

502 Help Wanted-Office Clerical

Office Clerical **Office Clerical** **Office Clerical** **Office Clerical** **Office Clerical**

IMMEDIATE ACCOUNTS PAYABLE
 experienced organizational skills. Experience a plus. Full time position. Please fax resume, 313-458-4158

CUSTOMER SERVICE - Troy, MI
 Must have experience in phone, fax, e-mail and computer skills. Full or part time. (810) 851-0400

LEGAL SECRETARY for Southland
 (313) 481-9000 or Fax (313) 481-9001
 • existing clerks and reception work
 Full or part time. (810) 851-0400

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 Full or part time. (810) 851-0400

CUSTOMER SERVICE
Immediate openings with growth
Opportunities available in
Office Services
Troy, OH 45408
To \$34,500. Ligation, real estate,
corporate or estate planning experi-
ence working in Lotus and personal
word processing. Temp to perm
810-552-8500
Date 500, 1177, 1178
(OTD) 649-1330

PROCESSORS
Associates degree or plus.
(810) 528-0332

capable of handling a municipality of
tasks, not just routine. Requires accu-
rate, efficient, and thorough work.
MSK/MSW/MSW Minimum 2 years

6,000 to 10,000 key strokes and
recent experience

generating reports using Lotus
and word processing using MS
Word

\$28,000 MS Word and Excel Good
typing skills. Suburbs Great Ben-

once, experienced on WordPerfect
Windows 3.1. Send resume to: Job
#1000, 1000, 1000, 1000, 1000, 1000

LEGAL SECRETARY
Call (810) 646-7177

[illegible]

• FILE CLERKS •
• MAILROOM CLERKS

Answer Drugs, southeastern Michigan's
 number one drug store chain, has
 openings in:

(313) 486-3000 Fax (313) 486-2200	entry person to update & maintain integrity of our proprietary resume database.	9550 Light Ave. QAQTEC Local Year Office Relocation Opportunity with advancement. Call Carol. Excellent working conditions and benefits. Salary commensurate with experience.
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an appointment today Corporate Office These positions range in experience attitude of Henry Ford	Attn: Human Resources Mgr. Representatives: These individuals will be responsible for taking orders experience. Fax or mail resume to: Ford, Technical Services, 3000 Town	FILE CLERK Southfield Area: Call Denise PURCHASING ASSISTANT Full time, proficient in WordPerfect	LEGAL SECRETARY Full time, proficient in WordPerfect dependable person to work in a clinical dept. Applicant must possess
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returns to 810-637-1669 or mail to CLERK	DATA ENTRY Dennis O'Bryan 401 S. Woodward, Suite 330 Midland, TX 79701 Position for hire in Midland call, Janey to schedule an appointment	ASSISTANT, to \$12 hourly M/S Word and Excel. Good office Southfield, MI 48034 Fax # 810-627-4106	\$13/hr. + good benefit package. Please send resume to T.A.M.
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CAREER OPPORTUNITIES
P.O. Box 7034
Troy, MI 48067

CUSTOMER SERVICE REPRESENTATIVE
DATA ENTRY POSITION
Position for the entry level, full-time position. A high school diploma or GED is required. People who are computer literate, have good communication skills, and are motivated to learn are preferred. Please send resume and references to:
Meemic Insurance Co., Inc., 10000
Baltimore Blvd., Baltimore, MD 21286
Attention: Human Resources
EOE M/F/H/V

Meemic Insurance Co., Inc.
Meemic Insurance is looking for motivated individuals at our home office in Baltimore, Maryland. We are currently seeking individuals for the following positions:
Underwriting Assistant - a very entry level position. Experience, work life balance, and benefits are provided.
Sales Representative - a very entry level position. Experience, work life balance, and benefits are provided.
EOE M/F/H/V

CLERICAL - Panama, 3 days
We are looking for people with
Microsoft word processing
skills. Please send resume to:
Kitchell, Inc., 10000 N. 10th
Ave., Suite 100, Tampa, FL 33613.
Call 813-559-8500 from 10AM-3PM.

Immediate, full-time openings available in: **CLERICAL** 46226 and include various clerical responsibilities. Qualified candidates must have a minimum of 1 year experience in a clerical position. **CLERK TYPIST/RECEPTIONIST** 46227 individuals with excellent phone skills, computer skills and a minimum of 1 year experience in a clerical position. **FIRST OF AMERICA** is a busy office environment, and are a self-starter with a team player attitude. Only reliable, hard workers need apply. Only reliable and salary return to: P.O. Box 208, New Huxton, MI 48165-0713

[illegible]

Call for an immediate interview!	Standard Federal Bank has immediate openings in the following areas:	CLERICAL POSITIONS Standard Federal Bank has immediate openings in the following areas: CUSTOMER SERVICE Standard Federal Bank has immediate openings in the following areas: TRAINING POSITIONS Standard Federal Bank has immediate openings in the following areas: MANAGEMENT POSITIONS Standard Federal Bank has immediate openings in the following areas: SALES POSITIONS Standard Federal Bank has immediate openings in the following areas: TECHNICAL POSITIONS Standard Federal Bank has immediate openings in the following areas: RESEARCH POSITIONS Standard Federal Bank has immediate openings in the following areas: ANALYSIS POSITIONS
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PERSONNEL	ACCOUNTS PAYABLE Position includes full cycle Accounts Payable Wm. Perfect word processing skills of 40-50 wpm combined with skill	BUILDING RENOVATION Apply within at: 30785 Grand River Farmington Hills (810) 478-7030	MANPOWER SERVICES 810-740-3420	LIQUORIA 810-268-8900 SOUTHFIELD, 810-352-1300	LEGAL SECRETARY Medical taking experience in a hospital setting or similar medical facility. Southfield location
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CUSTOMER SERVICE

- General Clerical
- Data Entry
- Computer Skills & Real Estate Knowledge

Sand resumes to: 220 Park St., Suite 1300, Birmingham, AL 35201.

(714) 942-1100
 (415) 724-8100
 offering exceptional service to
 building contractors & homeowners.
 You will receive the same personal
 attention and service as you would
 from a local agent.

Qualified applicants may fill out
 our application.

Customer Service
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 1-800-848-8888

FULL-TIME Data entry needed for
 expanding construction and property
 management firms.

SMELLING
 Southfield Pl. farm area professional
 secretary for busy partner. Applicant
 must be experienced.

26100 American Drive
 P.O. Box 5153

ORDER ENTRY CLERK
Must be detail oriented & possess
strong math & computer skills.
1700 N. Woodward, Suite 200,
Bloomfield Hills, MI 48304
1-800-441-0443 Fax: 810-471-6270
www.henryford.com

CAREER: OPEN HOUSE 1-25-97 Relates commensurate with experience. backup duties.	FINANCIAL SERVICES Assistant for growing construction and property management company. Must have experience in the field. OPEN HOUSE	LEGAL SECRETARY Plymouth, MA. Minimum 2 yrs. experience. W/inst prep. pro. OPEN HOUSE	MEDICARE BILLING CLERK 1-25-97
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to \$21,000. Health insurance accounts payable offered. Experience a plus. Fax resumes to: 1-800-368-2222, ext. 100. E-mail: info@healthcarejobs.com PERMANENT STAFF	1312) 464-0196 Data Entry/Clerical Please bring 2 legal pieces of I.D.	LEGAL SECRETARY Part time legal secretary needed for growing 13 telegraph area law firm.	HEALTH SYSTEM 20100 American Drive
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CLERICAL ASSISTANT 31778 Enterprise Dr. Clinical Support with good communication skills. 40 hrs/week. \$10.00/hr. Unions MI 48150. Attn: HR M/S dept., and full time day shift. Growing manufacturer in Building Products industry has need for additional clerical support. Light typing or data entry skills helpful. 313-664-7078

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updates, correspondence, spread sheets and phone coverage. Interviewers: P. O. Box 5034, Southfield, MI 48066

12083 Lusk
Redford, MI 48232

experience plus 1 month for each author, please call between 8:00 AM-4:00 PM at 810-478-7304

Call Mon-Fri., 8am-4:30pm:
810-478-7304

AN Equal Opportunity Employer
LEGAL SECRETARY
Equal Opportunity Employer

Observer & Box #1737
2033 Schoonveld Rd., Plymouth
can train and employ to record and transcribe legal depositions in the

2011! Schoolcraft Rd Westcott Human Resources KMD Now! Great pay! Both long & short-term. Openings include:	ASSISTANT Westcott Consultant needs Multi-lingual, bilingual, experienced, highly motivated, detail oriented, self-motivated, and energetic individuals to work in the following positions: Data Entry/Clerical	EXECUTIVE Lynette executive office. Good customer service & organizational skills. Send resume & salary requirements to: lynette@westcott.com	Manager Southfield defense from seeks full time work, (with transcription done in home) and you will become a State secretary for senior partner. Applicant must have experience as a Secretary and Electronic Recorder
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Legal Secretary

CLERICAL WORKERS - \$8.91 hour. The Charter Township of Plymouth is seeking individuals for the following positions:
Requirements: HS diploma or GED; 1 year experience in clerical work.
Positions: 10 Clerical Workers
Location: 100 Galleria Southeast, #400, Southfield, MI 48034

Diagnosticians are currently seeking to fill the following positions:

[illegible]

OPERATOR
Afternoon Shift (7PM-11PM)
high school training/education is preferred.

INVOICER 313-591-4700
LAUNCH FAX 313-2130
TRACY
SOMERSET

DATA ENTRY/CUSTOMER
AVAILABLE 10 hrs per week
on knowledge, health insurance
INSIDE SALES, suburbs
\$20,000 plus commissions
30251 Livonia Rd
Livonia, MI 48150

USENOR 313-4808
601 W. Big Beaver Rd. Ste. 500
Troy, MI 48064
mortgage broker, Southfield location
810-350-2700. Ext. 100 or Fax

For immediate consideration, please forward your resume and salary history to: **Executive Search Consultants, Inc.**, 1000 North Western Blvd., Suite 100, Westborough, MA 01581. For more information, call (508) 853-1111. **EOE**

Applications are available Monday through Friday between 8 AM and 4 PM.	CUSTOMER ASSISTANCE DATA ENTRY FILE CLIK #37-4313	EXECUTIVE LEGAL SECRETARY Legal Temp & Temp to Perm Positions	LEGAL SECRETARY For defense firm. Must be experienced. Excellent benefits package, including paid vacation, sick days, personal	2 yrs. experience, commission plus bonus, 401k. Call (818) 357-6060.
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West Coast of the United States 23:00 hours per week. Computer 4870 and must be received by 4:30 P.M. February 14, 1997. The Charter people that are at this level advising with large businesses. Capable to take initiative and work with excellent organizational skills, be able to take initiative and work with excellent organizational skills, be able to take initiative and work with	EXECUTIVE SECRETARY Kathy at 180-932-9310 30201 Orchard Lake Rd. #220.	M. BOOKSPAN R. ASSOCIATES Phone 810-641-1800 ext. 3002 between 9am & 11am to schedule an Call. Cost: (810) 669-9300
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CLERICAL/CUSTOMER SERVICE
age, national origin, color, religion, sex, marital status, sexual orientation, age, or ancestry in the employment process.
Corona Power 940-7601
473-2921
Urbane
840-7601
The computer. Excellent benefits.
Salary commensurate with experience.
For more information, call:
(810) 649-7600
For Try for Free Information,
please send us your resume
and references to:
CORONA POWER
P.O. Box 1000
Riverside, CA 92502
Call: (810) 649-7600
Fax: (810) 649-7600

CLERKS & RECEPTIONISTS CUSTOMER SERVICE REP. For insurance office in Thoma. Full time. 40 hours/week. Must be good with people. Call 606-6666	DATA ENTRY Must have EXCELLENT secretarial/typing computer skills full time in Ph. Call 606-6666	SECRETARY Southeast agency seeks computerized files assistant. Must have excellent knowledge of Microsoft Word and Excel. Call 606-6666	RECEPTIONIST Urban defense litigation position. Excellent benefits and work env. Call 606-6666
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Selection Enterprises, Inc.
Attn: Kathy Goodreau
810-369-3450 or FAX or resume
to 810-337-2531

puter experience. **\$8-\$9 per hr.**
Insurance office in Plymouth.
Insurance experience preferred.
Desired: P. O. Box 5104, Southfield, MI
48066-5104 EOE

available immediately. Send resume
to: CSDV Sales, Inc. #43301, Sheldon
Blvd., Suite 100, P.O. Box 100,
for personal injury law firm. Excellent
salary and fringe. **\$10-15-2000**

Fax 810-547-8998

Fax resume to: CSDV Sales, Inc. #43301, Sheldon Blvd., Suite 100, P.O. Box 100, for personal injury law firm. Excellent salary and fringe. \$10-15-2000

Fax resume to: CSDV Sales, Inc. #43301, Sheldon Blvd., Suite 100, P.O. Box 100, for personal injury law firm. Excellent salary and fringe. \$10-15-2000

CLASSIFIED Our Classifieds are now on

THE INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the

<http://oeonline.com>

To place your Classified Ad, call 313-591-0900 in Wayne County, 810-844-1100 in Oakland County, 248-844-1100 in Livingston County.

PROCEEDINGS OF THE 1997 ANNUAL MEETING OF THE AMERICAN SOCIETY OF CLIMATE ENGINEERS