502 Help Wanted-Office Clerical

BOOKKEEPER/ HUMAN RESOURCES

A Novi based Manufacturer's Representative is looking for a Bookkeeper/ Human Resources person to manage & monitor the books & benefits of a 40 person firm. Duties include accounts payable/receivable, payroll, general ledger & issuing SUTA tax returns as well as employee benefits administration. This is a very professional firm with a pleasant, non-smoking work environment. The position is full time, salary based & includes benefits. Please send your resume to:

Greg Rathburg
P.O. Box 505
Novi, MI 48376

BOOKKEEPER/CLERICAL
Needed ASAP. Reliable person interested in long term part time position in fast-paced, 1 person office. Experience using Quicken & MS Office a must. Approx. 15 hrs/week.
Call Kathy 810-755-4579

BOOKKEEPER/SECRETARY
Immediate opening for bookkeeper/ secretary. Flexible hours. Mature individual needed. Great working environment. Excellent salary. Send resume to:
Box #1374
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPING ASSISTANT
PERMANENT PART TIME
Livonia based manufacturing communications company seeks a responsible, detail oriented person to assist organization skills. 20-24 hrs. Previous bookkeeping & computer experience required. WordPerfect knowledge plus. Includes some general office duties. Pleasant non-smoking environment. For details, call Mon-Fri., 8am-5pm:
(313) 522-6362

CAREER OPPORTUNITIES

Permanent Positions

CLERK/TYPIST - Several positions for individuals with 1+ yr. experience, 40wpm typing & 10-key competency required.

DATA ENTRY - Experienced individual with 8,000 keystrokes needed.

SECRETARY: Answer 8 lines, MS Word for correspondence & proposals. Nice variety.

ADMINISTRATIVE ASSISTANT - Automotive firm has individual to assist marketing director. MS Word, Excel & Powerpoint needed. Terrific opportunity!

PERMANENT STAFF
Troy: 810-585-2720 Fax: 585-2725
Farmington: 810-737-5750 737-5878

CASHIER

Full time position 11:00 A.M. to approximately 7:30 P.M. Mon.-Fri. (2 Sat. per month). Must have basic clerical skills, math aptitude, enjoy detailed work, good organizational skills and have computer experience. Excellent company benefits. Please send resume or apply between 9:30 A.M. and 4:30 P.M., Mon.-Fri.

Hallmark
Cards

31111 Industrial Rd.
Livonia, Michigan 48150
EOE

CLAIMS ADMINISTRATOR

Full-time. Previous medical / dental claim experience preferred. Excellent customer service, Excel and Word knowledge preferred. Mail resume:
Manager-EBS, PO Box 7007,
Troy, MI 48007-7007.

CLAIMS ASSISTANT

Worker's Compensation

At least 1 year experience. Responsibilities include processing & entering claims management staff in handling of medical only claims. Mail resume:
Human Resources
PO Box 58
Southfield, MI 48037

CLERICAL ASSISTANT - general contracting firm looking for full time clerical assistant. Must be able to work 9-5. Lotus 123, & telephone experience. Send resume to: General Contractor, 29111 Stephen, Suite 351, Livonia, MI 48150-2761

CLERICAL ASSISTANTS

New Horizons Livonia and Troy training center are looking for clerical assistants on a part-time or full time basis.

The following skills are required:
- PC experience (word processing & spreadsheet)
- Excellent telephone communication skills
- Good typing skills
- Detail oriented

The pay will be $7-$8 per hour.
Fax resume to Human Resources
(313) 525-1401
Immediate Job opportunities!

CLERICAL/CUSTOMER SERVICE
hard working, energetic self starter needed to learn international transportation from the ground up. Ideal candidate will possess a good eye for detail & strong communication skills. Fax resume to: Human Resources, 24445 Northwestern Hwy. Ste 220, Southfield, MI. 48075

CLERICAL-INTERNATIONAL Trade Big Beaver • Coolidge, Troy. Resume w/salary requirements to PO Box 835, Birmingham, MI 48012-0835

Clerical

DO YOU NEED AN EXCITING CHANGE?

Republic Bancorp Mortgage Inc.- One of Michigan's largest residential mortgage lenders, is offering employment opportunities for energetic personnel ready to take on a challenge! Full time and part time positions are available in our Farmington Hills and Brighton offices. General clerical and post closing openings. Please fax or send your resume:

REPUBLIC BANCORP MORTGAGE

ATTN: HR/FHBR
31155 Northwestern Highway
Farmington Hills, MI 48334
FAX: (810) 932-6515
EOE/AA

CLERICAL

FULL & Part time positions available. Ideal candidate possesses 50 wpm, bookkeeping, customer service and telephone reception. Must have good PC skills and be self-motivated. Competitive pay and benefits. Send resume to: VSC, Inc., 40440 Grand River, Suite J, Novi, MI 48375.
Or FAX resume: (810) 476-5814

CLERICAL OPPORTUNITIES RADIOLOGY

The following positions are currently available:

ER/X ROOM TECHNICIAN. Full and part-time days and part-time afternoons. Requirements include one year hospital related clerical experience and 35 wpm accurate typing.

REGISTRAR: Full and part-time days. Requirements include one year experience in patient registration, patient insurance verification or patient billing; experience in computer data entry preferred; ability to type 35 wpm accurate typing

TRANSCRIPTIONIST: Part-time flexible hours with weekend rotation. Requires medical transcription experience and 50wpm accurate typing.

Please apply in person to Suite 200, Mon-Thurs 8am-2pm or mail a resume to:

PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22975 Greenfield, Suite 310
Southfield, MI. 48075
An Equal Opportunity Employer

CLERICAL, Part-time (PM-SPM) Multi-task position. Experience on phone and computer necessary. Call Linda: 313-953-0210

CLERICAL - part time wanted for busy, friendly Birmingham payroll office. Should be a team player, computer literate & well organized. Billing experience desirable. Please send all resumes to: Attn. Andrea, 700 N. Woodward, #300 Birmingham, MI 48009, or fax 810-642-6832

CLERICAL

Phones, W.P. knowledge, 35 wpm accurate, buyer purchaser. $&Tv. Full time, good benefits.

HUMAN RESOURCES

(810)553-7710 (810) 541-0600

CLERICAL/RECEPTIONIST
wanted 3PM-9PM, Monday through Friday. Thirty hours per week with benefits. Needs strong telephone communication skills, data entry and general office experience. Send resume to: Farmington Area Counseling Center, 23150 Middlebelt, Farmington Hills, MI 48336 - Attn: Sue Demers

CLERICAL/ RECEPTIONIST

New York Carpet World is looking for an alert, reliable and dependable person to handle general office duties for the store. Pleasant telephone manners a must. Part-time evenings and weekends. Apply at 23640 W 8 Mile Rd., corner of 8 Mile & Telegraph.

CLERICAL

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

502 Help Wanted-Office Clerical

CLERICAL

SEVERAL POSITIONS NOW AVAILABLE BOTH LONG & SHORT-TERM GREAT PAY!

- Administrative Assistants
- Word Processors
- Accounts Payable/Receivable
- General Clerical

One year recent office & computer experience needed. Good communication skills & organizational skills a must!
Call or fax your resume to:

Quality Staffing, Inc.
810-354-4081
Fax: 810-354-8366

CLERICAL SUPPORT

Manufacturing company seeking clerical support for sales department. Flexible 24 Hours a week. Data Entry, Phones & General Office Duties. Clerical Skills $8-$10/hr. Call 810-649-0009 or Fax resume to 810-649-1848

CLERKS & RECEPTIONIST

Temp to Hire Positions

$4 per hour. Various positions located through out the metro area, many career minded environments. Some office and computer experience a must. Call 810-309-3450 or fax resume to 810-309-3539.
Sterling Personnel Service

CLERK TYPISTS

2 Part time positions available in Garden City and 1 in Livonia. Duties include typing (minimum 50 wpm), WordPerfect 6.1, answering telephones, copying & filing. Send resume to: Executive Secretary, 6012 Merriman Rd., Garden City, Mich. 48135.
An Equal Opportunity Employer

CLIENT SERVICES SPECIALIST

Expanding business needs individual has immediate full-time opening in our Livonia office. Responsibilities include customer service, order processing, design, 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 18189
Lansing, MI 48901-8189

CLOSING SECRETARY

Closing specialist for national title insurance company needs sharp person with good typing skills. Will train. Real estate or mortgage experience helpful. Send resume to:
P.O. Box 1819
Observer & Eccentric Newspapers
36251 Schoolcraft Road
Livonia, MI 48150

COLLECTIONS REP
Ann Arbor based equipment leasing company. Entry level. Responsible for collecting past due accounts. Candidates should possess good verbal & written skills. Heavy telephone contact required. Please send resume to: Receivables Manager, 3300 Washtenaw, Ste. 230, Ann Arbor, MI. 48104.
An Equal Opportunity Employer

COMPUTER OPERATOR

Automotive Transportation. Computer seeking career minded individual for entry level position. Pleasant Degree in Computer Information systems. Experience preferred but not required, ability to solve problems, perform structured tasks repatively, communicate effectively verbally & in writing to learn new skills. Excellent benefit pkg. & pleasant working environment. Fax resume to: Box #1871
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER SUPPORT

Livonia firm is looking for a computer literate candidate for user support. Night shift. Must have prior computer support experience. Please send resume & salary requirements to:
31777 Enterprise Dr.
Livonia MI 48150
Attn: HR-MIS

CONTROLLER

Troy based construction firm is seeking an experienced accountant to handle project costing and general accounting duties. 2-4 years experience required. CPA or MBA a plus. Full benefits. Position available immediately. Send resume to:

Controller
P.O. Box 248
Troy, MI 48099.

COORDINATOR - Southfield based Audio/Visual rental company seeks individual to coordinate equipment rentals, driver today & long term customers. Will train. Fax resume to Brenda 810-351-2227

CUSTOMER LIAISON

Growth oriented company seeks professional outgoing personality and ability to hit the ground running. Will work with established clients such as Ford Motor Company. Must be computer literate.

Diversified Recruiters
810-344-6700 Fax 810-344-6704

CUSTOMER RELATIONS SOLUTIONS CONSULTANT

International production manufacturer is adding to customer service staff. Experience listening and tracking a wide variety of business problems required. Long term assignment. Starting rate $10/hr. No sales. Auburn Hills, Southfield and Troy. Call Colleen today
Birmingham Livonia
648-7667 473-2931
Advantage Staffing

FARMINGTON HILLS insurance agency needs Customer Service Rep. Experience preferred. Call Beth, 8-5:30pm 810-615-4903

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP
Needed for busy investment firm. Candidate must be self-starter, exhibit problem solving ability and possess excellent communication, math and computer skills including WordPerfect. Non-smoking office. Salary negotiable and resume to Personnel Dept. 3883 Telegraph Rd., #100, Bloomfield Hills, MI 48302

CUSTOMER SERVICE-REPRESENTATIVE
For fast paced office. Day & evening hours, 40 hrs. per week. 30765 Grand River, Farmington Hills.
(810) 478-7030

CUSTOMER SERVICE

$8-$10 Per Hour
Westland company looking for an experienced customer service rep. Industrial manufacturing background would be helpful. Light office, clean environment, great benefits.
Temp to Perm
ARBOR TEMPS 734-459-1166

CUSTOMER SERVICE

West Bloomfield office looking for outgoing individual for Customer Service Representative. Good communication and multi- line phone experience a must. Understand Microsoft Word and Excel a plus. W2 train right individual. Send resume to: Mary, 6150 Haggerty Rd., Suite E, West Bloomfield, MI 48323.

CUSTOMER SERVICE
REPRESENTATIVE
NOVI
Full time position available in a busy non-smoking legal/medical Novi office. We seek pleasant professional outgoing person with strong 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

DATA ENTRY

Accounts Administration
Long or short term assignments available in Auburn Hills, Plymouth & Romulus. Qualified candidates must possess:
- excellent people skills
- basic math skills
- prior business experience

Call Donna today
Birmingham Livonia/Farmington
648-7667 473-2933
Advantage Staffing

DATA ENTRY
at area courthouses. Looking for mature person with typing skills and reliable car. 313-961-9400

DATA ENTRY
Full time position available for small fast paced Carrollton office. Looking for high energy, proficient typist, that is willing to learn or has prior look of the experience. Call 313-397-3200

DATA ENTRY

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

DATA ENTRY
Immediate openings in the Plymouth area for Data Entry/Processing positions. $9/hr. Fax resume to:
313-427-8926 or call
313-438-1535

DATA ENTRY/KEYPUNCH
Exp. data entry needed, day and afternoons shift. Full/part time, steady work, benefits. Good pay for good operators. Prefer 12,000 K/S plus. Call Cheryl. (313) 581-5288

DATA ENTRY - KEY PUNCH
WORK AT HOME
Experience operators for our home division. Must have 6 months data entry experience. Must be fast & accurate, able to work 7 hrs per day. Top operators can make $10-12 an hour. Must be dependable, steady & professionally experienced. Call Kathy or Cathy at Of-The-Art PC's with best software. Call Mr. Wolfe..... 313-581-5269

DATA ENTRY OPERATOR

Must have good typing skills & great customer service attitude. Blue Cross HMO, dental, 401K, 100% tuition reimbursement. Great base & commissions. Excellent advancement opportunities. 810-478-7355 Nice Livonia Office.

DATA ENTRY

Plymouth automotive supplier is looking for person with Excel and MicroSoft Word experience. Will work in the Purchasing Department. 20-25 hrs/week. $7.00-$9.00/hour. Call (810) 340-9220 or fax resume to: (810) 340-9222

DATA ENTRY/RECEPTIONIST
Full time position for pleasant individual with excellent phone skills, computer literate with Word Perfect & Order Entry experience. Excellent benefits. Call Sharon at Neff's Carburetion (313) 595-7776

DATA ENTRY

Universal Standard Medical Laboratories, has temporary and permanent openings on multiple shifts for individuals with solid data entry skills. Qualified candidates will have at least 2 years of data entry experience and will be able to maintain a minimum productivity level of 10,000 sph. High school diploma or equivalent. Gather or bank letter experience is also helpful. The full time position offers a highly competitive pay rate with a complete employee benefit package. Positions offer a competitive pay rate and benefits package. For prompt consideration, apply in person, 9am-4pm, or forward a resume to:

UNIVERSAL STANDARD MEDICAL LABS, INC.
26500 NORTHWESTERN HWY.
SOUTHFIELD, MI 48076
Attn: Human Resources-Data Entry
Fax# (810) 358-0704

DRIVER

Needed for fast paced Auburn Hills company. Chauffeur's license required. Full benefits. Apply within at 272 Rex Blvd., or Call Steve at 810-853-6363. E.O.E.

502 Help Wanted-Office Clerical

DUE TO BUILDING RENOVATION

Art Van Furniture has immediate openings for part & full time positions ranging from:
- General Clerical
- Data Entry
- Customer Service

Flexible hours, excellent benefits available. Please call to schedule an interview.

Art Van Furniture
810-348-8922

EARN EXTRA DOLLARS!!

MEEMIC Insurance in Auburn Hills is looking for individuals to assist in a project expected to last through the end of June. Qualified candidates must have college degree and data entry skills. The company will provide both training & other benefits. Excellent starting and a great hourly wage. This is an excellent opportunity to earn additional income! Call today to, or apply in person at:
691 North Squirrel Road
Suite 200
Auburn Hills, MI 48326
Fax: 810-377-8516

ENTRY LEVEL

Full Time & Temporary
Troy office seeking individuals to perform various clerical duties, typing & filing. Basic computer knowledge a plus.
(810) 528-3000

EVENT COORDINATOR

Need excellent communications and pleasant personality. Assist with event planning, promotions and fund raising activities. Some computer skills desired for word typing.

Diversified Recruiters
810-344-6700 Fax 810-344-6704

EXECUTIVE ADMINISTRATIVE SECRETARY
Bloomfield Hills real estate company seeks an experienced, gracious individual. Must be able to prioritize multiple tasks, transcription, good grammar/letter composition skills. Dedicated candidate only. Must have experience in Word, Windows 95 & Lotus a plus. Send resume to:
H.R.D., P.O. Box 692
Bloomfield Hills, MI 48303-0692

EXECUTIVE ASSISTANT (part time)
for busy woman of E. Lansing corporation. Position involves Word Processing, scheduling, correspondence, organization & coordination of various office functions & details. Hours approximately 10am-2pm (flexible). Several yrs. related experience & proficiency in Micro Soft, Excel & Access, the internet & other word processing software packages. Knowledge of individual with early AM & late afternoon family, or other obligations. Good working compensation. Please forward letter, resume & wage requirements to:
Box #1618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE/AA

EXPERIENCED
Receptionist/Data Processor!
Full or part-time
Professional receptionist with a great personality needed! Phone skills, responsibilities include answering phones, scheduling appointments and showings etc...
Century 21 Alliance
6024 W. Maple Suite 104
West Bloomfield, MI 48322
(810)626-8000

FILE CLERK

Are you retired and looking for something interesting to do with your time? The Downtown Detroit law firm has an immediate part time opening for a detail oriented individual to assist in help with in-house filing and maintenance of records. Working approximately 20 hrs/week, this person must have at least a high school diploma and a strong work ethic. Please mail or fax resume or letter of interest to Human Resources Manager, P. O. Box 43158, Detroit, MI 48243 (313) 965-7402

FILE CLERK

Full time, entry level position with benefits available. No experience necessary but typing skills required. Livonia area. Call: (810) 427-4411

FILE CLERK
Part time. Flexible hours. Plymouth. $&Tv.
EXPRESS SERVICES
313-487-5450 FAX: 313-487-1638

FINANCIAL INSTITUTION

Southfield based Credit Union seeking self-motivated, customer service oriented people to fill several positions full time teller, phone and loan processor. Some experience helpful. Send resume to: Human Resources, P.O. Box 760007, Lathrup Village, MI 48076.

FRONT DESK

Needed for busy Ortho-Gnathodontic practice. Must be friendly and be able to work with people. Clerical duties include scheduling patients, organizational & insurance filing 3-4 days/week. Benefits available. Call (313) 981-2444

Full Time!
DATA ENTRY
(All Shifts)
Must have min. 8,000 kph customer service and a plus. Permanent positions, long term. Southfield & Livonia. Up to $8.50/hr.

Personnel Unlimited
Bridging People to People
313-542-0400 313-542-1171 Fax

GENERAL CLERICAL

Do you possess the following qualities? Intelligent, good communication skills, computer literate, good typing skills, dependable, desire to learn. If your response is yes, consider becoming a team-member as part of our support staff in our Birmingham law firm. We train. Non-smoking office. Call Mon-Fri., 8am-5pm. Linda at: 810-540-7701

502 Help Wanted-Office Clerical

GENERAL CLERK/DATA ENTRY PERSON

Needed for fast paced company. Some Windows experience required. Full benefits. Apply within at 272 Rex Blvd., Auburn Hills or call Steve at (810) 853-6363. E.O.E.

GENERAL OFFICE CLERK with some sales ability or willingness to sell. A self starter with organizational & communication skills & a strong face. Attn: Sales Manager, or fax resume to: 41900 Ford Rd., Canton.
Fax: 313-981-9120
Attn: Sales Mgr. or Doug

GENERAL OFFICE/ DATA ENTRY
Rent tracking and reporting for Westland property management company. Full time. Lotus experience required. Send resume to: Margaret, PO Box 65330, Westland, MI 48185
or Fax to: (810) 932-4021

GENERAL OFFICE ENTRY LEVEL
Must like working in a busy office. Some Supervisory helpful. Typing, filing & other duties. Excellent benefit program. Call for appointment: Miss Austin, Farmer Floors, Southfield Hills.
(810) 350-2060

GENERAL OFFICE
Non-smoker capable of handling all office duties. Apply at Bank Bank, 33200 W. 7 Mile Rd., 300 ft. E. of Farmington Rd.

GENERAL OFFICE

Person needed for busy Ann Arbor contractors office. Must have excellent phone skills. Duties include payroll, job costing, setting up job files. Must be detail oriented & be accurate. Computer experience required. Fax resume with salary requirements to:
810-220-4960

GENERAL OFFICE POSITION
Experienced, motivated, self-starter for general office. Computer knowledge & data entry experience a must. Knowledge of Word, Excel, Accounts Receivable experience necessary. Call for interview only (313) 537-5460

GENERAL OFFICE
Royal Oak Company, A/P, Word Processing, phones. Fax resume and salary requirements to:
810-547-3202

Get Paid the Same Week You Work.....

EMPLOYERS TEMPORARY SERVICE, INC.

is in need of:
- Word Processors
- Clerks
- Switchboard/Receptionists
- Data Entry Operators
- Bookkeepers
- Accounts Payable/Receivable

Immediate Openings - Top Pay
Call for appointment

Southfield: (810)353-7050
Troy: (810)267-9000

Equal Opportunity Employer

GROWING NOVI Communications firm is seeking an entry level Clerk to provide general clerical support to the Systems Department. Two to three years experience in a business office environment required. Office Office experience preferred. Excellent benefits and compensation. Send resume & salary history to:

Clover Communications, Inc.
41290 Vincent Ct.
Novi, MI 48375
Attn: Debbie Mason-EC

EOE

GROWING REAL RESTATE OFFICE needs 1 full time and 1 part time experienced individual to handle work assignments. Flexible hours. Professional appearance and attitude a must. Call, prepare sales and pleasant phone skills. Part time could become full time. Call Mrs. Kidd Bentson at (810) 347-6000

HOTEL CONTROLLER
Responsible for monthly financial statements, accounts payable, general ledger and tax returns. Prefer hotel experience. Mail resume with salary requirements to:
General Manager
HILTON GARDEN INNS
8600 Wickham Rd.
Rochester, MI 48174
Or FAX to: (313) 726-9276

HOT JOBS

ACCOUNTANT - suburbs to $35,000
ACCOUNTANT - suburbs to $35,000
EXECUTIVE SECRETARY - Downtown Detroit law firm
LEGAL SECRETARY - Major Detroit law firm
LEGAL ADMINISTRATIVE ASSISTANT - $34,000
LEGAL SECRETARY - suburbs $30,000
LEGAL SECRETARY - suburbs, $25,000
ADMINISTRATIVE SECRETARY - suburbs, $25,000
ADMINISTRATIVE SECRETARY - suburbs, $20,000
COMPUTER SUPPORT/Data Entry - suburbs, $20,000
MICROSOFT WORD position - suburbs, $20,000
$25,000-$30,000
Accounting, Clerical, Technical, Temp & Temp to Perm Positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ALL OFFICE SERVICES
(810) 649-3330
(810) 649-FAX 2

HUMAN RESOURCE ASSISTANT
1 year experience. Degree in Human Resources. Windows 95. Fax resume with benefits. Fax resume to: Cyndi, Advanced Data Research. (810) 371-1809

502 Help Wanted-Office Clerical

HUMAN RESOURCES
Customer Service Reps needed for fast-paced, rapidly expanding national temporary help service in Wayne. Variety of duties including phones, computer, interviewing & assigning. Must love to work with people. Candidate experience a plus. Mail your resume & salary requirements to:
Cumming Enterprises, Inc.
3927 Fourth Street
Wayne, MI 48184

Inside Sales Support

Radford distributor needs inside sales support person with general office skills. Full-time.
(313) 538-1200

INSURANCE
BIRMINGHAM area. Looking for Personal Lines Manager and Customer Service Representative for property and casualty agency. Candidates must possess degrees, know state coverages/underwriting background and enjoy sales/service environments. Considering applicants with own book of business. Competitive salary and bonus opportunities. Fax resume to:
(810) 646-9410

INSURANCE

The Hershey Inc. Group is looking for experienced Personal and Commercial Lines CSR. Applied System computer experience preferred. Excellent salary and benefits. FAX resume to: 810-646-5819, Attn. Kimberly Smith

IT'S NOT WHAT YOU KNOW BUT WHO YOU KNOW GET TO KNOW

Olsten Staffing Services

Whether you're looking for a short term job to earn extra cash or an exciting new career, Olsten Staffing Services has a place for you. Never a fee. We pay you.

$7-$11
File Clerks
Receptionists
Customer Service Reps
Data Entry Operators
Secretaries

Rochester Hills, Bloomfield Hills & Troy

810-524-4720
or 810-373-8118
Fax: 810-524-6193

JOBS OF THE WEEK

Legal Secretary to $40,000
Heavy litigation environment. Work for senior partner. Challenging and diversified duties. Downtown farm. Great benefits. Call Donna.

Executive Assistant to to $38,000
MicroSoft and Excel. 5 Years executive level experience. Automotive background preferred. Call Sandie.

Executive Secretary to $34,000
2 Positions available with major firm. 3-5 years executive level experience. Finance or legal background. Proficient in MicroSort Office. Call Barb

Executive Legal Secretary
to $34,000 Major downtown farm. 5 Years experience in corporate, litigation, commercial. Word Perfect 6.1. Benefits. Call Barb.

Legal Secretary to $32,000
Corporate, estate planning or tax experience. Well established farm. Great benefits. Call Danielle.

Legal Secretary to $29,000
Prominent Bloomfield Hills firm. Labor/employment law background, work for senior partner. Benefits include dependent coverage. Call Kathy

Legal Secretary to $29,000
3 Years plus litigation support experience. Suburbs 35 hour week. Opportunity to advance. Call Barb

Administrative Assistant
to $12/hourly. MicroSort Word and Excel. Good communication skills. Large urban advertising agency. Major firm. Lots of variety. Call Judi

Events Coordinator to $24,000
Plan events and conferences. Experience working with associations. Good secretarial skills. Call Donna

810-772-6760
or fax resume to
810-772-1811
Equal Opportunity Employer

SNELLING PERSONNEL SERVICES

LATE NIGHTS WITH SNELLING

Mature, responsible adult
Hours: 10 pm and April 1
Open until 8pm
Flexible hours for anyone looking to earn extra income or looking to cannot make it in during working hours. Lots of growth opportunities!!
CALL TODAY!!!
LIVONIA, 313-266-6600
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777
AUBURN HILLS, 810-373-7500

SNELLING.
PERSONNEL SERVICES

LAWN MAINTENANCE FOREMAN (M/F)
Starting pay $500/week or more depending on qualifications. Full benefits with long established firm. Send resume to: Box #1578
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LAW OFFICE SECRETARY

for established 4-secretary Bloomfield Hills law firm. Word processing skills (WordPerfect 6.0 a must). Duties include typing, telephone answering, filing. No previous legal experience required. 810-647-5111

RECEPTIONIST
Wanted for law firm. Must have excellent computer literate, good experience, top salary and medical benefits. Call 810-352-6255, ask for Andrea or Bobbie. Fax resume to: 810-352-6254

LEGAL

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

LEGAL SECRETARY
Bloomfield Hills insurance defense firm seeks full time secretary with 2 years litigation experience. Word Perfect 5.1. Network with your own desk size laser printer. Call Barbara
(810) 335-5450 ext 205

LEGAL SECRETARY
Defense law firm located in Troy seeks full time Legal Secretary with a minimum 5 years litigation experience. Requirements include excellent organizational and interpersonal skills, as well as typing 75+wpm. Word Perfect & Microsoft Word experience also required. Competitive salary/benefit plan offered. Please mail resume no later than 3/12/97 to be considered. Box #1634
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Downtown law firm. Minimum 3 years legal experience. Good computer skills necessary. Preferred MicroSoft Word. Extensive benefit package. Salary commensurate with experience. Reply to:
Legal Secretary
P.O. Box 43932, Detroit, MI 48226

LEGAL SECRETARY
Experienced Legal Secretary needed for defense firm. Send resume to: Lynn, 380 E Maple, Clawson, MI 48017. Or Fax: to: (810)588-3380

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Experienced, full time Legal Secretary with administrative and bookkeeping skills needed for busy Bloomfield Hills, personal injury office. Word Perfect and excellent typing skills.
Call Sandy
(810) 737-4747

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
For 13 attorney Troy law firm. 5 years legal experience preferred. Mail or fax resume to: Bobbie, 2301 W. Big Beaver, Suite 777, Troy, MI 48084. Fax: 810-649-2920.

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills area. Litigation experience helpful. Word Perfect 6.1 required. Excellent benefits. Send resume and salary requirements to:
Office Manager
300 E. Long Lake Rd.
Suite 200
Bloomfield Hills MI 48304

LEGAL SECRETARY for Southfield and Troy firm. Must have experience. Pay commensurate with experience. Contact Mrs. Raven, Mon. thru Fri. between 9-4pm at 810-552-8500

LEGAL SECRETARY
Farmington Hills law firm is seeking experienced Legal Secretary for litigation practice. Word Perfect experience required. Excellent fringe benefits. Send resume by 3/14/97 to: Partner, Swift, Collins & Smith, 313 S. Washington, Lansing, MI 48933
An Equal Opportunity Employer

LEGAL SECRETARY for Troy law firm. Must have 5 years litigation experience required. Salary commensurate with experience. Call: (810) 649-7800

LEGAL SECRETARY
For small Farmington Hills Law Firm. Litigation experience required. Fax resume to: Office Manager, 30500 Northwestern Hwy, Suite 500, Farmington Hills, MI 48334. Fax: 810-851-9421

LEGAL SECRETARY
Full time position open for legal secretary in Troy firm. Litigation experience preferred. Fax resume to 810-649-3338. Or mail to Attn Personnel, 3001 W. Big Beaver, Suite 624, Troy, MI 48084

LEGAL SECRETARY
Full time Legal Secretary desired. Minimum 5 years experience. Competitive compensation includes full benefit package. Please submit resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Needed for small Redford Law firm. Experience required. For more information.
(313) 937-2010

LEGAL SECRETARY
Part time for small Redford Law firm for sole practitioner in four attorney office. Word Perfect 6.1 required. Call:
(810) 842-5555

LEGAL SECRETARY
Part-time, 3-4 days/wk. Farmington Hills office. Word Perfect 6.0 preferred.
810-932-0100, ext. 339

LEGAL SECRETARY
Small Bingham Farms law firm. Dependable, good organizational skills and attitude. Word Perfect a plus necessary. WordPerfect 7 helpful. Salary $18-21K. Mail resume: Telegraph, Ste 467, Bingham Farms, MI 48025 or Fax: (810) 644-2941

LEGAL SECRETARY
Troy law firm seeking 2 year 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
The law firm of FIEGER, FIEGER & SCHWARTZ, a tenn attorney, family practice firm, is looking for two Legal Secretaries for high profile litigation cases. 2-3 years secretarial experience required. Must know WordPerfect. Excellent pay, plus bonuses. Non-smoking office. Please send resume to: Attn: Michael or Linda and Julie, 16390 W. 10 Mile Rd., Southfield, MI 48075. Fax to: 810-355-5148 or call 810-355-5555

LEGAL SECRETARY
West Bloomfield Law Firm
WP Windows 6.0
Insurance Defense & Medical Malpractice Experience
Full-Service, Work Environment
Send Resume: Office Manager
P.O. Box 255002
West Bloomfield, MI
48325-5002
Or Fax - 810-932-2008

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
3 days/week, 6.0 proficiency a must. Southfield. Call Jeff Lein
810-352-1100

LEGAL SECRETARY
Law firm seeking a motivated individual with strong communication skills to manage office support activities - provide support to attorneys, office software and basic knowledge of Novell. Lotus 123 and Word Perfect helpful. Send resume to:
Director of Marketing
25105 Eastpointe Rd.
Bloomfield Hills, MI 48303-0969
EEO/AAE

OFFICE MANAGER - Dealing with accounts receivable & payable. Benefits available. Call:
(313) 631-4010

OFFICE MANAGER-EXECUTIVE SECRETARY
Fast growing, very busy commercial real estate and construction company in Farmington Hills needs experienced individual with good communication, organization and computer skills to manage a variety of office procedures. Ideal candidate should be willing to take a challenge, juggle priorities and able to handle many tasks simultaneously. Excellent salary, medical, dental, life insurance and 401K. Send resume and referrals to Personnel Director, 31700 Middlebelt Rd., Ste. 165, Farmington Hills, MI 48334

OFFICE MANAGER - Must have 3-5 years experience for insurance repair contractor. Good phone manners, computer literate, good wages & good chance for advancement for right person.
313-535-7669

OFFICE MANAGER
Needed. Full time. Mature, enthusiastic & outgoing person for a busy, non smoking office located at 12 & Greenfield. You must have strong organizational & communication skills along with bookkeeping and computer knowledge.
FAX resume to 810 569-0482

OFFICE MANAGER
Part time position available in Troy pind shop. Computer and accounting experience preferred. Send resume to: One Towne Square, Suite 1913, Southfield, MI 48076. Attn. OS-or FAX to: 810-827-4278

OFFICE POSITION - Jewelry & gift wholesaler seeks Organizational skills a must. Ability to handle multiple tasks & computer skills necessary. We offer excellent benefits including profit sharing, vacation 401k & more. Please mail resume to:

Box #1642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPEN HOUSE
Monday, March 10th
between 10am - 3pm
Please bring updated resume and reference information.
Interviews available on & WALK-IN basis. For directions and more information call:
DYNAMIC PEOPLE
810-615-7600
33607 Seven Mile, Livonia
(3 blocks W. of Farmington)

PARALEGAL WANTED
Experienced in Probate and estate planning for medium Oakland County law firm. Should have experience with estate and gift tax returns, and probate administration, along with appropriate computer skills. Send resume to: Barnes & Hill, 31800 Hauser Wastel, Ross, Heller, and Hoffman, PC, Box 218, Southfield, MI 48037-0218

502 Help Wanted-Office Clerical

Marketing Assistant - Marketer for our busy Waterford office providing occupational medicine, needs part-time assistant to facilitate communications with clients and handle reports. Must have good computer, phone, and written communication skills, and be self-starter, especially min. in similar position. Resume and cover letter to: Attn: Great Lakes Health Plan, 17117 W. 9 Mile, Suite 1600, Southfield, MI 48075. Fax 810-483-4595. EOE.

OFFICE ASSISTANT - Part-time, 16-20 hours/week afternoons/evenings. Organized individual. Several office duties. Computer knowledge with Word & Access is plus. Birmingham area. (810) 645-9690

OFFICE ASSISTANT
Small service line office in downtown Plymouth has immediate opening for computer literate office assistant. Attention to detail, telephone and interpersonal skills required. E.O.E. Fax resume to:
313-459-8633

OFFICE ASSISTANT

S. Oakland County commercial/industrial construction company seeks individual with strong clerical, communications, and customer contact skills. Clerical experience required, and commercial real estate experience a definite plus. Must have skills in Word Perfect, spreadsheets, and MS Windows. Hours: 7:30am-5:30 pm, Mon-Fri. Salary commensurate with experience. Fax resume to: Bob Eliason, Fax 810-852-9733

OFFICE ASSISTANT

Large Southfield CPA firm is seeking full and part time clerks. Duties include filing, copying and mail delivery. Please call Mon-Fri, 11am-1 & 1:30-3:30pm. 810-254-9733

OFFICE ASSISTANT
30-35 hours per week, various responsibilities include customer relations, organizing bridal seminars, assist sales & collections, mailing, phones, etc. Livonia area. Ask for Mr. Keller 313-422-6232

OFFICE ASSISTANT

Full time benefits. Duties include filing, phones, computer, some typing. Light bookkeeping. Friendly people skills needed. Able to work evenings & weekends. Call Bernice
(810) 644-9456

OFFICE ASSISTANT

Rapidly growing centrally located mortgage lender is seeking an office assistant. Computer knowledge, basic accounting is helpful. We offer competitive salary, medical, life insurance