EMPLOYMENT

EMPLOYMENT CLASSIFICATIONS CONTINUED

This Classification Continued from Page H11.

502 Help Wanted-Office Clerical

CLERICAL JOB OPPORTUNITIES

IMMEDIATE OPENINGS

- ACCOUNTING CLERKS
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES
- WORD PROCESSORS
- RECEPTIONISTS
- DATA ENTRY CLERKS
- CUSTOMER SERVICE

We offer: vacation & holiday pay & referral bonuses. Please call for an appointment today! You may also mail or fax your resume to:

Contempra STAFFING SERVICES
LIVONIA
313-762-0038
FAX 313-762-0043

CLERICAL
PART-TIME. Apply in person, call or send resume to:
ADVANCE STAMPING CO.
Attn: Human Resources
12025 Dixie Hwy.
Redford, MI. 48239
313-537-3500

CLERICAL - Service department needs a secretary that is well-organized, possesses a pleasant phone manner and has some computer experience. Must be able to type 60 wpm. Home construction knowledge would be helpful. Please submit resume to:
Mediatec Home Service
41000 West Seven Mile Rd.
Suite 200
Northville, MI 48167

CLERICAL $100 BONUS
Light computer and phone work. Reliable, friendly person needed in Macomb area. Light typing 30 wpm. Call SSI (810) 442-1112

CLERK AND RECEPTIONISTS
Temporary Positions
$8 per/hour to begin. Perfect position located throughout the metro area. Office skills and good phone manner are a must. Call 248-399-3450 for immediate appointment.
SNELLING PERSONNEL SERVICES

W. BLOOMFIELD - Title company in need of full time Closer. Position available immediately. Experience preferred. Call Lynn 810-851-7180.

CLOSER - NON Conforming Lender is looking to hire a Closer with minimum 1 yr. experience for non conforming loans. We offer competitive compensation, medical & dental insurance, 401K. Experienced only need apply. Call 248-557-8360 Or fax resume to: 248-557-8363

We are seeking articulate and enthusiastic individuals to work in our fast paced Collections and Customer Service Departments. If you enjoy working with customers over the phone, possess excellent verbal and written communication skills and are team oriented, these are the positions for you.

Qualified candidates must be flexible to switch hours when business requires it. Previous collection, mortgage banking or customer service background is required. Spanish speaking is a plus.

Hours are:
Mon/Thur 3:15pm-11:45pm,
Fri 12:15pm-8:45pm
1 Mon/Fri 9:30am-6pm
1 Mon-Fri 5pm-8pm
Mon, Tues, Wed, Fri 8:30am-5pm

We offer a competitive benefit package. Please apply Sunday-Friday 9am-noon or send/fax resume to:
Human Resources
SOURCE ONE MORTGAGE CORPORATION
27355 Farmington Rd.
Farmington Hills, MI 48334
FAX 248-488-7121
Equal Opportunity Employer M/F/V/D

COMPUTER COMPANY seeks part-time clerical help. Interesting position offering long term career potential. Call Terrica (248) 855-6300

COURT REPORTER for Livonia tree lance firm. Experience or shorthand required. Grad. (248) 471-3750

502 Help Wanted-Office Clerical

COMPUTER SUPPORT
A leading marketing firm has a challenging opportunity for someone to assist Big 3 client in this Help Desk position. Excellent customer relational/computer skills required. Microsoft Office and database experience a plus.
Diversified Recruiters
248-344-6700 Fax 248-344-6701

COMPUTER SUPPORT
Jerry Baker's Garden Catalog Company in New Hudson (western Oakland County) is looking for a highly motivated, self-starter to perform computer support functions. Exciting environment. If you would like to join our team, please forward resume including software & operating system knowledge and salary requirements to:
Personnel Dept.
PO Box 1001
Wixom, MI 48393

CONTROLLER
The Detroit Athletic Club seeks highly skilled controller. Responsibilities include strong cash management, budgeting and financial analysis, accounting department management including computer systems and general finance functions. Reports directly to the Executive Manager as part of the management team.
Strong accounting, financial planning and management reporting background with experience in food and beverage and/or hotel operations preferred. The ideal candidate will possess management, decision maturity and supervisory skills with strong initiative for action.
Send resume to Personnel Administrator, Detroit Athletic Club, 241 Madison Ave., Detroit, MI 48226

CUSTOMER SERVICE
Customer Service Representatives needed to interact with customers in person and on the phone. Also CSR must handle customer complaints, track and trace orders, use a cash register, and perform other miscellaneous clerical duties. Good verbal and written communication skills are required. Overtime is required when needed. Starting pay $6.55 per hr. We offer a good benefits package as well as advancement potential. If interested, please apply at North American Photo, 27451 Schoolcraft, Livonia, MI. 48051

CUSTOMER SERVICE REP.
Livonia insurance agency has opening for CSR. Must be a professional & non-smoker. Excellent salary & benefits. Send resume to 31261 Schoolcraft, Livonia, 48150

CUSTOMER SERVICE
Southfield sales firm needs a professional, enthusiastic person to fill customer service position. Be part of a dynamic, young company. Fax to: 810-932-1974 or mail to: 21211 Bridge, Southfield, MI. 48034

CUSTOMER SERVICE REP/ SCHEDULER
Window covering company located in Berkley seeks individual to schedule multiple installers, handle repairs & customer inquiries. Computer familiarity. Non-smoker. Full-time. Call Kim Mon-Fri 810-541-6400

CUSTOMER SERVICE
Jerry Baker Garden Catalog company looking for reliable, part-time telephone customer service representative. We offer flexible hours, several shifts to choose from, 401k, profit sharing, fun & exciting work environment. Competitive wage with excellent wage progression. To join our growing customer service team, call Teresa at: (248) 437-3000

CUSTOMER SERVICE
Full-time or Part-time
Earnings to $10/hr. plus. Join a national company with opportunity for advancement. We are looking for people who are excited about coming to work and can offer quality service & sales advice to our call-in customers, and handle general office duties. We offer a casual work atmosphere, excellent pay, training & benefits. Stanley Steemer International, Inc.
23000 Commerce Drive
Farmington Hills, MI (248-426-9000)

CUSTOMER SERVICE
Full time/ Rochester area.
(248) 375-0141

CUSTOMER SERVICE
Oakland office, 8 to 5, Mon. thru Fri. Canton Area. (313) 459-9600

CUSTOMER SERVICE
Dynamic personality, well organized, flexible. Some computer skills. Friendly working environment. Farmington Hills. Cheryl: (810) 471-6200

CUSTOMER SERVICE REP
position available. Full time with excellent benefits offered in Branch processing studio. Great benefits package. Apply in person: Home Protection One, 30775 Grand River, Farmington Hills. (810) 478-7030

CUSTOMER SERVICE/ FILE CLERK
needed immediately for Livonia office. Computer & related clerical experience required. Must be able to handle multiple tasks simultaneously. Fax resume with your qualifications to 313-462-3501

CUSTOMER SERVICE/ SALES PERSON
Required for established growing company located in downtown Detroit near Fisher building. Must be professional & versatile. 5 yrs. experience required. $9-$10 per hr. to start. Send resume to: Box 62012
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE
highly motivated individual needed immediately to fill our front office position. The successful candidate must have computer experience, type 60 wpm, and have excellent phone & people skills. Full time with benefits. Experienced only need apply. Apply in person or send resume to: Advantage Mobility Outfitters Inc., 2000 Second St., Wayne MI 48184. NO PHONE CALLS.

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP
Printing & fulfillment company looking for experienced CSR with at least 2 yrs in industry. Must have good communication skills, computer experience, knowledge of all aspects of the industry & attention to detail. Send resume to: Allied Printing, Attn: Vanessa, 22348 Woodward, Ferndale, MI 48220.

CUSTOMER SERVICE
Advantage Staffing is recruiting candidates to staff Comerica's Retail Customer Service Center in Auburn Hills. Candidates will have verbal problem solving skills, math, computer literacy and a strong customer service orientation. 20 or 24 hours/week. No weekends. Benefits after 30 days. Commission after 90 days. Call Colleen, for appointment. Drug testing. EOE mf/dv
Birmingham Livonia
248-7661 473-2931
Advantage Staffing

CUSTOMER SERVICE
Over 100 year old company, w/excellent benefits, has immediate full-time opening. Applicants must possess good communication, computer, organizational skills and friendly personality skills, and opportunity for advancement. Send resume to:
Office Manager
PO Box 9068
Farmington Hills, MI 48333

CUSTOMER SERVICE PROBLEM SOLVERS
Help resolve questions and concerns. Ideal opportunity to enter one of the fastest growing industries. Candidates receive:
on going training
• free training
• positive atmosphere and career advancement
• choice of location
• paid holidays and vacations
• long or short term assignments
• day or evening assignments
• no sales responsibilities
Call Carol today.
Birmingham Livonia
248-7661 473-2931
Advantage Staffing

DATA ENTRY
ACCOUNTS PROCESSING
Gain experience in the new department of a major financial institution. Long or short term positions available in Auburn Hills, Southfield and Livonia.
LOGISTICS SUPPORT
Major carriers in Wayne And Plymouth need your experience. Computer experience with MS Office preferred. Immediate temp to hire, perm. Afternoon and evenings. Call Leslie today
473-2931 248-7661
Advantage Staffing

DATA ENTRY
Be a part of our growing team. Quest Diagnostics is currently seeking to fill the following positions:

BILLING COORDINATOR
Requires a minimum of 50WPM. The successful candidate will make calls, research and client contacting.

DATA ENTRY OPERATOR
Requires a minimum of 55-60WPM keyboarding skills.

We offer competitive salaries & an excellent benefits pkg. For immediate consideration, please complete an application Mon-Thurs., 11AM-3PM (please come prepared for testing) at: Quest Diagnostics, 4444 Giddings Rd., Auburn Hills, MI
EOE M/F/D/V

DATA ENTRY
Several positions in the Farmington Hills area. Call today! Alpha & numeric. Evaluation hrs. $9+/hr.
Express Services
248-474-5000 FAX: 248-474-5833

DISPATCHER
$300-$500/Week To Start
Full-time • Immediate Start
• Excellent Telephone Skills
• Able to Handle Multiple Tasks
• Computer Skills
• Experience Preferred, Will Train
Company paid health benefits, pension, profit sharing for right person.
AIR-MASTER
248-399-1800
Fax: 248-399-2913
2870 Coolidge Hwy., Berkley

ADMINISTRATIVE ASSISTANT
For lease and uniform co. Starting pay $8 per hr. Will assist Branch Manager in day-to-day activities. Will be involved in Branch projects. Candidate should possess strong organizational skills & good communication & people skills. Computer proficiency in Word & Excel Desirable. Some telemarketing involved. This is a full-time permanent position with good benefits. Forward resume to: Guy Gordon, Morgan Services, Inc., 12668 Farmington Rd., Livonia, MI. 48150. Phone: 1-888-607-2387

EXECUTIVE ASSISTANT
PART-TIME
Rapidly growing Downtown Royal Oak company has exciting position for a sharp individual who enjoys a fast paced environment. The ideal candidate will be well organized, flexible & have proficiency in MicroSoft Word, Excel & PowerPoint. Send resume & salary requirements to: Paula Dargay, Vision Information Services, 303 S. Main Street, Royal Oak, MI. 48067
NO TELEPHONE CALLS WILL BE ACCEPTED.

EXECUTIVE DIRECTOR OF W. BLOOMFIELD CHAMBER
Must have strong communication, marketing & computer skills. Monday thru Friday 8-3pm. Salary negotiable. Submit resume by July 7, 1997 to:
1471 G. Woodward Avenue
Suite 110
Bloomfield Hills, MI. 48302

502 Help Wanted-Office Clerical

EXECUTIVE ASSISTANT
Immediate opening. Ann St. Louis, Missouri office. We are a leading National Consulting Firm and are in search of an executive assistant who desires a unique career opportunity with a highly challenging organization.
The ideal candidate will possess strong written and verbal communication skills, budgeting and scheduling experience, excellent time management, organized and detailed. Other skills desired include: Excellent management and LAN administration. Candidate must be proficient in Word, Excel and Power Point.
If you are interested and qualify, please send a resume and salary history to:
EXECUTIVE ASSISTANT
PO Box 251863
West Bloomfield, MI 48325-1863
Equal Opportunity Employer

EXECUTIVE LEVEL ASSISTANT
Michigan's premier residential builder, THE SILVERMAN COMPANIES, is seeking an executive level assistant reporting to the President, CEO. The applicant must possess proficient shorthand/stenotype skills, typing 60 wpm, a minimum of 7 yrs. executive level assistant experience and related experience. Candidates should be self-motivated, have excellent verbal and written communication skills, outstanding organizational skills and possess a flexible team player attitude.
As one of Michigan's fastest growing companies, we offer an excellent compensation/benefit package, including insurance benefits and 401(k) plan along with exciting & challenging opportunities.
Please fax or mail your resume to:
THE SILVERMAN COMPANIES
Attn: Human Resources-001
30640 Northwestern Highway
Suite 210
Farmington Hills, MI. 48334
FAX 810-932-7137
No phone calls please
EOE

EXPANDING MANUFACTURING
Rep Company, located in Birmingham looking for a full time position to be filled. Computer knowledge & phone skills a must. Order entry, accounts receivable, customer service. Competitive wages plus benefits available. Call Amy Waring at 1-800-542-5903

EXPANDING MANUFACTURING
Rep Company, located in Birmingham looking for a full time position to be filled. Computer knowledge & phone skills a must. Order entry, accounts receivable, customer service. Competitive wages plus benefits available. Call Amy Waring at 1-800-542-5903

EXPERIENCED LEGAL Secretary for Birmingham law firm. Excellent skills required. Microsoft windows a plus. Top salary for right candidate. Apply: 248-642-0333

FACIALIST, experience needed for exclusive day spa in Birmingham. References required. Call (248) 642-2770

FINANCE PERSON - experience needed. Benefits, 401k. Motorcycle dealership in Novi.
Call (313) 487-7676

FUND RAISING ASSOCIATE
Private school in Farmington Hills/West Bloomfield seeking an Associate Associate for full-time position. Duties include assisting in all aspects of general fundraising experience, possess a high degree of computer literacy (familiarity with The Raiser's Edge for Windows helpful), organizational skills and the ability to relate well with people. Competitive salary and benefits package.
Please forward resume and salary history to:
Fund Raiser
P.O. Box 250335
West Bloomfield, MI. 48325

GENERAL OFFICE
Computer literate. Answer phones & filing. Flex hours. Salary commensurate with experience. 8-5 Mon-noon. (248) 477-3042

GENERAL OFFICE
Expanding manufacturing corporation is seeking a professional person with the following skills: typing, computer experience, phone etiquette and at least one year general office experience. We offer a competitive wage/benefit package, including 401k. Send resume or fax: (313) 459-9658 to:
SKYWAY PRECISION, INC.
41225 Plymouth Rd.
Plymouth, MI 48170

GENERAL OFFICE
Full time in Westland. Computer typing/word processing skills. Fax Send/Fast resume to: Margaret, P.O. Box 85330, Westland, MI 48185.
FAX: (810) 932-4021

GENERAL OFFICE - Full time. Typing, filing, answering phones, computer knowledge. Farmington area. (248) 353-1811

GENERAL OFFICE HELP
Needed Full or Part-time. No experience required. Will train. Filing, copying and Data Entry. Please mail resume to: Jeff Gordon, Management, Inc., P.O. Box 683, Southfield, Mich. 48075 or call at (810) 569-8030

GENERAL OFFICE-PART TIME in Goodfield.
Must have good phone skills.
810 559-1556

GENERAL OFFICE
• Plymouth location.
An established manufacturing firm is looking for an energetic person to handle general office duties. Answer multi-line phones, filing, light typing & must be willing to learn.
ANGKOR TEMPS. 459-1166

GENERAL OFFICE work, must be computer literate. Full time. Apply in person: 25100 Lahser Rd., Suite 203, Southfield. 248-945-7170

502 Help Wanted-Office Clerical

GENERAL SECRETARIAL opening available in Southfield Architectural firm. Must have excellent secretarial & phone skills. Proficiency in WinWord, Excel, & Access a must. Minimum 7 yrs. experience. Excellent benefits, compensation, working environment. Send resumes to: Newman/Smith & Assoc., 400 Galleria Office Centre, Suite 555, Southfield, MI 48034

Harper's Job Spot!
Your Source in Southfield
• Project Coordinator - need strong graphics, MS Word & Excel. May involve international travel. Farmington Hills. $Competitive$
• Coordinator - Troy sales office for major automotive supplier. Requires proficiency in Word, Powerpoint, Excel, 123 & Approach. • Executive Secretaries - many excellent permanent career opportunities, salaries to $35K.
Call/fax resume to Gloria 810-932-1170; Fax 810-932-1214.
Harper Associates, 27790 Middlebelt, Farmington Hills, MI 48334

HEATING/AIR CONDITIONING TECHNICIANS needed for construction company. Must have experience in refrigerant recovery. Send resume to: D.L. Box 308, Southfield, MI 48037

★ HOT JOBS
Administrative Assistant, Suburbs $30,000
Legal Secretaries, Detroit $30,000
Legal Secretary-Floater, Detroit $30,000
Office Manager/Executive Secretary, Suburbs $30,000
Inside Sales, Suburbs $22,000
Accountants, Detroit & Suburbs $30,000
Escrow Closer, Suburbs $30,000
Computer Help Desk, Suburbs $30,000
Data Entry, Suburbs $18,500
Payroll Clerk, Detroit $22,000
File Clerk/Clerical, Detroit $15,000
Legal Secretarial, Accounting, Computer, Temporary & Temp-to-Perm Positions
All Fees Employer Paid
CALL OR FAX TO:
M. BOLKOVAN & ASSOCIATES
(248) 649-3330
(248) 649-FAX 2

IMMEDIATE OPENINGS
Looking for Work? Let Entech help. We have immediate openings for the following positions.
• Receptionists
• Customer Service
• Data Entry
• Tellers (Part-time)
• Word Processors
• Windows or DOS
Join us for our OPEN HOUSE to apply.
June 24, 25 & 26
9:00 a.m. - 2:00 p.m.
No appointment necessary! Dress appropriate for interview. Proper I.D. required for I-9 Verification.
ENTECH PERSONNEL SOUTHFIELD OFFICE
248-354-1600

INSIDE ORDER DESK
Established industrial wire shelving & rack company has immediate opening for the inside order desk. Responsibilities include quoting, order processing, etc. Minimum 1 yr. high school graduate required. Call 313 326-1901 for appointment.

INSURANCE AGENCY
Commercial CSR experience required. Computer & customer skills required. Apply in person: Probes, Inc., 30777 Northwestern Hwy., South Wayne Rd., Wayne, MI, or call 313-722-0600.

INSURANCE
Currently seeking professional, friendly & self-motivated COMMERCIAL LINE CSR. Call our Farmington Hills agency. Full-time, full-benefits. Fax resume to: 248-478-8540

JOBS JOBS JOBS

ADMINISTRATIVE ASSISTANTS
Opportunities to work with Big 3 Automotive firms in Auburn Hills, Dearborn & Detroit suburbs.
- MS Word, Excel, Power Point, WordPerfect, Access and Harvard Graphics a plus.
- Long or short term assignments.
- Excellent Pay!
$$$$$$$
Please Call (248) 350-1004
THE BARTECH GROUP
We Are An Equal Opportunity Employer

JOBS OF THE WEEK
ACCOUNTS RECEIVABLE $8-$11/hr. Knowledge of Accounts Receivable.
ADMINISTRATIVE ASSISTANT $9-12/hr. MS Office. Travel Arrangements. Phones.
SECRETARY / DATA ENTRY $9-10/hr. Solid Word Skills.
SECRETARY $8-$10/hr. Insurance experience a plus. MS Word, Excel. General office duties. Benefits.
RECEPTIONIST $8-$10/hr. Busy 8-line system. Basic MS Word.
CUSTOMER SERVICE MANAGER $20-24K. Outgoing & motivated. Recruiting, training, etc. Benefits.
TYPIST $7-$8/hr. Accurate. Computer literate. Medical Heights.
Call 810-447-9030
or fax resume 810-447-0588
Sterling Personnel Service

502 Help Wanted-Office Clerical

JOBS OF THE WEEK
EXECUTIVE SECRETARY to $37,000 Typical Chemical, 3 years executive level experience. MicroSoft Office. Major suburban firm. Call Barb.
LEGAL SECRETARY to $36,000 Outstanding opportunity with well known firm. Litigation experience plus good typing skills required you. Excellent benefits. Call Donna.
LEGAL SECRETARY to $34,000 Typical Chemical, real estate or labor law background. Several openings with top firms. Call Barb.
ACCOUNT ADMINISTRATOR to $30,000. MicroSoft Word Excel. Good essential skills. Must be professional and articulate. Birmingham area. Call Lori.
LEGAL SECRETARY to $28,000 Challenging and diversified duties. Litigation experience a must. Lots of variety and benefits. Call April.
CUSTOMER SERVICE to $27,000 3 years customer service background. Some quoting experience. Major Farmington Hills firm. Call Denise.
SECRETARY to $25,000. Good word processing skills. 2 years office experience. Near Cleveland Mall. full benefits. Call Judi.
RECEPTIONIST to $24,000. 2-3 years experience. Light secretarial work environment. MicroSoft and WordPerfect. Opportunity to advance. Call Donna.
SECRETARY to $22,000. MicroSoft Word. Good typing skills. Professional environment. Southfield area. Benefits. Call Donna.
SECRETARY to $22,000. MicroSoft Word and Excel. Some data entry. Good with phones. Major Troy firm. Full benefits. Quick hire. Call Danielle.
810-772-8780
or fax resume: 810-772-1811
Snelling Personnel Services

KEY PUNCH OPERATORS
Experienced. Full & part-time.
DATA ENTRY PERSONNEL
Full-time. Experience with Word Perfect & Excel.
Call (810) 559-0200

LATE NIGHT WITH SNELLING
Are you tired of your current position? Are you in a dead end position? Well, let Snelling Personnel Services help you get out of that rut. Entry level to Executive level positions.
CALL TODAY FOR AN INTERVIEW WED. JUNE 18th AND TUES. JULY 1st BY APPOINTMENT ONLY
LIVONIA 313-266-8600
TAYLOR 313-294-0777
SOUTHFIELD 248-352-1300
AUBURN HILLS 248-373-7500

SNELLING
PERSONNEL SERVICES

LEGAL ASSISTANT for law firm specializing in Employment Law in litigation or intellectual property. Fax resume to: 810 594-0510

LEGAL
Integrity and 35 years of service is why the best law firms in the area trust us - you should too. For support staff job placement, perm and temp.
HILLSTROM & ROSS AGENCY, INC.
810-626-8188
FAX 810-626-8434

LEGAL SECRETARIES & RECEPTIONISTS
Experienced only for permanent & temporary placements. Legal assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
248-362-3430
FAX 248-362-4881

LEGAL SECRETARY
Bloomfield Hills law office has full time position available. Some experience (1-3 years) Legal Secretary. Paid vacation, health insurance, 401K provided. WordPerfect 5.1 experience a plus. Good salary. Fax salary requirements & resume to: 248-646-7436, attn Mary.

LEGAL SECRETARY
Experienced Secretary for Legal Secretary with knowledge of WordPerfect assigning to Bloomfield Hills law firm. Respond to: Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515, or Fax: 248-332-8181
(810) 335-3346

LEGAL SECRETARY
Established Bloomfield Hills law firm has opening for experienced secretary/paralegal for busy litigation and corporate practice. Microsoft WordWindows experience a plus. Good benefits. Salary commensurate with experience.
Phone 810-645-9400, ext 318

★ LEGAL SECRETARY -
For personal injury law firm in Southfield. Litigation experience must be experienced in auto negligence and/or medical malpractice and have positive organizational skills. Call (810) 603-1000

LEGAL SECRETARY
For established Troy law firm. Litigation experience and knowledge of WordPerfect 5.1 and/or 6.1 required. Send resume to:
39201 Troy Industrial Rd. Suite 822,
Southfield, MI. Attn: Office Mgr.

LEGAL SECRETARY
Father & Son general practice firm. Full time. Entry no experience. Exp. exp. experience. Call Park. 248-967-0770

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Farmington Hills law firm seeks 20 +/- flexible hours per wk. Top pay. Experience: WP 5.1, Windows 6.1. Fax resume to: (248) 539-5055

LEGAL SECRETARY
for busy Troy law office, 2-3 years litigation experience. Small private office. Send resume to: Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
For Birmingham law firm. Excellent Word Processing & Computer skills. Multi tasks are required. Send resume and salary history to:
Box 61960
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI. 48150

LEGAL SECRETARY
For Livonia firm. Litigation insurance defense work. Salary negotiable. Full benefit package. Phone Mary, (313) 261-2400

LEGAL SECRETARY
Full time. 2 yrs. experience and Microsoft Word 6.0 experience required. Call Kim: (248) 540-3340

LEGAL SECRETARY
Full-time, legal secretary desired. Minimum 3 years legal experience. Competitive compensation includes full-time benefits package. Please submit resume to Attn: Donna Penny, 505 N. Woodward, Suite 2300, Bloomfield Hills, MI. 48304.

LEGAL SECRETARY
Must be have excellent Word Perfect 6 experience. Litigation firm is looking for full or part time. Fax resume with salary and benefits requirements. Radford. 313-541-9093

LEGAL SECRETARY - part time, Bloomfield Hills, fax resume to: Personnel Manager 248-540-7213 Or call 248-540-3333

LEGAL SECRETARY
Probate firm seeks a responsible dependable & flexible person. Must know WordPerfect, dictaphone, shorthand, billing, legal procedures, and have at least 3 yrs. probate experience. Salary & benefits commensurate with experience.
Contact jennifer: (810) 358-3800
Or fax resume to: (810) 358-1627
Southfield

LEGAL SECRETARY
★ ★ ★ ★
Southfield P.I. firm seeks highly skilled secretary. Applicant must be proficient in Word Perfect and have excellent communication and organizational skills. Must have litigation experience. Please send resume and salary requirements in confidence to:
Office Administrator
GLM
1000 Woodbridge Street
Detroit, MI 48207
EOE

LEGAL SECRETARY - wanted for plaintiff/personal injury firm. Non-smoking office. Knowledge of Word 6.0. Send resume to: Law Offices, 24901 Northwestern Hwy., Suite 417, Southfield, MI 48075

LEGAL SECRETARY
3 to 5 years experience knowledge of WordPerfect. Great Southfield Office. Start immediately. Fax resume to: 248-352-2159

LEGAL SECRETARY- 1 year experience. Immediate opening. Oakland County area. Must know WordPerfect. Good pay & benefits. Send resume to: Box 61889
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MAILROOM
Entry level position available for Troy based national property management firm. Full time position with company paid benefits. Need to have reliable transportation, able to perform multiple tasks in a fast paced environment, attention to detail, strong fax, copy and postage meter preferred, but not necessary. Send or fax resume to:
The Herman Company
P.O. Box 7777, Troy, MI 48007
FAX: 248-879-2430

MEDICAL RECEPTIONIST/ CLERICAL for Troy eye doctor. Mature, dependable, detail-oriented. Experience helpful. Part-time. 248-276-6170

MEDICAL TRANSCRIPTIONIST
Please see our ad for a Medical Transcriptionist in the Medical section of today's paper.
UNIVERSITY OF MICHIGAN HEALTH SYSTEM

MORTGAGE
INVESTOR SERVICES ASSISTANT
Local mortgage company seeks Assistant for investment department. Self-motivated, detail-oriented individual with good phone, typing & computer skills. Excellent salary & benefits, (includes medical and 401K). Please send/fax resume to:
Mortgage Corporation
Of America
c/o Human Resources
Attn: Investor Services Assistant
23999 Northwestern Hwy.
Suite 252
Southfield, MI 48075
FAX to: (248) 356-0208
EOE

502 Help Wanted-Office Clerical

MEDICAL SECRETARY
UNIVERSITY OF MICHIGAN HEALTH SYSTEM
The Division of Physical Medicine & Rehabilitation seeks applicants for a Medical Secretary position. Responsibilities include typing/word processing from handwritten copy and dictation, medical transcribed administrative reports; composing and editing correspondence, scheduling meetings, appointments, and interviews; ordering and maintaining office supplies, and back-up coverage within the department as assigned.
Requires: high school diploma or equivalent education and experience; excellent written and oral communication skills; previous transcription experience; previous experience with IBM and Microsoft with Windows; and excellent problem solving and organizational skills. 2-3 years previous secretarial experience preferably in a medical setting. Pay commensurate 40-60 wpm accuracy and knowledge of medical terminology.
Applicants should send their resume to:
Karen Hadeln
PM&R Administration
The University of Michigan
1500 E. Medical Center Drive
1031 UH
Ann Arbor, MI. 48108-0042
A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

mortgage
OPERATIONS SUPPORT ASSISTANT
InterFirst, a Division of Standard Federal Bank, one of the nation's leading mortgage lenders, has an immediate opening available for a secretarial support professional within our Operations Group.
Responsibilities of this position include:
• Word processing internal and external correspondence and reports
• Answering telephone/referring callers to appropriate staff members
• Gathering/compiling data for weekly Operations Reports
• Maintaining department calendars for Department Managers and Assistant Managers
• Assisting in preparation of MUPIT System Enhancement Requests
• Plus performing other required office functions, such as filing and mail distribution
The candidate we select will possess at least a high school diploma; college degree preferred. A minimum of 1-3 years' experience working in an office environment is required. The individual must also have a sharp attention to detail and a professional attitude. Typing skills, Microsoft Word or WordPerfect experience and Lotus or Excel proficiency a must.
We offer an excellent compensation and benefits package. Conveniently located in the 777 Building, we provide free parking along with easy access to I-696. Interested candidates should send their resume to:
InterFirst
A Division of Standard Federal Bank
Attn: Human Resources Dept.
777 E. Eisenhower
Suite 700
Ann Arbor, MI 48108-3258
InterFirst, A Division of Standard Federal Bank is an Equal Opportunity Employer, M/F/D/V.

OFFICE ADMINISTRATOR
Progressive Apartment Management Company seeks experienced Office Administrator with strong general knowledge of Apartment Management housing (HUD, MSHDA) preferred.
COMPETITIVE SALARY & BENEFIT PACKAGE, WITH OPPORTUNITY FOR ADVANCEMENT.
Excellent working environment.
EOE/AA
Fax or send resumes to:
29777 Telegraph, Ste. 2100
Attn: Department 56
Southfield, MI 48034
FAX: (248) 353-4482

OFFICE ASSISTANT
Do you have a great smile, outgoing personality, organized & detail oriented? Can you stand answer phones, greet clients and use a computer?
Then we need you!
Parkway Realty seeks an Apartment Search in Southfield.
Call: 248-626-4229

OFFICE ASSISTANT needed for Livonia office equipment co. Full time, benefits needed in 40hrs. Must have a cover letter to: 313-427-7480

OFFICE ASSISTANT
For retail building materials center. Must be self-motivated, organized & have good communication skills. Good wages & benefits. Fax resume or call to at: 313-981-5600

OFFICE ASSISTANT
Permanent part-time, 20 to 25 Hr. per Wk. position. Birmingham CPA firm, General office duties. Basic math skills required. Light word processing experience helpful. Willing to train. Send letter of application or resume to: Box 61960
Observer & Eccentric Newspapers
Pob & Assoc., 30700 Telegraph Rd., Suite 3400, Bloomfield Hills, MI 48025 or Fax: (248) 642-5640

OFFICE ASSISTANT
Part time or full time. Salary negotiable. Call Bruce, in an Equal Opportunity Employer.
(248) 643-9106

OFFICE CLERICAL
For Birmingham based agency. Full time. Good phone skills. Computer experience helpful. Salary commensurate with experience.
Ask for Patricia: 810 258-1110.

OFFICE/CLERICAL POSITION
Full-time.
Nights & weekends.
Call: (248) 344-0680

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
RMT, Inc., a national environmental engineering firm, is looking for an Office Assistant to join our team. Job duties: reception/switchboard back-up on very busy phones, extensive photocopying, filing, mailing, computer data, word processing, electronic spreadsheets, errands and other office support functions.
Ideal candidates will have a high school diploma with some advanced study, plus one or two years experience in varied office support, demonstrating a high attention to detail and ability to multi-task. Intermediate proficiency with word processing and spreadsheet programs in Microsoft Office. Accurate 45 wpm, ability to prioritize responsibilities. Very good grammar required. Hours 8:30 to 5:30. Available for overtime as required. Flexibility, humor, service orientation desired.
Send a cover letter and resume with salary history to the street or e-mail address listed below.
RMT, Inc.; Attn: AAH-10226; 1143 Highland Drive, Suite B, Ann Arbor, MI. 48108-2237.
chsm@rmtaum.rmtinc.com M/F/D/V

OFFICE CLERICAL
Southfield CPA firm is immediately seeking an Office Clerical person. WP 5.0 experience is essential and will train the right person.
Please call 248-357-2404, ext. 500.

OFFICE HELP. Full time, non-smoking position available. Experience with WP 5.1 and AP helpful. Computer experience necessary. Must be able to handle multiple tasks and phone lines. Please call (248)864-0666

OFFICE MANAGER
Energetic self-starter needed to run busy office at our brake testing facility. Responsibilities include invoicing, purchasing, assisting in accounting functions, oversee office staff and supporting the general manager. Experience in word processing & spreadsheet software required. Experience in MS Access preferred, but not required. This is a full time position with competitive salary & benefits package. Send resume with salary requirements to: Office Manager, P.O. Box 1458, Dearborn, MI 48121-1456.

OFFICE MANAGER for small commercial real estate firm. Salary commensurate with skill level.
Call (248) 737-2400.

OFFICE MANAGER
Full time to handle payroll, A/P, A/R, taxes, typing, answering phones, appointment setting & filing. Computer experience. Please fax resume to: ONEWRITE PLUS and WORDPERFECT Call 248-478-5588

OFFICE MANAGER'S ASSISTANT
An excellent opportunity for advancement with Novi Engineering firm, full benefits. Send resume to: Saber, Kastel & Associates, Inc., 40000 Grand River, Suite 110, Novi, MI 48375

OFFICE POSITION - Bury limosine service. Answer phones, schedule, work in office. Call Bruce at 313-772-7175 Ext. CL. W. Bloomfield, MI 48323

OFFICE WORK, part-time. Must know Quicken Preferred. Langlois Corp. Milford. (810) 685-5188

ORGANIZED COMPUTER literate person needed to do accounts receivable calls and data entry. Excellent benefits. Apply in person: 27451 Schoolcraft, Plymouth, MI. 48170

PARALEGAL ASSISTANT
Courthouse document research and management. College degree preferred. Must be organized and have strong verbal, writing & computer skills.
Call Sharon Lowe at:
248-645-0000
or fax resume to 248-948-8494

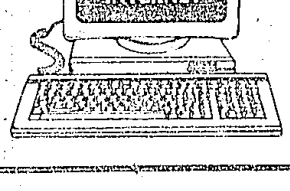
PARALEGAL
for National company at Oakland County Courthouse. Law school degree or equivalent. Business Corporate experience helpful. Salary depended on experience. Send resume to: Personnel Manager, PO Box 7037, Troy, MI 48007-7037

PARALEGAL /
SOUTHFIELD Plaintiff Personal Injury firm seeks Paralegal with a minimum of 2 years experience in handling Auto No-Fault cases. Good salary & benefits. Fax resume to: Call Mr. Wilson at: 248-948-0000 or fax resume to: 248-948-8494

PART-TIME CHURCH SECRETARY
needed in Farmington Hills. Skilled with Microsoft Word, Data Entry, phone answering & filing. Work closely with people. 248-553-1170

PART-TIME & FULL-TIME CLERICAL POSITIONS
The Charter Township of Plymouth is currently accepting applications for various part-time and full-time positions. Applicants must possess a high school diploma or equivalent, 1 year to 3 years of previous related experience, minimum typing/keyboard speed of 40 wpm. Must have knowledge of Microsoft Office Products.
Applications are available Monday through Friday, between 8 a.m. and 4:30pm, from the Clerk's Office, Plymouth Township Hall, 42350 Ann Arbor Road, Plymouth, MI 48170, and must be received by June 24, 1997 at 4:30 p.m.

PAYROLL ADMINISTRATOR
The Metro Group, premiere ground transportation company servicing the greater Detroit area, is seeking a Payroll Administrator for our fast paced payroll department. Must have at least 2 years of payroll experience, preferably with ADP payroll service environment. Qualified candidates will be familiar with Platinum or comparable software, have strong skills in Microsoft Word, Excel and Lotus 123 and have experience in preparing tax reports such as 940 & 941. Responsibilities will include reports and other payroll related duties. The Metro Group offers an attractive compensation and benefits package including a 401(k) plan. Interested candidates should fax resume with salary requirements to (313)946-0325 or mail to:
The Metro Group
Attn: Human Resources
10701 Middlebelt
Romulus, MI 48174
EOE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