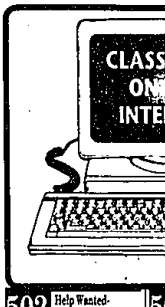

Our Classifieds are now on the INTERNET!

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

Bloomfield Hills based investment banking firm has an opening for an Administrative Assistant with the following skills: written & oral communication, word processing and data top publishing. Send resume to: Box 33002, Bloomfield Hills, MI 48304

ADMINISTRATIVE ASSISTANTS
EXECUTIVE SECRETARIES
Outstanding new opportunities with corporate headquarters (international co.), restaurant chain & real estate development firms. Must have: •Excel & experience working for CEO or V.P. To 55wpm. Great benefits. Call Fax resume to: Gloria Bobrowski: 810-932-1120. Fax 810-932-1214. Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

Administrative Assistant

Nationally known Management Company is seeking a person with a professional manner, excellent telephone and organizational skills. Must be experienced in Microsoft Word for Windows, DOS, Harvard Graphics, Print Shop & Lotus. Position requires good interpersonal skills, Competitive salary & benefits. Please send resume to: Box #1592 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150 EOE M/F/H.

ADMINISTRATIVE LEADER

Quest Office Interiors, a local furniture dealer, is seeking a personable individual with excellent phone skills, comprehensive computer and accounting skills, organized, detail oriented, strong organizational, secretarial and administrative skills. Fax resume to: 313-591-5918

ADMINISTRATIVE PERSON

For small, busy, friendly consulting practice. Windows proficient, detail oriented, good with numbers and calls, self-starter, and dependable. Flexible, part time hours to start FAX resume with salary history to: (313) 722-1287

ADMINISTRATIVE SUPPORT

$8-$10/hr.
Southfield, Plymouth, Livonia, & Farmington Hills locations. Part-time and full-time, M/S Office & Assisting an engineering firm is a plus. We offer paid holidays, direct deposit, benefits, 401K and a stock purchase plan.
Don't Delay, Call Today!
Western Staff Services
Madison Hgts. ...810-545-2550
Farmington Hills....810-932-0400
Rochester Hills 810-650-5690

ANIMAL HOSPITAL

Seeks receptionist, part-time. Must be dependable, have excellent communication skills, be able to juggle priorities. Team player. Flexible. Bill Pope
25863 W 6 Mile, Redford

APARTMENT SEARCH

In Southfield is looking for office help to work evenings and weekends. Looking for someone with a great personality to answer phones, greet clients and do general office work. Apply within immediately. Please call:
810-826-4029
EOE

ASSISTANT

NEEDED for a full time position at a growing, Farmington Hills company. Applicant must possess excellent communication skills, dedication, flexibility and motivation. Must be able to work well with little supervision. Duties include a private office, 401(k), profit sharing and complete paid health insurance.
Call Carol at: (810) 474-9527

ASSISTANT

Needed for busy real estate agent. Must be able to handle a variety of tasks. Need computer skills. 38-50 hr start. Hours: 8-2pm, Mon-Fri. Call (313) 464-7111 or fill out application or mail resume to: Century 21 Row, Attn. Yoshiko Fujimori, 37172 Six Mile, Livonia, MI 48152 (Six Mile/Newburgh) or Fax to: 313-464-8713

ASSISTANT

Part-time for busy Bloomfield Hills public relations firm. Computer, organization and phone skills required. Flexible schedule. Send resume and salary requirements to: 5152 Pine Valley, Bloomfield Hills, MI 48302.

ASSISTANT/SECRETARY FOR

small construction company. Typing 55 WPM, phones, bookkeeping, collections. Fax resume to Dewitt Concrete & Asphalt Maintenance, Milford 810-684-5331

ATTENTION: HOUSEWIVES, RETIREES & STUDENTS

Part time or full time. 11:00AM-1:00PM and days available. Data entry, preparation of Purchase Orders and computer work.
The Bench Mark
in Downtown Farmington
Contact Paul Goodman at
(810) 477-8118

AUTO BUILDER

Automobile dealership in need of auto builder. Experience helpful but not necessary. Competitive wages and benefits available. Apply in person at John Rogers Buick, 3939 S. Wayne Rd., Wayne, (313) 729-2000

502 Help Wanted-Office Clerical

AUTO DEALERSHIP

BILLER NEEDED.
Competitive wages & benefits. Dealer & ADP experience helpful but not necessary. Apply within or call Brighton Ford Mercury, Inc. 8240 W Grand River, Brighton MI. 810-227-1171 • EOE

AUTO DEALERSHIP

OFFICE CLERICAL - Auto dealership experience necessary! Immediate opening. Full benefit package. 40 hours. Mon-Fri, hourly rate. CALL JENNIFER
Hines Park Lincoln Mercury
(313)453-2973 Ext. 259

BILLING CLERK/CUSTOMER SERVICE

for growing national alarm monitoring company in a non-smoking office. Data entry, bookkeeping & accounting experience helpful but necessary. Medical benefits. EOE. Please mail or fax resume to: 27733 Enterprise Ct., Suite 500A, Farmington Hills, MI 48331
Fax: (800) 883-9604

BILLING CLERK

Full-time position. 40-45 hrs./week. Growing company seeking smart, loyal, highly motivated, detail oriented, quick learner, well organized, energetic individual with strong work ethics. Accounting experience, analytical skills, computer literate, and a team player required. Will train on customer-friendly billing system. Normal administrative responsibilities will be included with position.
Send resume with salary requirements to:
Alpine Battery Company
Human Resource Manager
11931 Dixie Street
Redford, MI. 48239

BILLING ENTRY

Steady work/excellent income. Flexible hours. Knowledge of Windows helpful. Full or part-time. 1-800-835-0553 or 313-522-9579

BILLING ENTRY

Steady work/excellent income. Full or part time, flexible hours. Knowledge of Windows helpful. (810) 348-8700, (800) 835-0553

BILLING MANAGER

Full time with benefits. Experience in computers (AS400). Customer Service & data entry. Position available immediately. Send resume to: P.O. Box 700204, Plymouth MI 48170

BILLING SUPERVISOR

Major cable company is seeking a Billing Supervisor for Southfield location. Qualified applicant must have through knowledge of bookkeeping, billing, discrepancy research and reconciliation. Excellent benefits available. If you are a team player who can handle tough deadlines and loves details, send us your resume.
BUSINESS MANAGER
21900 MELROSE, SUITE 10
SOUTHFIELD, MI. 48075

BIRMINGHAM LAW FIRM SEEKS

1) RECEPTIONIST - must have excellent computer, dictation, phone, and people skills.
2) PARALEGAL - minimum 2 yrs. experience drafting & assimilating pleadings, corporate & litigation, detail documents, proficiency with WordPerfect a must! Send resume to:
Administrator,
280 W. Maple Rd., #300,
Birmingham, MI 48009

BOOKKEEPER

Detail oriented, well organized individual needed for medical management firm. Requires computerized accounting skills. Experience with A/R, AP, bank reconciliations, general ledger thru trial balance. Requires extensive use of ratios & computerized Spreadsheet programs. Part-time position. Excellent compensation package. Fax resume to:
810-386-7711

BOOKKEEPER

FOR rapidly growing Company. Good pay, full benefits, 401k, and vacation. Related working conditions. Please send resume to:
P.O. Box 80016
Wixom, MI 48393-0184

BOOKKEEPER/FULL CHARGE

For downtown Birmingham, real estate investment firm. Must be experienced through financial statements for this fast paced, pleasant atmosphere. Computer knowledge a definite plus for this non-smoking office. Send resume to
Accounting Supervisor
27261 Hagman,
Southfield, MI 48076

BOOKKEEPER - Full charge for 3

store retail company. Separate office facilities. Duties include accounts receivable/payable, general ledger, monthly financial statements. Great Plains experience a plus. Send resumes to PO Box 183192, Shelby Twp. MI 48318-3191

BOOKKEEPER - full time experienced

in A/P, A/R computer application. Resume only. Bank Financial Inspectors, 10555 Enterprise Dr., Dept. 775, Davisburg, MI 48350. Fax 810-625-0789

BOOKKEEPER

In-Home, Part-time.
(810) 614-9393

BOOKKEEPER, Mid-size law firm

seeks part-time experienced Bookkeeper familiar with computer accounting, including general ledgers. Resumes to: Box #1569 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER

PART time Experienced with payroll taxes, sales tax and computers.
(810) 548-9666

BOOKKEEPER

PART time, occasional full charge. Exp. w/general ledger and bank rec. a must. Computer exp. req. on Peachtree, Quickbooks or like software. Some work at home ok. Call Mary at (810) 647-8882

502 Help Wanted-Office Clerical

BOOKKEEPER

Residential Building Company is seeking an experienced Bookkeeper/Accountant to join our growing staff. Responsibilities include assisting in all accounting functions with a strong emphasis in accounts payable.
Please send your resume to:
ATTN: Controller
Adler Building & Dev. Co.
712 E. Grand River Ave.
Brighton, MI 48116

BOOKKEEPER/SECRETARY

Immediate opening for bookkeeper/secretary. Full or part time. Mature individual needed. Great working environment. Excellent salary. Send resume to:
Box #1574
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER WANTED

Part-time. Must know Quick Books computer program. Apply at Barnes & Noble in a bookstore.
(810) 471-4742

BOOKKEEPING/SECRETARIAL

A/R, A/P and computer experience. Northville location. Pleasant non-smoking environment. Phone or fax your resume today. Call for application or send resume in confidence to:
Owens & Minor, Attn: Dept HR
43755 Five Mile Rd.
Plymouth, MI 48170
No Phone Calls Please
Equal Opportunity Employer
Male/Female/Handicapped/Vet

COMPUTER SOFTWARE development.

Expanding company needs access developers for many exciting projects. Work from your home or office. Call:
(810) 661-1217

CONTROLLER

For construction co in Novi Benefits. Experienced only. 810-478-3303

CREDIT ADMINISTRATOR

Large corporation seeks qualified person for Credit Dept. experience required. Credit analysis, collections & problem solving, computer oriented, collections & customer service. If you enjoy a challenge, we would like to hear from you. No phone calls, please. Send resume to:
CREDIT MANAGER
21900 MELROSE, SUITE 10
SOUTHFIELD, MI. 48075

Credit & Collection Specialists

West side electronics distributor seeks experienced credit and collection person reporting directly to the credit manager. Must have analytical ability for credit extension and good phone collection skills. At least 3 yrs. exp. required. If qualified, send resume and salary requirements to:
Box #1524
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SATURN

CASHIER/ RECEPTIONIST

Part-time. Looking for enthusiastic, friendly and dependable person. Nice work environment. Apply in person to:
SATURN OF FARMINGTON HILLS
24790 Northwestern Hwy.
Farmington Hills, MI 48335
(810)473-7220

CLERICAL/DISPATCH.

Diversified Business Products has opening for a Service Dispatcher. Prior office experience necessary. Telephone, communication and customer service skills are also necessary. We offer excellent benefits which include a comprehensive medical and dental plan, profit sharing through 401k and a company sponsored pension plan. If you are interested in this position, please send resume to:
Human Resources Representative,
DIVERSIFIED BUSINESS PRODUCTS, 37981 Interchange Drive,
Farmington Hills, MI 48335. EOE

CLERICAL ASSISTANT

for Purchasing Department. Part time 9-1pm. Must be organized and self motivated. Very fast paced automotive distributor. Ask for Sharon,
(810) 649-1910

CLERICAL/GENERAL OFFICE

Troy area. Requires basic computer skills, strong phone skills & a positive attitude. Send resume to ETI, 4555 Corporate Dr., Suite 300, Troy, MI 48098 or Fax 810-647-7405

CLERICAL - Part-time 1-5

Multi-tasks position. Experience on phone and computer preferred. 537hr. Call Linda 313-953-0210

CLERICAL POSITION

Various duties. Full time, day shift. $6.50/hr. Farmington area.
Call (810) 474-1136

CLERICAL

Retail company seeking very detailed person for full time Clerical, Inventory, & Data Entry Sales. Must be computer literate & flexible. Competitive wage & excellent benefit package. Send resume & salary requirements to PO Box 48356, Drawer 7, Oak Park, MI 48237

CLERICAL

SECRETARIAL OPPORTUNITY
Full Time
Be part of a winning team!
RUAN, one of the nation's leading trucking companies, has an outstanding opportunity for a full time Secretary.
WE OFFER:
- Good benefits and 401(k) plan
- Excellent pay package
- Company provided training

If you are an organized self-starter with 1 yr. clerical experience, accurate typing skills, telephone and communication skills (computer knowledge a plus), please send your resume to:
RUAN LEASING CO.
12152 Merriman Rd
Livonia, MI 48150
EOE

502 Help Wanted-Office Clerical

CLERICAL SUPPORT

Individual needed for typed correspondence, filing and other general office duties. Knowledge of WordPerfect and Lotus a definite plus. Downtown area. Call Nancy 810-799-9554

CLERICAL Temporary Assignments

(as needed basis) available at Henry Ford Community College. $7.10 per hour. Math, English, typing (40 wpm) skills required. Call (313) 845-9677 appointment.
AA/EOE

CLERICAL

2 full-time positions in non-smoking Troy office. 1 entry level and 1 payroll clerk. Good benefits.
Call Kathy: (810)585-4750

COMPUTER / BILLING OPERATOR

Owens & Minor, a Fortune 500 Company, is seeking an entry level candidate for a Computer/Billing Operator. This position is responsible for daily data entry, billing, sorting, and mailing of invoices to our customers. Please send a cover letter and application or send resume in confidence to:
Owens & Minor, Attn: Dept HR
43755 Five Mile Rd.
Plymouth, MI 48170
No Phone Calls Please
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DATA ENTRY

Computer skills necessary. Some phone ability. Full time position with Canton location. Send resume with salary requirements to:
United Health Services, 2200 Canton Center Rd., Suite 230, Canton, MI 48187, Attn: Barbara

DATA ENTRY

Data entry operators needed in Plymouth & Livonia in search of data entry operators.
$7.50-$8.50/hr.
ARBOR TEMPS. 459-1166

DATA ENTRY person needed for Livonia office. Full time position. Some accounting & office procedure knowledge would be a plus. Full time. Send resume with salary requirements to: Attn: Accounting Manager, 34039 Schoolcraft, Livonia MI 48150

DATA ENTRY

with some computer office. Full time in Westland. Lotus experience required. Send resume to: Margaret, P. O. Box 85530, Westland, MI 48185 or FAX 810-932-4021

ENTRY-LEVEL CLERICAL

CAREER OPPORTUNITY
with Southeastern Michigan's largest VAR and supplier of lightspeed data communications equipment. Computer aptitude, good typing, good phone manner, and full medical, dental, optical insurance. Apply: 26450 Haggerty Road, Farmington Hills.

ENTRY LEVEL

Clerical position for Troy law firm. Phone & typing experience a plus. Send resume to: Mr. Jon Hoffman, Stefani & Haron, 5435 Corporate Dr., Suite 225, Troy, MI 48098

EXECUTIVE LEGAL SECRETARY

For Southfield law firm with a members-only practice in litigation and transactional law. Excellent skills required. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215 or call Administrator at:
810-355-5200

EXECUTIVE LEGAL Secretary, for senior partner. Personal injury experience required. Substantial salary & benefits.
(810) 354-2500

EXECUTIVE SECRETARY

McKinley Associates, Inc. a national real estate firm located in downtown Ann Arbor, seeks an Executive Secretary.
Position requires a minimum of 5 years secretarial experience, excellent communication skills (including Microsoft and Excel with Windows, a minimum typing speed of 70 wpm), a positive attitude, attention to detail and ability to handle multiple priorities. Previous experience in a plus. Administrative duties include written and verbal communications with executive level.
Above average salary. Benefits package including health/life insurance, 401(k) plan, & rental car discount at a McKinley department store.
Please send resume with salary history to:
McKinley Associates, Inc.
REF: HHD
PO Box 8649
Ann Arbor, MI 48107-8649
EOE

EXECUTIVE SECRETARY

For professional business, experienced. Excellent pay and benefits. Call (313) 425-5544

EXECUTIVE SECRETARY

Your solid office experience, outstanding communication skills, and computer proficiency could win you a permanent position with one of our Detroit, Southfield, or Troy based customers. The perfect candidate is highly proficient with word processing, spreadsheet, and graphics interaction skills, and can keep track of 1,000 things at once. Don't let procrastination! Call today!
Schedule an appointment!
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-6600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

FARMINGTON HILLS
We have an opening for a full time office assistant. The individual should have a strong communication skills & ability to work independently in a fast paced environment. Previous phone experience preferred.
313-259-5087

502 Help Wanted-Office Clerical

FULL TIME Mon. thru Fri. 8:30 to 5 with benefits. Customer Service/Receiving Department. Apply at 11936 Farmington Rd., Livonia.

GENERAL OFFICE/CLERICAL
Lake Orion co. seeking part to full time position for office duties. Must be customer service oriented with good telephone skills. Call 313-391-0080 or fax resume to 810-391-0340

GENERAL OFFICE

Dependable, responsible person needed to do light typing & general office work. Please apply in person.
1647 Haslett Rd., Haslett City

GENERAL OFFICE

Farmington manufacturing company. Pleasant phone personality, light computer data entry & accounts receivable experience helpful. Dial Corporation, 28000 Grand River, Farmington. Reply Mon-Fri., between 8am-4:30pm.

GENERAL OFFICE - Full-time pleasant to take calls from our Spanish speaking customers. Must have a good phone skills a must. Some computer work. Call Jackie at:
810 477-6650 ext 104

GENERAL OFFICE

Full time position for fast paced Farmington Hills manufacturer. Good customer service, organizational skills and word processing a must. Long job duties. Call Anytime (313) 462-1313 or Fax resume to 313-462-1974

GENERAL OFFICE

Full time benefits. Send resume, Bengal Steel, 23660 Research, Farmington, MI 48335

GENERAL OFFICE

Immediate full time position available for individual to coordinate the office operations of a busy Auto Body Shop. Responsibilities include bookkeeping, invoicing, data entry. Send resume with salary requirements to:
Fluid Machine
23435 Industrial Park Drive
Farmington Hills, MI 48335

GENERAL OFFICE

Part time position available in our distribution plant. Ideal candidate is a marketing company. This position is for the job where no two days are alike. A qualified candidate must have computer knowledge and a strong desire to get along well with others while handling several tasks. Please leave message for Mary at 1-800-850-5230
Equal Opportunity Employer
Male/Female/Handicapped/Vet

GENERAL OFFICE

Work and computer data entry. Part time/flexible hours. Livonia area.
(313) 464-8500

INSIDE SALES

For Mid-size Southfield manufacturer. Handle customer inquiries, order entry, price sale and reports. Must have good people skills, good phone point and good computer skills. Excellent benefits package. Send resume to Lane Engineering Co., Attn. Sales, P. O. 700041, Plymouth, MI 48170

INSURANCE OFFICE needs team oriented Administrative Assistant for busy growing Southfield Office. Computer and Life Insurance background required. Salary based on experience. Send resume to: 2000 Town Center, Suite 1820, Southfield, MI 48075. Attn: Donna or fax to: 810-357-5513

KEY PUNCHERS
Call anytime 8am - 5pm
(313) 559-0300

LATE NITE WITH SNELLING

Feb. 19th and March 4
By appointment only
Open House on March 6th
10 AM - 2 PM by appt. only
LIVONIA, 313-266-6600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

SNELLING
PERSONNEL SERVICES

LAWYERS TITLE INSURANCE CORP.
Accounting Clerk/Closer & Closer Assistant
Closer & Sales Representative
Closer & Sales Representative for Escrow
Fax resume to: Fax resume to 1-810-649-2494. Attention: Judy
TITLE INSURANCE EXPERIENCE REQUIRED E O E M/F

PARALEGAL

Busy Southfield plaintiff personal injury firm seeks experienced paralegal. Automobile background preferred. Full time position with full benefits. Salary commensurate with experience. Fax resume to: (810) 355-1066 or mail to
O.G.A.
28588 Northwestern Highway
Suite 414
Southfield, MI 48034

LEGAL LITIGATION SECRETARY

Experienced person needed for partner in busy law firm. Excellent salary & benefits for right person. Send resume to: Box 1570, 1249 W. Maple, Bearer St., Suite 1700, Troy, MI 48084-8003

LEGAL SECRETARIES & RECEPTIONISTS

Experienced only for permanent & temporary assignments. 1-3 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

Experienced Legal Secretary needed for defense firm. Call Attorney Lynn 380 N. Main, Clawson, MI 48017 Or Fax to (810)588-3380

LEGAL SECRETARY

Experienced, for busy Bingham Farms law firm specializing in litigation. Seeking team player with legal experience, excellent typing & organizational skills. Send resume, references & salary requirements to:
Office Manager,
30700 Telegraph Rd., Suite 3475
Bingham Farms, MI 48025

LEGAL SECRETARY

Established St. Clair Shores Finance Co. (close to all major freeways) seeking legal secretary to support our in-house collection attorney. Good organization or familiarity with collection procedures required. Must possess strong organizational, computer, and typing skills and be able to work in a fast paced environment. Call Diane at 1-800-455-2554, Ext. 133

LEGAL SECRETARY

for Troy law firm with strong litigation. Excellent working conditions and benefits. Salary commensurate with experience. Call Cheryl Foster at: (810-641-9955

502 Help Wanted-Office Clerical

LEGAL SECRETARY

For busy Southfield plaintiff personal injury law firm. Knowledge of Word-Perfect and minimum 3 years legal office experience required. Salary commensurate starting salary and benefits. Fax resume to Gordon, Cutler & Hoffman 810-443-1506

LEGAL SECRETARY

Flagar, Flagar & Schwartz
For high profile law firm. 5 yrs. exp. required. Must know Windows. Non-smoker.
(810) 355-5555

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:
O.G.A., Attn: Adriana
28588 Northwestern Highway
Suite 414
Southfield, MI 48034
or Fax resume to: (810) 350-1068

LEGAL SECRETARY - Full or part-time 3 years PI experience, Word-Perfect 6.0 Sole Southfield atty. Salary negotiable. 810-334-9990

LEGAL SECRETARY

For medium size Troy law firm WP 5.1 or DOS word perfect 6.0 helpful but required. Plaintiffs work & 5 years legal preferred. Salary commensurate with experience. Fax resume to: Carol Thompson, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attn: Carol

LEGAL SECRETARY

For 23 attorney firm in Bloomfield Hills. Exceptional organizational skills required for insurance defense work. Salary commensurate with experience. Send resume and salary requirements to:
Office Manager
300 E. Long Lake Rd.
Suite 200
Bloomfield Hills MI 48304

LEGAL SECRETARY - for 2 partners with busy law firm. Legal experience required. WordPerfect for Windows desired. Pleasant working environment, excellent fringe benefit package. Please fax resume to: Office Manager 810-649-3175

LEGAL SECRETARY

Full-time (9:30-5pm). 5yrs. experience minimum. Word Perfect 6.0 skills, Window 95. Familiar with court filings & procedures. Bloomfield Hills attorney. $500 monthly bonus after 120 days. Call: (810) 335-5220

LEGAL SECRETARY

For Southfield law firm to work primarily on Estate Planning with some Probate work. Must have 5 years experience in Probate. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215, or call: 810-355-5200

LEGAL SECRETARY

Full time secretary for Sr. partner in Southfield defense firm. Light calendar dates with experience in medical malpractice litigation. Experience with appellate briefs is a plus. Applicant must have excellent WP 5.1 skills, excellent communication skills and experience. Non smoker. Send resume to: Bernard J. Feldman, Suite 100, Bloomfield Hills, MI 48304 Or fax to: 810-645-1568

LEGAL SECRETARY

Mid-size Southfield insurance defense firm seeks Legal Secretary with 3 plus years legal secretary experience. Proficient in Word-Perfect, MicroSoft Word experience Excellent salary and benefits. Apply to: Firm Administrator, 4000 Town Center, Ste. 909, Southfield, 48075

Legal Secretary

needed immediately for Birmingham law firm. Wordperfect 6.1, litigation experience, medical malpractice experience preferred. P.O. Box 1899, Birmingham, MI 48012. Attn: Office Manager, (810) 647-8596

LEGAL SECRETARY

Partner caliber Secretary needed for busy general trial practice. Skills: typing 90+wpm, proven management of deadlines, positive attitude. Excellent salary & benefits. Send resume to:
Box #1576
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Part-time 3-4 days/week. Farmington Hills law office. Highly qualified, experienced. 810-932-0100, ext. 339

LEGAL SECRETARY
Bingham Farms law firm. Computer literate, excellent typing skills, experience in real estate law necessary. Word-Perfect helpful. Send resume to T. McWilliams, 30200 Telegraph, Ste. 467, Bingham Farms, MI 48025. Fax: (810) 642-2944

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

Well established law firm seeking experienced Legal Secretary for our Southfield location. Experience in litigation/personal injury required. Must be organized and accurate, possess good communication skills and desire to work in a team member. Proficiency in WordPerfect 5.1 is crucial. Salary commensurate with experience. Upscale office environment. Please mail resume stating salary history/requirements to:
Bernstein & Bernstein
3000 Town Center, Suite 1601
Attn: S. Lovejoy
Southfield, MI. 48075

LIMO SERVICE seeks office help. Customer service and computer skills a plus. Send resume to: 4772 Tara Ct., W. Bloomfield, MI 48323

502 Help Wanted-Office Clerical

MARKETING & ADMISSION

Person needed.
Computer experience a must.
Call 313-337-6144

MARKETING ASSISTANT

A Leading Point of Purchase Display Manufacturer is looking for an enthusiastic, detail orientated individual with excellent verbal/phone & written communication skills. Benefits include Salary, Bonus, Health Insurance & 401K. Send Resume with Salary History to:
TecArt Industries, Inc.
Attn: M/A
24669 Halsted Rd.
Farmington Hills, MI 48335

MARKETING

Here is the part-time job you've always wanted. Earn $200 - $300 in 20-30 hours per week. Multi-office real estate firm provides all agency type materials. Looking for key support person to assist in purchasing, desktop publishing, etc. Macintosh/Quark Express a must. Excellent organizational skills mandatory.
Contact Jennifer at 810-625-4287 ext 147 for more information.

Prudential
Great Lakes Realty

MEDICAL OFFICE RECEPTIONIST
Requires some phone sales. Send resume to:
Box #1517
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ADMINISTRATOR

Developer of medical insurance agency. Salary & benefits commensurate with experience. Computer, typing, accounting & closing experience required. Fax resume to: Fidelity Title Co., 32100 Telegraph, Ste. 215, Bingham Farms, MI 48025 Fax: 810-645-1665

Office administrator

Roush Industries is a Livonia based engineering company serving the automotive industry and many other clients. Our sound and vibration test & reserving division has a position for a self-starting, responsible individual to manage the information flow in the front office.
•General secretarial duties
•Create and maintain spreadsheets and database
•Edit reports

Department secretary

We also have a need for secretaries in other engineering departments
•Word processing
•Spreadsheets
•Excellent phone skills
•Excellent organizational skills
Send resume with salary requirements
Roush Industries
11911 Shaver St.
Livonia, MI 48150
Fax 313-591-7430
Tel 313-591-4333
EOE

OFFICE ASSISTANT -General office duties including basic bookkeeping knowledge. Must be computer literate w/experience in computerized accounting. 313-525-4411

OFFICE ASSISTANT

The opportunity requires light typing and accurate data entry. Must be detail oriented. Help answer phones, maintain files, and handle paperwork. Full time position with choice of start time. Top pay!
Diversified Recruiters
810-344-6700 Fax 810-344-6704

OFFICE ASSISTANT

30-35 hours per week, various responsibilities including: Customer relations, organizing bridal seminars, some credit & collections, mailing phone calls, errands etc.
Call 313-422-6222

OFFICE CLERICAL

Bloomfield Hills firm has positions following computer knowledge and excellent communication and organizational skills. Must be able to work in a fast paced environment. Qualified candidates send resume and salary requirements to: Sherry, Pilot Personnel, Flagstar Bank, 26000 Telegraph Road, Southfield, Hills, Mi. 48302 or call (810) 972-5060
Equal Opportunity Employer

OFFICE & clerical. Competitive wages. Will train. Detroit area.
(313) 838-2900

OFFICE CLERICAL

National Home health care provider has a position open in its reimbursement department. Responsibilities include data entry, analyze, research and process insurance payment equipments. Is able to work independently to solve accounting problems. Must possess good communication skills. Computer literate. Excellent benefits package. For immediate consideration please fax resume to: 810-352-7534 or mail resume to: Human Resources Manager, 26777 Central Park Blvd., Suite 200, Southfield, MI 48076

OFFICE CLERK

Part time position with busy Bloomfield Hills law firm. Variety of duties including filing, telephone, faxing, copying and deliveries. Must have dependable transportation. Flexible work schedule. Fax resume to:
(810) 258-8745 or call Stephanie at
(810) 258-8700

OFFICE CLERK

TK Electronics, a manufacturer of electronic airbag modules has an opening for an Office Clerk to handle shipping & receiving.
This position will be responsible for A/R, purchase order entry, receiving reports, and A/P processing. Office files inventory and light switchboard duty.
If interested in a diversified position in a good pay and recognition based tax returns to: TKE, Human Resources, (810) 476-5530 or mail to 27200 Haggerty Rd., Suite B-12, Farmington Hills, MI 48331.
An Equal Opportunity Employer

OFFICE - Computer Operator, Answer phones, PFA form Details. Mail resume to A & V, PC, 30400 Telegraph Rd., Suite 475, Bingham Farms, MI 48025 FAX: (810) 642-8187

OFFICE HELP needed, part-time afternoon shift, on Wed., Sat. and Sun. (810) 349-7120
Sun.

OFFICE HELP

With varied duties. Full time, mature, dependable person.
(313) 525-0020

OFFICE - Immediate openings Full-time hours include day, evening & weekends. Computer & switchboard knowledge helpful. Apply in person: Mizrahi's, 312 Main, Downtown Rochester. (810) 651-6171 x 102

OFFICE MANAGER

Automotive consulting firm seeking (low pressure) therapy office is seeking a mature, responsible individual with excellent communication skills to perform administrative, clerical, phone & light billing duties. Must be available 20-25 hrs per wk. Send resume Clerk and Physical Therapy, PC, 47601 Grand River, B124, Novi, MI 48374, Attn Teresa Phone: 810-380-3059

RECEPTIONIST
BLOOMFIELD Hills 3-4pm, Mon-Fri. $8/hour. Excellent telephone skills a plus. Some computer needed. Call Debie (810) 647-0775

502 Help Wanted-Office Clerical

OFFICE MANAGER - STAFFING SERVICES

Challenging career opportunity with growing S.E. Mich. service for mature, take charge individual. Responsibilities include supervising payroll, MESC workman's comp department, insurance invoice management. Facility and benefits administration. Computer skills necessary. Salary, bonus, and benefits commensurate. Contact: President, PO Box #1531 Birmingham, MI 48012-1531

OFFICE PERSON

FULL TIME
for Division in Troy. Position Looking for a good typist, filing, phone manner, good experience in computer knowledge. New office in Westland.
Call Touta for appointment:
313-641-1244
KITCHEN GLAMOR

OFFICE PERSON

Part-time leading to full-time for insurance agency. Hours: 1-5pm. Immediate opening. Must have 3-5 years experience in all aspects of office work and be computer literate plus have good phone manner. Send resume for night person. Good wages & more:
(313) 535-7860

OFFICE POSITION in Westlake Hills. Must have pleasant voice & enjoy talking with people. Students welcome. Will train right person. Starting pay between $5.00 & $8.00 per hr. Professional Office Development.
Call Mrs. Golden after 1pm
313-326-6502

OFFICE

We are an industrial distributor that is looking for a hard worker to handle multiple responsibilities including Inside Sales, Order Processing, Light Shipping & Receiving. We require good phone skills, the ability to be a team and practical computer experience. This is a full time salaried position including complete benefits. Please send or fax your resume to: Sealing Resource Inc., 11912 Farmington Rd., Livonia, MI 48150
Fax 313-591-9110

PARTS COORDINATOR

Spare/Repair Parts Coordinator Position. Must have Computer Skills. Responsibilities include shipping & receiving, heavy customer contact, order taking & follow-up. If you are an energized, enthusiastic, team player, please send your resume to: Parts Coordinator, PMC Machinery Sales Inc., 14000 Keel Street, Plymouth, MI 48170 EED

PART-TIME OFFICE person, light clerical work, answering phone, some bookkeeping experience helpful. Compensation commensurate with experience. Hours flexible, approximately 25 hours per week. Weekend hours needed: hrs. 12 Oaks Mall. If interested call Sherry Robinson or Bob Gerhart
(810)349-4500

PART TIME to assist clerical staff, filing, phones, form completion, computer knowledge required. Call Kay 9-4 (13 & Telegraph) 810-433-3309

PAYROLL

Plymouth firm is seeking an experienced payroll person. Candidate with strong PC and accounting skills. Full time with benefits. Salary starting at $10.00 per hour. Send resume to:
PO Box 700204
Plymouth, MI 48170

PAYROLL SPECIALIST

- Southfield payroll service seeks reliable, experienced with good math & customer service skills to work in a fast paced environment. Send resume with salary requirements to: Pay Systems, 29777 Telegraph, M.I.S. #300, Southfield, MI 48075

PERMANENT PART-TIME

Sales office needs energetic, mature & detail oriented person for entry level position. Must be comfortable w/computers and possess a pleasant phone voice. Send resume w/cover letter stating available hours & requirement to: UAI, 10880 Middlebelt Rd. Livonia, MI. 48154 FAX 313-421-9151

PERSONAL ASSISTANT - SECRETARY

For local dentist. Our ideal candidate has excellent communication skills and pleasant attitude a must. Light typing required. Position includes scheduling appointments, design and office assistance. Will train.
(810) 646-9475

PLC TECHNICIAN

needed with a minimum of 1 year experience in computer level relay Modicon and/or Allen Bradley programmable controllers and pneumatic controls required. Salary commensurate with experience, negotiable salary. Call today.
SOUTHFIELD, 313-266-8600
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777
Snelling Personnel Services

SNELLING
PERSONNEL SERVICES

Property Manager

Southfield property management company has available full time position for Property Managers and Senior Property Managers. Salary and benefits commensurate with experience.
Contact Kris
(810) 352-3038

RECEPTIONIST

A rapidly growing Novi communications company has relocated to brand new facilities in Wixom is looking for a receptionist with previous experience. Responsibilities include answering phones, sorting office supplies and light clerical duties. Excellent communication skills required. Microsoft Office a plus. Salary: Send resume and salary history to
Clover Communications, Inc.
41292 Woodward Ave.
Novi, MI 48375
Attn Debbie Mason R

RECEPTIONIST
Automotive garage full time, M-F, Dental & medical, 401(k)
(810) 349-7650

RECEPTIONIST
AUTOMOTIVE supplier in Southfield seeks experienced highly motivated full time receptionist. Check date must have excellent phone manners and organizational skills. Responsibilities include, answering phones, and general clerical duties. Professional appearance required. Fax resume to HHM
313-271-0774

RECEPTIONIST/FILLER
BLOOMFIELD Hills 3-4pm, Mon-Fri. $8/hour. Excellent telephone skills a plus. Some computer needed. Call Debie (810) 647-0775

CUSTOMER SERVICE REPRESENTATIVE

We are seeking someone to work in our Livonia office Sundays from 7:00am to 12:00pm to provide customer service for the Observer & Eccentric Newspapers. A qualified candidate will have a high school diploma or equivalent, one to six months of general office experience, good communication, interpersonal and mathematical skills and an overall knowledge of clerical tasks. Must be able to type 30 wp