502 Help Wanted-Office Clerical

BILLING/PAYROLL CLERK
Computer invoices, EMP verifications, unemployment forms, etc. Non-smoking. Troy office. Good benefits. Call Kathy: (810) 583-4750

BINGHAM FARMS CPA FIRM needs full-charge BOOKKEEPER with accounts payable, accounts receivable & general ledger experience. Applicant must possess good organizational skills along with computer knowledge. Good salary & benefits. Please send resume to: Human Resources, 30200 Telegraph, Ste. 164, Bingham Farms, MI 48025. ATTN. Bookkeeper.

BOOKKEEPER
WITH experience of payroll taxes and bank reconciliation. Part time hour Hours Redford area. Please call (313) 532-5363

HELP I NEED SOMEBODY!
Super-organized, Bookkeeper, Computer literate - Quicken necessary. Central Office in Bloomfield Twp. Flexible hours. Orchard Lake/Telegraph area. Call 810-626-0053

BOOKKEEPER
Apartment complex in Canton seeks an experienced Bookkeeper. Must have a strong accounting background. Knowledgeable of Accounts Receivable / Accounts Payable, Spreadsheet packages: Lotus and Excel. Please call for more information and an interview!
PERFORMANCE PERSONNEL
313-513-5823

BOOKKEEPER
Busy Architectural Firm in Farmington Hills is looking for a bookkeeper with at least 1 yr. experience. Responsibilities would include invoicing receivables & computerized accounting through month end trial balance. WordPerfect experience. Excellent working environment & benefits. Please send resume to:
JPRA ARCHITECTS
31000 Northwestern Highway
Suite 100
Farmington Hills, MI. 48334

BOOKKEEPER
Excellent career opportunity to join Michigan's premier commercial bank as a bookkeeper in the Accounting Department. Prefer individual with 1-2 years bookkeeping experience and/or associate degree. Previous banking experience a plus. Starting salary $14.00 per hour. If interested, please reply in strictest confidence to:
Bookkeeper
P.O. Box 5050
Southfield, MI. 48037
(tel) 810-352-3199
(fax) 810-352-2439

BOOKKEEPER
FOR The Golden Mushroom Restaurant. Tue-Sat. Word Perfect and Lotus needed. Call 810-539-4230

BOOKKEEPER
Full charge through trial balance. Minimum 3 years experience. Accounting Department. Firm manager. 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, 40 hrs/wk. Degree required. Call (810) 553-0647

BOOKKEEPER - FULL CHARGE
30 hours, 3 days per week. Must be proficient accounting. 2 year degree in accounting. 313-525-6411

BOOKKEEPER - Full-time
Experienced, Farmington area. Nr. 12 Mile #201, Southfield. Call Keshet Accounting 810-352-5520

BOOKKEEPER - Full time
growing Sterling Hgts. manufacturer. Full charge through trial balance. Computer literate. Excellent verbal communication, management & organizational skills a plus. Salary commensurate & handle multiple tasks. Excellent benefit package. Fax resume to 810-264-9363 or apply 36843 Metro Court, between Van Dyke & Mound off 18 Mile.

BOOKKEEPER - Full-time position for an experienced person to handle various accounting functions including sales, payables, payroll, etc. General computer experience helpful. Call 100 A/P appointment. (810) 477-4200 Corrigan Moving Systems, 23923 Research Drive, Farmington Hills (10 Mile/I-275 area)

BOOKKEEPER
Full-time position available immediately for growing movie theatre complex. Need a person with strong computer skills & accounting experience. Pleasant working environment with benefits. Apply Quality Theatres, Dearborn Depot, 13691 W. 11 Mile, Oak Park, MI., 48237.

BOOKKEEPER NEEDED full time for business management firm. Responsible for varied accounting duties. 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. Apply Michael Kaplan, 1 Corporate Drive, Suite 100, Southfield, MI 48075

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

BOOKKEEPER
Unique opportunity for a take charge, independent individual. Accounting & computer literate individual to handle accounts payable / receivable, check reconciliation, personal ledgers. Invoicing to trial balance + more. Part-time with the ideal candidate expect pay and benefits. Send or drop off resume and salary requirements to: Tracey c/o Lee Silver Diamond Broker 340 John R. Troy, MI. 48083

BOOKKEEPER
Work 1 week per month doing bank reconciliations for multi-company. Call Kathy: 810-585-4750

CASHIER - AUTO DEALER
Experienced. Benefits. Advancement opportunities. Apply: Bear Lincoln Mercury, 12 Mile at Telegraph.

502 Help Wanted-Office Clerical

BROKER'S
Administrative Assistant
Smith Barney's Birmingham office offers an opportunity to be the personal Administrative Assistant to one of our first Vice Presidents. Must have experience in the brokerage industry, be an excellent typist and have extensive computer skills. Reply to: P. O. Box 3008, Birmingham, MI. 48012
Smith Barney is an EOE M/F/D/V

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

CALL NOW!
IMMEDIATE OPENINGS
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES
  - WORD PROCESSORS
- BANK TELLERS
- SWITCHBOARD
- RECEPTIONISTS
- DATA ENTRY
  - CLERKS
- CUSTOMER SERVICE
- FILE CLERKS
- MAILROOM CLERKS

We offer: vacation & holiday pay & referral bonuses. Please call for an appointment today!
Contempra
1-800-583-7172

CAREER OPPORTUNITIES
Excellent opportunities are available in the Livonia area. We are looking for people with immediate attitudes and a desire for change. Immediate full-time openings available in:
- Administrative
- General Office
- Receptionist
- Secretarial
- Human Resources

Call for an immediate interview!
PERFORMANCE PERSONNEL
313-513-5823

CHIROPRACTIC ASSISTANT
Full-time, Westland area. Insurance experience preferred. Office experience necessary. If interested, please call: (313) 729-8100

CHIROPRACTIC OFFICE assistant needed for immediate opening, with good communication skills, computer experience. Full-time. Bring resume to: 31776 Enterprise Dr. Livonia MI 48150, Attn: HR-MIS

CUSTOMER ASSISTANCE
BUSINESS TO BUSINESS
Selective clients require customer service people that are at ease problem solving with large businesses. Experience and computer familiarity needed. $8.00-$10.00/hour. No sales. Southfield, Plymouth, Romulus and Keego Harbor locations. Days and afternoons. Call Connie now: Birmingham Livonia 646-7661 473-2931
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE - for home 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
ADMINISTRATOR
Model 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 secretarial and 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 numbers aptitude, proficiency with word processing software (i.e. Microsoft Office) & Excel, light accounting background and excellent once dealing with the public or customers.

We offer a competitive salary and comprehensive benefits package. To be considered, please forward your resume and salary history in confidence to: Customer Service Center Manager, MOSLER, INC., 31675 Schoolcraft Road, Livonia, MI 48150

MOSLER
An Equal Opportunity Employer

CUSTOMER SERVICE
REPRESENTATIVE
For fast paced office, 2 shifts available, 4pm-12am, and 12am-8am. Apply within: 30765 Grand River, Farmington Hills. (810) 478-7030

Customer Service Person
needed for fast-paced Plymouth food service broker. PC & organizational skills a must. Send resume & salary requirements to: K.M., P.O. Box 701518, Plymouth, MI 48170. EOE

CUSTOMER SERVICE
We are seeking a person with excellent people skills, strong phone & computer skills a must. Great pay with benefits. Fax resume, 313-458-4158 or call, 313-533-0000 Ext. 3539.

CUSTOMER SERVICE
Long term temp. $10-$11.50 per hour. International company has immediate need for a person with strong phone & computer a must. Any automotive a plus. Call 810-399-3550 or FAX your resume to: 810-399-3539.

CUSTOMER SERVICE
Troy location of a leading unemployment compensation tax consulting company seeks a part time claims analyst. Experience preferred but will consider training the right candidate. CRT writing, telephone, typing, and customer service skills required. Call Toni at (810) 362-2200 or fax (810) 362-2812.

CUSTOMER SERVICE
North Oakland Distributor of upscale kitchen appliances has an immediate opening for qualified customer service representative. Responsibilities will include accepting telephone orders and processing orders, customers and data entry. Strong customer service/sales support skills required. Extensive training will be provided. Forward letter of interest with resume to: Personnel Dept., 1295 N. Opdyke, Auburn Hills, MI 48326.

502 Help Wanted-Office Clerical

CLERICAL SECRETARY
needed for full-time at material supply company. Experience helpful but not necessary. Please send resume to: P.O. Box 7584, Detroit, MI. 48207

CLERICAL WORKERS
Several positions available now! Great pay! Both long & short-term assignments!
File Clerks - Formula - $6
Data Entry Clerks - Wayne - $7+
Receptists - Plymouth - $8+
(MS Word & Excel are pluses)
EXPRESS SERVICES
313-457-5450 FAX: 313-487-1538

CLERK
One of Michigan's largest Temporary Help agencies is looking for a motivated, energetic person for a busy Redford office. This is a PERMANENT FULL-TIME position. Office duties include answering phones, filing, interviewing. Benefits include vacation after eligibility. Call Renee for more information.
(313) 534-9959

CLERK / TYPIST for mid-size civil engineering firm in Rochester Hills. Full time position. Must have good typing skills with basic knowledge of word processing software. Must be proficient in grammar, punctuation, spelling and have good telephone skills. Competitive wage and benefit package. Send or fax resume to:
Human Resource Manager
Spalding Deidecker Associates
905 South Boulevard East
Rochester Hills, MI 48307
FAX 810-844-5404
An Equal Opportunity Employer
M/F/V/H/AN/DISABLED
Non-Smoking Office

CLIENT
SERVICES SPECIALIST
Expanding business of home distributor has immediate full-time opening in our Novi office for detail oriented individual, customer service, order processing, billing, 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 16199 Lansing, MI 48901-6199

CLOSING SECRETARY
For fast paced Birmingham area company. Must be detail oriented, have a good math aptitude and customer service interest. Fax resume to (810) 642-0008 or send to: Title Insurance, 1800 Woodward, Suite 101, Bloomfield Hills, MI 48304. Attn: Kathy

COMPUTER OPERATOR
Livonia firm is looking for a computer literate candidate for data entry, running reports and general office duties. Full-time. Must have spreadsheet and word processing experience. Please send resume & salary requirements to:
Shirley Atreo/TaylorWorks
Phone 810-458-2744
FAX: 810-458-1199
EOE/M/FW

DATA ENTRY
CLERK
Horizon Health System, a healthcare & human services office in Farmington Hills, is currently seeking an experienced data entry clerk within its Central Billing Office. This individual will be responsible for the accurate and timely processing of business office related documentation, controlling the receiving and distribution of billing associated materials and the production and distribution of weekly and monthly reports. Qualifications would include a high school diploma. Experience on a PC with WordPerfect and Lotus preferred.

Quashed candidates may forward their resume to:
HORIZON
HEALTH SYSTEM
26100 American 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 CLERKS
Romulus Medical Office in Southwest for advancement. Rapidly expanding firm has 2nd & 3rd shift openings. You must be a self-starter with 1-2 years exp. $7.50/hr.
EXPRESS SERVICES
313-467-5450 FAX: 313-487-1538

DATA ENTRY CLERKS
NEEDED, part time, Monday, Tuesday, and Friday nights, approximate hours between 5pm to 2am (would vary according to workload), applicant must possess good spelling, and numerical skills, pays $6.50 - $7 per hour. Send resume to: Lynn Ellison, Inter Ent B. Inch, PO Box 580, Farmington, MI 48332-0580 or fax to: (810) 478-7648

DATA ENTRY
Experienced data entry person for busy Accounting Dept. Looking for dependable person with good attendance, familiar with a fast paced environment. Ferndale location. If qualified call: (810) 545-5100

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

DATA ENTRY
Office Services
Immediate openings with growth opportunity for a dynamic staffing firm. Temp to hire opportunity. Detroit, Romulus, Livonia, Troy, Auburn Hills. Accurate 6,000 to 10,000 keystrokes. Excellent experience. Call Donna today 473-2931
Advantage Staffing

DATA ENTRY/
ORDER ENTRY CLERKS
Temporary and temp to hire positions. $8-$9 per hour depending on experience. We have various positions located throughout the Metro area. These jobs require data entry. Must have office and computer experience, call immediately. (810) 540-5100 FAX your resume to: 810-399-3539

DATA ENTRY
Seeking a full-time data entry person for busy accounting department. Responsibilities include filing and other general office duties. Some knowledge of 10-key calculator preferred. Salary plus benefits. Send resume to: Accounting, PO Box 2263, Southfield, MI 48037

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

DISPATCHER/ADMINISTRATOR
Commercial/Industrial Concrete Salary, BC/GS, Vacations, Holidays, Call (313) 535-4400

502 Help Wanted-Office Clerical

CUSTOMER
SERVICE
1st & 2nd shift available in Farmington Hills area. Data entry skills a plus. Typing experience preferred. $7-$8/hr. Call Suzanne at 810-615-0060
Western Staff Services
Not an agency, never a fee

CUSTOMER SERVICE
Independent Insurance Agency with multiple Candidate Property-Casualty opportunities. Seeking entry level Customer Service Representatives and experienced Customer Service Representatives. We offer competitive salary, benefits, profit sharing and 401K. Send cover letter and resume detailing office experience, computer skills, and salary requirements to Human Resources, 27700 Hoover, Warren, MI 48093. No telephone or walk in inquiries will be accepted.

CUSTOMER
SERVICE
Well organized, detail oriented person with technical aptitude, excellent typing, data entry and general customer service skills. Minimum 2 years customer service experience required. Some knowledge helpful. Competitive wage and benefit package.
MOELLER MFG. CO.
43938 Plymouth Oaks
Plymouth, MI 48170
(313) 416-0000
Fax (313) 416-2200

CUSTOMER SERVICE
New full or part time openings Automatic dialers. Promotion from within. Temp to perm available
Days or evenings.
Some weekends
Keego Harbor, Troy, Southfield, Plymouth, Auburn Hills, Detroit and Romulus.
Join America's fastest growing career opportunity. Free technical training. Add to your earnings. Bring your:
- Typing 30 wpm
- Telephone manners
- Willingness to learn

Call Connie today 646-7661 473-2931
Advantage Staffing

DATA ENTRY/BILLING
Experience needed immediately. Must have good data entry skills. Long term position. Call today!
Call OLSTEN today for an interview. Farmington 373-6118

DATA ENTRY/
CLERICAL ASSISTANT
Immediate, full-time position available at Farmington Hills aviation office. Starting rate, $8.00 per hour. Miscellaneous duties include filing. Ability to work independently and pass close attention to detail.
Shirley Atreo/TaylorWorks
Phone 810-458-2744
FAX: 810-458-1199
EOE/M/FW

DATA ENTRY
Several positions available in North Oakland County! Pay is based on your skills and your level. Call our Placement office for an immediate interview!
Corporate Personnel Services, Inc.
(810) 879-1770
E.O.E. NO FEE

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:
Business Manager
23840 W. 8 Mile Rd.
Southfield, MI 48034
Equal Opportunity Employer
Male/Female/Handicapped

ENTRY LEVEL SALES
Growing manufacturer in Building Industry has need for an energetic social Sales Representation calling on contractors, sub contractors, home improvement contractors & builders. Income potential is based on Salary, bonus, company car, Blue Cross/Blue Shield benefits. Prefer degree in Liberal Arts or Marketing, degreed candidates of those who are degreed will be considered. Call Mon.-Fri., 8am-4:30pm: 810-478-7304

EXECUTIVE
ADMINISTRATOR
for growth oriented, established property management company. Diverse position involving office management, personnel management, accounting, computers & marketing. Significant real estate related experience required.
Send resume to:
100 Galleria Officentre, #400,
Southfield, MI 48034

EXECUTIVE ASSISTANT
Knowledge of Word Perfect, Quattro Pro and Graphics a must. Great benefits. Send or fax resume with salary requirements:
Human Resources
P.O. Box 2100
Southfield, MI 48037
FAX: 810-358-5362

EXECUTIVE LEGAL ASSISTANT
Corporate legal department seeks experienced legal assistant to assist general counsel with day-to-day responsibilities. Minimum of three years experience and completion of a recognized paralegal assistant program. Candidate must be organized, confidential and self-motivated, type proficiently and accurately, and possess excellent communication and interpersonal skills; the ability to work well under pressure and to assume several tasks at a time; knowledge and experience of the practice of bankruptcy law a plus. Send resume and salary requirements to:
Executive Legal Assistant
P. O. Box 270
Detroit, MI 48231
E.O.E.

EXECUTIVE SECRETARY
Financial firm in Southfield is seeking a full-time Executive Secretary. Must have experience and be proficient on Word, Excel and Powerpoint. Salary commensurate with experience. Call Debbie at 1-810-559-0008

EXPERIENCED BOOKKEEPER
for growing firm. Accounts & payroll knowledge a plus. Full-Time with Benefits. Call 810-478-6630

EXPERIENCED LEGAL SECRETARY for Troy tax law firm. Strong litigation and Word Perfect skills required. Excellent working conditions and benefits. Salary commensurate with experience. 810-641-9953

Experienced MAC word processor/secretary needed for Farmington Hills corporate headquarters. Must have intermediate to advanced skills w/Word & Excel for MAC. Call Carol Barbers at (810) 645-7560 for interview or fax resume to (810) 645-9347

EXPERIENCED RECEPTIONISTS NEEDED. Business experience helpful. $10-$8/hour. Call for details: (810) 352-4270 ext. 3
WOLVERINE STAFFING

FILE CLERK
Looking for file clerk, immediate opening for Urban Medical Office. Medical, 401K plan, dental (oct.). Please send resume.
Attn: Lynn, 29800 W. 10 Mile Rd., Southfield, MI 48075.

FLEX TIME - OFFICE HELP
Now area real estate broker seeks help with administrative work. Computer literate, 10-key calculator helpful. Fax resume & brief cover letter to Diane 810-363-4756

FRIENDLY LIVONIA co. seeking reliable person with excellent data/peripheral skills. Must be a team player with a good attitude, able to multitask, work quickly, willing to full time. Resumes: Attn. Dept. 6, Box 8080, Schoolcraft, Ste. 202, Livonia, MI. 48150 or FAX: 313-458-8163

FULL-TIME DATA entry needed for expanding metro area property management company. Must have exceptional typing and 10-key calculation skills. Send resume to M. Linnell, 1700 N. Woodward, Suite 200, Bloomfield Hills, MI. 48304.

FULL-TIME LEGAL SECRETARY with bookkeeping experience needed for growing construction lien and management company. Must have excellent typing and communication skills, 2 years experience. Competitive salary with benefits. Send resume to M. Linnell, 1700 N. Woodward, Suite 200, Bloomfield Hills, MI. 48304.

FULL TIME position available for general office. Must be flexible & able to multiple tasks at one time. Data entry experience helpful. Send resume with salary requirements to: Grand River, Novi, MI. 48375 Attn: Shirley Trombetta.

FULL TIME secretary for Farmington area church. Varied duties. Pleasant rural working environment. Knowledge of computers & windows. $8.00 hour. (810) 848-1750

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

GENERAL CLERICAL
Full-time in Birmingham law firm for customer service oriented individual with good typing and telephone skills. Non-smoking office.
Call Renee, Mon-Fri. 810-540-7701

GENERAL
OFFICE
ADMINISTRATORS
and Word Processors Needed
Typing and Data Entry Skills
MS Word and Excel Skills
If you have any of the above, We Need You!
Corporate Personnel Services, Inc.
(313)722-7990

GENERAL OFFICE
CLERK
Temp to hire. $6.25 per hour. Northern suburban company has immediate need for General Office person. If you would like a blue jean environment, this one is for you. Office and computer experience is a must. Call 810-399-3540 or FAX your resume to: 810-399-3539.

GENERAL OFFICE help 15-20hrs/wk. in Troy, afternoon hours. (Possibly less flexible). Will train. $7-$7.50/hr. 810-649-2580

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

502 Help Wanted-Office Clerical

GENERAL OFFICE
Immediate opening. Full time. Small manufacturing company needs experienced person for accounts receivable, payable, & other multi-tasking duties. Knowledge Windows Required. Call Coreen: (810) 473-8660

GENERAL OFFICE / MAIL CLERK
Full-time position requires computer keyboard skills, photocopying, filing, knowledge of general office procedures. Non-smoking. Novi professional office. Send introduction letter with resume and salary requirements to:
Box #1453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE
Mid-size manufacturing company with modern offices located in the Golden Rectangle Manufacturing Section of Ferndale, seeks a mature individual with solid office background, wanted for full-time position in a busy accounting department. Duties to include: Accounts Receivable & payable & human resource. Computer literate, necessary. MicroSoft Office a plus. Good compensation package with full benefits. Send resume to: 6570 E. Nevada, Ferndale, MI. 48234 Attn: Human Resource

GENERAL OFFICE
Work and computer data entry. Part time/flexible hours. Livonia area. (313) 464-8300

Great Opportunities! Uniforce Staffing Services has immediate openings for experienced data entry operators, word processors, PC support. Use your great computer skills to use! If your fast on the keyboard or know MS Word, Word Perfect, 123 or Lotus, GIVE US A CALL! (810) 646-7800 EOE.

HAPPY NEW YEAR!
Telephone assistants and reception-ists, look no further....we will help you find the position you're looking for. Call today for information.
Staff Plus
TEMPORARY RESOURCES

HEY LEGAL EAGLES!
- Legal Secretaries
- Legal Assistants
- General Office

Call us more and we help
(810) 358-0770 Ext. 3
Or fax resumes to: (810) 358-3021
WOLVERINE STAFFING

HOT
JOBS
LEGAL SECRETARIES, Detroit, To $32,500.
TITLE EXAMINERS, suburbs, $25,000.
LEGAL SECRETARY, suburbs, $25,000.
ADMINISTRATIVE ASSISTANT, suburbs, $25,000.
BENEFITS ADMINISTRATOR, suburbs, $28,000.
CUSTOMER SERVICE, suburbs, $22,000.
COLLECTIONS, suburbs, $21,000
INSIDE SALES, suburbs, $20,000 plus commission
SECRETARY, long term temp To $11.00/hr.
Accounting, Clerical, Technical, Temp & Temp to Perm Positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN
& ASSOCIATES
(810) 649-0033
(810) 649-FAX 2

IMMEDIATE
OPENINGS
We are currently recruiting for:
- Secretaries
- Word Processors: MS Word, PowerPoint, Ampro, Excel, etc...
- Database Administrators
- Mainframe Programmers

We have part & full-time opportunities waiting for you. Please call today for an interview.
Adecco
the temporary people
(810) 442-7800
or (313) 525-0330

INSURANCE AGENCY - Livonia, full-time, includes receptionist & customer service. Insurance knowledge helpful, but not required. 313-591-0700

INSURANCE
MULTI-LINES Rochester agency requires customer service/data entry company interface and applied systems experience preferred. Livonia location. Salary plus bonus, insurance, retirement plan. Call (810) 652-6060

INSURANCE
Southfield agency seeks commercial assistant (CSR). Must have insurance plus but will train right person. Must have strong work ethic, type 40wpm minimum, be well organized & learn quickly. Send resume to: Personnel Dept. P.O. Box 5050, Southfield, MI 48086-5104. EOE.

INVENTORY CONTROL/
RETURN GOODS
Wholesaler/distributor seeking individual to handle inventory control return goods. Experience with purchasing and accounts payable helpful. Knowledge of Lotus 1-2-3 helpful. Competitive salary, benefit structure. Send resume to:
MSC/CRG, PO Box 2125
Farmington Hills, MI 48333-2125
or fax to: 810-477-1963

JOBS OF THE WEEK
LEGAL SECRETARY To $35,000
Litigation, real estate or estate planning. Word Perfect, excellent interpersonal skills, 2 positions. Call Donna.
LEGAL SECRETARY To $35,000
3-5 years litigation experience, real estate planning experience. Friendly Southfield firm. Excellent opportunity. Benefits. Call Barb
HUMAN RESOURCE
SECRETARY To $30,000
Updates professional personnel, M/S Word, Word Perfect, Lotus, Excel. Work for Director of H.R. Some travel to college campuses. Well known firm. Call Barbara
ACCOUNTS PAYABLES $24,000.
Major financial firm. M/S Word, quick hands. Perfect for college grad.
ACCOUNTS PAYABLES/
RECEIVABLES
TO $24,000. Property management background with Skyline or M/S experience. Suburbs. Call Ann
GENERAL OFFICE, $23,000
2 positions. Troy/Southfield. M/S Word & Lotus. Great benefits package. Lots of variety. Call Denise.
SECRETARY/ADMIN ASSIST.
$11-$12 hourly. M/S Word and EXCEL. Good office skills. Suburban Southfield location environment. Benefits. Call Judi.
RECEPTIONIST $10 hourly
Word Perfect experience. Large phone voice. Opportunity to advance. Suburbs. Call Danielle
CUSTOMER SERVICE To $29,000
Major automotive firm, microsoft word and EXCEL, automotive background a must. Suburbs. Opportunity to advance. Call Barbara
Many more positions available. Call today 810-772-6760 or FAX resume 810-772-1811
Snelling Personnel Services

KEYPUNCH OPERATORS
Start the New Year off right at Inalsa Corp. We are looking for full time Operators on our day and afternoon shifts in Livonia. Please call for appointment. 313-422-8022

LEGAL/GENERAL
wanted. Legal & General Secretary for West Dearborn office. Experience required. Fax resume to: M.J.P., 313-278-3730

LEGAL SECRETARY
for small Birmingham firm. Must have experience. 810-647-9003

502 Help Wanted-Office Clerical

LATE NITE
& OPEN HOUSE
Sat., Jan. 18, 10 AM. - 2 PM.
Wed., Jan. 22, Open until 8 PM.
By appointment only!
Temp & perm positions available. Light typing level and excellent telephone skills.
CALL TODAY!
SNELLING PERSONNEL
SERVICES
LIVONIA, 313-266-0600
NORTHFIELD, 810-348-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777
SNELLING.
PERSONNEL SERVICES

LEGAL SECRETARY - Bloomfield Hills medical malpractice/litigation firm seeks full time Legal Secretary. Experience and knowledge of motion practice/trial preparation and WordPerfect a must. Compensation commensurate with experience. Send resume to: Personnel Dept., PO Box 829, Bloomfield Hills, MI 48303-0829.

LEGAL SECRETARY
For Bingham Farms law firm. At least 3 yrs. experience in clerkness litigation required. WordPerfect 5.1 preferred, send resume to: Attn: Cheryl 301000 Telegraph Rd., 230, Bingham Farms, MI 48025

LEGAL SECRETARY
For partner in Southfield personal injury firm. Requires at least 5 yrs. experience and Word Perfect. Must be highly motivated. Salary commensurate with experience. Please call Cindy Ball:
(810) 353-7575

LEGAL SECRETARY - For Troy office. Organized individual with 3 years litigation experience. Knowledge of WordPerfect 6.0 required. Call (810) 641-8000 or Fax 810-641-8219

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, good knowledge of Word helpful. Non smoking. Please send resume to: Marvin at: (810) 433-1414

LEGAL SECRETARY
For small Farmington Hills 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 ability. Send resume & salary requirements to:
Office Manager
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
For Farmington Hills firm. Experience required. Call 810-851-8000

LEGAL SECRETARY
for Tel Twelve area. Legal experience necessary. Need to know Word Perfect, know the computer, work fast & be well organized. Call early 810-645-1700

LEGAL SECRETARY
Full time for litigation firm concentrating on plaintiff personal injuries. Must have minimum 1yr experience in knowledge of WordPerfect 5.1. Fax or mail resume to: 29200 Vassar, Suite 830, Livonia, MI. 48150 or FAX 810-477-9687

Legal Secretary
Full time for Southfield plaintiff personal injury firm. 3 or more years experience required with good organizational skills. Auto negligence background helpful. Excellent salary, 401k, health care. Send resume to: GGA, Attn. Adriana, 25348 Telegraph Hwy., Ste. 444, Southfield, MI 48034. Or Fax: (810) 350-1066

LEGAL SECRETARY
full-time for law firm located in Birmingham (12 Mile & Telegraph). Must possess at least 2-3 years legal experience including Word Perfect 6.1 and dictaphone. Benefits/profit sharing. Salary commensurate with experience. Respond to Box #1453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY - Livonia law firm seeks full time, experienced legal secretary with WordPerfect skills. Resume and salary requirements to: Brashear, Tangora & Spence, LLP, 33300 Five Mile Suite 210, Livonia, MI 48154 Attn M. Hall. No telephone calls please

LEGAL SECRETARY
needed for fast paced Livonia office. Minimum 2 years exp. Call Kathy for an appointment (313) 591-6740

Legal Secretary needed for South field law office. Windows/Microsoft Word knowledge required. Legal experience in litigation required. Send resume to: Personnel Dept. P.O. Box 5050, Southfield, MI 48086-5104. EOE.

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

LEGAL SECRETARY - Southfield personal injury, seeking 1-2 years exp. firm. Minimum 2 yrs. experience. Salary commensurate with experience. Send letter with resume Attn: W. Collins, 4000 Town Center, Suite 1370, Southfield, MI. 48075 or fax to 810-352-5631.

LEGAL SECRETARY
Southfield location. Challenging career opportunity for person with corporate experience. Must have thorough knowledge of Word Perfect 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
Senior Partner of a Bloomfield Hills law firm seeks a full time experienced Legal Secretary with litigation experience and Microsoft Word 6.0
Call Nancy, 810 645-1450

LEGAL SECRETARY
Team player wanted for north suburban defense litigation position. Excellent benefits and work environment. Salary commensurate with experience.
Please reply via fax to Fax 810-547-5958
OAKTEC
Professional Staffing Team
Farmington Hills 810-489-0464
Auburn Hills 810-377-4070

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
- Competitive Salary
- Medical Insurance
- Life & Disability Insurance
- 401(k)
- Paid Vacation & Personal Days

Send resume with salary history to
Legal Administrator
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
TROY LAW FIRM - seeks highly motivated legal secretary with working knowledge of medical malpractice defense to learn another area of litigation. Word Perfect. Dictation experience.
Excellent benefit package, including paid vacation, sick days, personal days, life insurance, medical. Salary commensurate with experience. Non-smoking building.
Phone 810-641-1800 ext 3002 between 8am & 11am to schedule an appointment or send resume to Office Administrator, 1301 W. Long Lake, Suite 230, Troy, MI 48098. No faxes acceptable at 810-641-3845

502 Help Wanted-Office Clerical

LEGAL SECRETARY
With 1 to 2 years defense litigation experience needed for law firm in Novi. Non-smoking; pleasant atmosphere; good benefits package commensurate with ability & experience. Contact Sandy, Novi, 810-348-7700, 810-616-6290

LEGAL SECRETARY - wanted for law firm specializing in personal injury and employment. 2 or more years experience with knowledge of Word 6.0. Send resume to: Matthew Turner, 24901 Northwestern Hwy., Suite 417, Southfield, MI 48077.

LEGAL SECRETARY
We seek an experienced Legal Secretary with strong word processing & dictation skills to work in our legal department. Corporate legal experience preferred but not necessary. Must be organized and able to handle multiple tasks competently. Salary/benefits. Send resume to: Great Lakes Health System, Attn: Inc., 17117 W. 9 Mile Rd., Ste. 1500, Southfield, MI 48075. Attn: 4002 or fax to 810-557-8540. EOE.

LEGAL SECRETARY
3 attorney downtown Birmingham seeks legal secretary; 3 yrs. law office experience; experience on WordPerfect Windows 6.1. Send resume to: Sally Nightingale, 401 Cadillac Tower, Detroit, MI 48226.

LITIGATION SUPPORT company has an immediate opening. Accurate typing a must. Competitive starting wage and benefits package, plus flex time and casual dress. Call for consideration fax resume. 810-244-9940

MANAGER
Farmington Hills distributor of Business Forms, Telephone Print and Advertising Specialties is seeking a sales manager, business and operations manager. Successful candidates should have a financial, marketing, personnel management and customer service background. Must have working knowledge of computer applications. Experience in a related industry is a plus. Candidates must include strong business administration curriculum with a minimum of a business minor. Salary, commensurate with experience. Please send resume and salary requirements to:
Jonathan Grant, The Reliance Group, 23200 Freeway Park Dr.
Farmington Hills, MI 48335.

MARKETING/ACCOUNTING
Great position for someone working in Sales & Marketing or Accounting. Degree, or getting back into the work force. 24-30 hrs per week. Knowledge of Word Perfect, Lotus. Great pay & benefits package. Submit resume. Les Chateaux Foods, Inc., 26330 Orchard Lake Rd., Ste. 200, Farmington Hills, MI 48334

MATURE INDIVIDUAL needed for full time position. Computer experience helpful. Call 810-24-30, Grand River/Warren Road area. Send resume to: P.O. Box 208, New Hudson, MI 48165-0213

MEDICAID
BILLING CLERK
The position requires a typing speed of 40wpm and ability to operate a 10-key calculator. Must be familiar with CPT-4 codes, UB92 and DSS medical forms. Knowledge of business office procedures and hospital policies preferred. High school graduate required. Experience with Medicaid billing experience in a hospital or other medical facility, Southfield location.

Quashed candidates may forward their resume to
HORIZON
HEALTH SYSTEMS
26100 American Drive
P.O. Box 5153
Southfield, MI. 48086-5153
Attn: Human Resources/MCAID
affiliate of Henry Ford Health System
An Equal Opportunity Employer

MEDICARE
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MESSENGER / FILE
CLERK SUPERVISOR
For Southfield law firm. Previous experience required