EMPLOYMENT

504 Help Wanted Office-Clerical

AUTO DEALER
Needs TITLE - INVENTORY CLERK. Some computer experience helpful. Dealer experience preferred. Apply in person between 9:00 & 11:00 am.
ATCHINSON FORD SALES
9800 Belleville Rd.
Belleville, MI
E.O.E.

AUTO DEALER
Needs SWITCHBOARD - CASHIER. Some computer experience helpful. Dealer experience preferred. Apply in person between 9:00 & 11:00 am.
ATCHINSON FORD SALES
9800 Belleville Rd.
Belleville, MI
E.O.E.

AUTO/MOTORCYCLE DEALERSHIP
Rapidly growing dealership in the Livonia/Farmington area is in need of an experienced Title Processor that can keep up with a high volume sales pace. If you are an ambitious, hard-working individual with experience in handing vehicle sales paperwork including RD108's mileage affidavits, finance contracts & inventory control, we have the perfect position for you. Excellent pay & benefits. Experienced only please call Sandy: 478-8200 or 858-2300

504 Help Wanted Office-Clerical

AUTO DEALER on West Side has an immediate opening for Accounts Receivable/Payable. Must have dealership accounting knowledge!
Apply in person at:
DICK SCOTT DODGE
684 Ann Arbor Rd., Plymouth

AUTO DEALERSHIP
Hiring experienced person to fill the position of Auto Biller. Light computer experience necessary. Good pay & benefits. Hours 8 am to 5:30 pm, Monday through Friday, Brighton area. 227-1761. Ask for Nancy.

BOOKKEEPER
Minimum experience 2 years. Other office duties. Start immediately.
537-5599

Office Support Person to assist client services manager with mailings, data input, phone calling & general office. Must be versatile. Pleasant, smoke-free office. Send resume to: Retail Detail, 132 N. Woodard Ave., Birmingham, MI., 48009, attn: Lisa.

CLERICAL
Full-time position available. Must be able to type & have computer knowledge. Must work well with others. Must apply in person at 31250 S. Milford Rd., Milford. 437-8146

504 Help Wanted Office-Clerical

CLERICAL
Temporary and permanent positions available. Entry level clerical and accounting office positions with advancement potential. Good communication skills required. Typing skills a plus. Send resume with salary requirements to:
CLERICAL RECRUITER
20300 Civic Center Dr., Ste. 207
Southfield, MI 48076

CLERKS
TYPISTS
Wide Variety Of Assignments.
Work Close To Home.
815-0660
WESTERN TEMPORARY SERVICES
39289 GRAND RIVER,
FARMINGTON HILLS, MI 48335

TEMPORARY TO FULL TIME - NO FEES

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• ADMINISTRATIVE ASST.
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Light typing, greet clients
• CUSTOMER SERVICE REP.
Incoming calls, day or evening shifts
• DATA ENTRY CLERKS
• SECRETARIES
With any of the following:
Lotus/Displaywrite/Multimate/Microsoft Word/WordPerfect
Dictaphone/Shorthand/WordPerfect
• LEGAL SECRETARIES
WordPerfect 5.1
ET SERVICES & SYSTEMS
Technical-Clerical Industrial
ENGINEERING TECHNOLOGY
(313) **589-8428**

504 Help Wanted Office-Clerical

CLERICAL - Farmington Hills insurance agency seeking part-time employee. Clerical experience, good communication skills and positive attitude required. $4.75/hr. Respond to Tina at 737-1810

CLERK
Troy company seeks highspeed duplicating equipment operator. Prior experience helpful but will train. Midnight shift. Must be able to train during the day. Call 649-0909

CLERICAL ASSISTANT
Engineering Department has an immediate opening for a Clerical Assistant. Job includes issuing engineering documents and maintenance of all computer files and filing systems. Also responsible for copying of large quantities of engineering blueprints, do department mail, filing and faxes, will also handle issuing of company cars for department. Excellent PC skills is a must. Should know packages such as Word Perfect and Lotus. Good written and verbal communication required. Send resume WITH SALARY REQUIREMENTS or apply in person at:
Human Resources Department
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6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

College Students Needed
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• Technical • General Labor
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

504 Help Wanted Office-Clerical

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• Must be able to key 10,000 KPH+
• 8 hour shifts for days
• 4 hour shifts for am or pm
• Long-term assignments available
Long and short-term assignments in Livonia and Westland areas
Livonia 522-4020
29125 Buckingham #4
Westland 326-5590
896 Wayne Rd.
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for our fast paced working environment. Candidates must be able *to work accurately under pressure*, able to work with little supervision and have hands-on Wordstar and/or WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a complete salary and benefits package. Qualified candidates forward resume in confidence to:
Clerical Support
P. O. Box 779
Detroit, MI 48231

SECRETARIES

Ross Roy, Inc., Michigan's largest independent advertising/communications company, is currently recruiting for secretarial positions.
Qualifications include one to three years of secretarial or administrative experience. Applicants must have a thorough knowledge of Wordperfect 5.1 and a working knowledge of the Macintosh version of Microsoft Word. Must also be able to type with a tested speed of 55 wpm. Part time and full time hours available.
Open your doors to the future by gaining valuable experience in our fast paced, creative, service oriented environment! Ross Roy, Inc. offers a competitive compensation and benefit package. If you would like to be part of our growing, progressive team, please send or fax resume and salary history to:
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Attn: CM-HR-SEC
100 Bloomfield Hls. Pkwy.
Bloomfield Hls., MI 48304
Fax #433-6905
An affirmative action, non-discriminatory employer.

504 Help Wanted Office-Clerical

COLLECTIONS/BILLING
Pactel Paging has an opening in the collections/billing department. Responsibilities include computer billing, collection accounts, specialized reports, researching customer files and general accounting duties. Candidate should have at least 2 yrs. experience and computer experience a must. We offer a competitive salary and benefits package including medical, dental, life, tuition reimbursement, and 401K company savings plan. Please send resume with cover letter stating salary requirements to:
PACTEL PAGING
Attn: Human Resources
28800 Orchard Lake Rd. Suite 200.
Farmington Hills MI 48334-2957.
An Equal Opportunity Employer
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COMPUTER ENTRY
Highest pay for your attention to detail. Alpha and numeric input. Major financial firm. Call Darlene 848-8500
Uniforce Temporary Services

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work and customer interaction. Great working environment. Please send resume to:
T.H., P.O. Box 9066, Farmington Hills, MI 48334

CUSTOMER SERVICE REP
Full time position available. Fast paced office seeks inside support person. Must be organized have a good phone personality, follow thru & willingness to learn. Computer experience necessary, video experience a plus. $6 50 to start. Send resume to: E.T.D., 22670 Heslip Dr, Novi, MI 48375.

CUSTOMER SERVICE Rep to handle all phases of customer care plus accounts receivable. Experience preferred. Send resume to: Cellular Telephone Co 28000 Middlebelt, Ste 100, Farmington Hills, MI 48334.

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 24-32 hours per week) including Saturdays and some holidays. This fast paced, ever changing position requires at least 1 year prior customer service experience, pleasant phone manner, typing and 10-key pad production for order entry. Applicants meeting these qualifications may apply Mon-Fri between 8.30am & 12.30pm only.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

CUSTOMER SERVICE
Entry Level. A Wixom/Novi based service company is looking for a team player to join its customer service department. A basic understanding of office practice is helpful. Full time position with opportunity for advancement Call, 347-3689

DATA ENTRY/CLERICAL
FULL & PART TIME
Looking for people that are energetic & detail oriented to work for a dynamic cellular communications company. Data Entry/Typing skills a must including: filing, word processing & clerical duties. Full & part-time positions available. If you possess the above qualities, please call:
Jennifer at 645-8250

504 Help Wanted Office-Clerical

CONSTRUCTION ACCOUNTING CLERK - Non smoking office, seeks a confident self-starter, skilled in accounts payable with computer aptitude, to become administrative assistant to builder. Potential for future full time exists.
335-7792, 4-6pm

CUSTOMER SERVICE
Suburban marketing firm has openings available. Good communication skills necessary. Will train. Flexible hours. Call Colleen 357-2541
Uniforce Temporary Service

CUSTOMER SERVICE REPRESENTATIVE
Flexible part time position in an educational environment. Ideal for area college student. Opportunities for career advancement. Call Kaplan at: 313-569-5320

CUSTOMER SERVICE
Sharp Customer Service Reps. Wanted! Dynamic progressive firm looking for a special individual who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented and has good grammar and penmanship skills. Previous office experience. This full time position is an excellent opportunity for a team player who enjoys helping others.
Send your resume with salary requirements to:
Corporate Office Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

CUSTOMER SERVICE/Order Desk, experienced only. Must have good telephone skills, various office duties. Benefits. Send resume to: ASL, *24435 Halstead, Farmington Hills*, MI 48335. No phone calls please.

CUSTOMER SERVICE COORDINATOR
Full time, Novi. Looking for detail oriented, self-motivated individual with good communication skills. Office experience a plus. Calls taken Mon-Fri. 9-11am 348-8000

DATA ENTRY/CLERICAL
Data entry & clerical skills needed for position in Accounts Payable & Payroll Dept. Send resume to: Matrix, 3700 Telegraph Rd. Ste 3452, Bingham Farms, MI 48025

DATA ENTRY
Many long term openings. Unique midnight shift opportunity in Plymouth/Canton area. Top pay.
Call Donna 473-2934
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Assignments in Detroit and Plymouth areas. Must have excellent Numeric and Alpha skills.
Call for an appointment.
CORPORATE PERSONNEL SERVICES
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NO FEE EOE

DATA ENTRY
Rochester. Part time mornings/afternoon, transportation logistics company. Alpha numeric input skills required. John 313-652-3454

EXECUTIVE SECERTARY
Part Time. WordPerfect experience. Send resume & salary requirements to: Debbie Hagelstein, 3001 W. Big Beaver, Suite 220, Troy, MI 48084

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Novi firm has full-time position for detail-oriented person. Some computer experience required. Call Mon-Fri between 9-11am: 348-8000

DATA ENTRY - evenings & weekends. Apply in person only. Art Van Furniture, 4331 N. Woodward, Royal Oak.

DATA ENTRY/KEYPUNCH OPERATORS - Needed for our Livonia office. 16,000 KPH and accuracy a must. Full time and part time openings on all 3 shifts. Premium pay for Midnight shift. Call Tues.-Fri., 9-12 Noon for appointment, 525-4587.

DATA ENTRY-Knowledge of WordPerfect. Good phone skills and general office procedures. Call 313-244-2900

DATA ENTRY OPERATORS
Days & afternoons.
Tartan System. Farmington area.
474-1138

ENTRY LEVEL/GENERAL OFFICE
Full time. Some computer helpful. Non-smoking office in Novi. Call Ann for interview 349-1211

EXECUTIVE SECRETARY
Major suburban corporation needs your recent experience and excellent skills. Candidates are expected to know Word Perfect and be highly motivated. Benefits and paid vacations. Call Sally at 357-0037
Uniforce Temporary Services

EXPANDING EQUIPMENT company looking for entry level individuals to fill full time positions for General Clerical, Vendor/Customer Service & Receptionist.
Send resume & salary history to:
B.H.
P.O. Box 3049
Farmington Hills, MI 48334

FINANCIAL SECRETARY
Part time. Maintain church financial records & prepare financial reports. Computer experience, bookkeeping & accounting necessary. Flexible hours. Mail resume to: Personnel Committee, St James Episcopal Church, 355 W Maple, birmingham MI 48009

GENERAL OFFICE
Light bookkeeping experience. 2 days weekly. Property management. Southfield. 352-2550

GENERAL OFFICE
Full time Mon. - Fri., for company located in Redford. Light typing, phones, filing, etc. Call: 534-2330

GENERAL OFFICE
Excellent telephone skills, filing, computer data entry. Must have previous office experience. Salary plus excellent benefits. Send resume. PO Box 938, Troy, MI 48099.

INSURANCE AGENCY looking for experienced Personal Lines CSR with computer experience. Farmington Hills area. Submit resume:
Box 516
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY-Experienced, wanted for expanding Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Linda at 569-7700

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

504 Help Wanted Office-Clerical

FRONT DESK
Interact with clients in the creative atmosphere of this major advertising agency. Recent multi-line experience. Call Rose 646-6168
Uniforce Temporary Services

GENERAL OFFICE - Metro airport expeditor has part time administrative position available. Competitive wage & flexible hours offered. Send qualifications to: PO Box 275, New Boston, MI 48164.

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• Receptionists
• Typist
• Data Entry
Many positions, day shift, long & short term, some permanent.
851, 932-5834

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Clerical position, full or part time, no experience necessary, Mon thru Fri. 9am-5pm. Southfield area. 559-7105

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• $5 To $10 Per Hr.
• Word Processors
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LEGAL SECRETARY
Full time, good typing and organizational skills a must. Ypsilanti area.
485-0535

LEGAL SECRETARY
Experienced only, for non-smoking Southfield law office. WordPerfect necessary, benefits. Call. 358-0111

LEGAL SECRETARY, experienced, flexible hours, WordPerfect, Downtown Birmingham. Resume: Box 846
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Farmington Hills law firm. Very experienced in litigation. Must be able to handle heavy workload. WordPerfect, IBM. Non smoker. Plush environment. Excellent compensation package. Send resume with salary requirements to: P.O. Box 37251, Detroit, MI 48237

LEGAL SECRETARY
Southfield law firm seeking experienced litigation insurance defense legal secretary. Knowledge of WordPerfect 5.1 and transcribing a must. Please send resume and salary requirements to: Box #824
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36251 Schoolcraft Rd.
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