502 Help Wanted-Office Clerical

ASSISTANT MANAGER
For self-storage facility. 2 days week. Flexible hrs. For Troy area. 248-588-3358

For Livonia area. 248-476-4444

ASSISTANT RECEPTIONIST
for Optometric office. Full time. Experienced. Walled Lake/South Lyon areas. 248-624-1787

ASST. MANAGER
Southfield apartment community seeks an outgoing, personable and dynamic individual to help maintain excellent occupancy rate and to assist in the efficient operation of our rental office. Successful candidates will possess outstanding communication skills, prior sales experience and some computer skills. Security salary plus commission, in addition to excellent fringe benefits. Please send resume and salary requirements to: Box #2201
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

ATTENTION SENIOR CITIZENS
Top Income opportunity. Part time light for self motivated individuals in Kindergarten & Grade School Crossing Guard jobs. Full & part-time positions available. Call for interview info. 313-584-6121 or 1-800-444-8022

JOIN OUR TEAM!!!
If you have experience in the following areas, we may have a position for you:
- General Clerical
- Word Processors
- Tellers
- Accounting Clerks
- Loan Service Clerks
- Project Assistants
- Telemarketers
- Executive Administrative Assistant
- Customer Service
- Data Entry

We have Full-time, Part-time, Temp to Perm positions available.
If you would like to set an appointment call our interview line, please contact:
VOLT SERVICES GROUP
(248) 557-1910

AUTO DEALER
Large suburban Ford dealership is interviewing for Service Apprentice/Coordinator. Dealership experience preferred but will train qualified candidate. Contact Rick at (313) 495-5000 Ext. 262

BILLER - Full & part-time, days. Call after 2 pm. Detroit Big Medical Lab, Farmington Hills. 10 Mile/Grand River. (248) 471-4111

BILLING CLERK
Experienced preferred. Insurance billing & A/R skills. Full time. Insurance & pension. Send resume: P.O. Box 5371 Detroit, MI 48213

BILLING/OFFICE CLERICAL
Position available working for Southfield area Home Health Agency. Duties include data entry, collections, computer/typing. Candidate must have three years office experience, data entry & the use of Microsoft Word/Excel. Interesting candidates can Fax resume to Laura G. (810) 647-3674

BILL REVIEW
Full time in Livonia seeking individual with ICD-9 and CPT coding knowledge. Knowledge of insurance preferred. Benefits. Fax resume to Lisa (313) 513-0531

BOOKKEEPER - ACCOUNTANT
Farmington Hills CPA firm seeking experience and computer knowledge. Benefit salary. Requirements and resume to Box 2123
Observer & Eccentric Newspaper
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Are you a full charge bookkeeper capable of completing financial statements? Are you detail oriented? Organized? Do you have at least 5 years experience? If you answered yes to each of these requirements, Detroit Professional Firm is looking for you! Please send resume today to P.O. Box 316 Roseville, MI 48066-0316

BOOKKEEPER - FULL CHARGE
Part-time, 20-25 hrs weekly. Computer skills required for Livonia real estate office. Fax resume to Box #2168
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER - full time accounting position. Excellent benefits package. Resume to: Bookkeeper, PO Box 1158, Troy, MI 48099

BOOKKEEPER/GENERAL OFFICE
Immediate full time position for property management company. Accounting duties include accounts payable, month end statements + general office duties. Friendly environment. Quiet office. Send resume to Attn: Office Manager, 43905 Telegraph Rd., Ste. 110, Bloomfield Hills, MI 48301 or fax to 248-540-1095

BOOKKEEPER

Manufacturer has immediate opening for an experienced full time bookkeeper. Organizational, phone and people skills a must. Priority given to applicants with computer accounting experience. Proficiency in MS Windows 95, Excel and Word. Send resume and salary requirements to: Human Resources 777 Stadium Rd., Huntsville 48167 or Fax 810-750-7939

BOOKKEEPER/QUICKEN/Quick Books Literate. Very flexible working schedule. Work in Farmington Hills (approx. 18 up to 40 hrs. per mo. your choice). Fax resume: 248-851-5067 or Marital Management Group, P.O. Box 941, Southfield, MI 48037

BOOKKEEPER SECRETARY
Seeking experienced bookkeeper with secretarial skills for pleasant non-smoking Northville office. Must be computer proficient in Windows 95. Knowledge of Excel and Quickbooks a plus. Ideal candidates should be well organized, self motivated and able to work independently. Duties include maintaining contracts and purchase agreements, processing accounts payable invoices and checks; interacting with purchasers, title and mortgage companies; maintaining insurance records, obtaining waivers and sworn statements from vendors; and other clerical duties. Computer experience required. Excellent wages and fringe benefits available. Send resume with salary requirements to:
Kattan Enterprises, Inc.
P.O. Box 2033
Southfield, MI
48037-2033

BOOKKEEPER WANTED
With Travel Agency background. (248) 349-3700
Ask for Victoria or Mary

BOOKKEEPING ASSISTANT, experience in A/P required. Fast-paced office in Novi. Must be able to work well under pressure. Accuracy a must. Leave message on fax resume (248) 348-9058

502 Help Wanted-Office Clerical

BROKERAGE
Smith Barney's Birmingham office offers an opportunity for Client Service Assistant. Must have experience in the brokerage industry, be an excellent typist and have extensive computer skills. Reply to: PO Box 3008
Birmingham, MI 48012
Smith Barney is an
Equal Opportunity Employer
M/F/Disabled/Handicapped/Vet

CASHIER/TELEPHONE OPERATOR
Import dealer needs a mature dependable person to handle our busy switchboard and cash register. Computer experience a plus. Apply in person to Marian at Livonia Volkswagen 34501 Plymouth Rd. Livonia

PROGRESSIVE LATHRUP Village C.P.A. firm seeking full time Computer Clerical Person with knowledge of basic accounting. Fax resume to: 248-552-1990 or mail: Steven Polnik & Assoc. PC, 27313 Southfield Rd., Lathrup Village, MI 48076

CLERICAL/ACCOUNTS PAYABLE
Our national product distributor is looking for a detail oriented individual with clerical experience. Need to be organized, take ownership and have excellent benefits & working conditions. Please apply to Joel at (248) 355-1000. Jim Punch Chevrolet, Telegraph at 696 Southfield

CLERICAL ASSISTANT
Wright Watchers Headquarters in Farmington Hills seeks a part-time Clerical Assistant Monday-Friday, 20 hours week. MS Word proficient, filing, copying, paper flow, good attitude remain professional demeanor must be flexible. We offer an entry level salary, excellent working environment. Please fax resume and salary requirements to (248) 488-0361, or send to CAPT.HR, P.O. Box 9022 Farmington Hills, MI 48333-9022
EOE

CLERICAL - Birmingham fast paced growing firm needs individual who has WordPerfect knowledge to answer phones, open mail, general office work. $8.50 an hr.
Call Pat (248) 540-0268

CLERICAL
Computer Literate preferred required. Excellent telephone skills a must. Fax resume to 313-748-8007, Attn: Julie or mail to Personnel Dept. 8001 Middlebelt, Romulus, MI 48174. Julie

CLERICAL/CUSTOMER SERVICE
Answering phones, typing $7.00 an hour. Apply in person 1030 Wayne Rd. S. of Ann Arbor

CLERICAL - Entry Level
Typing, answer phones, file work. Perfect (248) 642-8600
An Equal Opportunity Employer

CLERICAL FULL time seasonal position available in Troy. Customer service, phone skills & basic computer knowledge a must! (248) 588-3000

CLERICAL
Part time (flexible) for Detroit Cantor office. Light office work and answer phones. Apply in person: Mon 10am-12 or 1:30 to 4:30
(313) 237-5801
An Equal Opportunity Employer

CLERICAL POSITION
Immediate full time Clerical position opening for small business in Rochester Hills. Must be well versed in Windows 95 atmosphere to include Microsoft Office. Desktop publishing experience a plus. Job duties will be varied. Strong English & communication skills needed. Fax resume along with references to: Christine Balint 248-299-0905

CLERICAL POSITION
Flexible Hours. Full/Part-time. Organized person to file and fill for Accountant. Computer and accounting experience helpful. We are a national leasing provider of equipment to the medical, dental and manufacturing companies. We offer excellent benefits, competitive salary, and an independent work environment. Please send your resume to Ms Zoki HR IST Headquarters, 41370 Bridge St. Nov, MI 48375 or e-mail to zoki@istlease.com or Fax (248) 420-8338 IST, Inc. is an EOE

CLERK MESSENGER
Position for Bloomfield Hills Law Firm. Duties include deliveries, document and litigation filing. Copying etc. Must have dependable transportation. Fax resume to 248-645-0540 Call Personnel at (810) 258-8700

★ CLERK POSITION ★
New firm. Entry level. Duties include filing, processing credit, research etc. Please call Pat 248-948-8000

CLIENT SERVICE/RECEPTIONIST
Full time clerical position in busy money management office. Excellent telephone, organizational, and communication skills and professional appearance required. Benefits. Send resume & salary requirements to Attn: MPG, P.O. Box 9153, Farmington Hills, MI 48333-9153

COLLECTIONS
Duties include calling accounts with past due balances, reconciling accounts & financial arrangements. Ideal candidate must be self directed, possess strong communications skills and have previous related collections experience. Full-time, Mon-Fri, 9:30am-5pm. $8/hour. Negotiable Benefits. Send resume to:
Director of Human Resources
PO Box 85063
Westland, MI 48185-0062
EOE

COLLECTOR
Full time in Livonia. Must be motivated with excellent communication, customer service, and computer skills. Must have position experience. Workers compensation experience a plus. Benefits. Fax resume to Marianne (313) 513-6531 EOE

Construction Bookkeeper/Accounting
Needed for fast paced residential construction company. Ideal candidate should be well organized, self motivated, and able to work independently. Duties include maintaining contracts and purchase agreements, processing accounts payable invoices and checks; interacting with purchasers, title and mortgage companies; maintaining insurance records, obtaining waivers and sworn statements from vendors; and other clerical duties. Computer experience required. Excellent wages and fringe benefits available. Send resume with salary requirements to:
Kattan Enterprises, Inc.
P.O. Box 2033
Southfield, MI
48037-2033

CPA Firm seeks person to do bookkeeping, accounting, some clerical and telephone work for small Troy office. Must be computer proficient. 30 hrs per week, flexible. Fax resume to. 248-643-1747

502 Help Wanted-Office Clerical

Corporate Apartment Operations Position
Flexible, detail oriented person with strong customer service skills. Word processing, spreadsheet & Access knowledge a plus. Please fax resume to (248) 262-7756 or call (248) 262-5817

COUNTRY CLUB EXECUTIVE SECRETARY
Who said there's no such thing as a free lunch? An exclusive country club has a dream job available for a professional with a semi-personality and a polished image! Will be responsible for creating the club newsletter (graphics designed) and a variety of tasks for the General Manager. Great salary, paid benefits and free lunches! Call/fax resume to Gloria 248-932-1170; Fax 248-932-1214
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

CUSTOMER RELATIONS
CUSTOMER COUNSELING
International automotive manufacturer is adding to customer service staff. Experience listening and resolving a wide variety of consumer issues required. Long term assignment. Full time $10.00/hr. to start. No sales. Auburn Hills, Plymouth and Troy
Call Corinne today
Birmingham Livonia
645-7900 473-2931
Advantage Staffing

CUSTOMER SERVICE/CLERICAL
Farmington Hills area. Light typing, data + profit sharing, rapid advancement. Credit background. Non Ask for Helen (248) 473-2400 ext. 106

CUSTOMER SERVICE
Fast paced Plymouth office seeks full time person to handle customer and accounts payable experience. $7-$8/hr. plus benefits. Call 313-459-5440

CUSTOMER SERVICE CLERK
Pro Therapy of America, a division of physiotherapy associates, is seeking an exciting field of Medical staffing. We are seeking an energetic, motivated individual with good customer service and clerical skills to assist our inside marketers of licensed Therapist to hospitals and healthcare facilities across the nation. Conveniently located in 12 Mile/Telegraph area. Excellent pay, benefits and career development.
Call today (248) 203-1026

CUSTOMER SERVICE REPRESENTATIVE
Norwest Financial, a 100 year-old powerhouse in the consumer finance industry, offers a challenging position for an outgoing individual with strong communication & organizational skills in our Livonia & Novi expansion offices. Lending background a plus. Includes focus on sales, customer service & some clerical duties. Permanent full-time position with outstanding benefits and a starting salary range of $19,000- $28,000. Resume only to: 31731 Northwestern Hwy. Suite 151 W. Farmington Hills, MI 48334. Attn: R. Berry EOE

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. Opportunity for advancement. Send resume to:
Office Manager
PO Box 3000
Farmington Hills, MI 48333

CUSTOMER SERVICE/ ORDER ENTRY
Customer Service/Order Entry person wanted to fill entry-level position responsible for analysis, order entry, and follow-up of DEM automotive customer requirements through actual shipment. Communicates with all departments. Strong Phone skills, problem solving skills required. Automotive background a plus. Please send resume and salary history to:
HARADA
22925 Ventura Drive
Novi, MI 48375
Fax# 248-374-9100

★ Customer Service Rep.
Immediate Opening
Full time, daytime office in W. Bloomfield. Typing & computer knowledge. Pleasant working building. For App't (248) 626-2552

CUSTOMER SERVICE (reception)
Large veterinary practice in a referral hospital is looking for full & part time W. Bloomfield Hills. Mon-Fri, hours open, 7 days/week, 24 hrs/day. Possibilities are endless. Computer skills, previous vet experience preferred, duties include reception, client collections, record management, customer service. Pleasant Benefits. Contact 248-354-6742, voice mail message and leave full name.

CUSTOMER SERVICE REPRESENTATIVE
USA TODAY is looking for a highly motivated, self-starter to support our field staff. Successful candidates will have one year experience, a high school degree, all Windows, Lotus 1-2-3, Word Perfect, and an excellent attitude. It would be helpful. Please send cover letter and resume to: USA Today 49140 Wixom Tech Dr., Wixom, MI 48393. Attn: Jim A. Lance
EOE/M/F
NO PHONE CALLS, PLEASE

DATA ENTRY/ ACCOUNTING CLERK
Growing manufacturing company seeks individual for entry level first shift position. Will have position experience. Workers compensation experience a plus. Benefits. Fax resume to Marianne (313) 513-6531 EOE

DATA ENTRY/ CUSTOMER SERVICE
Growing Storage Equipment Manufacturer looking for someone accurate, responsible with good computer skills for order entry & customer support. Must be a team player with a desire to grow with a growing company. Wages commensurate with experience. Excellent working conditions. Call fax or send resume to:
40361 Liberty Dr., Wixom, MI 48393
Phone (248) 624-9070
Fax: (248) 624-9072

DATA ENTRY
Entry level at our non smoking Livonia office. Must type at least 40 wpm, well trained, hour Mon-Fri. 8-4. Benefits. Call Michelle
(313) 422-1818

DATA ENTRY
Part time nights, 6pm to 1:30 am. Earn after 1 year, up to $8.00 hour. Detroit Big Medical Lab, 23955 Freeway Park Drive, 10 Mile, Grand River Area. (248) 471-4111

502 Help Wanted-Office Clerical

Data Entry / Proofreaders
Fast growing company has full time and part time positions available on day and afternoons shifts. Must be reliable and detail oriented with data entry experience required. Excellent benefits package for full time employees. Send resume. Computer Methods Corp., Attn Jeanne Gerard, 13740 Merriman, Livonia, MI 48150 or FAX 313-522-2705

DATA / ORDER ENTRY
For fast paced construction company. Call Marianne 50 wpm. We offer a comprehensive benefit & wage package commensurate with your experience. Send resume with most recent salary to:
Attn: Supervisor, PO Box 7310, Bloomfield Hills, MI 48302-7310

DENTAL RECEPTIONIST
Nearby Royal Oak office. Call 248-547-8730

DIRECTOR/OFFICE MANAGER
Mon. Thurs. 3-7 Friday Sat. 8-2
Outpatient mental health clinic
Birmingham area. Send resumes to
Human Resources
33290 West Mile, #47 W.
Bloomfield, MI 48322

EXECUTIVE ASSISTANT
Rapidly growing systems integrator is seeking an Executive Assistant to the President and CEO. Excellent career opportunity for a responsible, conscientious, motivated individual. Must have a college degree or experience or related field and 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 Vincent Ct
Novi, MI 48375
Attn: Debbie Mason-LAK
EOE

EXECUTIVE ASSISTANT - South-field non profit association seeks organized, personable, neat, efficient, dependable person. Computer "expert" Salary commensurate with experience (248) 559-3115

FILE CLERK
Busy Dealership needs part-time file clerk for Service Department. Flexible hours. Call (248) 354-4000 Ext. 42
Ask for Liz or Diane

FILE CLERK
Experienced full time for filing and light typing. Must exhibit excellent organizational skills. Knowledge of computer skills, PC and MS Office experience a plus. Competitive pay and benefit package. Send Resume to HR Manager, P.O. BOX 2003 Southfield, MI 48037 or Fax to 248-728-8044

FILE CLERK/TYPIST, full time, needed for fast paced Farmington Hills law firm. Excellent benefits. Call Personnel at (810) 258-8700

FILE/MAIL CLERK
Energetic, detail oriented person, with computer knowledge and typing skills required for law firm. Full time. Non-smoking. Please contact K. Mann at 248-433-1414

GENERAL CLERICAL & BILLING
Full time small office seeking Will train. Excellent benefits.
Cedar Beach Lab Inc.
Farmington Hills
(248) 626-3144

GENERAL CLERICAL
Bloomfield Hills law office, 20 to 30 hours flexible. Legal experience preferred. Must have computer skills and know. $9-$12/hr. Send resume to: Jeffrey Lewis & Associates, 1077 Woodward, Suite, 250, Bloomfield Hills, MI 48302 or fax to (248) 335-0669

GENERAL LEDGER ACCOUNTANT
needed for real estate development company. Peachtree experience is helpful. Fax resume to 248-559-9019

GENERAL OFFICE
Accounting and computer experience helpful. Send resume to 31962 Crooked Lane, S. Lyon, 48178

GENERAL OFFICE
Billy Bob's Expanding
Looking for general office & data entry person for Royal Oak headquarters & W. Bloomfield restaurants. Competitive pay, $9/hour. Contact Penny. 248-549-4263

GENERAL OFFICE for restaurant group. Must have computer experience, telephone & computer skills. Full time, Mon-Fri. Benefits. Call Ann Marie or Dee at Sons, 26514 W. 7 Mile, Redford, MI 48240. FAX 313-531-1285

GENERAL OFFICE
Full/part time, Filing, Computer experience helpful. Pleasant working atmosphere. Good phone skills. (313) 534-4449

GENERAL OFFICE HELP
Full or Part-time. Experience preferred. Knowledge of Word and Data Entry. Please mail resume to Consolidated Management, Inc., P.O. Box 685, Southfield, MI 48075 Attn: Lori

GENERAL OFFICE SUPPORT
Full time. Non-smoking. Varied duties to include: Accounting, data entry, cash applications, collections, & some order entry. Collection & computer experience a plus. Please fax resume to P.O. Box 605, Novi, MI 48376-0605

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

HUMAN RESOURCE ASSISTANT
Southfield corporation is seeking an HR Assistant VP-HR Responsibilities include administering benefit plans, all employee paperwork, COBRA, FMLA, ADA, HIPAA, and the Law. Prior experience required. Degree preferred. Must possess working knowledge of Word, Perfect and Windows. Send resume and salary requirements to: Box #2202
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

TITLE INSURANCE Company looking for energetic, hard working individuals to fill several General Clerk positions for:
●Customer Service
●Data Entry
WA train, 40 hours a week. Please call Mark Kaiser. (313) 425-5000

LEASING CONSULTANT
Luxury Apt. community in Bloomfield Hills, seeks experienced individual with good communication skills. Tues. & Wed., 10-6pm. Call 248-362-7400

LEGAL SECRETARY - Experienced, full & part time positions for small litigation firm. Substantial salary & fringes. (248) 642-0333

502 Help Wanted-Office Clerical

—IMMEDIATE OPENINGS —
New business at DPCS INTERNATIONAL INC in Livonia has created immediate openings in the following areas of our computer monitoring services firm:
- CUSTOMER SERVICE Full-time, Days (9-5) must have prior CSR phone, and some Data Entry experience
- DATA ENTRY OPERATORS Full-time, Days or afternoons, minimum 10,000 keystrokes required, prior experience in production environment
- FULFILLMENT CLERKS Full-time Days or afternoons, some prior Clerical/Mailroom experience a plus. Production environment.

DPCS offers competitive salaries, medical, Dental, and Life insurance, paid Holidays, Vacation, and Sick time, and plenty of growth opportunities. To schedule you interview appointment, call Jim (313) 261-1940
An Equal Opportunity Employer

KIDS BACK IN SCHOOL?
Interested in going back to work?
Come join Bartech ... we are currently hiring Administrative Assistants & Secretaries for immediate long & short term assignments at leading automotive company in Dearborn
POWERPOINT
MS EXCEL
MS WORD
The Bartech GROUP
313-271-5454
Evening Appointments
EOE

LEGAL/EXECUTIVE SECRETARY to assist Professionals in Bloomfield Hills law firm. Must be creative and self motivated. This position presents an excellent opportunity to gain practical knowledge of business and the insurance industry and for salary advancement. Hiring for right candidate. Send resume to Barbara A. Eaton, Kabas & Hertz, P.C., 1471 Woodward Ave., Ste. 200, Bloomfield Hills, MI 48302 or FAX 248 335-0669

LEGAL SECRETARY
Bloomfield Hills law firm. Full time position available for experience (1-3 years) Legal Secretary. Paid vacation, holidays, medical, dental, life insurance. WordPerfect 5.1 experience a plus. Good salary. Also seeking RECEPTIONIST/TYPIST for overflow work. Call Ann Marie, 248-858-0443 Or fax resume to 810-858-7435

LEGAL SECRETARY
Experienced and professional Legal Secretary with Bloomfield Hills law firm. Perfect sought by Bloomfield Hills law firm. Respond to: Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515, or by Fax: (810) 258-3346

LEGAL SECRETARY
Experienced for defense firm. Send resume to Lynn, 360 N. Main, Clawson, MI 48017 or fax 248-588-3380

LEGAL SECRETARY
Experienced legal secretary need by Troy law firm. Focus on commercial litigation. Excellent secretarial skills, knowledge of Microsoft Word 7.0 for Windows 95 and positive attitude are required. Salary commensurate with ability. Please fax resume to:
Attn: Hung Partner
Dodd, Dodd, Bailey & Porter, PC
5445 Corporate Dr., Suite 170
Troy, MI 48098-5383
Fax: (248) 879-2338

LEGAL Secretary experienced for Southfield law firm. Microsoft Office 97 for Windows 95. Salary commensurate with experience. Available immediately 248-569-7700

LEGAL SECRETARY
For Troy law firm. Excellent typing skills. WP 5.1 and legal experience required. Send resume to
Office Manager,
888 W. Big Beaver, #900,
Troy, MI 48084.

LEGAL SECRETARY
Full time 2 yrs experience and Microsoft Word required. Fax (248) 540-3340

LEGAL SECRETARY
For Farmington Hills Litigation firm. Microsoft Word experience preferred. Full time position with excellent benefits. Send resume to, P.O. Box 3040, Farmington Hills, 48333 or FAX to: 248-851-2158

LEGAL SECRETARY
FOR SERVICE PARTNER Exceptional opportunity at Troy Insurance law firm for self motivated individual. WordPerfect 6.1. Benefits. Fax resume to Barbara 248-362-7233 or mail to: PO Box 4930, Troy, MI 48084

LEGAL SECRETARY
Flex time, good pay.
Mrs. Brown (248) 353-1250

LEGAL SECRETARY
Growing Bloomfield Hills Law Firm is seeking Legal Secretaries to fill openings in areas of Litigation and Real Estate. Excellent Benefits. Bank Loans, Asset Protection.
Must be proficient in Word Perfect for Windows. Word and have previous experience. We offer a salary commensurate with experience, excellent benefits and pleasant working conditions. Send resume and salary requirements to:
Director of Finance
6964 E. Long Lake Rd
Bloomfield Hills, MI 48304

LEGAL SECRETARY
Personal injury law firm seeking experienced, motivated, detail oriented secretary. Southfield area. Please fax resume (313) 537-4242 Attn: Van Miller

LEGAL SECRETARY - Part-time. Farmington Hills. WordPerfect 6.1-7.0 minimal injury practice. Fax resume: Call Stuart or Leslie: (248) 932-3505 or Fax resume to: (248) 932-1734

LEGAL SECRETARY
Royal Oak law firm seeks Legal Secretary with 2 years' experience in real estate, WordPerfect, and Timeslips. Competitive salary & benefits. Please fax resume: 248-288-4290 Attn: Ed

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Partner Position
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. Pleasant surroundings. Excellent starting salary and benefits. Call
(810) 948-0000
or Fax resume to
(810) 948-9494

LEGAL SECRETARY
Self-motivated, experienced legal secretary needed for growing plaintiff tax firm in Southfield. WPKD a must. Friendly environment. Salary negotiable. Call Mr. Kramer at
(248) 352-1000

LEGAL SECRETARY
Southfield law office seeks secretary with strong typing skills, litigation experience and a friendly environment. Competitive wages & benefits. Reply to: Personnel, 4000 Town Center, Suite 1500, Southfield, MI. 48075 or Fax resume to:
248-352-1431

LEGAL SECRETARY
Small Farmington Hills general practice law firm has full time position available for Legal Secretary with 1-3 years experience. Nice atmosphere, competitive salary & benefits. Fax resume with salary history & salary requirements to: 810-553-6260

LEGAL SECRETARY
Well organized, detail oriented Legal Secretary needed full time for partner in medical law downtown Detroit area. Excellent benefits and starting salary. MicroSoft Word 6.0. Salary commensurate with experience.
(313) 965-6100

MESSENGER
FOR Southfield law firm. Responsibilities include deliveries and filing. Fax resume to: 248-948-0000 or fax resume to 248-948-9494

MICHIGAN'S LARGEST TITLE COMPANY seeks experienced Escrow Processor, Receptionist & Closer in our Oakland County branches. Fax resume to: Alice 810-540-1045

MORTGAGE PROCESSORS!
Generous salary & benefits offered to experienced mortgage professionals seeking a position in a pleasant environment. We are a fast paced state mortgage company and are looking for nonconforming loans. Looking for qualified experienced people to join our family. If you not happy with your present position, you have come to the wrong place. Please fax resume to Capstone Mortgage
Attn: Julie, (810) 298-7530

OFFICE ASSISTANT
Busy photo studio, in business 95 years, seeks self motivated person for general office work. (Phones, filing, shipping, etc.) Office experience a plus. Hours include some evenings & Sats. Benefits & a cordial staff. Call or send resume to: Edwards Wedding Photography, 29200 Telegraph Rd.
Southfield, MI 48034
248-948-9500 Fax: 248-948-9845

OFFICE ASSISTANT
An Expanding National Talent Firm in Troy
(25 years in print, film, automotive)
Needs an Office Assistant
Great pay & benefits
Candidates must be multi-tasked oriented, experienced in computer and management skills. Strong Patient communication skills required.
Office and client orientation provided.
1-800-345-2373

OFFICE ASSISTANT
Receptionist, light computer, general office. Troy location. Fax resume to 248-619 0255

OFFICE ASSISTANT
Full time. Farmington Hills. Computer skills required. Accounts receivable/payable experience. Excellent phone skills a must. Pleasant surroundings. Ask for Michele. (248) 471-3777

OFFICE ASSISTANT
Immediate full time opening must possess strong organizational and communication skills. MS Office knowledge. Prior accounting experience required. Medical terminology helpful but not necessary. Pleasant work environment. Farmington Hills location. Call (248) 848-9019 or fax Resume to 248-848-9019

OFFICE ASSISTANT
Part Time
Human Service Agency located in Southfield seeks a detail oriented person to provide support for Administrative Staff. Will handle intake of new employees, typing and other clerical tasks. Non-smoking office. Flex hours. Salary open.
(313) 354-1130

OFFICE/CLERICAL - Good telephone manner. Daily duties include answering telephones, balancing cash register, entering orders in computer. Some computer experience helpful. Great benefits. Ask for Grace. Call: (248) 244-0260.

OFFICE CLERICAL - part time Customer Service. Hours 2pm-6pm. Call 1-800-820-4471 or send resume to: Sabre Design Systems
28475 Hayes
Romulus, MI 48174

OFFICE CLERK
Full time position for busy Rochester fabric/drapery store. Good telephone personality. Call Joan
248-652-2248

OFFICE HELP - Part-time, evenings. Every other weekend 10-2 hrs. per wk. Call
(313) 261-9690

OFFICE MANAGER
for small design company. Familiar with all office procedures. Must be organized, detail oriented, computer & phone skills. Send or fax resume:
Attn: Ms. Lynn
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE PERSON
In Westland, MI. Must have pleasant voice and enjoy dealing with people. Students welcome we'll train the right person. Hours are approximately 9-5 & $6 per hour. Professional office environment. Call Mrs. Allen, Mon-Fri 9-5
(313) 326-6502

OFFICE SUPPORT PERSON
For copying, errands, filing, etc. Full-time. Busy Bloomfield Hills law firm. Fax resume: (248) 594-0610

OFFICE WORK - Wholesale door manufacturer in Redford needs reliable person for light office work. Pay is $6.00 hr. Includes accounts receivable, phone, & filing. Computer experience preferred. $8-9 20hr. 313-531-7180

502 Help Wanted-Office Clerical

OPERATIONS ASSISTANT
Communication contractor has a full-time position available for operations assistant. Good communication skills & computer proficiency required. Responsibilities include: job scheduling, purchasing, material staging & miscellaneous office duties pertaining to daily operations. We offer competitive wages & benefits. Fax resume to: 248-303-7006 or apply in person at Catalyst Concepts Inc. 4212 Mauer, Walled Lake 800-754-3230

PARALEGAL
Experienced for 20 attorney Detroit business law firm. Duties will be primarily litigation support. Must possess excellent organizational skills. Computer literacy a plus. Salary commensurate with experience. Respond with resume to: Director of Administration, Berry Moorman, 600 Woodward Ridge Plaza, Detroit, MI 48226

PARA LEGAL for national company at Oakland County Headquarters. Experience with leases, contracts & litigation support. Salary dependent on experience. Send resume to Personnel Manager, P.O. Box 7037, Troy, MI 48007-7037

PART TIME Administrative/Clerical position. Busy Farmington Hills, Realty needs responsible assistance for 15 hours per week. $7 per hour. Flexible hours. Call Dana Ferris at
(248) 848-3000 x215

PART TIME RECEPTIONIST/ SECRETARY
Up-scale Livonia real estate office seeking receptionist/secretary for afternoon schedule, 3 or 4 days a week. Some weekends required. Computer skills helpful, dependability and office experience a must. Excellent benefits, salary $7.00 - $8.00 /hr. Please call (313)427-3000 or fax resume (313)462-3815

Personal Assistant
Part-time for top real estate agent. Computer, typing, organizational skills required. Dependable auto for light local travel. Flexible hours, some evenings & weekends. Send resume w/references to P.O. Box 1172, Novi, MI 48376-1172

PHONE ORDER PROCESSORS
Full & part time. Weekends available. Must love to talk on the phone & work with the public. Extra pay for each assessory. Blue cross HMO, dental, life insurances, 401K, 100% union reimbursement programs, paid vacation & birthdays. Excellent training program & career advancement.
Call Sandy at 478-7335
Nice local Livonia Office

PHOTO SYSTEMS, INC. in a growing digital & chemical imaging company located in Dexter, MI. 4 miles N of I-94 & W of Zeeb Rd.

CUSTOMER SERVICE
Immediate opening for dependable individual with experience in sales/ marketing and strong typing & clerical skills. Duties include order entry, customer follow up and extensive telephone sales.
RECEPTIONIST
Enthusiastic individual with pleasant phone voice and computer skills needed to operate busy switchboard.
All positions full time, benefits, wages commensurate with experience.
Call (248) 221-4400 Ext. 201
for more information.
For all positions, please send a resume and cover letter to:
PSI, Inc.
7200 Huron River Drive
Dexter, MI 48130
Price Sports, Inc is an
Equal Opportunity Employer

RATE CLERK POSTION AVAILABLE
at local transportation company. Must have some computer experience, math background helpful. Great benefit package. Send resume to
Box #2169
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PROFESSIONAL RECEPTIONIST
(25 years in print, film, automotive)
Needs a Professional, Experienced, Receptionist. Great Pay & Benefits.
Candidates must be multi-tasked oriented and have excellent telephone/computer skills.
Office, staff, equipment, orientation and training provided.
1-800-345-2373

PHONE RECEPTIONIST wanted, evenings & weekends. Call entertainment agency. Good pay. Dearborn area. (313) 441-5240

DATA ENTRY/ OFFICE ASSISTANT
Busy Northville headquarters is looking for a detail oriented person to perform a variety of data entry and misc. office assistant responsibilities. Must be organized and dependable with a minimum of 2-3 yrs. office or clerical experience. Position is full-time, permanent. Call (248) 347-4150 or fax resume with wage requirement to
C. LIGOTTI
21800 Haggerty Rd., #300,
Northville, MI 48167

Receptionist/Administrative TROY LOCATION
Wonderful Detroit area employer. Full time, profit sharing 401K, insurance, vacation. Stable 30 year company.
DALLAS INDUSTRIES
30630 E. Maple Rd
Troy, MI
248-643-9400
Fax 248-583-9402

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Experienced full time for Birmingham CPA office. Pleasant phone manners & front desk appearance are important. Ability to greet clients & person clerical duties. Computer skills required. Excellent benefits & benefits including 401K plan. Send resume to
Box #2200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST - and misc office duties for W. Bloomfield real estate office. Hrs. 11am-6pm. Mon thru Fri. Friendly people oriented position. Call Sharon at the Michigan Group
248-851-4100

RECEPTIONIST
Busy Chiropractic office company seeking energetic person with excellent phone skills to screen calls and greet visitors. Other clerical duties include light typing and filing. Salary and benefits competitive. Call Berger Realty Group (248) 737-3880

RECEPTIONIST - Chiropractic Office in Redford, will train, answering phones & filing, no billing experience necessary. 5 days per week, Monday afternoons. Call (313) 533-6000

502 Help Wanted-Office Clerical

RECEPTIONIST
A manufacturing distributing company in Plymouth seeks an experienced Receptionist. Assisting with administrative tasks, familiar with Microsoft office, accounts payable/receivable, low volume calls. Excellent temp-hire opportunity!
$9 - $10/hour
PERFORMANCE PERSONNEL
To schedule an interview call:
313-513-5923

RECEPTIONIST/ CLERICAL
Person with organizational, computer and phone skills needed for Livonia Realty Group. Good pay and advancement opportunities. Call Carol
(248) 442-1112

RECEPTIONIST/ DATA ENTRY
Oakland County durable medical equipment company seeking entry level full time Receptionist/Data Entry person. Duties including answering and directing calls from a multi-line phone system, data entry, filing, and other clerical skills. Excellent benefits, salary $7.00 - $8.00 /hr. Please call (313)427-3000 or fax resume (313)462-3815

RECEPTIONIST
Dynamic Royal Oak commercial furniture dealer, seeks responsible individuals with professional demeanor to perform front desk duties including multi-line telephone system & light bookkeeping. Competitive package. Salary commensurate with experience. Send resume to: Human Resources, ISCO, 1000 N Woodward Ave., Royal Oak, MI 48067

RECEPTIONIST - Farmington Hills. Full time. Phones - friendly, light typing, computer experience helpful.
Call 248-855-2600

RECEPTIONIST
Fast paced real estate office needs mature Receptionist for evenings, some weekends. Some computer knowledge necessary. Call Trish or Ellen
248 626-8700

RECEPTIONIST
For law firm in Troy. Experience in switchboard, filing & typing. Good pay, benefits, 401k. Apply at ADORN MIDDLEBELT, 111 S. Telegraph, Pontiac (248) 335-0111

RECEPTIONIST
Full-time for law office. Pleasant phone voice & knowledge of general office procedures. Light typing skills a plus. Contact Peggy at 313-941-3737

RECEPTIONIST/ GENERAL OFFICE
Joint Innovation Technologies, Inc., a premier Information Technology Consulting Firm and its owner, what you can become with an organization that encourages entrepreneurial spirit and rewards achievement.
We are seeking a detail oriented individual motivated, reliable support person with 2+ yrs. general office experience, good written and oral communication skills, tact, discretion, diplomacy, professionalism and tact, who is interested in joining an internal team of Sales, Marketing or customer service specialists.
Innovision Technologies, Inc.
39555 Orchard Hill Place.
Suite 119
Novi, MI 48375
Fax (248) 449-7694

RECEPTIONIST
Growing company seeking full entry level position. Duties include answering telephone, typing, and miscellaneous clerical duties. Should have basic PC skills, preferably MS Word. Excel and Windows 95