EMPLOYMENT

502 Help Wanted-Office Clerical

CLERICAL

PROGRESSIVE manufacturing company seeks person to be responsible for order entry, invoicing and other document preparation. Must be detail oriented with strong analytical skills. Very competitive wages and benefits. Please respond with resume to: Air Stage Company, P.O. Box 1210 Globe Rd., Livonia, MI 48150

CLERICAL/RECEPTIONIST

The City of Lathrup Village is seeking an experienced clerical/receptional employee. Must be customer service oriented. This full time position includes a variety of general office duties including answering phones, receipt of payments for services, interaction with residents, filing, public information, permits and applications and other related duties. Experience in Microsoft Office applications preferred. Excellent benefits package. Send resume and salary requirements to:

City Administrator
27400 Southfield Road
Lathrup Village, MI 48076
Fax (248) 557-2602

CLERICAL

SMALL manufacturing firm needs 3rd person on its office staff. Accounts payable & accounts receivable experience required. Both positions are detail oriented. Knowledge of Windows helpful. Excellent benefits. M-Line Precision Products, Inc. Walled Lake. 248 624-2583

CLERICAL SUPERVISOR/ OFFICE MANAGER

for Farmington office. Creative problem solver an good communicator with experience in a fast-paced office personnel. Professional and fast paced environment. Conduct office experience involving telephone, payroll, accounts receivable and computer processing helpful. Full-time position with benefits.

EEOE. Send resume to Dir. of Administration, OFS, 114 Orchard Lake, Pontiac 48341, or FAX: (248) 858-7201.

CLERKS & RECEPTIONIST Temporary & Temp to Hire Positions

$8 to start. We have various positions located throughout the metro area. Some office experience and computer skills a must. Call 248-557-3600 for immediate appointment.
ENGLLING PERSONNEL SERVICES

COLLECTIONS/ ACCOUNTS RECEIVABLE CLERK

Collections/accounts receivable clerk wanted for busy OEM supplier. Aggressive person with pace collection, calls to customers, research/ resolve discrepancies, interface with customers & internal departments and reconcile accounts. Requires high school diploma, 2-3 years collection & accounts receivable experience and knowledge of Excel and Word.

Please send resume to:
Box #2030
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER/ BOOKKEEPER

Position open in downtown Rochester. Flexible hours. Call for appointment. (248) 608-1110 ment.

CONSTRUCTION ACCOUNTANT ASSISTANT

Motivated & responsible. Full-time. All areas of accounting/office work. Spread sheet & word processing. Resume to: PO Box 917, Novi, MI 48376-0917, or fax: 810-347-2966

Construction Bookkeeper/ Accounting

Needed for fast paced residential construction company. Ideal candidate will be well organized, self-motivated, and able to work independently. Duties include maintaining contracts and purchase agreements, processing accounts payable invoices and checks, maintaining both purchase & title and mortgage companies, maintaining insurance records, obtaining releases and sworn statements from vendors, and other clerical duties. Computer experience required. Excellent wages and benefit package available. Send resume with salary requirements to:

Kattan Enterprises, Inc.
P.O. Box 2033
Southfield, MI
48037-2033

CORPORATE EXECUTIVE SECRETARY to $45,000

The position requires a degreed candidate with a strong executive administrative background and self-confident personality. Must be able to make important decisions and possess managerial skills. Competent computer, shorthand and executive writing experience needed.

Diversified Recruiters
248-344-6700 Fax: 248-344-6704

COURIER/CLERK

Immediate position open for a full-time courier/clerk for a busy real estate development office in Southfield. Excellent benefits. Must know all areas of metro area required. Miscellaneous errands, delivery & pickup of materials, etc., using company vehicle, various duties in accounting dept.-filing, etc. Apply at or send resume to: 26600 Telegraph Rd., Suite 450, Southfield, MI 48034

CREDIT CLERK

National leasing company needs sharp person to chain for a credit clerk position. Must have good phone skills, have basic computer knowledge, and general clerical skills. Full time w/benefits. Please send or fax resume w/salary requirements to:

CREDIT, 12 Mile Rd. #202
Southfield, MI 48076
OR FAX: 248-948-2426

CUSTOMER SERVICE REPRESENTATIVE

for leasing agent representing major national insurance carrier. Send resume to P. O. Box 2057, Ann Arbor, MI 48106.

CUSTOMER RELATIONS SOLUTIONS CONSULTANT

International service provider is adding to customer service staff. Experience listening and resolving a wide variety of business problems required. Long term assignment. Temp to hire possible. Starting rate to $10.00/hr. No sales. Auburn Hills, Southfield and Troy. Call Colleen today.

Birmingham 646-7061 Farmington/Livonia 473-2931
Advantage Staffing

Customer Service/ Order Correspondent

For busy HVAC distributor. Must possess good personal, telephone, data entry, organizational, and follow-up skills. Industry knowledge is a plus. Send resume to:

Human Resource Dept.
Carrier Great Lakes
33601 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE REP/ ORDER ENTRY

Customer contact. 2 yrs. experience in customer service. Experience with auto vendors. Computer skills, good math, phone and calculator skills. Send your resumes to Framatome Connectors Interlock, 1770 Maple St., Westland, MI 48185 E.O.E.

CUSTOMER SERVICE

Looking for a pleasant, friendly & dependable person with excellent phone skills 40 hours per week, starting at $9 per hour. Contact Tony 248-350-0230 ext. 21

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 place. Competitive wage with excellent wage progression. To join our growing customer service team, call Vicki at: (248) 437-2058

CUSTOMER SERVICE

Fast paced Troy newsletter publisher needs full-time customer service representative to handle incoming client calls, assist customers. Looking for enthusiastic person who enjoys helping clients and prospects. Must be detail oriented, organized, and enjoy extensive phone work. Hourly position, no commissions. No outbound telemarketing. Hours: 9-5. Excellent benefits, casual work environment.

(248) 583-5594

CUSTOMER SERVICE REPRESENTATIVE

Farmington Hills industrial automation distributor needs a motivated CSR to handle customer orders, generate quotes, track and expedite orders, and follow-up for designated customer accounts. Two years customer experience required. Excellent communication and organizational skills a must. Competitive salary and benefit package offered. Send resume to: CSR, P.O. Box 697, Farmington, MI. 48332-0697. E.O.E.

CUSTOMER SERVICE

Livonia business to business distributor has an immediate opening for an individual with customer service background. Position includes order processing, handling client questions, order follow-up, forms design, telephone reception, filing and other clerical duties. Position requires proficient WordPerfect skills and two years experience in customer service or in a sales support capacity. Competitive wage, full benefits and bonus plan. Fax resume for Human Resource Manager/CSS, P.O. Box 15189 Lansing, MI 48901-8189

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. 48151

CUSTOMER SERVICE COMERICA PART-TIME STAFF

Advantage Staffing is recruiting candidates to staff Comerica's Customer Service Center in Auburn Hills. Candidates will have verbal problem solving skills, math, 6 mos. PC experience and a strong customer service orientation. 20 or 24 hours/week. Benefits after 30 days. Starting rate up to $10.75/hr. Call Colleen for appointment.

Drug testing EOE m/f/d/v
Birmingham Livonia
646-7061 473-2931
Advantage Staffing

CUSTOMER SERVICE CLERK - PART TIME

Local DME company seeking part-time (20 hrs.wk) entry level Customer Service Clerk. Duties will include calling accounts, filing, and general clerical functions. Candidates must have excellent communications and computer skills with a working knowledge of Microsoft Office and Windows. We are only looking for a person who is customer service oriented with outstanding interpersonal skills. Qualified candidates please send resume along with salary requirements to:

INF/CLE
P.O. Box 1351
Royal Oak, MI 48068
E.O.E.

DATA ENTRY CLERK - needed by Southfield Fire Agency on Along 1-696 in Southfield office. Applicant must be age 53 or older and must have had a driver license for the last 12 months. Minimum typing speed of 30-35 wpm required. This is a paid training position with part-time hours. Assistance in learning the job will be provided. For more information call Mary Edgar at - 248-262-9215

DATA ENTRY - Livonia non-smoking office. Send resume to: 37482 Schoolcraft, Livonia, MI 48150 or fax: 313 464-6120

DATA ENTRY

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

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

DATA ENTRY OPERATOR
Require 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-2pm (please come prepared for testing) at: Quest Diagnostics, 6444 Gateway Rd., Auburn Hills, MI EOE M/F/D/V

DATA ENTRY

DATA ENTRY
Southfield insurance company seeks data entry operators. Must have 10-key experience. $10-$11/hour. Call TODAY 248-649-0909 or fax resume to 248-649-1888

DATA ENTRY

for small non-smoking Livonia office. Accuracy more important than speed. Must be versatile & willing to help in other areas when necessary. Send resume with salary requirements to: Data Entry, 34039 Schoolcraft, Livonia, MI. 48150 or Fax resume to: 313-522-5970

DATA ENTRY

Immediate, full-time positions. Required: 10,000 keystrokes per hour. Ask about our BONUS!
Wolverine Staffing
(248) 358-4270 X3

DATA ENTRY PROCESSORS

ADN CONSULTING, a 500 million dollar worldwide Human Resources Consulting firm, is seeking Data Entry Processors in the metro Detroit area. Responsibilities include assisting with the data entry process and quality control of materials. Requirements include a minimum of 8,000 key strokes per hour, alpha/numeric experience, and at least 1 year related experience in a professional atmosphere; demonstrated ability to work in a fast-paced environment handling multiple priorities; attention to detail and accuracy a must! If interested, please fax resume including job you are applying for to: 714-724-8223

An Equal Opportunity Employer

DATA ENTRY/PROOF MACHINE OPERATOR

Part time. Includes some computer operation. Experience preferred, but will train. Trainee rate $7.72/hr, plus 8% shift pay. Must pass credit check. Call 248 642-4078 or send resume to: Personnel Dept. P.O. Box 3014, Birmingham, MI 48012-3014.

An Equal Opportunity Employer

DATA ENTRY/ TELEMARKETING

Publisher seeking individual with accurate data entry, telemarketing and organizational skills to handle responsibilities for annual issues. Word processing skills a must. Part-time, 30 hrs. per week. Send resume with salary requirement to:

BNP / Dept. Cup
P.O. Box 2000
Troy, MI 48007

DATA ENTRY 2 Positions available. Full-time. Must have 2 yrs. minimum experience of data entry. Knowledge of Fox Pro, Novell & Lotus a plus. Starting salary $8.00 per hr. + benefits. No phone calls. Please Send resume to: Nutech Corp. Attn: Supervisor, 27280 Haggerty Rd., Ste. C-10, Farmington Hills, MI 48331

DENTAL RECEPTIONIST

friendly Royal Oak office. 20 hours plus.
Call 248-547-8732

ENTRY LEVEL ACCOUNTANT Permanent Position

$25,000. Service charge paid by company. Large growth company, offering great benefits has immediate need. An Accounting Degree is a plus. Entry work experience a plus. Call 248-649-3450 for immediate interviews.
SNELLING PERSONNEL SERVICES

EXCELLENT CAREER OPPORTUNITIES

Immediate positions available for:
* Administrative Assistants
* Customer Service Reps
* Secretaries

All locations.
Best benefit package available.
Evening appointments available.

The Bartech GROUP
(313) 271-5454
E.O.E.

EXCELLENT TYPING SKILLS

needed for project in Novi area. Experience in Excel, fast and accurate entering data on PC for a research project. Call Great Lakes Available 8-1 through 8-18-97 from 8am-5pm? Call today!
PEOPLE MARK
810-476-1000
33523 W. 8 Mile Rd.
Livonia

EXECUTIVE SECRETARY

Bloomfield Hills real estate company seeks experienced, organized and highly organized person who can prioritize and perform multiple administrative tasks. The successful candidate will possess excellent grammar and letter composition skills, as well as proficiency with computer programs including Office 97 and MS Word.
Send resume to:
Mr. Greenvile
30833 Northwestern Hwy.
Suite 124
Farmington, Hills, MI 48334
Or fax to 248-539-0453

FABRIC COMPANY needs experienced full time general office person for credit & order departments. $10/hr. Troy. (248) 362-0200

FILE CLERK - 40 hours + benefits - in Canton. Fang, detail oriented, general office duties, computer knowledge a must. Call office manager: (313) 981-8820 or Fax resume. (313) 981-8828

FINANCIAL ADMINISTRATIVE ASSISTANT
Fast growing Southfield Energy service preferred. Salary negotiable. Fax resume to: Asset Recovery Solutions: 248 262-8815

--FLEXIBLE HOURS--
Part-time person needed for busy upscale Birmingham/Bloomfield real estate office. Typing and computer skills a must! Some receptional duties. Approximately 30 hours per week.
Ask for Kristy, (248) 646-8200

FULL TIME or PART-TIME Office Clerical position, afternoons, 2 or 3 day shifts.
Must have experience or training in one of the following fields as Legal assistant, insurance processor, Mortgage processor, Mortgage closure coordinator.
Fax of resume to:
Attn: Mike
Simpson Mortgage Co.
259 Greenfield Rd., Ste. 140
Oak Park, MI 48237
Fax 810-967-8900

General Office Clerk/Runner
Downtown Detroit law office seeking individual with high school diploma and a valid driver's license and full time position. Qualified candidates please send resume to: Office Manager-GOC, 535 Griswold, Suite 1730, Detroit, MI 48226

GENERAL OFFICE

Full-time entry level position for a busy Livonia office. Benefits available. Computer knowledge a plus. Please call Donna: (313) 427-2288

GENERAL OFFICE

Switchboard, accounts receivable and data entry. Full-time. Benefits. Immediate opening. Send resume to: PO Box 725171, Berkley, MI 48072

HEATING/AIR CONDITIONING TECHNICIAN needed for construction company. Must have experience in refrigerant recovery. Send resume to: P.L. Box 306, Southfield, MI 48037

HOT JOBS

Collectors, Suburbs	$22,000
Help Desk/Technical Support, Suburbs	$30,000
Telemarketer, part-time & full-time spots available. $9 per hr.	$20,000
Bookkeeper/Accountant, Accounting Clerk, Detroit	$25,000
Accounts Receivable Clerk, temp to perm, Suburbs	$22,000
Office Manager, Suburbs	$30,000
Executive Assistant, Suburbs	$30,000
Title Closers, Suburbs	$30,000
Escrow Officer, Suburbs	$29,000
Title Commitment Typist, Suburbs	$24,000
Messenger/File Clerk, Detroit	$18,000

Legal Secretarial, Accounting, Computer Temporary & Temp to Perm Positions

All Fees Employer Paid

CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(248) 649-3330
(248) 649-FAX 2

HUMAN RESOURCES ASSISTANT

The career building opportunity will assist the department manager with various duties. Activities include administrative support, HRIS input and personnel documentation. Some knowledge of Microsoft Word a plus.

Diversified Recruiters
248-344-6700 Fax: 248-344-6704

HUMAN RESOURCES ASSISTANT

Rapidly growing communications company is seeking a Human Resources Assistant to manage a variety of responsibilities including workers' compensation, unemployment and administration. Three to five years' experience in a business environment. Bachelor's degree in Human Resources or related field a plus. Excellent benefits and competitive salary. Send resume with salary history to:

CLOVER
COMMUNICATIONS, INC.
41200 Vincent Ct.
Novi, MI 48375
Attn: Debbie Mason-HR

EOE

HUMAN RESOURCES ASSISTANT

A chemical specialty manufacturer in North West Detroit has an immediate opening for a Human Resources individual to join our HR team. This position will be responsible for a variety of functions including training, payroll and employee relations activities. The successful candidate will possess 1-3 years experience in HR, excellent communications, skills, ability and attention to detail, computer skills in Microsoft Word, Excel and Lotus and offer a competitive salary and comprehensive benefits package. Qualified candidates please send or fax your resume w/salary requirements to:

Human Resources Manager
14301 Binsord Ave.
Detroit, MI 48238
FAX: 313-931-6948

HYGIENIST - NOVI
Full time needed for expanding preventative general practice. Excellent benefits (248) 349-4115

IDEAL for parent with school age children. We are a large health care practice in the Birmingham area & are looking for a bright, well organized & self-motivated person for a PERMANENT, PART-TIME CLERICAL POSITION. Wordprocessing and helpful. Call Barbara or Ann or call Denise Mon.-Fri., 9-4.
248-647-2331

TITLE INSURANCE Company looking for energetic, hard working individual to fill several General Clerk positions for:
* Data Entry
* Noontime Personnel (days: 8a-5p or nights: 5pm-1opm)
* Title Clerks
Will train. Will train. Please call Alice Kaisel: (313) 425-2500

INSURANCE AGENCY CSR with computer or bookkeeping background. Please send resume to PO Box 51935, Livonia, MI 48151

INSURANCE AGENCY
Commercial CSR expeditance required. Computer & customer skills required. Only professional Insurance Associates. 3028 South Wright Street, Plymouth, MI. or call 313-722-3500.

INSURANCE CSR

Agency needs Personal/ Commercial CSR. Computer experience required. Excellent salary & benefits. Mail or fax resume to:
248-333-2504
Capital Insurance Group
1263 W. Square Lake Rd.
Bloomfield Hills, MI 48302

INSURANCE CUSTOMER Relations Representative. Top notch individual with commensurate with experience. Will train right person with out qualifying. Send resume to: 5687 Lilley, Canton, 48187 or Fax: 313-981-4548

Insurance
CUSTOMER SERVICE REPRESENTATIVES

Livonia health and life insurance company has immediate openings for Customer Service Representatives in our Group Policy Administration Department. Candidates must have: previous customer service experience, working knowledge of general office procedures and equipment, working knowledge of basic accounting procedures, good organizational skills and good process standards, analytical and problem solving skills, accurate typing skills, the ability to interact effectively with all levels of people, and the ability to work in a team environment. We offer a full-time benefits package, including 401k plan. Please send resume and salary requirements to:

Human Resources
American Community
Mutual Insurance Company
39201 Seven Mile Rd.
Livonia, MI 48152

INSURANCE OFFICE CLERICAL

Full-time position available for person with good typing skills. Experience with MicroSoft Word, Excel, Windows. Personal Lines experience helpful. Life experience helpful. FAX resume to: 313-525-0957.

JOBS! JOBS! JOBS!
PART-TIME DATA ENTRY - Auburn Hills. 20-25 hrs per wk. Full time weeks of 8/18 to 9/5. through Oct. Good Excel
SECRETARY I - Farmington Hills. 1 year exp. Word, Excel. Temp to Perm. $10/hr.
TELE-SERVICES. Livonia. 15 people needed. Will train. Inbound calls. Temp. to Perm. $20,000 per yr.
CUSTOMER SERVICE - Bloomfield Hills. 3 people needed. Various hours. $7.50/hr.
MAIL ROOM - Troy. 1-2 yrs. business experience. Temp to Perm. $19-$21,000/yr.
OFFICE ADMINISTRATOR - Southfield. To answer phones, greet clients, use Word and Excel and sales support. Temp to Perm. $27,000/yr.
SECRETARY II - Auburn Hills. 7 years exp. Word, Excel, Sales and Power Point. Temp to Perm
OAKTEC
Farmington 810-488-0464
Auburn Hills 810-377-4070
FAX (248) 377-1598
oaktec@ix.netcom.com

JOBS OF THE WEEK

EXECUTIVE ASSISTANT to $38,000 Strong secretarial experience. Microsoft Office. Good organizational skills. Benefits. Call Barb

EXECUTIVE SECRETARY to $34,000 - 5yrs executive level support. Bachelor's degree in Word, Microsoft Office. Suburbs. Benefits experience a must. Call Barb

SECRETARY to PARTNER to $34,000 - 3-5 yrs experience. MicroSoft Office. Promotion opportunity to advance. Call Denise.

ACCOUNTS RECEIVABLE to $34,000 - 3 years experience. Automotive or manufacturing background a plus. Plymouth area. Call Denise

LEGAL SECRETARY to $32,000 Outstanding opportunity with major firm. Excellent benefits. Great pay & good skills qualifies you. Call Donna

BOOKKEEPER (Full Charge) to $32,000 - 3 years experience required for friendly Troy firm. MicroSoft and Excel. Benefits. Call Lori.

PAYROLL ASSISTANT to $30,000 Payroll experience required. Friendly suburban firm. Benefits. Call Denise

LEGAL SECRETARY $29,000 Friendly Bloomfield Hills firm. Legal experience needed. Opportunity to advance. Benefits. Call April.

ADMINISTRATIVE ASSISTANT $27,000 Excellent benefits. Customer service skills. Lots of variety. Major Southfield firm. Call April.

RECEPTIONIST $20-$22,000 2 years experience. Good phone skills. Computer literate. Opportunity to advance. Troy area. Call Donna.

or fax resume to 810-772-1811
SNELLING PERSONNEL SERVICES

LARGE VOLUME car dealer needs Service Receptionist/File Clerk. Experience A Plus. Call 248-626-6300 Deanna. (248)223-6300

JOBS OF THE WEEK

RECEPTIONIST - Multi-line phone. Southfield. M3 Word. $7-8/hr.

ACCOUNTS PAYABLE - Invoicing Customer Service. $8-10/hr.

SECRETARY - M5 Word. Excel. $7-9/hr. Benefits. Troy.

DATA ENTRY - M5 Word & Excel. Customer Service. $8-10/hr.

PURCHASING CLERK - M5 Word & Excel. Data Entry. $9-12/hr.

WORD PROCESSOR - M5 Word. Upbeat & professional. $8-9/hr.

ADMINISTRATIVE ASSISTANT - M5 Word, Excel & Powerpoint. $10-12/hr.

GENERAL OFFICE - Labeling, faxing, filing. Southfield. $7/hr.

Call 810-447-0690 or fax resume 810-447-9688.
SNELLING PERSONNEL SERVICES

LATE NIGHT WITH SNELLING

If you can't come see us during the day we have extended hours in the evening to better accommodate your schedule. Entry level to Executive level positions.

CALL TODAY -
BY APPOINTMENT ONLY
WEDNESDAY, JULY 16th & TUESDAY, JULY 15th

LIVONIA	313-266-8600
TAYLOR	313-254-0777
SOUTHFIELD	248-352-1300
AUBURN HILLS	248-373-7500

SNELLING
PERSONNEL SERVICES

LEGAL ASSISTANT

Full-time position for Royal Oak law firm specializing in estate planning. Paralegal training or experience is not necessary, but a strong background in customer service and word processing is. Responsible for production, organization of documents & client meetings. Requires excellent organizational skills and process standards, accurate typing skills, the ability to interact effectively with all levels of people, and the ability to work in a team environment. We offer a full-time benefits package, including 401k plan. Please send resume and salary requirements to:

Human Resources
American Community
Mutual Insurance Company
39201 Seven Mile Rd.
Livonia, MI 48152

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.
248-626-8188
FAX 248-626-8434

LEGAL SECRETARIES & RECEPTIONISTS
Experienced only for permanent & temporary positions. Top rate assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. Big Beaver
SUITE 209, TROY, MI 48084
248-362-3430
FAX 248-362-4681

LEGAL SECRETARY (And Much More)

Great career opportunity for reliable, motivated, high energy, problem solver, self starter with the ability to juggle. Job is unique team utilizing the latest technology. Ideal candidate will serve important clients in an environment that rewards creativity, responsibility, learning and advancement. Be a part of our growth. Competitive salary, benefits, etc. Fax resume to: Office Manager, 1533 N. Woodward, Suite 210, Bloomfield, MI 48304 or by fax/ing to 248 540-7401.

LEGAL SECRETARY - experienced for bankruptcy firm in Troy. Call Lynn: 380 N. Main, Clawson, MI 48017 or fax 248-586-3380

LEGAL SECRETARY, experienced Small Southfield law firm. Microsoft 7.0 for Windows 95. Available immediately. Call Sheila. 248-569-7700

LEGAL SECRETARY
Experienced Wordperfect Windows 6.1, transcription & typing. Competitive wages & benefits. Send resume. Attn: Human Resources, P.O. Box 11750, Birmingham, MI 48012 or Fax: 248-646-8375

LEGAL SECRETARY
Experienced Wordperfect/Hotlaw Law firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We offer an excellent working environment, a salary commensurate with experience, and a comprehensive benefit plan.

Please send resume to:
Fred Woodruff
31700 Telegraph Rd. Suite 140
Birmingham MI 48025
An Equal Opportunity Employer

LEGAL SECRETARY - the law offices of Clark Hill PLC has an immediate opening for a full time legal secretary in the utility & energy area in its Birmingham office. Applicants must possess excellent skills & be good with numbers. Knowledge of Excel a plus. Send resume to: Legal Personnel, 255 S. Woodward, 3rd Floor, Birmingham, MI 48009

LEGAL TYPIST
Full time for Troy litigation defense firm. Excellent typing skills, WP 5.1 and legal experience required. Send resume to: Attn: Marketing Manager, 888 W. Big Beaver, #900, Troy, MI 48084.

Yazaki North America, Inc., a leading automotive supplier of Electronic Distribution Systems (EDS) and their component parts, is a rapidly growing Engineering, Sales and Distribution firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We offer an excellent working environment, the following immediate opening:

LIBRARY ASSISTANT

Candidates must have an associates degree or 1-2 years of college in business/computer/information. Experience in document control and computer knowledge (Word, Excel, VISIO) is helpful. Candidates should also have prior office experience. Duties will include filing, developing indexes, assuring accuracy in revision sheets, maintaining document control duties and other misc. administrative tasks.

We offer a competitive salary and benefits package including tuition reimbursement and 401(k). Please submit your resume and cover letter listing your salary requirement and the position you are applying for, you are applying to the address below. If you are interested in working in the leading edge, then apply to become a part of Yazaki North America, Inc., a trend-setting, industry leader.

Yazaki North America, Inc.
ATTN: HRD-GW
6700 Haggerty Road
Canton MI 48187
Fax: 313-981-5410
M/F/D/V/EOE

502 Help Wanted-Office Clerical

LEGAL SECRETARY

Full-time for Southfield plaintiff personal injury firm. 3 or more years experience required with strong organizational skills. Excellent salary & benefits. Fax resume.
Attn Chair: (248) 483-3131

★★LEGAL SECRETARY★★
Great opportunity for individual with strong administrative and client communication skills. Non-smoking office. Maintenance for Administrator, 32 W. Lincoln, Royal Oak, MI 48067. Or Fax resume to: (248) 547-8296

LEGAL SECRETARY, needed for Senior attorney for Farmington Hills Medical malpractice firm. 5 plus years experience preferred. Medical background preferred. 248-477-6000

LEGAL SECRETARY

Troy law firm seeks experienced Legal Secretary with WordPerfect skills. We offer:
* Competitive Salary
* Medical Insurance
* Life & Disability Insurance
* 401(k)
* 5-7 Paid Vacation & Personal Days
Send resume with salary history to: Lee Pick, Administrator, 901 W. Big Beaver, Ste. 300, Troy, MI 48084.
Equal Opportunity Employer

LEGAL SECRETARY

Troy office of large Detroit law firm seeks Legal Secretary with minimum 3-5 yrs. experience. Must possess WordPerfect 6.1 for Windows skills. Please call Office Manager at (810) 362-2110

LEGAL SECRETARY

TROY LAW FIRM - seeks highly motivated legal secretary with working knowledge of litigation defense. Towers typing. Windows. Excellent equipment.
Excellent benefit package, including paid vacation, sick days, personal days, life insurance, and a fun, fast paced, cooperative work experience. Non-smoking building.
Phone 810-641-1890 ext. 3002 between 8am and 11am to schedule an appointment or send resume to: Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098. Fax acceptable at 810-641-3645.

LEGAL SECRETARY

Two person law firm located in Troy. Minimum 3 years work experience in litigation & document drafting. Wordperfect 6.0 required. Fax resume. Attn: Mary Jo. (248) 818-9415

LEGAL SECRETARY

Troy law firm seeks experienced legal secretary. Must possess exceptional organizational, grammatical and WP 6.0/6.0 skills. Excellent working conditions and salary/benefits package. Litigation experience preferred. Qualified candidates should fax their resume and salary requirement to: Veronica Alito
(810) 528-2773

LEGAL SECRETARY

Troy firm looking for experienced, well organized legal secretary. Must be proficient in Windows '95 knowledge needed. Timeslips II knowledge helpful. Some Estate Planning, Corporate and Litigation experience. Call or telefax resume:
Velardo, Sugarman & Olson, P.L.C.
3150 Livernois, Suite 275
Troy, MI 48083-5000
(810) 689-4666 Telephone
(810) 528-3638 telefax

LEGAL SECRETARY

Varnum, Riddering, Schmidt & Howlett LLP, established in 1889, is one of the principal law firms in Michigan, with offices in Lansing, Grand Rapids, Lansing, Kalamazoo, Grand Haven, Battle Creek, and Troy. We meet client needs throughout the world. The Troy office has an immediate full-time opening for a legal secretary with proven skills and legal work experience. Excellent typing and editing skills are required. Ideal candidate will have knowledge, preferably WordPerfect for Windows. We offer an excellent working environment, a salary commensurate with experience, and a comprehensive benefit plan.

Please send resume to:
Fred Woodruff
31700 Telegraph Rd. Suite 140
Birmingham MI 48025
An Equal Opportunity Employer

LEGAL SECRETARY - the law offices of Clark Hill PLC has an immediate opening for a full time legal secretary in the utility & energy area in its Birmingham office. Applicants must possess excellent skills & be good with numbers. Knowledge of Excel a plus. Send resume to: Legal Personnel, 255 S. Woodward, 3rd Floor, Birmingham, MI 48009

SNELLING
PERSONNEL SERVICES

MORTGAGE
MCA, a national Mortgage Company, seeks an experienced Assistant supporting 35 branch offices, typing, filing, generating reports, and performing meetings. Must have working knowledge of Lotus, Word Perfect, Windows. Must have good people and phone skills. Full benefits & medical. Send or fax resume to:
MCA
23999 Northwestern Hwy.
Southfield, MI 48075
Attn: HR-EUU
FAX: 9248) 350-3939
EOE

NEW HORIZONS Computer Learning Centers of Michigan, the leader in computer training, has immediate openings for Administrative Assistants at its Livonia and Troy facilities. The ideal candidates will be customer service oriented and possess the ability to work in a fast paced environment. Individuals with the following min. qualifications need apply:
* Excellent written and verbal communication skills
* Intermediate level knowledge of all Microsoft Office programs
* Typing speed of 45-75WPM
* Self-motivated & proactive approach to problem solving

If interested, please fax or mail your resume to:

Human Resources
New Horizons Computer Learning Center
14115 Farmington Rd.
Livonia, MI 48154
313-525-1401

OFFICE ADMINISTRATOR

Progressive high technology solutions company in Southfield is looking for part time office administrator. Excellent communication, Word Processing (MS Word & Excel) & organizational skills are required. We offer flexible hours & competitive wages. FAX resume: Attn: Janet Walters at Compsoft Technology, Inc. 248 832-0732

OFFICE ASSISTANT

Classified section. Some retail sales. Basic data entry knowledge required. Call John at: 810-230-6300

LIVONIA X-RAY office part-time/ morning.
Medical experience necessary.
(313) 463-3232

LOOKING FOR WORK? Let Entech help! We have immediate openings for the following positions:
* Telemarketers
* Receptionists
* Customer Service
* Data Entry
* Testers (Part Time)
* Word Processors
* Windows or DOS

Join us for our
OPEN HOUSE to apply.
July 15 & 16, 1997
9:00 a.m. - 2:00 p.m.

No appointment necessary! Come prepare appropriately for interview.
Proper ID required for I-9 Verification.

ENTECH PERSONNEL
SOUTHFIELD OFFICE
248-354-1600

ADMINISTRATIVE ASSISTANT

Lots of variety. Must be computer literate: ACT!, Excel, Windows 95, Word preferred and phone, typing, address, office duties, customer service, trade shows, ads, reports, assist sales reps and more. Musts: good attitude; eager to learn; team player. WW suburbs.
Call 248-788-6231

MEDICAL RECEPTIONIST

Entry level position. Send resume and references to: Office Manager #106, 900 Woodward Ave., Pontiac, MI. 48341

MEDICAL RECEPTIONIST/ CLERICAL

Mature, Dependable, self-starter. Experience Helpful. Part time.
248-375-9170

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 of clinical and 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 a high school diploma or equivalent education and experience; excellent written and verbal communication skills; previous transcription experience; previous experience with IBM and Macintosh with Microsoft Word; excellent problem solving and organizational skills; 2-3 years previous secretarial experience preferably in a medical setting; the ability to type 40-60 wpm accurately and knowledge of medical terminology or clinical experience in a hospital setting. Applicants should send their resume to:

Karen Hadwin
PM&R Administration
The University of Michigan
Health System
1500 E. Medical Center Drive
1D321 UH
Ann Arbor, MI 48109-0042
A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

MORE OPENINGS THAN PEOPLE
ADMINISTRATIVE ASSISTANTS
WORD PROCESSORS
RECEPTIONIST
Temp and Temp to Perm positions available immediately. Great opportunities with some great companies. Let us do the search for you!!!
CASH and REFERRAL BONUSES

Call today for an interview!
LIVONIA.....313-266-8600
TAYLOR.....313-254-0777
SOUTHFIELD.....248-352-1300
AUBURN HILLS.....248-373-7500

SNELLING
PERSONNEL SERVICES

PART TIME OFFICE

Temp work Flexible hours available immediately. Great opportunities with some great companies. Let us do the search for you!!!
CASH and REFERRAL BONUSES

Call today for an interview!
LIVONIA.....313-266-8600
TAYLOR.....313-254-0777
SOUTHFIELD.....248-352-1300
AUBURN HILLS.....248-373-7500

SNELLING
PERSONNEL SERVICES

OFFICE CLERK

Part time position for Bloomfield Hills Law firm. Various duties, including light typing, data entry, filing and telephone. Fax resume to: 248 258-5745 or call personnel at (810) 258-6700

OFFICE COORDINATOR

Computer, office & customer service experience. Full time, benefits. Must be dependable. (248) 358-1335

OFFICE COORDINATOR

Fast-paced, rapidly expanding Troy newsletter publisher needs full-time office coordinator to manage client accounts, calls and requests. Looking for enthusiastic person who enjoys helping clients and prospects. Must be very detail-oriented, organized, and enjoy extensive phone work. Some computer experience preferred. Hourly position, no commissions. No outbound telemarketing. Hours: 9-5. Excellent benefits, casual work environment.
(248) 583-5594

OFFICE/ DATA ENTRY CLERK

For busy restaurant franchise chain in professional Southfield office. Candidate must possess excellent organizational skills, be able to take initiative and work with the public. Experience in restaurant industry and Word required. Minimum two years general office experience required. Excellent benefits package including 401K. Send resume with salary requirements to:

SRSC Office/Data Entry Clerk
Attn: Cynda Barnes
P.O. Box 2811
Southfield, MI 48037

OFFICE FURNITURE DEPARTMENT ASSISTANT

Customer service, general office, accounts data entry, some purchasing. Southfield location. 248-352-6100

OFFICE HELP

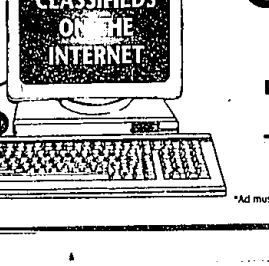
Casual, Light work. Livonia company needs to fill 3 positions: Receptionist-Cashier & Delivery Driver. Email resume or apply in person: Eastern Design, 13600 Merriman, Livonia. Fax #313-422-3249

OFFICE MANAGER

Experienced in accounting & office background to be responsible for front office duties include payables, receivables, payroll, office administrator. Excellent communication skills. Able to work part-time/full-time. Prefer bookkeeping. Knowledge of Windows 95, WordPerfect & Quicken a plus. Salary helpful.
Apply to A.S.A.P. Services, 24013 Haggerty Rd., Farmington Hills, MI 48335. (810) 478-9610

OFFICE PAYABLES & LIGHT RETAIL

Full or part-time. Plymouth area. 313-453-8109



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