# CLASSIFIED ADVERTISING



## 504 Help Wanted Office-Clerical

COMMERCIAL Customer Service Rep for Southfield insurance agency, minimum 1 year experience necessary. Salary commensurate with experience. 354-6110

COMPUTER-DATA ENTRY
Immediate, full time need for billing clerk. Bloomfield, Call: 456-8058

CREDIT INVESTIGATOR/
GENERAL OFFICE
Fast paced leasing company needs people for Credit Investigation and general office work. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, MI 48018, attn.: Credit Investigation

CUSTOMER RELATIONS REPRESENTATIVE
Budget Rent-A-Car, located at Detroit Metro Airport, is currently looking for Customer Relations Representative for its Michigan Corporate locations. This individual will be responsible for handling all customer complaint correspondence. Needless to say, the ideal candidate must possess excellent written and verbal communication skills and be able to type 35 wpm. Prior customer relations experience is a plus. Offering a competitive salary and benefit package. If interested, please send resume and cover letter to:
BUDGET RENT A CAR
Customer Relations Dept.
8716 Wickham Rd.
Romulus, MI 48174
An Equal Opportunity Employer

CUSTOMER SERVICE
Leasing company needs person for customer service. Pleasant phone manner, typing skills helpful. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills MI 48018, attn.: Customer Customer Service

CUSTOMER SERVICE
Troy based company has immediate opening in customer service. Order entry job requires excellent written & oral skills. Salary/benefits. Send resume to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
Modify phone, fax, mail customer service employer needs your office experience, start at $340/wk Company pays you back!

#1 Personnel Place
274-4230

CUSTOMER SERVICE
Credit insurance company needs mature & well organized Customer Service Rep. Must be assertive, good pre & post telephone communication skills with ability to handle difficult personal problems. Insurance also required. Send resume to: P.O. Box 2708, Livonia, MI 48151-0706

CUSTOMER SERVICE REP
PART TIME
Part time customer service representative, Monday through Friday, include Saturdays & some holidays, telephone & customer service experience a must, data entry experience helpful but not required, interested applicants may apply between 8am-4pm.

PERSONNEL DEPT
Mallory Distributing Co
31111 Industrial Rd
Livonia, Mich 48150
Equal Opportunity Employer M/F

CUSTOMER SERVICE
LIVONIA
If you have been a homemaker & have a desire to work out or re-enter the business world, this could be your opportunity to:

- Earn Money
&
- Select your working hours

You will need to use your homemaker knowledge, be able to advise customers, be organized, and enjoy to perform light typing (40wpm) to complete your own work. Call Lynn

ONYX
356-6699
(Friday Pay the ONYX Way)

DATA COORDINATOR - minimum 2 yrs. data entry experience, accurate typing required, excellent benefits. Data entry experience with salary history to Human Resources Department Box 1030 Inc. 29500 W. 8 Mile, Livonia, MI 48154

DATA ENTRY
Birmingham company requires person for light data entry, answering phones and related duties. Flexible part-time hours in pleasant nonsmoking office. Call Mrs. Ferguson, Special Business Services, 132 N. Bloomfield, Birmingham, MI 48009, Attention D.P.

DATA ENTRY CLERK
Immediate opening for part-time (20 hrs.) or full time. Experience helpful. Mail resume to Groundwater Technology, Attn: Linda Ryan, Staffing Dept., 23823 Research Dr., Farmington Hills, MI. 48018
An Equal Opportunity Employer

DATA ENTRY CLERK
Person with aptitude for numbers, good work habits, good pay, good benefits, cooperative personality. Experience on computers and an flair for detail a plus. If interested, please send resume to:

DATA ENTRY
Farmington Public Schools
Bulle 800
26200 Lahser Drive
Southfield, Mich., 48034

DATA ENTRY CLERK
Full time position, pleasant, experienced preferred. Farmington Hills area. Salary commensurate with exp. Box 464 Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150

DATA ENTRY, Computer Operator
For busy distribution company. Experienced preferred. Light typing, reliable, no smoking. Send resume to: St. Jude, 31700 W. 8 Mile, Southfield, MI 48034

DATA ENTRY - Full-time position available in our Farmington Hills office. Apply in person at Waterford Gallery, 33975 Bolsover, Livonia

Leasing company, located in Farmington Hills, has a person for entry level data entry. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills MI 48018, attn: Data Entry

DATA ENTRY OPERATORS - (9-5 position, 5 days, will be training). Call Mr. Ferguson, 559-1900 or 772-3000

DATA ENTRY OPERATORS (8-5) needed immediately for Livonia corporation. 2 shifts, will be training. Call Mr. Ferguson, 559-1900 or 772-3000

DATA ENTRY PLUS
Challenging & varied position. Must type 40 wpm. Excellent benefits. Varied responsibilities. $12,500. Medical. 399-1900

DATA ENTRY
- Receptionists
- Word Processors
- Secretaries

Somebody Sometime, Office Services Division, needs your talent for our customers. Excellent pay, paid holidays, full benefits. Long & short term assignments available at the Livonia area. Call for an appointment today.

477-1088

DATA PROCESSING & Accounting Clerk. Ideal candidate will have 2 years experience in Accounting or Data Processing. Knowledge of Lotus 1-2-3 helpful. Salary commensurate with experience. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

DATA ENTRY
We have temporary assignments in Troy and downtown, day and evening shifts.

TEMPORARY SOLUTIONS
Birmingham 645-0900

DATA ENTRY
(6-12 MONTHS)
This is a rare opportunity for a permanent position.
- 6-12 months experience as a data entry operator
- a good credit rating

to be hired as a permanent employee with full benefits after only 135 days of employment. The company is one of the most desirable employers in the area

ONYX
356-6699
(Friday Pay the ONYX Way)

DATA PROCESSING department seeks individual with strong clerical organizational and data entry skills. Please send resume stating Computer Services: Hotel & Beauty/Salemaster Inc., 350 N. Woodward Ave, 2nd floor, Birmingham, MI 48009

DENTAL ASSISTANT - full time, Livonia specialty office. Experience preferred but willing to train an energetic person. 261-7801

DENTAL RECEPTIONIST
Full time, Livonia/Westland area. Friendly doctor, computer oriented general practice. Looking forward to being a part of a dynamic, progressive team, in a growing group practice? Do you enjoy meeting people? Are you a team player? If you are willing to learn and have excellent verbal skills call

DISPATCHER Receptionist to handle multi line phone systems & data entry. Attitude & enthusiasm important. Experience helpful but not required. Benefits offered. 356-1066
An Equal Opportunity Employer

DISTRIBUTOR/COORDINATOR
OFFICE MANAGER
Aggressive Office Manager & Distributor Coordinator for a rapidly growing Electronics Rep firm. Inventory. Pay commensurate with experience. Call for appointment.
348-3940

DISTRICT SECRETARY - full time. Experienced mature person for clerical work. Mon thru Fri, 8am-5pm. Emphasis on telephone, telexes, typing, computer, must be good with figures, accounts receivable & related duties. Pleasant dependable, minimal absenteeism & have proven successful recent work record. Send resume in confidence to: District Manager, Standard Register Co. PO box 5032, Southfield MI. 48086-5032. No phone calls or walk ins.

DYNAMIC and growing computer firm seeks Office Manager with college education and minimum 5 years accounting experience. Position requires full charge bookkeeping thru financials. Good office administration. Computer experience helpful. Send resume to: Personnel Director, 30900 Northwestern Hwy., Suite 202, Farmington Hills, MI. 48018.

EFFICIENT, WELL Organized person oriented person needed for full time Scheduling/Manager position in non-smoking, fast paced marketing company. 15 Mile/Southfield area. Work week- Tues. thru Fri. 8 half day Sat. AM. No health benefits. Call 540-8010

ENTRY LEVEL Personnel required for interesting presentation services area, developing multi media presentation materials using computer aided system.
- Typing skills 60+ wpm
- Knowledge or interest in personal computers
- High school graduate, Associate Degree in Business or technical field desirable.
- Must be hardworking, personable & conscientious
- Photography & graphics interest skills desired

Call Donna, 537-3131

EXCELLENT Entry Level Opportunity for ambitious person to work in sales support. Diversified duties, flexible hrs. Light bookkeeping, some computer work, will train. Must be accurate & possess excellent verbal skills. Send resume: Personnel Dept., 205 W. Fifth St., Royal Oak, MI. 48067, attn: Sales/Marketing

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable & have excellent typing skills, shorthand helpful. Salary to commensurate with experience. Send resume to: Box 40429 Inwood, Plymouth, Mich. 48170

EXECUTIVE SECRETARY - Farmington Hills firm looking for executive secretary. Knowledge of Word Perfect, experience with dictating equipment & good math skills helpful. Salary commensurate with experience, education & ability. Excellent fringe benefit program. Resume or call to Mrs. Engel, 24124 Orchard Lake Rd. #110, Farmington Hills, MI 48018

EXECUTIVE SECRETARY needed in Troy for a steel company. Must have at least 5 yrs. secretarial experience and be fast paced. Salary: $300 to $25,000 Call 879-8430

EXECUTIVE SECRETARY
Excellent career opportunity for an experienced word processor with good word processing skills to join a growth oriented company in Southfield. $20,000 benefits, fee paid. Call Marie at 353-3080.
After 6 PM, Appointments Available
SNELLING & SNELLING

EXECUTIVE Secretary - Birmingham Bulloch Corporate Office, 10 min. from home. Fast paced, challenging office, 5 yrs. experience req. Word processing, maintaining records & office duties. Knowledge of office machinery. Must possess excellent verbal, written skills to deal with all levels & able to prioritize. Salary, excellent benefit package. Send resume to: Mandy Moore, P.O. Box 62, Birmingham, MI 48012.

EXECUTIVE SECRETARY
Growing commercial mortgage firm is seeking an experienced, intelligent Executive Secretary to work with our dealer. Must have strong skills in word processing or personal computers, excellent organizational and verbal skills, some bookkeeping helpful. Salary commensurate with experience. Call 200-522-2000 ask for Marilyn and leave name, number and time to call back. Fax resume to Mr. Weiner, 201-522-0700. Telegraph Rd., Suite 297, Birmingham, MI. 48010.

EXECUTIVE SECRETARY
Dynamic company is looking for a professional and well organized of high energy to assist President of fast growth company. Job responsibilities include: Word processing, spreadsheets, data base management, telephone, and other duties as assigned. Salary commensurate with experience. Call Mr. Ferguson, 559-1900 or 772-3000

EXECUTIVE SECRETARY
Must possess excellent typing, word processing, and communication skills. Knowledge of Word Perfect, Lotus 1-2-3 helpful. Salary commensurate with experience. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Dynamic company has immediate opening for a self motivated individual to handle receptionist duties. The successful candidate must possess a pleasant personality and some clerical skills. Light typing required. Flexible hours, a professional atmosphere, PC training, competitive salary and other fringe benefits. Send resume to

Mr. Tom Stevenson
REHMANN ROBSON & CO. 35901 W. 12 Mile, Southfield, MI. 48034
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Mature, self starter with office experience