502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE
Southfield Property Management Company seeks an energetic, enthusiastic Entry Level person to help in its Accounts Receivable Dept. Send resume w/salary expectations to: CMI, P.O. Box 865, Southfield, MI 48037-0865

ACCOUNTS RECEIVABLE
Full time positions available within our central business office in Livonia. Computer and 10-key experience required. Good organizational skills a must. Please include salary requirements. Fax resume to (313) 513-6524 Attn: Lisa. EOE

ACCOUNTS RECEIVABLE - for Windows based program. Also several office duties, including telephone & customer service. Apply in person or call. Fax (810) 642-9353. Fax (810-642-7349. 728 East 11 Mile, Royal Oak.

ACCOUNTS RECEIVABLE
Stamping plant in Northville seeks experienced person to perform order entry duties. Duties could include preparing bills of lading, bar coding and labels, customer service, order processing, shipping documents, sales invoices, interacting with customers and other general office work. IBM Compatible computer knowledge a must. Fast paced environment. Send resume to: 33309 Grand River Rd., Ste. 102, Livonia, MI 48154

ACCOUNTS RECEIVABLE/ COLLECTIONS CLERK
Michigan's fastest growing header in the office products industry has an opening in its Accounts Receivable Dept. The right person should be accounting degree, self-motivated, upbeat, have excellent organizational & phone skills, enjoy fast paced work in a high volume environment. Cash application experience, a plus. Must be helpful, will train the right person. Competitive salary/benefits package. Send resume with wage history to:
STAPLES
BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
Attn: Sean Loughridge
An Affirmative Action/ Equal Opportunity Employer

AD COMPANY position, sales support/billing assistant. Phone and computer skills required. Fax to P.O. Box 526, Southfield, MI 48037

ADMINISTRATIVE INSURANCE CLERK
$7+ Hour
Date stamping, incoming mail. Sorting insurance claims. Good communication & organizational skills. Fast-paced office. Good field area. Growth potential. Experience helpful but not necessary. Temp-to-hire positions.
Contempra
1-800-583-7172

ADMINISTRATIVE ASSISTANT for Windfield Hills sales office. WordPerfect 6.1 w/Windows desired. Resumes to: Lotus 5.0 w/Windows desired. Resumes to: Lotus 5.0 w/Windows desired. Resumes to: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Part-time, flexible hours. Experience required. Computer knowledge preferences needed. 810-477-6270

ADMINISTRATIVE ASSISTANT/ Secretary position available. Word processing, typing (40+) & phone skills a must. Full time. (810) 468-2624

ADMINISTRATIVE ASSISTANT
Manufacturing plant needs administrative assistant for engineering department. Must have knowledge of computers, good office work. Good pay & benefits. Send resume to: Burgey Industries Inc. 30000 Hudson Drive, Farmington Hills, MI 48335.

ADMINISTRATIVE ASSISTANT
Non-smoking financial planning office in Southfield. Typing 60 wpm accurate and for qualified plans a plus as well as Excel & Word for Windows. Salary commensurate with experience. Good resume w/salary requirements to: Lynn Arnold at (810) 353-9513 or mail to: 2000 Town Center, Ste. 1820, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Fast paced Industrial/Commercial Real Estate Brokerage office. Windows (Word/Excel) and 10-key touch typing a plus. Located in Southfield area. Fax resumes to Mr. Stern, Fax 810-350-1708 or phone 810-350-9922.

ADMINISTRATIVE ASSISTANT
Bloomfield Hills based investment banking firm seeks outgoing full time Administrative Assistant with the following skills: Word processing, spreadsheet, word processing and desk top publishing. Send resume to: Box 30002, Bloomfield Hills, MI 48304

Administrative Assistant
Nationally known Management Company is seeking an experienced Administrative Assistant. Position is full-time & requires a person with a professional manner, excellent telephone and organizational skills. Must be experienced in WordPerfect 6.1 for Windows, DOS, Harvard Graphics, Print Shop & QuattroPro. Position requires good interpersonal skills. Competitive salary & benefits. Please send resume to: Box 41592 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150 EOE M/F/V/H.

ADMINISTRATIVE ASSISTANT
General office duties, basic bookkeeping knowledge (Peachtree), interested with experience in computerized accounting. 313-525-4411

ADMINISTRATIVE ASSISTANT
Temporary/temp-to-hire positions available - what is your preference? (810) 737-1711
TEMPORARY RESOURCES

Administrative Assistant
Farmington Hills, $12/hr, MS Office, typing, computer, payroll, sales reports.
Call (810) 474-5000
Express Personnel

Administrative Assistant
Plymouth area, MS Word, Excel, $9/hr, MS Office, Lotus, Data entry experience, Entry Level.
Call (810) 474-5000
Express Personnel

ADMINISTRATIVE ASSISTANT
Full-part-time. Mature. Strong shorthand, accurate typing. Automotive rep agency experience. Benefits. Troy. Resume to: 14175 Lyndon at Mile Rd., Shelby Twp., MI 48315

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Full time position for manufacturing company. Must have 2 years experience; answer phones, typing 40W, Microsoft Word, long Benefits & 401K. Send resume to: National Tool & Die P. O. Box 910415, Livonia, MI 48150 or FAX to: (313) 937-1530

ADMINISTRATIVE ASSISTANTS
Needed Immediately. Long & short term positions are available in the Troy, Auburn Hills and Washington areas. Pay between $8.50-$10.00/hour. Call Visit Services today! 810-740-2113
EOE

ADMINISTRATIVE ASSISTANTS EXECUTIVE SECRETARIES
Outstanding new opportunities with corporate headquarter (international co.), creative/team & real estate development co. Requires MS Word, Excel & experience working for CEO or V.P. Top salary & benefits package. Call Fax resume to Gloria Borowski: 810-932-1170. Fax: 810-932-1214. Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Chemical company seeks computer oriented assistant with good communication skills for administrative sales work. Salary in low $20's plus perks. Send resume to:
Box #1462
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

• ADMINISTRATIVE ASSISTANT/ BOOKKEEPER
• CLERICAL
Manufacturer moving to Northville has immediate full time openings for mature individuals. Must have excellent organizational, phone and people skills along with experience in accounting and computers. Please call: (313) 693-8900

ADMINISTRATIVE ASSISTANT
We have career opportunities with mid-size companies for experienced secretaries who wish flexibility and a great work environment. Opportunities for both long and short term assignments. Temp to perm available. Salary $9-$14/hr. Paid holidays and vacations. Call Sarah
Farmington/Livonia Birmingham
473 2931 646-7661
Advantage Staffing

★ Administrative Assistant
EXCITING OPPORTUNITIES
Expanding company seeking assistants to top level managers in the Downtown Detroit, Troy and Southfield areas. Excellent organizational skills necessary. Must be familiar with MS Word, Powerpoint, Excel & Spreadsheets software packages. Fax resume to 810-649-1688 or send to: Attn: Mr. Lewis, 1000 Big Beaver, Ste 220, Troy, MI 48084

ADMINISTRATIVE SECRETARY
40 hrs/week. Computer skills required. Payroll experience preferred. Contact Susan Martin, Mon-Fri 8am-5pm in the Human Resource Dept. at 313-462-6000, ext. 616.
EMBASSY SUITES
Livonia

Administrative Assistant
Sales Department. Full-time entry level position. Capable individual to act as support to sales team. Order entry, handling customer calls, creating letters and proposals, supervisor/assistant to distributors and customers. Computer experience a must. Must be organized and pleasant phone personality. Full benefits package, dental, life, profit sharing and 401(k) plans. Apply by resume only to: Human Resources, P.O. Box 5470, Northville, MI 48167 or fax to (810) 380-8730

ADMINISTRATIVE ASSISTANT
Colorado Printing is seeking a part-time Administrative Assistant. Flexible hours, 4-6hrs/wk, 5 days/wk. Must be able to type, file and use general office equipment. Must possess great attitude, humor, outgoing personality & the ability to have fun at work. Perfect for student. For interview please call Michelle Malkowski between 1-3 and
1-800-933-9230
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Southfield based CPA firm is seeking an individual to provide administrative support to its members. Individual must have word processing (WordPerfect 6.1 a plus), good organizational and communication skills. Ability to contribute to a team oriented environment is essential. Excellent benefits, compensation and working environment. Send resume to:
Administrative Assistant
27777 Franklin Rd., #1200
Southfield, MI 48034
or E-Mail address
Admin03@schmartz.com

ADMINISTRATIVE ASSISTANT
Southfield CPA firm is seeking a professional, organized secretary to work with a team of individuals. Duties include word processing of presentations, memos and reports, creation of spreadsheets, scheduling of meetings and other administrative tasks. Must have good communication and organizational skills. Some sporadic overtime is required. Competitive salary and benefits. High energy individuals need apply. Fax resume, P.O. Box 691, Southfield, MI 48037.
Fax 810-352-0018
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT, Proficient in MS Word & Excel. Good people skills. Professional. $8-$11 hour. Troy.

SECRETARY, MS Word, Excel, & PowerPoint. Fast paced. $9-$11 hour. Temp to hire

RECEPTIONIST/DATA ENTRY. Good phone skills. Computer literate professional. $7-$8 hour.

DATA ENTRY. Inventory experience a plus. Good oral written and communication skills. $6-$9 hour. Temp to hire.

CALL 810-447-9690
FAX RESUME 810-447-9688
Seeking Personnel Services

ADMINISTRATIVE / CLERICAL
Looking for courteous, personable team player to join our progressive, fast paced accrual firm. Computer, typing, Windows 95 a must. Send qualifications to: The Wilson Group, 9421 Haggerty Rd., Plymouth, 48170

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT NEEDED FOR A DETROIT BASED COMPANY!!!
Knowledge of Excel and MS Word 6.0. Must be a quick learner and detail orientated. Previous experience is a plus. Pay rate depends on past work history. Call or fax your resume today!!!
Corporate Professional Services, Inc.
Phone: (313) 722-7990
Fax: (313) 722-8132
EOE NO FEE

ADMINISTRATIVE ASSISTANT
Your solid office experience, outstanding communication skills, and computer proficiency could open a permanent position with one of our Detroit, Southfield, or Troy basic/accounts. The perfect candidate is highly proficient with word processing, spreadsheet, and graphics software, has excellent management interaction skills, and can keep track of 1,000 things at once. Don't let a great opportunity pass you by!! Call so day to schedule an appointment!
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

ADMINISTRATIVE ASSISTANT
Dana Commercial Credit, a subsidiary of a Fortune 100 company, has a challenging full-time opportunity for an Administrative Assistant in our Inside Sales Department. The department services the West Coast and requires administrative support from 11:30am to 6pm.

Duties will include multi-line phone reception, office organization, typing, filing and report generation. Proficiency with MS Word and Excel, flexibility to handle multiple assignments and strong detail orientation required. This position requires a minimum of one year prior experience.

If you are a self-motivated individual and enjoy a non-smoking environment for both long and short term assignments. Temp to perm available. Salary $9-$14/hr. Paid holidays and vacations. Call Sarah
Farmington/Livonia Birmingham
473 2931 646-7661
Advantage Staffing

Administrative Assistant
Leading automotive supplier located in Canton, Michigan, has an immediate opening for an additional administrative Assistant for growing sales office. Job duties include heavy phone calls/customer contact, typing of business correspondence, coordinating travel arrangements/meetings, and assist in daily support activities. Office is 8am to 5pm with some possible overtime. The ideal candidate possesses 1 to 2 years college, 2 years of related experience, knowledge of WordPerfect and Microsoft Office, with excellent communication skills. Salary negotiable, full medical benefits.

Please forward cover letter, resume and salary history by March 5, 1997, to:
American Yazaki Corporation
Attn: Michelle Tola
Sales Department
6700 Haggerty Road
Canton, MI 48187
To be considered, applicants must include salary history.

Administrative Assistant
We are currently seeking an Administrative Assistant to work in our Wixom office. Duties include back up for support person to our Real Estate Manager. Position requires excellent skills to include such administrative duties as data entry, composition of correspondence, answering telephone and coordinating meetings/appointment, etc. Individual will also be involved in learning all aspects of the real estate business and will be responsible to form concept through building completion as well as tenant satisfaction.

The individual we seek will be an enthusiastic self-starter who has the ability to successfully handle a variety of duties simultaneously. PC proficiency in Microsoft Word and Excel a plus. Superior verbal and written communication skills are needed as is the talent to deal effectively and professionally with office personnel and outside vendors.

If your meet our qualifications, we would like to hear from you. For consideration, please send resume with cover letter to:
Human Resources Generalist #89A
Dart Container Corporation
500 Hogsback Road
Mason, MI 48854
EOE

ADMINISTRATIVE
Hovnanian Business Systems has an opening for an administrative assistant able to work as a Sales Coordinator. Excellent organizational skills and prior office experience necessary. Computer knowledge 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 excellent salary and benefits and teamwork, please send cover letter and resume to: Marketing Support Manager, HOVNANIAN BUSINESS SYSTEMS, 31180 Bridge Street, Novi, MI 48375. EOE

ADMINISTRATIVE
Quest Office Interiors, a local furniture dealer, is seeking a pleasant and visual with excellent phone skills, complimentary computer and accounting software knowledge, coupled with strong organizational, secretarial and administrative skills. Fax resume to: 313-591-5918

ADMINISTRATIVE PERSON
For small, busy, friendly consulting practice. Must be self-starter, detail oriented, good with numbers and clients, self-assured, and dependable. Flexible, part time hours to start. FAX resume with salary history to:
(313) 722-1287

ADVERTISING AGENCY SECRETARY
Client services department of international agency has opening for accounts and client services departments. Temp to perm. PowerPoint or Macintosh a plus. Call Susan today.
Birmingham Farmington/Livonia
646-7661 473 2931
Advantage Staffing

502 Help Wanted-Office Clerical

ADMINISTRATIVE OPPORTUNITIES
Brass Craft Manufacturing, a growing Masco division, has excellent opportunities for candidates for administrative personnel to work in its engineering and customer service departments at its headquarters in Novi.

The ideal candidates will have 1-3 years of demonstrated administrative experience in a professional office environment. Excellent PC literacy, solid customer relations skills, and a HS diploma or equivalent, with some administrative training beyond high school are required.

We offer a competitive wage and benefits package. Please submit your resume and salary history (no phone calls, please) in confidence to:
Brass Craft Manufacturing Co.
P.O. Box 5032
Novi, MI 48376-5032
Equal Opportunity Employer M/F/D/V

AIRCRAFT RECORDS CLERK
Growing Cargo Carrier located at Willow Run Airport has an immediate opening for a Data Entry Clerk in the Records Department. The ideal candidate must have data entry and filing experience as well as the ability to work with high volumes of numbers. Must also be proficient in the use of Microsoft Word and Excel. Excellent benefits package. Send resume to:
Director of Human Resources
USA Jet Airlines
2054 D Street
Belleville, MI 48111
Fax: (313) 483-1363

ANIMAL HOSPITAL
Seeks Receptionist, part-time. Must be dependable, have good communication skills & able to provide excellent Team player-flexible. Apply within:
25865 W. 8 Mile, Redford

APPOINTMENT SECRETARY
Set appointments by phone. Nationwide company would to pay $6-$8-$15/hr. Immediate openings, permanent positions. (810) 348-4754

ARE YOU LOOKING FOR A CHANGE OR NEED FLEXIBILITY?
We have Temporary and Permanent positions!
• Accounts Receivable/Payable $8-$15
• Data Entry $7-$9
• Administrative Assistant $7-$12
• Word Processors $7-$10
• Receptionist $7-$9
1 year office experience needed. Call today for an appointment.
Quality Staffing Inc.
810-354-4961
or
Fax: 810-354-8366

ART CENTER seeks part-time office assistant for data entry & general office tasks including answering telephones & greeting public. Computer experience required. $7 an hour. 15 hours a week. Resume required. Send resume by March 8th to: Pard Creek Center for the Arts, 407 Pine Street, Rochester, Mi. 48307. An Equal Opportunity Employer

ASSISTANT BOOKKEEPER
Government subsidized Housing. Experience preferred in resident records & rent control rent control system. Must have pleasant phone manner & get along well with people. Please send resume to: McDonnell Tower, 24 Cook Center Dr. Southfield, MI 48034 EOE

ASSISTANT
Needed for busy real estate agent. Must be able to handle a variety of tasks. Need computer skills. $8.50 to start. Hours: 9-2pm, Mon-Fri. Call (313) 454-7115 or if just application or mail resume to: Century 21 Row, Attn: Yoshie Freyman, 42172 Ann Arbor Trail, Livonia, MI 48152 (Six Mile/ Newburgh Rd.) Fax to: (313-454-6713

ASSISTANT/SECRETARY FOR small construction company. Typing 55 WPM, phone, job scheduling, collections. Fax resume to Dewitt Interiors & Asphalt Maintenance, Milford (810) 684-5331

ATTENTION: HOUSEWIVES, RETIREES & STUDENTS
Part time • FLEXIBLE HOURS and days available. Data entry, preparation and filing of Orders and computer work.
The Bench Mark
in Downtown Farmington
Contact Paul Bachick at
(810) 477-6116

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

AUTO DEALER CASHIER
needed full time. Experience preferred. Excellent salary & benefits. Please apply in person or call 810-478-9000
Bob Sellers Pontiac-GMC Truck
38000 Grand River
Farmington Hills

AUTO DEALER
needs part-time tax clerk, 20-25 hours per week. Resale.
Call Mrs. Madden, (810)474-1234

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

AUTOMOBILE DEALERSHIP
has an office position open for an individual with some computer, clerical or bookkeeping experience. Duties to include: preparing auto billing, paperwork processing, telephone receptionist, cashiering and general office duties. Must be organized with repetitive duties as needed. Opportunity for learning and growth. Please call Laurie Hegler for appointment at:
Infiniti of Farmington Hills
(810)477-8720

BILLING CLERK/CUSTOMER SERVICE for growing national alarm monitoring company in a non-smoking office. Data entry, bookkeeping or accounting experience helpful but not necessary. Medical benefits paid. Please mail or fax resume to: 37733 Enterprise Ct., Suite 500A, Farmington Hills, MI 48331
Fax: (800) 883-9604

BILLING ENTRY
Steady work/excellent pay. Flex time hours. Knowledge of Windows helpful. Call Ann at 313-271-1144. 1-800-835-0553 or 313-522-9579

502 Help Wanted-Office Clerical

BILLING CLERK
Plymouth area. Full time, benefits. Must have general office & data entry experience. Job with variety. Position available immediately. Starting at $7.50 per hour. Send resume to: P.O. Box 700204, Plymouth, MI 48170.

BILLING MANAGER
Full time position for experienced in computers (AS400). Customer Service & data entry. Position available immediately. Send resume to: P.O. Box 700204 Plymouth MI 48170

BIRMINGHAM LAW FIRM SEEKS
1) RECEPTIONIST - must have excellent computer, dictation, phone and people skills.
2) PARALEGAL - minimum 2 yrs. experience drafting & assembling estate planning, corporate & probate documents; proficiency with WordPerfect a must! Send resume to:
Administrator,
280 W. Maple Rd., #300,
Birmingham, MI 48009

BOOKKEEPER / CLERK
Some experience with bank reconciliations, payroll, sales taxes & computer. Exp. in Peachtree/CPA office etc. (810) 350-2600

BOOKKEEPER
Detail oriented, well organized individual needed for medical management firm. Responsible computerized accounting skills, experience in A/R, A/P, bank reconciliations, general ledger thru trial balance. Requires extensive knowledge of computerized Spreadsheet programs. Part-time position with excellent compensation package. Fax resume to:
810-386-7711

BOOKKEEPER
EXPERIENCED bookkeeper. Duties will included: payroll, general ledger, A/P, A/R, bank reconciliations. Must have medical and dental fully paid by company. 401K plan available. Send resume to: Carl Perry, P.O. Box 637, Walled Lake, MI 48390

BOOKKEEPER
FOR rapidly growing company. Good pay, full benefits, 401k, and vacations. Relaxed working conditions. Please send resume to:
P.O. Box 80816
Birmingham, MI 48012-0164

BOOKKEEPER/FULL CHARGE
For downtown Birmingham, real estate management firm. Must be experienced through financial statements for the last (past) 5 years. Yardi helpful but not necessary. Knowledge of Lotus a plus. Great Pay, Great benefits. Send resume to: Bookkeeper, 163 Pierce, Suite 2, Birmingham, MI 48009. Fax (313)192-Shelby Twp., MI 48318-3191

BOOKKEEPER & GENERAL OFFICE - Small Birmingham office. Pay commensurate with experience. Call 8am to 3pm Mon. Tues. or Thurs. 313-427-4343

BOOKKEEPER INDEPENDENT & MOTIVATED
A professional Southfield financial firm seeks an organized individual with strong A/R and A/P experience and MS Excel/Word experience. Responsibilities include: daily financial statements, bank reconciliations, payroll and all aspects of receivables/accounts payable. Please send or fax resume with salary and salary requirements to: Signature Financial Group, Inc.
810-353-5800

BOOKKEEPER
INSURANCE agency in Birmingham needs full charge bookkeeper to work. Monday thru Friday, flexible hours. Must know computer software like Microsoft Excel/Quickbooks/Word Perfect needed. Tax filing experience a plus. Call (313) 172 0-0 Mr. Livonia, MI 48152 (Six Mile/ Newburgh Rd.) Fax to: 313-464-6713

BOOKKEEPER
PART time. Experienced with payroll, taxes, sales tax, accounts payable.
(810) 348-9666

BOOKKEEPER
PART time. Peachtree. Full charge Exp. w/general ledger and bank rec. Must. Computer exp. req. on Peachtree, Quickbooks or like system. Some work in office. $8-$9 hourly at
(810) 647-5682

BOOKKEEPER
Part time. Immediate opening for individual experienced in accounts payable/receivable & general ledger. Must have good computer skills. Flexible hours. Send resume to: VSC, Inc., 40442 Grand River Suite J, Novi, MI 48375 or fax. 810 476-5814

BOOKKEEPER
Residential Building Company is seeking an experienced Bookkeeper/Receptionist for its Novi office. Responsibilities include assisting in all departments. Organization is a strong emphasis in accounting.
Please send your resume to
ATTN: Controller
Adler Building & Dev. Co.
719 E. Grand River Ave.
Brighton, MI 48116

BOOKKEEPER/SECRETARY
Immediate opening for bookkeeper/secretary. Full or part time. Mature individual needed. Great working environment. Competitive salary. Send resume to:
Box #1464
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Troy law firm looking for full time experienced bookkeeper for their 2 person accounting department. Computerized accounting and ledger experience. Fax resume to 810-643-9924 or call for appointment. 3001 W. Big Beaver, Ste. 624, Troy, MI 48084

BOOKKEEPER WANTED
Part-time. Must know Peachtree Accounting program. Very flexible hours in a bookstore (810) 471-4742

BOOKKEEPING
PERMANENT PART TIME
Livonia based non-smoking communications company seeks a responsible, detail oriented person with excellent organization skills. 20-24 hrs. Previous bookkeeping & computer experience required. WordPerfect, Lotus a plus. Includes some general office duties. Pleasant non-smoking environment. For details, call Mon.-Fri. 8am-5pm. (313) 522-6382

BOOKKEEPING/SECRETARIAL
A/R, A/P and computer experience. Northville location. Pleasant non-smoking environment. Phone or fax resume. Peterson Window Corp. (810) 347-2400 Fax: 810-347-1520

BROKERS
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: PO Box 3006 Birmingham, MI 48012
Smith Barney is an
Equal Opportunity Employer
Male/Female/Handicapped/Vet

502 Help Wanted-Office Clerical

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

Call Today
Work Tomorrow
Immediate Positions Available in the Troy Area
• Executive Level Administrative Assistant
• Word Processor - Typing Speed a Must
• Data Entry Positions
• General Clerical
ALL positions require 3-6 months office experience. For immediate consideration call TODAY'S at:
(810) 649-4455

CAREER OPPORTUNITIES
Excellent opportunities are available in the Livonia area. We are looking for people with enthusiastic attitudes and a desire for change. Immediate full-time openings available in:
• Reception
• General Office
• Administrative
• Secretarial
• Human Resources
Call for an immediate interview!!
PERFORMANCE PERSONNEL
313-513-5823

CAREER POSITIONS
Immediately available for Receptionist, Data Entry, Administrative Assistant with Microsoft office skills, Accounting and Inside Sales. All positions offer competitive salaries & full benefits. Saturday AM appts. available.
PERMANENT STAFF
Farmington Hills 810-737-5750
Troy 810-585-2720

SATURN
CASHIER/ RECEPTIONIST
Part time position. Must be enthusiastic friendly and outgoing individual with work environment. Apply in person to:
SATURN OF FARMINGTON HILLS
24706 Haggerty Road
Farmington Hills, MI 48335
(810)473-7220

CITY OF WALLED LAKE
ADMINISTRATIVE SECRETARY
Top notch skills including WordPerfect 6.1, Excel, typing, and shorthand or speedwriting preferred. Energetic, service oriented individual with performing multiple tasks. This Union position has a starting wage of $24,918. The City of Walled Lake is an Equal Opportunity Employer. Send resume/letter: City Clerk, City of Walled Lake, 1499 E. West Maple, P.O. Box 9007, Walled Lake, MI 48390 by March 7, 1997

CLERICAL/DISPATCH. Diversified Business Forms is looking for someone 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 and 401(k) and a company sponsored pension plan. If you are interested in this position, please send resume to:
Human Resource Representative,
DIVERSIFIED BUSINESS PRODUCTS, 37887 Interstate Drive, Farmington Hills, MI 48335. EOE

CLERICAL/ ADMINISTRATION
LOOKING for intelligent and dependable individual to handle processing of paperwork for an insurance agency on a full time basis. Please call
(810) 644-1215

CLERICAL ASSISTANT
Part-Time
A leading provider of insurance and related products is looking for a part-time Human Resources Assistant for our offices in Southeastern Michigan.

The successful candidate must have 2-3 years Human Resources clerical experience, 1-2 years of PC data entry experience along with strong organizational, oral/written and computer skills.

We offer flexible hours, as well as an excellent opportunity for professional development. If you are a self-starter and have the necessary qualifications, you'll enjoy this challenging opportunity. Please submit your resume to:
HR/Clerical
P. O. Box 5013
Southfield, MI 48086-5013
An Equal Opportunity Employer

CLERICAL/COMPUTER OPERATOR
Medium size Southfield company in Southfield has openings for a part time, 7 hr. per day position. Must have good knowledge and typing ability. Medical benefit package and pleasant office atmosphere. Call Richard Zemke at 810-357-2311. Horace Mann Companies, 24450 Evergreen, Suite 105, Southfield EOE

CLERICAL - FULL-TIME
Clerical position. Good phone and computer skills a must. We are looking for problem solvers for busy office. Salary DOE. Benefits.
Call (313)937-3970 x 45

CLERICAL/GENERAL OFFICE
Troy area. Requires basic computer skills, strong phone skills & a positive attitude. Send resume to: ETI, 4555 Corporate Dr., Suite 304, Troy, MI 48098 or FAX 810-641-7405

CLERICAL
IMMEDIATE opening in busy South-field office. Clear speaking person to answer phones as well as filing, photocopying, data typing. Call Louise 1-800-285-6700 ext. 322

CLERICAL
IMMEDIATE opening in Troy for a full time person with strong communication and team concept skills. Duties will include: maintaining A/R, driver payroll, filing and general office assistance. Must possess good computer skills and desire to join a winning team. Transportation experience a plus. Only motivated candidates need apply. Salary and benefits package including vacation and holidays. Call for an interview: (810) 583-7773 or FAX resume to: (810) 583-2933

502 Help Wanted-Office Clerical

CLERICAL OPPORTUNITIES
Our rapidly growing network has positions in Southfield and throughout all of our medical centers.

Positions require one year clerical experience and accurate typing/computer keyboard skills. Total candidates will possess medical office experience and medical terminology.

To hear a complete listing of open positions and instructions on how to apply, please call our Job Opportunity Hotline at 810-424-3171 (press 3, then 2)
PROVIDENCE
Hospital and Medical Centers
An Equal Opportunity Employer

CLERICAL - Part-time 1-5 Multi-task position. Experience on phone and computer helpful. Apply 37hr. Call Linda 313-953-0210

CLERICAL POSITIONS
Full or part time positions available for Customer Service Rep. Farmington Hills State Farm agency is looking for responsible & mature adult members. Insurance experience is preferred but will train the right person that wants to learn and be a team member. Please call Bill Reilly: (810) 851-5050

CLERICAL
POSITIONS available in warehouse office. Qualified candidates will possess good communication skills, accurate data entry skills, and can work well under pressure. We offer a competitive salary and benefits package. Send resume and salary requirements to: Human Resources/WHCL, ACO Hardware, 23333 Commerce Dr., Farmington Hills, MI., 48335-2764. EOE

CLERICAL
Retail company seeking very detailed person for full-time Clerical, Inventory, Bank Deposits, Data Entry, computer literate & flexible. Competitive wage & excellent benefit package. Send resume & salary requirements to: PO Box 1000, Dept. Drawer 7, Oak Park, MI 48237

CLERICAL
Wholesale golf company seeks computer literate individual for data entry and inventory updating. Position will also contact customers regarding items. Must have minimum of 2 years clerical experience. Full time position. Call 810-549-5334

CLERICAL
2 full time positions in non-smoking Troy office. 1 entry level and 1 payroll clerk. Good benefits.
Call Kathy: (810)583-4750

CLERKS
Livonia area - Tuesday's only
8:00am - 6:00pm
DATA ENTRY OPERATORS
10,000+ Immediate openings
All shifts. Full & part time
Detroit, Southfield, Troy
Employers Temp, Inc.
(810) 353-7050
Equal Opportunity Employer

CLERKS NEEDED!
General office clerks wanted for IMMEDIATE part time positions. 8am-2pm or 4 pm-8pm, Mon-Fri. Long term assignments available. $7/hour. No experience needed! Call Uniforce Staffing Services for immediate interview! (810) 646-7660. EOE.

CLERKS
Please see our ad under Medical Assistants/LPN's in the Medical section of today's paper

UNIVERSITY OF MICHIGAN HEALTH SYSTEM

CLIENT SERVICES SPECIALIST
Expanding business forms distributor has immediate full time opening in our Livonia office. Responsibilities include customer service, order processing, telephone sales and office support duties. Position requires proficient WordPerfect skills and minimum of two years office experience in customer service or sales support capacity. Competitive wage, full benefits, 401k plan. Send resume to: Human Resource Manager, PO Box 19189 Lansing, MI 48901-8189

COLLECTION ASSISTANT
For Troy Law office. Must have experience in collections, preferably litigation accounts. Salary commensurate with experience. Call Sharon (810) 643-4700

CONTRACT COMPANY seeking experienced individual with high pay and benefits background in Excel, bookkeeping, accounting, with good organizational skills. Good pay & benefits. Please call
1-800-968-0737
or send resume to:
Hamel Staffing, Inc.
24101 Novi Rd., #200
Novi, MI 48375

CONTRACT STAFFING COMPANY - seeking clerical assistants for various levels of employment. Prefer background in Word, Excel, Lotus, Excel, Windows & Microsoft Office. Excellent pay & benefits. Work initially temporary to permanent positions, please send resume to: Harris-McSurley Services, 31101 Novi Rd., #200, Novi, MI 48375

CONTROLLER/ OFFICE MANAGER
Accountant with strong interpersonal skills and desire for more operational involvement needed for small dealer/office manager/assistant to President position with a successful, company-held manufacturing company. Responsibilities include basic general accounting, payroll, office & facilities management, and general resource for President. Salary commensurate with experience. Please submit salary history and resume to:
Controller
27777 Franklin Rd. Suite 1200
Southfield, MI 48034

CUSTOMER RELATIONS
BUSINESS TO BUSINESS
International business products manufacturer is looking for customer service staff. Experience listening and tracking a variety of business problems required. Long term assignment. Starting rate is $9/hr. Located in Auburn Hills, Keego Harbor and Troy. Call Kathy
Birmingham Livonia
646-7661 473-2931
Advantage Staffing

★ Customer Service Rep
Immediate Opening
Full time position in office in Bloomfield. Typing & computer knowledge. Non Smoking building.
ARBOR TEMPS 459-1166

CUSTOMER SERVICE
A professional downtown office has openings for energetic individuals. Must have excellent communication skills & ability to work independently in a fast-paced environment. Previous phone experience preferred.
Call Ann at 313-259-5087

CUSTOMER SERVICE REPRESENTATIVE
For fast paced office. Day & evening shifts. Apply within at: 20783 Grand River, Farmington Hills.

CUSTOMER SERVICE
$8-$10 Per Hour
Westland company looking for an experienced customer service rep. Industrial manufacturing background would be helpful. Great office, clean environment, great benefits.
ARBOR TEMPS 459-1166

CUSTOMER SERVICE / REPRESENTATIVE
Full time position available in a busy non-smoking, hospitality/medical office. We seek pleasant professional out-going person with good phone/computer/telephone skills. Customer Service experience is a plus. Send resume and salary requirements to: Box #1474
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPRESENTATIVE
Weight Watchers in Farmington Hills is seeking Customer Service Representatives for an expanding department with our Southfield, Troy and Troy customers. Call today to schedule an interview.
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

Do You Have Experience Being Nice?
Then we've got assignments for you!
-Paid Training
-Long term
Ideal candidates will have customer service and computer experience. Good verbal/written skills required.
Call or stop by today!
810-362-1180
KELLY SERVICES
Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVE
Spartan Stores, Inc., a grocery wholesaler serving over 300 retailers in Michigan, Indiana and Ohio, has an immediate opening for an experienced Customer Service Representative.
Responsibilities include responding to all member store inquiries and resolve problems in accounting, billing, shortages, credits and pickups, provide product information, answer customer inquiries and maintain financial accounts. Hours are Mon. - Fri., 11 AM. - 7 PM. Occasional overtime, weekdays and some holidays.
Previous experience in customer service required as well as excellent verbal and written communication skills. Computer grading ability also required. General knowledge needed of LIST, list data entry and computer operations. Previous experience working in the grocery industry a plus.
Immediate consideration please send resume to:
SPARTAN STORES, INC.
Attn: Human Resources - C.S.
9075 Haggerty Rd.
Between Ann Arbor & Ann Arbor Rd.
Plymouth, MI 48170
Equal Opportunity Employer
Male/Female/Disabled/Vet

DATA ENTRY
Accounts Processing
Gain experience for the new department of Michigan's largest financial institution. Long or short term positions available in Auburn Hills, Southfield and Dearborn.
LOGISTICS SUPPORT
Major carriers in Wayne and Plymouth need data processing clerks. Must have experience with MS Office preferred. Immediate temp to hire assignments and openings.
Call Leslie today
Birmingham Livonia/Farmington
646-7661 473 2933
Advantage Staffing

DATA ENTRY: BOOKKEEPER
At Ethan Allen, we're really good places to work. As a leader in the fine home furnishings industry, we can offer you an excellent career opportunity in our Birmingham office. Ideal candidate has 2 years office hours individual with experience in all facets of bookkeeping within a large office.
The position offers a good hourly rate and comprehensive benefits package. For prompt consideration, please call 810-540-6534
Ethan Allen
275 North Woodward
Birmingham, MI 48009
Equal Opportunity Employer - M/F

DATA ENTRY
Gain experience in the transportation industry. Our Troy office seeks people in the Operations Department. Good typing skills and attention to detail are desire to be