EMPLOYMENT

502 Help Wanted-Office Clerical

Administrative

ONLY THE BEST NEED APPLY!!!
An exciting and interesting position exists in our Farmington Hills sales office for a person with fast, accurate typing who has a flair for people and enjoys doing three things at once.
If you like a demanding and diversified position, which includes data entry work, telephone coverage plus assisting customers, answering telephones, some accounting and salary work — this IS THE JOB FOR YOU! Must have computer skills.
Good starting salary, interested candidates send resume to:
NAS
CONFIDENTIAL
REPLY SERVICE
Dept. 9PA107
P.O. Box 50200
Philadelphia, PA 19102
EOE M/F

ADMINISTRATIVE/SALES SUPPORT
See our display ad in the Sales Section for Sales Office Coordinator
LITTLE CAESARS

ADMINISTRATIVE SECRETARY
FULL TIME OPENINGS
Unique career opportunity with major growing financial institution. New openings in Troy, Detroit and Livonia locations. Steady advancement. Use your office experience to further your career.
Birmingham Livonia
646-7161 422-2931
Advantage Staffing

ADVERTISING SECRETARY $12/hourly - Work in Media department. Microsoft and Excel. Good communication skills. Exciting work environment. Subtitles. Call Danielle 810-772-6700
SNELLING PERSONNEL SERVICES

★ANIMAL HOSPITAL★
Now Accepting Applications for RECEPTIONIST. Must be dependable, self-starter with good communication skills able to juggle priorities, team player, flexible. Veterinary experience desirable, but mature & positive attitude more important. Part-Time/Full-Time Positions Available. Plymouth Veterinary Hospital, 725 Wing St. (Downtown Plymouth)

APARTMENT MANAGEMENT company has an immediate opening for a Receptionist/Accounts Payable Clerk. Candidates should possess excellent communications skills, computer and general accounting knowledge.
This position is located at our corporate office. We offer an excellent benefits package including medical, dental, optical, life and 401k. Individuals interested please apply at Amurcon Corporation, Human Resources, 30215 Southfield Rd #206, Southfield, MI 48076.
Fax - 248-958-2946
An Equal Opportunity Employer

APARTMENT SEARCH - in Southfield is looking for dedicated, team players for busy office. Office responsibilities. Phone skills, clerical experience and customer service background helpful. Salary commensurate with ability. Fax resume to: 810-827-0040

ASSISTANT BOOKKEEPER/CLERK
Accounting clerk needed for small Livonia mfg. firm. Must have a good accounting background. Knowledge of payroll and payroll taxes, accounts receivable, collection, and the ability to "juggle" is a must for this fast paced office. Send resume via fax only to: 313-522-5240

ASSISTANT
needed for busy Realtor Broker in Plymouth. Must have strong computer skills and organized self starter. This person has to be self motivated, be able to handle multiple tasks and work with little supervision. Real estate license and/or experience preferred but not required. Call Candy:
(313) 459-6222

ASSISTANT- PROFESSIONAL office seeks non smoking, mature individual in permanent part-time capacity to complete office staff. Qualities we seek: Attention to detail, upbeat personality, self-motivation, reliability and a team player. Working knowledge of a mortgage loan processing environment is a real asset, but not required. Full benefit package & competitive salary available. Send your cover letter, resume, and salary history to:
Box #2185
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

AUTO Dealer Grand Opening
Now Hiring Sales Best Dealer
Has openings for Receptionist/Cashier & New Car Detailer
Please send resume/application to Jennifer Motors 7400 Woodward Ave Woodmen Hills, MI 48304
248-644-8400

AUTO DEALERSHIP seeks a person to fill a part-time receptionist full time position. Candidate must have experience with answering a multi-line phone system. Excellent people-skills and attitude are a plus. Please call Peggy White at Bruce Campbell Dodge. (313) 538-1500 EOE

AUTO SALES
ADMINISTRATIVE ASSISTANT
To work with our sales staff to process paperwork. Computer literate & experience with public contact necessary. Apply to Tom Cowan, Lee Stanford Oldsmobile, 24555 Michigan Ave. Dearborn 313-565-6500

BILLING CLERK
Experience required. Good computer skills & PC skills. Full time. Experience a person. Send resume to: PO Box 531 Plymouth, MI 48170

BILLING CLERK - TRUCKING CO. Full-time with data entry, filing & organizational skills. Some bookkeeping helpful. 313-326-6900, Ext. 11

Bookkeeper
Experienced bookkeeper needed full-time for busy law office.
Bloomfield Hills/Pontiac area.
Call (248) 332-5656
Or fax resume (248) 332-3398

502 Help Wanted-Office Clerical

BILLING CLERK
National headquarters of much plant manufacturer requires billing clerk. Candidate should have knowledge of Microsoft Excel and Word and basic skills. 1-2 years office experience preferred. Responsible for daily invoicing, credits and some order entry. Qualified candidates should forward resume and earning history to:
Mr. Dee
Lifetime Doors, Inc
30700 Northwestern Hwy
Farmington Hills, MI 48334-2511
or FAX (248) 851-8534

BOOKKEEPER
For small real estate company. Must have computer experience. Please mail or Fax to: Weiss Nadel 3000 Town Center, Suite 540 Southfield, MI 48075. Fax 248-352-4030

BOOKKEEPER
For Southfield real estate company. Accounts receivables/payables, payroll, and computer literacy. Quickbooks experience a plus. Part time position, 3-4 days per week. Resumes to: Jeffrey Budaj CPA, Tama & Budaj PC, 32733 Middlebelt, Farmington Hills, MI 48334

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

BOOKKEEPER - FULL CHARGE/ ACCOUNTANT
Approximately 25-35 hours per week. Send resume or apply in person
Gabriella's, 322 S. Main St. Plymouth
MI 48170

BOOKKEEPER
FULL charge. Computerized
Tues. & Wed. for small firm in Birmingham.
BOYER SCHEUB GROUP
(248) 645-0000

BOOKKEEPER, FULL-CHARGE
On behalf of our client, a successful and growing reporting agency located in Troy, we are seeking a full-charge bookkeeper. This key position with the firm will impact the future growth expansion throughout the state. The successful candidate will be skilled in full-charge, preparing financials, payables, billing and payroll. You will need the ability to work closely with others in a small department within a large organization. Must proficient in computers in MAS90 and be experienced with multiple books. Excellent benefits and competitive salary. Send resume and salary history to
ATTN: BKHL
Former, Rudzewicz & Co., P.C.
12900 Hall Rd., Suite 500
Sterling Heights, MI 48313
EOE

BOOKKEEPER
Great opportunity for the right person. Friendly, non-smoking office. Must have experience in Peachtree, Microsoft Word, and Excel. Full-time with benefits. For immediate consideration fax to
(313) 348-4697 - Attn: Personnel
Or mail to D. Blossom, PO Box 87932, Canton, MI 48187-0932

BOOKKEEPER
LOVER'S Lane is seeking a full-time, full charge bookkeeper. Experience with integrated computerized accounting system. 4 year degree preferred. Apply at
2020 Wayne Rd (Westland or fax resume to 313 728 0119

BOOKKEEPER
We are a public accounting firm seeking an experienced, full charge bookkeeper dedicated to client satisfaction who enjoys working in a relaxed atmosphere with friendly people. Computer accounting knowledge required, preferably in Computer Solutions software and corporate taxes a definite plus. We offer excellent working conditions, health insurance, paid holidays & vacation in addition to a 401K program. Please send resume to
AVERILL ACCOUNTING
43440 W. 10 Mile Rd.
Novi, MI 48375

BUBBLY RECEPTIONIST
$7.50
ARBOR TEMPS 459-1166

CAREER OPPORTUNITIES
Permanent Positions

Data Entry	$18,000
Receptionist	$19,000
Secretary	$22,000
Administrative Asst.	$25,000
Project Coordinator	$30,000
(MS Word/Excel)	
Executive Secretary	$35,000

All Positions Are With Top Firms & Include Benefits
PERMANENT STAFF
TROY
248-585-2770 Fax: 585-2725
FARMINGTON HILLS
248-737-5750 Fax: 737-5878

CAREER OPPORTUNITIES
Full time positions are being offered in the Livonia area! We are looking for individuals who are enthusiastic, hardworking and ready for a change.
- Reception
- Entry level clerical
- Administrative
Call today for an interview!!
PERFORMANCE PERSONNEL
Performance Personnel
313-513-5623

CERA-MEX - SOUTHFIELD
Ceramic tile distributor needs a Secretary. Light computer skills, 8:30-5:00, Mon.-Fri. 248-557-5223

502 Help Wanted-Office Clerical

CAREER OPPORTUNITIES!! NOW HIRING
TEMP and PERM
- Word Processors
- Administrative Assistant
- Receptionist
- Data Entry
- Accounting
- Office Management
- Transcriptionist
- Electronics
- Panel Wiring
- Warehouse
- Machine Operators
- Assembly
- Helpers

IMMEDIATE OPENINGS
REFERRAL & CASH BONUSES AVAILABLE

LIVONIA	313-266-8600
TAYLOR	313-284-0777
SOUTHFIELD	810-352-1300
AUBURN HILLS	810-373-7500

SNELLING.
PERSONNEL SERVICES

CARTOGRAPHIC AID
$9.64 an hour plus 10% night premium after 6pm. Temporary position. Qualifications: 6 months experience, 12 credit hours in geography, cartography or GIS.
Contact Joe Rogerson,
(313) 258-2478
United States Census Bureau
An Equal Opportunity Employer

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 Marlon at Livonia Volkswagen 34501 Plymouth Rd. Livonia

Change changes everything
Now accepting applications for top individuals with top skills
Secretaries File Clerks
Receptionists
USI 810-258-5111

CIRCULATION COORDINATOR
Full-time, seek circulation coordinator to maintain magazine subscription list and audit records. Also responsible for subscriber billing, reader service program, secretary support. Pleasant telephone personality, organizational skills and proficiency in Microsoft word and Excel required. Reply to Circulation Manager, P.O. Box 250455 Franklin, MI 48025-0455

CLERICAL ASSISTANT
CPA firm located in Southfield Town Center, is looking for a full time Clerical Assistant. Responsibilities consist of answering telephones, data entry, dictaphone. Typing 50 wpm. Microsoft Word, experience helpful. Will train. Fax resume to: 248-358-2325, attn Norma

CLERICAL
Bloomfield Hills school district seeking SAT/ACT instructors to tutor small groups of high school students and prepare for test course. Must score SAT/ACT test. Candidates must have excellent math and English skills. Prior tutoring experience preferred. Two to three nights per week. Excellent opportunity for college students. Please fax resume to Amanda at 248-351-4292

CLERICAL / DATA ENTRY
Somerset area. Benefits. Resume to sandy@sumcorp.com or PO Box 835, Birmingham, MI 48012-0835

Clerical

MGIC Job OPPORTUNITIES
We're MGIC, one of the nation's leader in the mortgage insurance industry.

Receptionist
We are seeking an experienced receptionist in our Troy office who can work well under pressure and provide a friendly voice to our customers. Your primary responsibilities will be answering phones, directing calls, greeting visitors and providing varied clerical duties. The ideal candidate possesses good verbal communication skills, accurate typing and PC experience.

Customer Service Specialist
Responsibilities include processing loan applications for mortgage insurance and contract underwriting, responding to customer insurance inquiries, and clearing conditions on contract files. The ideal candidate will have excellent telephone communication skills, accurate data entry and good organizational skills. The level of knowledge is normally acquired through completion of high school education and a minimum of one to two years work experience in a mortgage loan processing environment.

MGIC offers excellent benefits, including a 401k and profit sharing. If you are interested in joining a winning team, please mail or fax 1-800-437-1560. Please resume to:
Manager
MGIC
Butterfield Office
Center #301
2155 Butterfield Road
Troy, MI 48084
An equal opportunity employer.

CLERICAL
Part-time. Flexible schedule. Ideal return to work" position. Pleasant atmosphere. Mediterranean company. Includes filing, account responsibility, data entry. Send resume to Attn: Marilyn, P.O. Box 1030, Farmington, MI 48332. Or fax: (248) 442-8555

CLERICAL
Part time (9-mid). 3 days. Casual office. Various duties. No whiners. 313-422-8222

CLERICAL - Part-Time
Filing, typing and data entry in Livonia. Call Jeff at: 313-425-2500

502 Help Wanted-Office Clerical

CLERICAL OPPORTUNITIES
Immediate positions available for self-motivated people with excellent attendance records, good communication skills, and interest in learning new responsibilities.
INVENTORY CLERK:
(4:00 pm-12:30 p.m. Sunday through Thursday) Must have ability to count product accurately as stacked, piled and key corrections in computer system. Must be able to work in cold environment. Pay is $6.00 per hour to begin.
RECEIVING CLERK:
(5:30 p.m./2:00 a.m., Sunday through Thursday) Must have ability to count incoming/outgoing product, verifying against bill of lading. Prior receiving experience helpful.
PART TIME KEYPUNCHER/ DATA ENTRY:
(Monday through Wednesday 4 hours each day, Friday, 8 hour day). Must have prior keypunching experience with high degree of accuracy and have ability to work in production environment for extended periods of time.
We offer benefits for both full-time and part-time clerical. If interested please send resume or complete Application. Friday 9:00 a.m. until 3:00 p.m. or send resume (indicate position applying for) with salary requirements to:
FOODLAND DISTRIBUTORS
(Attn: Human Resources)
12701 Stephens Rd.
Livonia, MI 48150
EOE

CLERICAL - Part-time
Inventory, typing, phones, and light computer. Excellent wages. Flexible hours. Immediate opening! Saturdays required. Call 248-855-3249

★★★★ CLERICAL ★★★★
Part time or full time clerical needed to assist in various areas. These include: invoicing, shipping & receiving documents, data entry, telephone, and filing. Approx. 25-30 hours per week and start time is flexible. Wages are commensurate with experience. Send resume to: Plant Manager, P.O. Box 75189, Salem, MI 48175 Or Fax: (248) 349-0854

CLERICAL
Property management company in Farmington Hills seeks a non-smoker part-time person to do light typing, computer entry, typing, answering phones, and filing. Knowledge of Word helpful. Flexible hours possible. Fax resume with references to (248) 932-3255

CLERICAL WORKERS
Westside openings for Secretaries with MS Word, Data Entry, Data Entry Operators - 55+hr. Receptionists - $7.00/hr and File Clerks - 90+hr. Long term data entry opportunities with great companies!
SECRETARIES
313-467-5450 FAX: 313-467-1638

Clerk/Data Entry
If you have typing skills, some computer skills, excellent communication skills, able to handle a fast pace, and would like to develop a career, call or send resume to Beverly Pull, HRD, Flagstar Bank, 2600 Telegraph Road, Bloomfield Hills, MI 48302.
Direct line: (810) 372-5060
Fax: (248) 338-4729
Equal Opportunity Employer

CLERK/DATA ENTRY
5 store retail chain needs an experienced, reliable, self motivated individual with strong organizational skills. Must be well organized and detail oriented. Record keeping & data input involved. Flexible hours, 401k plan, health insurance. Send resume to: Manchester, Attn: S.L., 36534 Plymouth Rd., Livonia, MI 48150

COMMERCIAL LINES CSR
For Royal Oak office. Minimum 3-4 years experience in company or independent agency. P & C licenses desired. Computer & Oral Communication skills. Salary commensurate with experience. Fax resume to Julie at 248-643-0371

CONTROLLER
Growing company located in Madison Heights is seeking a Controller to manage the accounting department. The position requires a good supervisory and communication skills and strong knowledge of computers. The ideal candidate should have a minimum 2 years experience in the preparation of financial statements of accounting procedures. Excellent starting salary with benefits and opportunity for advancement. Fax resume, Attn: CFO, (248) 616-9393

COST CLERK $8.00
2-3 years experience. Manufacturing job cost. Windows, Lotus and Excel. Walled Lake area. Good benefits. Immediate opening. Call Barb 810-772-6700
SNELLING PERSONNEL SERVICES

COURIER/CLERK
Immediate position open for a full or part-time courier/clerk (flexible hours) for a busy real estate development company in Southfield moving soon to Bloomfield Hills. Excellent driving record and knowledge of metro area required. Miscellaneous errands, delivery and pick-up of envelopes, etc., using company vehicle, various duties in Accounting. Fax or mail, etc. Apply at, or send resume to:
26000 Telegraph Rd. Ste 450
Southfield, MI 48034

CRIMINAL ATTORNEY
With BUSY practice in Farmington Hills interviewing for Legal Secretary. Must have 5 years legal experience, great personality, superb telephone skills, knowledge of WordPerfect 6.1 for Windows 95, and excellent organizational skills.
Send resume w/references via Fax to: 248-855-9523

CUSTOMER RELATIONS CONSUMER SOLUTIONS
Great job for detail oriented, major international automotive manufacturers customer service staff. Experience level ranges from involving a wide variety of consumer issues required. Long term assignment, $10.00/hr. to start. No sales. Auburn Hills, Plymouth and Troy. Call Connie today
Birmingham Livonia
646-7661 473-2931
Advantage Staffing

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
Over 100 year old company, expanding rapidly, 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 6025
Farmington Hills, MI 48333

CUSTOMER SERVICE (receptionist) Large telecommunications distribution hospital is looking for full & part time help, open 7 days/wk, 24-hrs/day. Requirements: strong communication skills, previous vet experience preferred, duties include data entry, payment collections, record management, switchboard operator. Benefits. Contact 248-354-5640, voice mail employment, leave message.

CUSTOMER SERVICE
Excellent salary, benefits and incentive program! Farmington Hills call Mr. Collins 248-10-12
(248) 737-6977

CUSTOMER SERVICE REP
Up to $10/hr. Applications being accepted Sept 8 & 9 9 AM - 3 PM. Call for location: (248) 553-6300

CUSTOMER SERVICE
Individual with excellent communications skills. Full & part-time, 7 days. Flexible hrs & bonus. Apply in person to Nestlar Mobile Homes. 248-442-7588, Ext. 10 (248) 442-7500

CUSTOMER SERVICE REPRESENTATIVE
For Rochester Home care company. Excellent organizational and communication skills required. Full time with good benefits. Call John
(248) 652-9394

CUSTOMER SERVICE & DATA ENTRY OPERATORS needed!
Entry level starts at $7/hr.
Great opportunities in the Auburn Hills/Rochester area
Call (248) 373-8118
or fax resume to (248) 373-2544

CUSTOMER SERVICE
$6-$10 Per Hour
Plymouth company looking for an experienced person to handle light industrial manufacturing background checks. Nice office. Clean environment, great benefits.
ARBOR TEMPS 459-1166

Customer Service/Support
University Moving & Storage seeks aggressive customer service people for its growing relocation business. Career opportunity. Great pay, benefits, work environment.
JOIN A WINNER! Fax resume to Employee Services, 248-615-4715 or send resume to 23305 Commerce Dr., Farmington Hills, MI 48335

CUSTOMER SERVICE
Extremely fast paced office. Must have high school diploma, excellent skills and pleasant personality. Call or fax or mail resume to: Dunhill Staffing Systems 25050 Southfield Rd. Southfield, MI 48075 Fax: 248-569-1400

CUSTOMER SERVICE
Established Canton label company has immediate full time opening for customer service Coordinator. Ideal candidate will have 1-2 years of customer service experience, strong order entry, invoicing and extensive customer contact. Candidate must be detail oriented and have excellent communication, problem solving and math skills. Excellent starting wage and benefits. For consideration, please mail, fax resume, or apply in person to: American Label & Tag, 5110 Ronda Dr., Canton, MI 48187

CUSTOMER SERVICE/ ORDER ENTRY
Customer Service/Order Entry person wanted to 3 entry level positions. Responsible for analysis, order entry, and follow-up of OEM automotive customer requirements. Forecasting and shipment. Communicates with all internal departments. Strong PC and problem solving skills required. Automotive background helpful.
Please send/fax resume and salary history to:
HARADA
22925 Venture Drive
Novi, MI 48375
Fax# 248-374-9100

CUSTOMER SERVICE CURRENT OPENINGS
40+ Hours Weekly $10/hr
Southfield, Dearborn and Troy
- temp to hire and long term
- customer service
- computer capabilities required
Part Time, 9-Noon/Noon-3 $9.75/hr
Farmington, Detroit, Troy and Southfield opportunities
- Spanish speaking a plus
- business to business
- no sales required
- excellent communication skills required
Birmingham Livonia/Farmington
646-7661 473-2931
Advantage Staffing

Customer Service $12/hr.
Immediate Openings in Livonia
8am-4:15pm
2:45pm-11pm
Duties include: answering incoming customer calls, providing information, light data entry. Must have good phone skills, 1 year telemarketing experience, temp-to-hire, benefits, top company.
Call 248-615-0660
Western STAFF SERVICES.

DATA ENTRY
Entry level at our non smoking Farmington Hills office. At least 60 wpm, will train, hour Mon-Fri, 8-4. Benefits. Call Michelle
(313) 422-1818

502 Help Wanted-Office Clerical

DATA CENTRY CLERK
Southfield based retailer has a position open in its Accounts Payable department as a data entry clerk. Prior accounts payable experience is necessary. Responsibilities include data entry, invoice and purchase order analysis, vendor and store communications and filing. Company offers comprehensive benefits package. Salary is commensurate with experience. Company is an equal opportunity employer. Please send resume to:
27600 Northwestern Hwy., Ste. 250
Southfield, MI 48034
Attn: Krista

DATA ENTRY
ACCOUNTS ADMINISTRATION
Long or short term assignments in Auburn Hills, Plymouth and Romulus. Qualified candidates have
- excellent people skills
- basic math skills
- prior business experience
Full and part time, two shifts available. Medical, meal allowance.
Farmington/Livonia Birmingham
473-2931 646-7661
Advantage Staffing

DATA ENTRY
Be a part of our growing team. Quest Diagnostics is currently seeking to fill the following position:
BILLING COORDINATOR I
Requires a minimum of 50WPM. The successful candidate will make calls, research and client contacting.
DATA ENTRY OPERATOR
Require a minimum of 35-60WPM keyboarding skills.
We offer competitive salaries & an excellent benefits pkg. For immediate consideration, please send resume or application. Mon-Thurs., 11AM-3PM (please come prepared for testing) at:
Quest Diagnostics, 4444 Giddings Rd., Auburn Hills, MI
EOE M/F/D/V

DATA ENTRY CLERK
Full time position with strong bookkeeping background required for Southfield law office specializing in retail collections. Must resume to:
E. Dusbiber, Suite 200 Town Center, #2390, Southfield, MI 48075-1367
or Fax to 248-353-1447

DATA ENTRY CLERK
Immediate full time position with large medical laboratory. Previous experience in data entry & medical billing. Competitive wage & benefit package offered. Please send resume to Cindy Caron, Billing Manager, 22255 Greenfield, Suite 501, Southfield, MI 48075

DATA ENTRY - Keypunch operators. Experienced, 10,000 key strokes. Day and afternoon positions available. Livonia area. 313-762-7650

DATA ENTRY
Part time evenings. Call after 7pm. Ask for Michelle, Behnke Bio-Medical Lab, 23955 Freeway Park Drive, 10 Mile, Grand River area.
(248) 471-4111

Data Entry / Proofreaders
Fast growing company has full time positions in our Troy office. Evening shift. Must be reliable and detail oriented with data entry experience required. Excellent benefits package. Send resume. Computer Methods Corporation, 1360 Stephenson Hwy., Merrimian, Livonia, MI 48150 or FAX: 313-522-8705

DATA ENTRY SPECIALIST
For fast paced Medical Billing company. Interpersonal, team skills a must. Requires 45 wpm. Send resume to: Dept. DE, 30445 W. 7th St., Suite 5, Royal Oak, MI 48067

DATA ENTRY
Temp Perm $7-8
Farmington Hills & Livonia
6,000 to 7,000 loh
Call today for an interview
Southfield (810) 557-8008
Livonia (313) 261-0630
Eastpointe (248) 775-7266
Mount Clemens (810) 463-9900
Interim Office Staffing

DATA INPUT
Service bureau in Farmington Hills is seeking individual with good math aptitude for medical billing data input. Minimum 45wpm. For spot call Mr. Rack, (248) 553-3143

DEALER ACCOUNT COORDINATOR
Publisher seeking person to handle dealer accounts & inventory, file maintenance, typing & phone skills required. Computer work. Full time position. Contact Jeanette
(248) 477-6650, ext. 104

DYNAMIC FAST paced manufacturing plant in Farmington Hills seeks ambitious individual to coordinate job paperwork from shop floor, suppliers & customers. Must have strong communications, key boarding, math, manual & computer skills. Non-smoking office. Send resume & wage requirements to: P.O. Box 2068, Redford, MI 48239. ATTN: Personnel specialist part or full time.

EVENING RECEPTIONIST
Mon-Thurs., 3-7:30pm, Sat., 8:30-2. Outpatient mental health clinic. Immediate opening. Send resume to:
Human Resources,
33290 W. 14 Mile, #427, W.
Bloomfield, MI 48322

EXECUTIVE ASSISTANT to $35,000
Right hand to VP, Retail/Food Service Industry. Good administrative skills. Suburbs. Benefits. Call Marlene 810-772-6700
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY to $32,000
Great job, great experience and good skills qualifies you. Farmington Hills firm. Benefits. Call Denise 810-772-6700
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Needed for Troy firm. Minimum 3 years Executive level experience. Salary $30-$40K.
BOYER SEARCH GROUP
(248) 645-0900
24 Hr. Fax: (248) 645-0003

EXPERIENCED FULL TIME Clerical Help for busy home improvement company. Need for entry level.
(313) 462-2500 Ext. 134

502 Help Wanted-Office Clerical

EXECUTIVE ADMINISTRATIVE ASSISTANT
HAMMES COMPANY is a leading national real estate development and project management firm, which offers an excellent opportunity for an Administrative Assistant with the firm's Bingham Farms, Michigan office. The successful candidate will have the computer experience and/or educational background to support project teams.
The candidate will have strong organizational and communication skills, a professional attitude and a minimum of two years office work experience. Responsibilities of this position include telephone coverage, clerical support, daily correspondence, meeting schedules and travel arrangements. Candidates with prior work experience in hospitality, real estate, or construction industries will be given priority consideration.
This position provides a challenging career opportunity in a rapidly growing, professional environment with an industry leader. Competitive compensation package provides a competitive base salary commensurate with experience and benefits. The qualified candidate must be proficient in the following: Microsoft Word, Excel, Powerpoint, transcription, possess a typing speed of 60-100 wpm. Knowledge of graphics software programs a plus.
For immediate consideration, please fax resume or current resume and salary history to:
Office Manager
HAMMES COMPANY
32500 Telegraph Rd., Ste. 209
Bingham Farms, MI 48025

EXECUTIVE SECRETARY
Detail oriented person with excellent grammatical, spelling, organizational, and interpersonal skills to provide secretarial assistance to the V.P. for Planning and Mission Effectiveness. Minimum 3-5 years executive secretarial or administrative experience in higher education preferred. Strong computer skills including WordPerfect 6.1 Windows. Please send cover letter and resume to Human Resources, Madonna University, 36600 Schoolcraft, Livonia, MI 48150
EOE

FILE CLERK
Cabinet, one of the nation's leading providers of communication products and services, seeks a detail-oriented file clerk for an immediate opening. This full-time, entry-level position offers excellent benefits including advancement, benefits, education assistance program and 401K. Send your resume to:
Human Resources Manager
DTE
P.O. Box 71043
Madison Heights, MI 48071

FILE CLERK, full time. Keeping track of open & closed files. Light typing. Knowledge law firm.
Call Julie 248 355-5555

FILE CLERK needed for busy appraisal co. in Bingham Farms. Full time position Benefits. $7. per hr. plus benefits. To apply stop by & fill out application. Bloomfield Appraisal Co. 30600 Telegraph Ste. 4155 Bingham Farms, MI 48025 Call: (248) 647-9490 ask for Judy or Sheila

FILE CLERKS
10 openings with Ann Arbor bank. 10 am to 7 pm. Ajax & numerical. Attention to detail & must! Evaluation hire $7.50/hr.
EXPRESS SERVICES
313-467-0010

FINANCIAL SECRETARY
20 hrs. 3-4 days per week. 10 key proficiency. Accounting & computer experience required. Contributions to Hartish Park United Methodist. 29687 W. 11 Mile, Farmington Hills, 48336. Call 248-476-6860/fax 248-476-1030

FORTUNE 200 Company is seeking office service type to work in the Bloomfield, Birmingham and Troy areas. Duties include: copying, faxing and sorting mail. Must be flexible and customer service oriented. Full time plus benefits, including tuition reimbursement, salary up to $7 to start. Some heavy lifting required. Please mail, fax resume or letter of interest to:
Pitney Bowes
Management Services
17515 W. Nine Mile, Suite 450
Southfield, MI 48075
(248) 559-9787

GENERAL OFFICE
Busy heavy equipment company in Redford seeking full-time, energetic, detailed oriented employee. Computer skills and accounting experience preferred. Good starting salary. Send resume to: Personnel Dept., 11966 Crooked Lane, S. Lyon, MI 48178

GENERAL OFFICE CLERK
Entry level. Excellent benefits. Full-time. Apply in person at:
Home Protection One
30785 Grand River
Farmington Hills 248-478-7030

GENERAL OFFICE CLERK
For Farmington Hills Law firm. Must have excellent organizational and communication skills. Call Kim (248) 442-0510 or fax resume to: 248-442-0518 or forward to: 37000 Grand River, Suite 250, Farmington Hills, MI 48335

GENERAL OFFICE CLERK
Permanent Position
$6.50 to start. Excellent benefits. Organization offering full benefits has immediate need. Any office experience and a willingness to learn a must. Call today 248-299-3450.
SNELLING PERSONNEL SERVICES

GENERAL OFFICE
Full-time position for busy Rochester fabricating company. Must be detail oriented, personality a must. Call Joan between 7:30 am - 4:30 pm
248-652-2248

502 Help Wanted-Office Clerical

GENERAL OFFICE/ DATA ENTRY
Fast growing Farmington Hills corporation seeks personable individual with good phone skills and basic computer background. Must know Word & Excel. Full time with benefits. Fax resume to: Ms. Long, 248-476-2250

GENERAL OFFICE - KIDS BACK IN SCHOOL - DO YOU HAVE TIME ON YOUR HANDS? TRY AREA.
Seeking a mature individual, not anxiety, to help keep an organized office up to date. 5 hours daily, long, long when right, light general office duties. Some computer knowledge helpful. Call Marsha after 11am
248-280-5088

GENERAL OFFICE
Reliable, self-starting individual needed as an assistant. Minimum 1 year commercial lines insurance experience required. Must know Word and Excel and computer programs. Send resume to: Personnel Dept., P.O. Box 5104, Southfield, MI 48086-5104 or Fax: 248-356-0502 EOE

GENERAL OFFICE (Romeo)
Well organized, self-motivated, computer literate people skills, bookkeeping, part time, possible full time. Resumes to: Personnel PO Box 94148, Washington, MI 48094

GENERAL OFFICE $10/HOURLY
Suburban firm. 2 years office experience. Good computer skills. Lots of variety. Call Denise 810-772-6700
SNELLING PERSONNEL SERVICES

GENERAL OFFICE $7.40-$8/hr.
Entry level position with suburban bank. Good office skills. Excellent benefits. Call April 810-772-6700
SNELLING PERSONNEL SERVICES

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

HELP!!!
IMMEDIATE POSITIONS AVAILABLE FOR:
- Receptionists
- Bank Tellers
- Customer Service
- Service Reps
- Word Processors

Please call or forward resume to:
ENTECH PERSONNEL
(Livonia Office)
Phone: 313-464-0096
Fax: 313-464-0795
Southfield Office
248-354-1600

HOT JOBS
Executive Assistant Suburbs $40,000
Administrative Assistant, Industrial Supply Company $25,000
Legal Secretary Floater, Suburbs $22,000
Office Manager, Suburbs $26,000
Inside Sales, Suburbs $22,000
Computer Help Desk, Detroit $26,000
Accountant, Suburbs $35,000
Accounting Clerk, Suburbs $22,000
Title Escrow Closers, Suburbs $30,000
Lead Messenger, Suburbs $16,000
Messenger, Suburbs $8.00/hr
Legal, Secretarial, Accounting, Computer Temporary Help to Perm Positions
All Fees Employer Paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(248) 649-3330
(248) 649-FAX 2

HUMAN RESOURCE SECRETARY
Immediate full time opening with a leading HMO. This position will be responsible for providing clerical support for Director to meet and greet applicants/customers with employment information/communication skills. Qualified candidate will possess: High school diploma with three years or more secretarial experience, the ability to type 55-60 wpm, must be proficient in WordPerfect 6.1, Lotus and Harvard Graphics, Microsoft Office and prior Human Resource experience a plus; good grammar and proofreading skills; detail oriented with strong organizational skills; must be able to handle multiple priorities and remain calm and cheerfully. We offer a competitive salary and an excellent benefit package. Send resume with salary requirements to:
The Wellness Plan
2875 W. Grand Blvd
Detroit, MI 48202
Attn: Cynthia Jackson EOE

TITLE INSURANCE Company now hiring for the following positions:
- Payoff Writer
- Tax Department
- Data Entry / Processing
- Customer Service
- Recording Dept. Clerk

Also looking for on call, part-time people for various positions.
If interested, call Sara Kaiel:
(313) 425-2500

INSURANCE COMPANY in Southfield seeking individual who is aware of Fault auto insurance & has at least 1 yr. as a CSR person. Full benefits. Mr. Martin, between 8-4:30pm. (248) 352-7500

LEGAL SECRETARY
2 + yrs experience for litigation firm. Word Perfect experience. Good starting salary. (248) 354-2500

502 Help Wanted-Office Clerical

INVENTORY & LOGISTICS COORDINATOR
A sales and marketing company, involved in the manufacturing of juice and milk products, is looking for a full time Logistics & Inventory Coordinator. Applicants with a 4 year degree, Customer Service, Logistics Management, Computer Knowledge of Word & Excel, Inventory Management, Order Processing, and Accounting Experience should fax or mail resume to:
Sarah Kula
Coastal Industries
Full-Time Position
45360 W. Ten Mile Rd
Novi, MI 48375
Fax: 248-344-9559

JOBS JOBS JOBS!!
ACCOUNTS PAYABLE CLERK Auburn Hills High volume Temp to Perm $12/hr
ADMINISTRATIVE ASSISTANT - Troy Temp to Perm $11/hr
ADMINISTRATIVE ASSISTANT - Auburn Hills To work for $50,000 Company. Strong Word and Excel with strong secretarial background. 6-12 month contract expected. $12-$14/hr.
ADMINISTRATIVE ASSISTANT - Troy Temp to Perm. Support Regional Manager and Sales Reps. Word, Excel and Power Point. Temp. to Perm. $30,000+
RECEPTIONIST - Troy. Light Word and Excel. Temp to Perm
SWITCHBOARD OPERATOR - Bloomfield Hills. Busy ROLM system. Temp to Perm $9-$10 per hr.
OAKTEC Professional Staffing Team
Please fax resume to Jackson Auburn Hills 248-377-4070
Fax: 248-377-1599
oaktec@a-net.com

JOBS OF THE WEEK
RECEPTIONIST - 5 positions available. Upbeat and professional. Computer a plus. Microsoft Word $7-$7½

ACCOUNTING CLERK - Filing. Light Clerical duties. Competitive. Madison Hts. Professional $7-$8/hr.

DATA ENTRY - Medical terms a plus. Accuracy a must. Troy. $7-$8/hr.

MICROSOFT WORD - Data entry. Doing charts, graphs and forms. Professional. Southfield. $9-11/hr.

PART-TIME CLERICAL SUPPORT - Sorting and posting. Light typing. Copying. Flexible. Troy. $8-9/hr.

ADMINISTRATIVE ASSISTANT - Microsoft Word and Excel. Accurate. $9-12/hr. East and Westside.
Call 810-447-9690 or fax resume 810-447-9635
SNELLING PERSONNEL SERVICES

LAWYERS TITLE INSURANCE CORPORATION
has immediate openings at several Metropolitan Detroit locations. Seeking experienced:
SALES
ESCROW PROCESSORS:
CLOSERS
ESCROW SUPERVISOR
CUSTOMER SERVICE/ ORDER DESK
All applicants must possess excellent skills in their area and be looking for career growth opportunity with an industry leader.
Also available, entry level positions in both Title Insurance and Escrow departments
Salary commensurate with experience and expertise. Excellent benefit package.
Please fax resume to Judy Jackson at (248) 649-2494 beginning Tuesday, September 2, 1997
EOE/M/F

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HILLSTROM & ROSS AGENCY, INC.
(248) 626-8168
FAX: 248-626-8434

LEGAL SECRETARIES & RECEPTIONISTS
Experienced only for permanent & temporary placements. 1-5 day assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. Big Beaver
SUITE 209, TROY, MI 48084
248-362-0450
FAX 248-362-4881

LEGAL SECRETARY
Bloomfield