farmington Hills law office. Minimum 1 year litigation experience, fax or send resume to: Office Manager, 30500 Northwestern Hwy., Ste 500, Farmington Hills, MI 48334
FAX: 810-851-9421

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Corporate experience required. Salary commensurate with experience. Send resume & salary requirements to:
Office Manager
300 E. Long Lake, Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
needed for fast paced Livonia office. Good typing skills a must. Wall Street Journal experience preferred. Excellent benefits package. Send resume to 24472 Northwestern Hwy., Southfield MI 48075. Attn: Sherri

LEGAL SECRETARY / OFFICE MANAGER - Experienced for busy, fast-paced 2 attorney law firm. Word Perfect experienced required. Lotus & Time Slips experience a plus. Salary & benefits negotiable. Send resume w/cover letter to: Legal Secretary, Suite 120 Northwestern Hwy, Suite 120 Farmington Hills, MI 48334.
Or Fax to: (810)851-4303

LEGAL SECRETARY
Plymouth area; full time, min 5 years experience - Estate Planning Document Preparation, Probate Litigation, Corp., Word Perfect for Windows, Typing 60 WPM & strong Math Skills, Salary commensurate with experience. Call 313-459-9222 Fax resume to: fax resume to 313-459-8962. Attn Carole.

LEGAL SECRETARY
PARTNER POSITION
Southfield P.I. firm seeks professional secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have Medical Malpractice / Litigation experience. Progress salary, bonus and benefits. Call (810) 948-0000 or Fax resume to (810) 948-9494

LEGAL SECRETARY
Senior Partner of a Bloomfield Hills law firm seeks a full time experienced Legal Secretary with litigation expertise and WordPerfect 6.1.
Call Nancy: 810 645-1450

LEGAL SECRETARY - Southfield personal injury firm seeks legal secretary. Minimum 2 yrs. experience. Salary commensurate with experience. Send resume with resume Attn W. Coles, 4000 Town Center, Suite 1570, Southfield, MI 48075 or fax to 810-352-5631.

LEGAL SECRETARY
Southfield location. Challenging and varied duties. Experienced secretary with corporate experience. Must have thorough knowledge of WordPerfect 6.x. Good benefits, excellent working conditions. Salary commensurate with experience. Please send resume
c/o Administrator,
Box #1473
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.

LEGAL SECRETARY
Team player wanted for north suburban defense litigation position. Excellent benefits and work environment