502 Help Wanted-Office Clerical

CHAMPION WINDOW CO. OF LIVONIA
is seeking an Administrative Assistant to our Office Manager. Tasks include taking calls, scheduling appointments, filing, data entry & typing, plus other clerical duties. Full time. Computer experience preferred. Mail or fax resume to: 31391 Industrial Rd., Livonia, MI 48150 FAX 313-427-6564

★ADMINISTRATIVE ASSISTANT★
Needed for Farmington Hills area executive office. Wordprocessing and office experience required. Good salary & benefits for the right candidate. Fax resume with cover letter & salary requirements to: 313-462-1874

ADMINISTRATIVE ASSISTANT
Top notch computer literate assistant needed, part time, 20-30 hrs/wk. Excellent pay. Troy location. Call (810) 345-0354

ADMINISTRATIVE ASSISTANT
40 hrs/wk. Self-motivated, detailed orientated person who enjoys a fast paced environment. Ability to work independently and as part of team. Must be computer, payroll and filing. Benefits available. Send resume 6655 Dunlap Rd. Bloomfield Hills, MI 48301

ADMINISTRATIVE ASSISTANT
Professional, creative firm seeking energetic, organized, resourceful administrative assistant. Full time employment. Computer experience a must (Windows 95, and word processing & spreadsheets). Fax resume to: 313-953-4662

ADMINISTRATIVE ASSISTANT
Professional position available for large company in Plymouth. Must be proficient in Word and Excel. Great opportunity with growth potential. Pay between $10-$12/hr depending on experience. Call Lori Kelleher at 313-525-4906

ADMINISTRATIVE ASSISTANT
For growth oriented Livonia transportation company. Qualified candidate must have customer service, clerical, word processing, dispatch knowledge in computers preferably AS-400. Work hours expected are 8 shift, hourly pay, full benefits available. Fax resume to: 734-455-9457. Attn: Debbie Adams

ADMINISTRATIVE ASSISTANT
Local brokerage firm seeks an enthusiastic, detail oriented individual with strong organizational skills to perform administrative functions. Brokerage experience preferred. Professional work environment. Competitive salary & benefits. Please fax cover letter & resume to (313) 245-5941 or mail to BV PO Box 25279, Harper Woods, MI 48225

ADMINISTRATIVE ASSISTANT
Choice candidate will have with suburban services supplier. Be appreciated for your all around skills. Must have excellent verbal skills. Must have excellent written & verbal skills, type 60 WPM, have knowledge of Excel & WordPerfect, work well independently as well as posses a team concept philosophy, be able to handle multiple tasks to meet deadlines and be reliable. Knowledge of shorthand or speed writing a plus. We offer a competitive wage plus comprehensive benefit package. EOE

ADMINISTRATIVE ASSISTANT
FINANCIAL Service Firm seeks detail oriented, organized. Friendly individual possessing expert written & oral communication skills, advanced clerical & people skills and self-motivated with ability to follow through and complete project required. Experience in the financial service industry for insurance office a plus. Advanced computer skills necessary. If you have these skills and can grasp concepts quickly, please fax resume to 248-619-0020

ADMINISTRATIVE INSIDE SALES ASSISTANT
Excellent career opportunity for a self-motivated, organized, detail oriented individual to support the Sales Manager of this international company. Responsibilities include purchasing, marketing and administering incentive programs. Computer skills a must.
Diversified Recruiters 248-344-6700 Fax 248-344-6704

ADMINISTRATIVE POSITIONS AVAILABLE IMMEDIATELY!
High Level Administrative Assistants needed in the Livonia, Farmington and Southfield areas. Knowledge and experience in MS/Word, Excel, WordPerfect and Lotus needed. Powerpoint a plus. Plum! at perm employment available. Resumes, tests and interviews required. Call today for an appointment.
Adecco THE EMPLOYMENT PEOPLE
(313) 525-0330
(248) 442-7800
EOE Never a Fee

Administrative Assistant
The Human Resources Dept. at Domino's Pizza, LLC, seeks detailed oriented Administrative Assistant to provide support to its staff and to act as single point person for its department. Qualifications include 3+ years administrative experience, familiarity with computers (MS Word and Excel), ability to prioritize several projects at once and help clerk/receptionist. Please send resumes and salary requirements to:
Domino's Pizza, Inc.
Human Resources - RH
P.O. Box 997
Ann Arbor, MI 48106-0997
EOE

ADMINISTRATIVE ASSISTANT
Looking for an experienced Administration Assistant to support busy department. Will handle multiple tasks, so must be highly organized. Receive and process customer orders, produce spreadsheets, documents and presentations. Must have good clerical and filing. We need an energetic team player with a positive attitude, who can see opportunities to contribute to the department or his or her own. 1-2 years experience with Word and network software needed. Salary commensurate with background. Excellent benefits. Room for growth. Resume in salary requirements to:
Great Lakes Health Plan
17117 W. Nine Mile, Suite 1600
Southfield, MI 48075
FAX: 248-483-4510 EOE
Drug Test Required. EOE
No Phone Calls Please

ADMINISTRATIVE ASSISTANT
Plymouth Manufacturer is seeking a creative support for the VP of Marketing. Candidate should be proficient in Word, Excel, Lotus or Excel and graphics software, typing a minimum of 60wpm. Must be self motivated and personal. The temp-to-full time position is available. Competitive salary. Non-smoking office.
Fax Resume to LISA (313) 522-8996

KELLY SERVICES EOE

ADMINISTRATIVE ASSISTANTS
Many openings for persons with advanced clerical skills.
ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT/SECRETARY
position available. Word processing, typing (40+) & phone skills a must. Full time.
(248) 488-2622

ADMINISTRATIVE ASSISTANT & SALES
Help needed for family owned company. Salary in mid $20's, plus commissions! Send resume to: Box #2138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Administrative Assistant
Texas player in a creative business. Dependable, organized, detail oriented, multi-tasker with great communication skills. Prefer A/R & A/P, Quicken, Word, Excel experience. 20-40 hrs/wk. Flexible. Send resume and salary history to: KWP, 3100 Livernois, Ferndale, MI 48220

ADMINISTRATIVE ASSISTANT
For General Contractor. Filing, typing, general office duties. Resume & salary requirements: Box #2011
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
EOE

Administrative Assistant
Friendly Livonia office seeks self-motivated individual who enjoys variety and is seeking a long term commitment. Light Accounting & AC/R Executive Secretaries
For exclusive country club and other corporate offices on Southfield Rd. and Farmington Hills. Strong graphics & positive image essential.
Technical Secretary
We handle purchase requisitions, stock transfers & accounts payable. Requires MS Word and strong entry level communication skills. Great benefits & tuition reimbursement.
Call Lisa Hoover at
810-932-1170. Fax 810-932-1214
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Sales & Marketing
If you have previous experience and would be interested in joining a progressive company, fast paced office team, please send a detailed resume with wage history to:
P.O. Box #2147
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
Duties include providing administrative support to the sales & marketing executives, sales reporting and providing clerical support to the sales team. Successful candidate will be well organized, detailed oriented, have excellent written & verbal skills, type 60 WPM, have knowledge of Excel & WordPerfect, work well independently as well as posses a team concept philosophy, be able to handle multiple tasks to meet deadlines and be reliable. Knowledge of shorthand or speed writing a plus. We offer a competitive wage plus comprehensive benefit package. EOE

ADMINISTRATIVE ASSISTANT
Growing Southfield CPA firm seeks high level assistant with superior office, people & computer communication skills. Knowledge of WordPerfect and other WinDos programs required. CPA firm experience, plus. Professional atmosphere, competitive salary & benefits package. Call Mike @ 810-258-5070 or Fax: 810-540-0255

ADMINISTRATIVE ASSISTANT
Growing Plymouth CPA firm seeks high level assistant with superior office, people & computer communication skills. Knowledge of WordPerfect and other WinDos programs required. CPA firm experience, plus. Professional atmosphere, competitive salary & benefits package. Call Mike @ 810-258-5070 or Fax: 810-540-0255

ADMINISTRATIVE ASSISTANT
Part time position available in Novi. Some computer experience helpful. Excellent working conditions, great benefits. Please call Grace Yates, Fit, 248-344-0200

BUBBLY RECEPTIONIST
$7.50
ARBOR TEMPS 459-1166

ARE YOU MULTI-TALENTED?
Do you have accounting, secretarial & general office skills? Small Troy based company seeks person who can wear more than one hat. Send resume to: Box #2125
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ART VAN IS HIRING FOR THE NOVI STORE EXPANSION!
We have immediate openings for full & part time GENERAL CLERICAL positions. Flexible work nights & weekends. Opportunity for advancement available.
WE OFFER:
- Dental
- 40 Hour Work Week (avg.)
- Major Medical
- Paid Vacations
- Prescription Coverage
- Profit Sharing

ART VAN FURNITURE
will accept applications at their Novi location
27775 Novi Rd.
Novi, MI 48377
(across from 12 Oaks Mall)

RECEPTIONIST
position available with Ann Arbor luxury dealership. Computer knowledge helpful. Full-time, Mon-Fri. Must be mature, people personality oriented, communication and telephone skills. Call Mr. Reisig 313-663-3300

AUTO DEALER BOOKKEEPER
Duties to include: Deal costing, sales commissions, factory & sales tax returns, etc.
ADP experience a big plus, 2 years auto dealer experience preferred.
Excellent benefits. Competitive salary. Immediate opening available.
Fax resume to Ramsey at 1-810-642-0517, or call 1-248-642-6565 to apply in person.
ERHARD BMW

AUTO DEALER
Title Clerk/Car Biller
Growing Ford dealership seeks an addition people to help process deals. Previous experience preferred. ADP system experience a plus. Room for advancement in a pleasant work environment for an aggressive, hard working individual. Competitive salary, overtime, benefits and a flexible work schedule. Call Linda Machnak, Office Manager to schedule and appointment.
Bob Saks Chevrolet
Northville (248) 349-1400

AVOID THE MUNDANE!
Varied responsibilities and projects in a great environment! Part-time, Mon-Fri; 9am-1pm. Excellent phones skills, Excel proficiency and letter writing skills are necessary. If you are a team player with a positive attitude respond with resume to P.O. Box 51363, Livonia MI 48151-5363

BILLER needs BOOKKEEPER/ACCOUNTANT, full or part-time. Experience work on AS400. Quick Books or MS Money Program required. Flexible hours. Good pay.
(248) 642-7800 or (248) 642-2776

BILLING CLERK
Counseling center seeks part time Receipts/Billing Clerk to work Mon thru Thurs. 7pm to 9pm. Word Perfect skills and knowledge of billing expected desirable. Send resume to Comprehen. 37923 W. 12 Mile Rd., Farmington Hills, 48331.

BILLING CLERK
Important new position with good opportunity for growth. Must have knowledge. Day and afternoon shifts. Plymouth, Troy and Southfield location. Call Doreen Livonia Birmingham
473-2931 646-7651
Advantage Staffing

BILLING CLERK/SCHEDULER
National headquarters of multi-plant manufacturer requires a billing clerk/scheduler. Candidate should have computer (Microsoft Excel knowledge preferred) and good attitude. Minimum 1-2 years office experience preferred. Responsible for daily invoicing, credits and production schedule. Qualified candidate should forward resume and earning history to:
Mrs. Dee
Lifemaster Corpora, Inc.
30700 Northwestern Hwy.
Farmington Hills, MI 48334-2511
or FAX (248) 851-8534

AUTO BOOKKEEPER
With experience in all facets of dealership accounting. Please send resume to: Dalgleish Cadillac Olds, 6100 Gass Ave, Detroit, MI 48202. Attn. Business Manager

BOOKKEEPER/ADMINISTRATOR
All accounting functions-ledgers through statement preparation. Process deposits, payroll, etc. General Administrative/office duties/light typing. 1-3 yrs. experience including computer spread sheet & database familiarity. 8am-5pm, Mon.-Fri. Saturday, occasional overtime.
Resume to: Director, Management Education Center-MSU, 811 W. Square Lake Rd., Troy, MI 48098
MSU is an affirmative action-equal opportunity employer.

BOOKKEEPER
A/R billing, accounts payable/receivable. Construction experience helpful. Good math skills. Salary requirements to: Box #2011
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE

BOOKKEEPER
For Southfield accounting firm. Also, to act as receptionist. To Mike and Southfield Area. (248) 557-7466

BOOKKEEPER/SECRETARY
Needed ASAP for small manufacturer, interested in long term part time position at least one day, 1 person office. Experience with computers, Quicken, MS Word, Internet a must. Good clerical & phone skills. Fax resume. Call Kathy 810-755-4579

BRANCH SECRETARY
Full time position available in Novi. Some computer experience helpful. Excellent working conditions, great benefits. Please call Grace Yates, Fit. 248-344-0200

BUBBLY RECEPTIONIST
$7.50
ARBOR TEMPS 459-1166

BROKERAGE
Smith Barney's Birmingham office offers an opportunity for a Client Service Assistant. Must have experience in the financial services industry, be an excellent typist and have extensive computer skills. Reply to: PO Box 5005
Birmingham, MI 48012
Smith Barney is an
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CAR DILLER
Apply in person Mon-Fri., 8-5pm.
GORDON CHEVROLET
31650 Ford, Garden City

CASHIER - Star Lincoln Mercury looking for cashier w/bank teller or cashiering experience. Good working conditions & benefits. Medical and 401(k) option. Apply in person at: 24350-12 Mound, Southfield. 248-354-4900

CLERICAL/ACCOUNTS PAYABLE
Light typing, 10-key, data entry and clerical experience. Need to be detail oriented & organized. Full time position & benefits & working conditions. Please call Mr. Ed Ford (248) 355-1000 Joe Panian Chevrolet, Telegraph at 696 Southfield.

CLERICAL - Birmingham fast paced growing company seeks person who has WordPerfect knowledge to answer phones, open mail, perform office work. $8.50 an hr.
Call Pat (248) 540-6288

CLERICAL FULL time-seasonal position available in Troy. Customer service, phone skills & Word Perfect knowledge a plus. (248) 258-3600

CLERICAL
HUMAN Resources Department of large commercial real estate/property management company seeks clerical support full or part time. Successful candidate should possess knowledge of Microsoft Word. Duties to include and placement scheduling, tracking of applicants, ordering printed material, telephone system, fax and copier maintenance, bulletin board back up and miscellaneous clerical duties. Confidentiality a must. Candidate should possess strong organizational skills, be a team player and enjoy meeting new people. Full benefit package to include medical, dental, disability and 401(k) with company match.
Please send resume with salary requirements to:
Cindy Schmidt
P.O. Box 267
Southfield, MI 48037

CLERICAL
Opening in our marketing department, requiring excellent clerical skills and pleasant telephone manner. You will be preparing documents & contracts for clients as part of our customer service staff. Must have thorough knowledge of Word 7.0 & Excel 7.0 (Windows 95). Full time with complete benefits package. Call 248 203 1003
or e-mail resume to:
protherapy@compuserve.com

CLERICAL - Part time
Inventory, typing, phones and light computer. Excellent wages. Flexible hours. Immediate openings. Please welcome. I. Lawton 810-356-2222

CLERICAL PEOPLE
With some computer experience for temporary and part time positions.
Please call SM Temporary
Personnel at (810) 476-5180

CLERICAL POSITIONS - Available in Novi insurance office. Part and full time. Will train. Send resumes to: Office Manager, 24285 Novi Rd., Novi, MI 48375
Fax to: 248-380-9448

CLERICAL
Several positions available. Must have experience in one of the following: customer service, data entry, switchboard operator receptionist, billing clerk and up depending on experience. Call for an appointment. (248) 557-1000

CLERK MESSENGER
Position for Bloomfield Hills Law Firm in Farmington Hills. Department and library filing. Copying etc. Must have dependable car. Excellent benefits. Call Ms. Hill 810-258-8745 or Call Personnel at (810) 258-8700

CLERK/RECEPTIONIST
Accounts Receivable, Filing, Typing and must have excellent Telephone Skills.
Gloria Kay, 25057 Southfield Rd., Southfield, MI 48075

CLERK/TYPIST
Windows 95, filing, transcriber, and good phone skills a must. Full time position. Call Mrs. Hill, Mon-Fri 1-4pm.

COMPUTER COMPANY seeks particular person for clerical position. Offers, long term career potential. Call Teresa: (248) 855-6300

Construction Bookkeeper/ Accounting
Needed for fast paced residential construction company. Ideal candidate must be detail oriented, organized, self-motivated, and able to work independently. Duties include maintaining contracts, monitoring subcontractor payments; processing accounts payable invoices and checks; interacting with customers, vendors and mortgage companies; maintaining job cost records; obtaining waivers and sworn statements from vendors and other clerical duties. Computer experience required. Excellent wages and benefits available. Send resume with salary requirements to:
Kaltan Enterprises, Inc.
P.O. Box 2033
Southfield, MI
48037-2033

CORPORATE RECEPTIONIST
Services organization that works with companies around the world seeks a team oriented individual who is friendly yet assertive to handle multiple phone lines, exceptional communications and computer skills required.
Diversified Recruiters 248-344-6700 Fax: 248-344-6704

CUSTOMER ASSISTANCE
BUSINESS TO BUSINESS
Selective clients require customer service people that are at ease finding information and answering questions from different business customers. Experience and computer literacy helpful. No sales. Plymouth, Detroit and Southfield locations. Mornings and afternoons. Call Celeste Livonia Birmingham
473-2931 646-7651
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE
With good phone, organization & computer skills needed for medical billing company. Benefits & 401K. Send resume to: Human Resources, 8101 Schaefer, Bldg. 4, Detroit, MI 48228 or FAX: 313 491-5613

CUSTOMER SERVICE
Jerry Baker Garden Catalog company seeking 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) 437-3000

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. Hourly rate ranging from $6.55 per hr. We offer a good benefits package as well as advancement opportunities. If interested, please apply at: North American Van Lines, 27451 Schoolcraft, Livonia, MI. 48051

CUSTOMER SERVICE / Order ENTRY
Excellent opportunity for person experienced in industry to be responsible for all customer service functions. Organized Personalized. Must be coordinator, engaging, aggressive, and tolerate with excellent phone skills. Company offers competitive wages, medical, dental, 401K, bonuses, and neighborhood.
Reply to: General Manager
12874 Westmore
Livonia, MI 48150
Fax: 313-522-9102

CUSTOMER SERVICE
Parts/Order Entry person needed for service department. Must have good attitude and extensive phone work. Person should be well organized, detailed oriented and have the ability to learn our product and process paperwork efficiently. PC knowledge and skills required. Salary based on experience. Full benefit package. Personnel, P.O. Box 5234, Southfield, MI 48086 or fax to 248-352-2326
An Equal Opportunity Employer

Customer Service

Are You The Missing Member of Our Staff?
As our service coordinator, you'll be the main link to patients in our busy office. We are seeking an enthusiastic, customer focused person with pleasant phone voice who is multi-talented and has outstanding communication skills. Computer experience is a plus. Medical office experience and qualifications. We offer full benefits and flexible hours. Training. Apply at Jerry D.O.C Optical or call Jeannette at 800-289-3017 X 435

CUSTOMER SERVICE
Immediate full time opportunity available for fast-paced glass wholesaler in Livonia. Ideal candidate possesses excellent communication skills and has previous customer service experience. Position is temporary. Please call for more information.
PERFORMANCE PERSONNEL
"Performance Personnel"
313-513-5823

CUSTOMER SERVICE REPRESENTATIVE
Fast paced co-op advertising admin. position in Farmington Hills seeking self-motivated, responsible individual who can multi-task in a timely manner and good communication skills. Work hours will be 11 am-7pm. Qualifications include two years experience in co-op advertising preferred and proficient in Microsoft Office products.
We offer a strong benefit package, 401k and profit sharing. Please submit resume to:
Advertising Assist Service, Inc.
Manager of Personnel (CSR)
P.O. Box 2487
Farmington, MI 48331-2487
Fax: 248-489-5321 (Cover Page)

CUSTOMER SUPPORT SPECIALIST
A leader in the automotive OEM industry is looking for a professional, energetic individual to provide analytical support services to a dynamic marketing group. Must be knowledgeable of the automotive OEM industry, cost estimating experience a strong plus. Responsibilities include development of automotive OEM components including cost breakdown and quotation, as well as bid tracking and developing sales forecasts and marketing reports and analysis. Must have a college degree plus 2 years experience. Familiar position. The successful candidate will be assertive with good people skills so as to place demands on other customers and internal personnel to challenge, justify, and resolve issues. Must be organized and able to give accurate information to others and able to meet multiple/conflicting deadlines in a fast paced environment. Proficiency in mainframe and software applications (spreadsheet and data base) a must. Excellent communication skills required. Send resume with salary requirements to:
H/R Manager
P.O. Box 738
Novi, MI 48376

DATA ENTRY CLERK
Experienced, Able and Energetic. Full-time, Days/mornings/midnight shifts available. Call 313-454-3170

DATA ENTRY
Part time position. Call after 7pm, ask for Michele. Detroit Bio-Medical Lab, 23955 Freeway Park Drive, 10 Mile, Grand River Area.
(248) 471-4111

DATA ENTRY
Southfield claims administrator needs accurate & experienced data entry person. Must be dependable, self-motivated & able to interact with customers & coworkers. Send resume with salary history to:
ATTN: Data Entry
P.O. Box 577
Southfield, MI. 48075
or call: (248) 208-9317

EMPLOYEE BENEFITS Insurance company looking for an enthusiastic, hard working individual with one year full time position with benefits. Experience in Windows 95 a plus. Fax resume to: (248) 362-6174

EXECUTIVE / ADMINISTRATIVE ASSISTANT
Must be a self-starter and very organized person. Experience necessary - data entry, dictaphone, Wordprocessing, & key phone system. Excellent working conditions. Fax resume to: 248-433-0911

EXECUTIVE/ ADMINISTRATIVE ASSISTANT
Fast paced office looking for multi-talented self-starter proficient in MS Word & Excel. Must be detailed oriented, organized and enjoy customer contact. Non-smoking building.
Send resumes to:
Box #2100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE ADMINISTRATIVE ASSISTANT
A prestigious Northern Oakland County employer is seeking a top-notch executive assistant to work with senior management. This is a great job with opportunity for candidates with 5+ years secretarial experience. Preferred candidates will be professional, personable, and have a "track" for advancing with people. Must be proficient with Windows 95, Microsoft Word, PowerPoint and Internet. Great environment, pay and benefits. Please apply in confidence to:
Planto & Moran
Job #3336-01F2
PO Box 6025
Southfield, MI 48037
or fax to 248-355-0018
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
NETREX, a fast growing, Southfield based, principle software firm has an immediate opening for a person with the background and ability to provide the administrative support for the company with administrative support that includes scheduling and coordinating meetings, correspondence, making travel arrangements, keeping records, etc.
Strong Micro-Office skills and experience with the Internet desired. Outstanding verbal and written skills. Great opportunities with a highly successful organization.
Fax resume and salary requirements to Marty T at: (248) 352-2375 or e-mail to martyt@netrex.com

EXECUTIVE ASSISTANT
Rapidly growing systems integrator is seeking an Executive Assistant to the Presidents and CEO. Excellent career opportunity for a responsible, self-motivated, motivated individual. Must have a college degree in business or related field with three and five years experience in an administrative position. Must be proficient in Microsoft Office. Excellent benefits and competitive salary. Send resume with salary history to:
CLOVER COMMUNICATIONS, INC.
41290 Vincenti Ct.
Novi, MI 48375
Attn: Debbie Mason-LAK
EOE

EXECUTIVE ASSISTANT
Needed for fast paced environment to help coordinate tasks for CEO. Successful candidate must be organized aggressive and possess business savvy. Must have good verbal skills. Candidate should be free to travel. Compensation commensurate w/ experience. Benefits. Fax resume and salary requirements (a must for consideration) to: 810-356-1561

EXECUTIVE LEGAL SECRETARY
for managing partner of Farmington Hills law firm. Civil litigation & business practice. Very experienced, some college. Multi-administrative duties, varied responsibilities. Excellent compensation package. (248) 626-5000

EXECUTIVE/ SALES SECRETARY
Bloomfield Hills office seeks person with strong secretarial skills. Typing (50 wpm), shorthand, computer skills (Quattro, Word, Windows), organizational skills and handling confidential matters a must. Experienced only. Please send resume with salary history to: P.O. Box 7112, Bloomfield Hills MI 48302

EXECUTIVE SECRETARY
Farmington Hills company seeks high level professional with strong Word, Excel, Powerpoint skills. Must have experience & good communication skills are a must. For consideration, please contact:
OFFICE TEAM Administrative Staffing
One Towne Sq., #1050
Southfield, MI 48076
248 358-0222
FAX: 248 358-0941
www.officeteam.com

EXECUTIVE SECRETARY
Professional busy firm seeks individual to support 5 people. Word 95 and MS Office including Powerpoint 7.0. Business demeanor and dress format. Bookkeeping tasks essential. Please respond in writing with fax number to: Human Resources, 30 Grand 2000 N. Woodward, Ste. 130, Bloomfield Hills, MI 48304

Executive Secretary Secretaries Receptionists
Full and part time positions available. Immediate openings in Livonia.
Metro Tech, Inc.
15711 Farmington Road
Livonia, MI 48154
313-432-5150 FAX: 313-432-5154

Executive Secretaries Administrative Assistants Smokers Welcome!
Due to continuous growth our client, a world class leader, is seeking several top-notch professionals proficient in MS Office skills. If you are in search of a highly respected employer who offers excellent benefits and great salaries including tuition reimbursement, call or send resume to: Olivia Hunter, Personnel Plus, Inc. 810-932-1214
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

FARMINGTON HILLS - State Farm Agency looking for 2 additional Part-time Staff Members. Responsibilities: Personal Lines Customer Service Rep. Insurance and computer experience preferred. Looking for a part right person. Fax resume to: (248) 851-4696 or call (248) 851-5050

-FLEXIBLE HOURS-
Fast paced Birmingham/Bloomfield real estate office seeks organized, detailed oriented, motivated person for 30 hrs/wk daytime position with flexible hours. Previous multi line phone experience, computer & typing skills a must!
Call 9 a.m. - 1 p.m. weekdays
Ask for Kristy (248)646-6200

FULL/PART TIME OFFICE POSITION
In Troy, varied responsibilities, typing required. Call 810-649-1310

EXECUTIVE/ ADMINISTRATIVE ASSISTANT
Fast paced office looking for multi-talented self-starter proficient in MS Word & Excel. Must be detailed oriented, organized and enjoy customer contact. Non-smoking building.
Send resumes to:
Box #2100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE ADMINISTRATIVE ASSISTANT
A prestigious Northern Oakland County employer is seeking a top-notch executive assistant to work with senior management. This is a great job with opportunity for candidates with 5+ years secretarial experience. Preferred candidates will be professional, personable, and have a "track" for advancing with people. Must be proficient with Windows 95, Microsoft Word, PowerPoint and Internet. Great environment, pay and benefits. Please apply in confidence to:
Planto & Moran
Job #3336-01F2
PO Box 6025
Southfield, MI 48037
or fax to 248-355-0018
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
NETREX, a fast growing, Southfield based, principle software firm has an immediate opening for a person with the background and ability to provide the administrative support for the company with administrative support that includes scheduling and coordinating meetings, correspondence, making travel arrangements, keeping records, etc.
Strong Micro-Office skills and experience with the Internet desired. Outstanding verbal and written skills. Great opportunities with a highly successful organization.
Fax resume and salary requirements to Marty T at: (248) 352-2375 or e-mail to martyt@netrex.com

EXECUTIVE ASSISTANT
Rapidly growing systems integrator is seeking an Executive Assistant to the Presidents and CEO. Excellent career opportunity for a responsible, self-motivated, motivated individual. Must have a college degree in business or related field with three and five years experience in an administrative position. Must be proficient in Microsoft Office. Excellent benefits and competitive salary. Send resume with salary history to:
CLOVER COMMUNICATIONS, INC.
41290 Vincenti Ct.
Novi, MI 48375
Attn: Debbie Mason-LAK
EOE

EXECUTIVE ASSISTANT
Needed for fast paced environment to help coordinate tasks for CEO. Successful candidate must be organized aggressive and possess business savvy. Must have good verbal skills. Candidate should be free to travel. Compensation commensurate w/ experience. Benefits. Fax resume and salary requirements (a must for consideration) to: 810-356-1561

EXECUTIVE LEGAL SECRETARY
for managing partner of Farmington Hills law firm. Civil litigation & business practice. Very experienced, some college. Multi-administrative duties, varied responsibilities. Excellent compensation package. (248) 626-5000

EXECUTIVE/ SALES SECRETARY
Bloomfield Hills office seeks person with strong secretarial skills. Typing (50 wpm), shorthand, computer skills (Quattro, Word, Windows), organizational skills and handling confidential matters a must. Experienced only. Please send resume with salary history to: P.O. Box 7112, Bloomfield Hills MI 48302

EXECUTIVE SECRETARY
Farmington Hills company seeks high level professional with strong Word, Excel, Powerpoint skills. Must have experience & good communication skills are a must. For consideration, please contact:
OFFICE TEAM Administrative Staffing
One Towne Sq., #1050
Southfield, MI 48076
248 358-0222
FAX: 248 358-0941
www.officeteam.com

EXECUTIVE SECRETARY
Professional busy firm seeks individual to support 5 people. Word 95 and MS Office including Powerpoint 7.0. Business demeanor and dress format. Bookkeeping tasks essential. Please respond in writing with fax number to: Human Resources, 30 Grand 2000 N. Woodward, Ste. 130, Bloomfield Hills, MI 48304

Executive Secretary Secretaries Receptionists
Full and part time positions available. Immediate openings in Livonia.
Metro Tech, Inc.
15711 Farmington Road
Livonia, MI 48154
313-432-5150 FAX: 313-432-5154

Executive Secretaries Administrative Assistants Smokers Welcome!
Due to continuous growth our client, a world class leader, is seeking several top-notch professionals proficient in MS Office skills. If you are in search of a highly respected employer who offers excellent benefits and great salaries including tuition reimbursement, call or send resume to: Olivia Hunter, Personnel Plus, Inc. 810-932-1214
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

FARMINGTON HILLS - State Farm Agency looking for 2 additional Part-time Staff Members. Responsibilities: Personal Lines Customer Service Rep. Insurance and computer experience preferred. Looking for a part right person. Fax resume to: (248) 851-4696 or call (248) 851-5050

-FLEXIBLE HOURS-
Fast paced Birmingham/Bloomfield real estate office seeks organized, detailed oriented, motivated person for 30 hrs/wk daytime position with flexible hours. Previous multi line phone experience, computer & typing skills a must!
Call 9 a.m. - 1 p.m. weekdays
Ask for Kristy (248)646-6200

FULL/PART TIME OFFICE POSITION
In Troy, varied responsibilities, typing required. Call 810-649-1310

Full-Time individual needed for a large Real Estate Escrow Department. Computer knowledge a must. Excellent benefits. Call Sharon Barnes.
(810) 299-1250

FULL TIME Legal Secretary needed for Southfield law firm. 3+ years legal experience in practice areas of corporate and family law. Call or fax resume to Eisenberg & Bachner
(248) 358-8880
Fax (248) 358-0904

FULL TIME Receptionist/Secretary needed for Bloomfield Hills law firm office. Word Processing & Dictation a must. Windows 95, Microsoft Excel, WordPerfect. Mon.-Fri., 8:00am-5:00pm. Hourly wage commensurate with experience. Send resume & salary requirements to:
Human Resources, Realtors
Novi Expo Center
43700 Expo Center Drive
Novi, MI 48375

GENERAL OFFICE
Dependable, responsible person to do filing, typing and general office work. Please apply in person:
1577 Opdyke Rd., in the Bloomfield Hills Center Plaza, Mon-Fri, 9-6pm

GENERAL OFFICE for busy Ann Arbor Contractor. Duties include answering phones, payroll, job costing and scheduling. Must have data entry, organizational and phone skills, computer experience preferred. Excellent salary & benefits requirement to: 313-971-1135

GENERAL OFFICE
MicroSoft Word. Duties will include answering phones, inter-office support, typing & filing. Dearborn contract. *$7-$8 per hour for clerical, $7-$7.50 per hour for administrative.* Mail resume to: Office Manager, 5005 Rockwell, Lansing, MI 48906

GENERAL OFFICE - organized person for general office position in fast paced mortgage company. Must data entry, filing, typing 50 wpm. Excellent phone skills a must. Full time, benefits. $6.50-$9.00/hr. Fax resume. (248) 398-9000 or call (248) 398-2000

GENERAL OFFICE
People & task oriented person for fire equipment office in Royal Oak Phones, billing, mail, Word & Excel helpful. Full-time. Benefits. Wk train. Salary negotiable.
810-543-8117 x 302

GENERAL OFFICE
Phones, Typing, Filing, WordPro, Spreadsheet experience helpful. Send resume to:
Sward & Sward, CPA's
38701 7 Mile Rd., Ste. 245
Livonia, MI 48152

GENERAL OFFICE POSITION
Available for Livonia office. Person must possess good phone skills, basic computer skills (Excel a plus) & ability to meet deadlines, for a fast paced office. Please call for an interview, between 8:30-5pm, Mon-Fri
313-425-9533

GENERAL OFFICE
Reliable, self-starting individual needed as an assistant. Insurance experience helpful but willing to train. Computer experience required. Must know Word and Excel programs. Fax resume to: Personnel Dept. P.O. Box 5104, Southfield, MI 48086-5104 EOE

GENERAL OFFICE
Troy area. Telephone answering receptionist, computer skills 6-5pm. (248) 689-5833

GENERAL OFFICE/Word Processing. Experience necessary. Immediate openings. Call Cat (248) 543-5800

GENERAL SECRETARY
Needed for fast paced office. Skills required Professional speaking voice, MicroSoft Office, Word Perfect knowledge, organized, detail oriented. $8.00/Hr. Fax resume to: 810-356-1561

GROWING WIXOM corporation seeking organized individual w/experience in data entry & accounting calculations. Individual should be dependable & self motivated. Send resume including previous job duties & salary history to: Personnel Dept. P.O. Box 1004, Wixom, MI 48393-1004

HEATING/AIR CONDITIONING TECHNICIANS needed for construction company. Must have experience/training & or litigation. Proficient with WP 6.1. Please forward resumes to: Personnel Director, 300 East Maple Road, Birmingham, MI 48009

LEGAL SECRETARY
Partner Position
• • • • • • • •
Southfield 11 firm seeks highly skilled secretary. Legal skills must be proficient in Word Perfect and have excellent communication and organizational skills. Must have litigation experience. Pleasant surroundings. Excellent starting salary and benefits. Call
(810) 948-0000
or Fax resume to
(810) 948-9024

LEGAL SECRETARY/ RECEPTIONIST
2 attorney office in Livonia needs person who can multi-task. Must be person. Must know windows 3.1 word & Word Perfect. Computer phone & transcription skills. Some legal experience. 40+ hours. Send resume to: Box #2011
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Small Farmington Hills general practice firm seeks full time position available for legal secretary with 1-3 years experience. Office atmosphere, competitive wages & benefits.
Fax resume with salary history to: 810-553-8258

LEGAL SECRETARY - wanted for plaintiff/personal injury firm. Non-smoking, pleasant atmosphere. Call 810. Send resume to: Frank Aesip, 24901 Northwestern Hwy., Suite 417, Southfield, MI 48077.

LEGAL SECRETARY wanted to work for sole practitioner in friendly shared office, located in downtown Birmingham. General practice with emphasis on domestic relations matters. Call John Anderson at:
248-540-7067

LOVE TO TYPE/ CHAT ON THE PHONE?
Come join the staff at Trader Times Magazine, we have a fun & challenging position for you. I know you will enjoy being a part of my team. Salary commensurate. Paid vacation, Blue Cross dental, 100% tuition reimbursement. Call Ann Marie
(248) 476-7355
Nice Livonia Office

MANAGEMENT COORDINATOR/ CLERICAL- Semi secretarial position available with large westside management company. Excellent communications, typing, WordPerfect & basic P.C. experience required. Call Cat or Fax resume to:
Cat (248) 349-0077
Fax