504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT

Long-term temporary position. Microsoft, Windows & WordPerfect. Handle phones, schedule meetings. Must be experienced. Need resume.

EMPLOYMENTGROUP
583-1919
Never a fee.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE ASSISTANT

Immediate opening for a part-time assistant, 20-25 hrs. per week. Mon.- Fri. 9am-2pm preferred. Responsibilities include: answering phones, reviewing daily reports, typing, filing, & basic accounting. Apply in person: Cadillac Plastic, 26580 W. 8 Mile, Southfield, MI 48034, (between Beech Daly & Inkster.

ALL SECRETARIES WORD PROCESSORS
TO $10/HR.
• WordPerfect • MS Word
• Excel • Lotus
ARBOR TEMPS 459-1166

ARE YOU challenged by computers? A small office in Southfield, part time help (25 hrs. per week). The position is for general office duties with an emphasis on database & spreadsheet data entry. We are train on specific software programs but experience with word processing is necessary. This is a great opportunity for a student majoring in business, computer or accounting science. Send resume to: PO Box 701315, Plymouth, MI 48170.

ATTENTION!!
DATA ENTRY OPERATORS
CLERKS
Needed for the Plymouth and Livonia area. Many jobs available. Call Tim today for an appointment.
CORPORATE PERSONNEL SERVICES
NO FEE EOE

ATTENTION
Will pay your rent, that's right 20 + hours weekly, clerical or office skills. (248) 425-0151

AUTO DEALER - looking for full time entry level clerical position. No experience necessary, will train. Call 471-9200

AUTO DEALER
Needs person for Accounts Payable/Receivable. Must have prior auto dealership experience & plus. Competitive pay, benefits, 401K plan. Send resume to: Don Dusseau Lincoln-Mercury, 31629 Grand River, Farmington, MI 48336. Or Contact Kevin Sheehan 474-3170

AUTO DEALERSHIP BILLER
Large auto dealership looking for experienced biller. Please send resume to: P.O. Box 700737, Plymouth, MI 48170

BIRMINGHAM OFFICE PART-TIME
Computerize accounts payable & receivables, plus other duties. 20 Hours: Mon. and Fri., 8:30 to 5, Wed., 12 to 5. Call 645-5007

FAST PACED insurance agency desires entry-level Bookkeeping Clerk. Primary duties will be working with company payables. Computer experience required. Salary & benefits negotiable. We offer pleasant surroundings along with resume to: P.O. Box 2999, Farmington Hills, MI 48333-2999.

BOOKKEEPER EXPERIENCED
32 hrs. per week, full charge for property management firm in Bloomfield Hills. Must be computer literate. Non smoking office.
Call Maryann at, 645-2111

BOOKKEEPER
FULL CHARGE
Bookkeeper trainee hours. Extensive payroll tax knowledge a must. Automated system experience helpful. Location: Call today for more info.
737-4177
TEMPORARY RESOURCES

BILLING COORDINATOR
RN Home Health Care is currently looking for billing coordinators. Knowledge of computer spread sheets & billing experience is preferred. Excellent salary, medical/dental & optical insurance, 401k, bonus plan & employee stock ownership educational reimbursement. Send resume or call: RN Home Health Care, 2401 S Wayne Rd.,Westland, MI 48185. 467-0080

BOOKKEEPER/CLERICAL
Part time. Mature person needed Tues & Thurs. 10-4pm. Knowledge of computers, bookkeeping & clerical skills necessary. Telephone/Orchard Lake area. 855-0053

BOOKKEEPER, FULL-TIME
General office experience.
House Of Maples Furniture, Livonia
421-0700

BOOKKEEPER - full time, full charge. Knowledgeable residential builder, Computer literacy a must. Salary open. Send resume: Mr. Kary, P.O. Box 951, Novi, 48376.

BOOKKEEPER, FULL TIME
Needed for 50 bed nursing facility. Long term care experience in billing Medicaid, Medicare preferred experience a plus. Competitive wage and benefit package. Send resume or call Shirley, Westwood Healthcare Center, 34530 Van Born Rd., Wayne MI 48184. 313 721-0740

BOOKKEEPER - Immediate full time position available for an individual interested in working in many facets of accounting. Excellent opportunity for student. Please send resume to: ARD-PERSONNEL, Sharon Sharpe, 3500 W. South Blvd., Rochester, MI 48309

BOOKKEEPER
Minimum 5 years experience. Must be creative, motivated & self starter. Knowledge of payroll taxes, bank reconciling, & computer.
After 2pm: 333-4347

BOOKKEEPER/OFFICE MANAGER
Accounting background required. Must be familiar with fully integrated accounting software. Full-time position with national company in automotive industry. Suburban west side location. Submit resume & salary requirements to: Box 338
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Through trial balance. Small construction company. Send resume to: 1300 Lafayette, Detroit, MI 48207

BOOKKEEPER
With strong computer skills. Full time, experienced. Fox Hills Country Club, Plymouth. 453-7272

CLERICAL ASSISTANT
FULL TIME
Applicants must possess good skills in spreadsheet, communications and computer knowledge. Send resumes to: Patient Care Services 11565 Farmington Road, Livonia, MI, 48150.
Attn: Human Resources

CLERICAL - experience with computers & word processing necessary. Must type 50wpm, full time. Southfield area. Kathy 799-3900

CLERICAL ASSISTANT - reliable, self motivated individual needed to fill full-time clerical position. Applicant must be able to work independently and part of a team. Send resume to: 29411 Northwestern Hwy., Suite 750, Southfield MI 48034. Attn: Personnel

CLERICAL - entry level position available for well organized & dependable person. Must have excellent typing skills. Duties include answering phones, computer entry, filing etc. $15K plus benefits. Send resume to: Personnel Director, P.O. Box 39220, Redford, MI 48239

CLERICAL- Growing automotive supplier has general office position available. Duties including: data entry, typing, filing & word processing. Individual should possess strong communication skills & ability to handle multiple tasks while working in a team environment. Please forward resume to:
NYX, Inc., 30111 Schoolcraft
Livonia, MI 48150.

CLERICAL OPENING for Southfield law firm. Duties include mailroom, years copying, filing & switchboard relief. Must be highly motivated & organized. Previous office experience required.
Call 953-2000
Voice Mail # 7004

BUSINESS TEAM POSITION
Payroll Data Entry, Wage Verifications & Customer Service responsibilities. Full time. Southfield.
357-7085

CLERICAL - answer phone, typing, filing, etc. 88/hr. 30 hrs./wk. Mon.-Fri. 10am-1pm. Experience with insurance agency helpful. Send resume to: Insurance, 23017 Greenfield, Suite 188, Southfield MI 48075.

CLERICAL, experience necessary, 25-30 hours per week. $6 per hour. Interview will be Mon.-Thurs., from 1-3pm. 624-2480

CLERICAL, Part-time position available immediately. We are looking for a responsible, dependable & hard working person. Evenings & weekends required. Apply in person at: Bonfire Grill, 4110 Telegraph, Bloomfield Hills, MI 48302.

CLERICAL
PART-TIME
We are looking for a detail-oriented individual to use our Macintosh computer for Word Processing and spreadsheet applications. Position is for a self-motivated person who will interact with customers. Must have office experience and ability to handle multiple responsibilities. Send resume and salary requirements to:
PEACH MAGAZINE
28180 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL POSITION with bookkeeping & insurance background. Computer experience preferred. Part-time only. Call 528-2850

CLERICAL
Position opening with large title office located in Troy for individual with strong word processing experience. Also, entry level position for individual with clerical skills including filing, microfiche, posting and telephone experience. Send resume to: C. MADDOCK CAREERS
1850 W. Big Beaver,
Suite 100, Troy, MI., 48084

Clerical

Project Billing Coordinator

Warryn, Inc., one of the nation's leading environmental services firms, is seeking a Project Billing Coordinator for our Novi, MI, location. Responsibilities will include invoice preparation, AP/AR collections, accurate maintenance of files and reports, and assisting Project Managers with project accounting.

This position requires a two-year degree in accounting and 2-4 years of solid accounting experience, including billing procedures and computer spreadsheet experience. The successful candidate will have strong organizational, communication and interpersonal skills, be a team player, and be able to work independently under deadline pressure. Overtime may be required.

Warryn offers a competitive compensation and benefit package. A challenging team-oriented work atmosphere. For confidential consideration send your resume to:
Warryn, Inc., Attn: Human Resources Manager, One Science Ct., Madison, WI. 53711, EOE/AA.

CLERICAL/RECEPTIONIST
Part to full time. West Bloomfield office.
855-8244

CLERICAL SUPPORT - growing business needs support to manage: Phone, Light bookkeeping, computer input, invoices & other duties. Must possess excellent verbal skills. 1 yr. bookkeeping accounting, computer literate, type 50wpm. Non-smoking office. 16-20 hrs./wk. $6.50/hr. Send resume to: President, 1847 N. Main St., Royal Oak, MI 48073.

CLERICAL
Typing, phone answering and filing for a construction company. Ask for Pat.
577-2600

CLERK
A major Detroit supermarket chain has an opening for an experienced person to handle a multitude of responsibilities in a fast paced office environment.
The proper candidate will be computer literate, motivated and detail oriented. A competitive salary and full range of benefits will be offered to the proper candidate. Please send resume in confidence to:
Director GM/HSC
P.O. Box 3345
Detroit, MI 48232
An Equal Opportunity Employer

CLERKS
Needed in the Madison Heights area for a fast growing company. All positions are permanent. Call today for an appointment. 353-5696

CORPORATE PERSONNEL SERVICES
NO FEE EOE

CAREERS!!!
PURCHASING ASSISTANT $18,600
Data Entry, light bookkeeping, involving in fast paced office. 2 years experience.
RECEPTIONIST $18,000
High image, front desk position. Strong telephone, WordPerfect and 2 years experience.
SECRETARY $24,000
2 years experience utilizing multi-line commercial real estate a plus. Stable work background.
ALL FEES EMPLOYER PAID
PERMANENT STAFF
Livonia 953-2720
Farmington Hills: 737-5750

CLERICAL/PART TIME
Troy based specialty advertising and incentive awards company has immediate opening for a part time Clerical Person to assist Executive Secretary. Successful candidate must be self motivated, organized, have excellent typing and communication skills. Send or fax resume to:
Clerical/Part Time, PO Box 7048, Troy, MI 48007-7048

CLERICAL SUPPORT
Olde Discount Stockbrokers seeks an efficient clerical support individual. Candidate must be able to work accurately under pressure, able to work with high volumes and have hands-on WordPerfect experience. Knowledge of Lotus 1-2-3 and hardworker who is willing to accept challenges. Position provides for a complete benefit package. Qualified candidates forward salary requirements and resume to:
Human Resources
Olde Discount Corp.
751 Griswold Street
Detroit, MI 48226

CLERK/DATA ENTRY
• Afternoon & midnights shifts
• Bank Teller experience helpful
• Accounting experience helpful
• Long-term assignments
• Livonia/Farmington area

EMPLOYMENTGROUP
583-1919
Never a fee
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERK/TYPIST
Full time position available at well established company with excellent benefits & fringes. Experienced candidate must possess strong typing skills & pleasant phone skills with PC training helpful. Send resume to:
Kathy Mandell
Quality Metal Craft, Inc.
33355 Glendale
Livonia, MI. 48150

CLERK TYPIST - Part time, 20 hrs/wk. Flexible, may include evenings & Saturdays. Duties include typing (50 wpm), filing, data entry, general office & recording payments & filing. High school diploma required. Send resume to: Director of Programs, 5012 Merriman, Garden City, MI 48135
An Equal Opportunity Employer

COLLEGE STUDENTS & HOMEMAKERS...
• Assignments in Livonia

We need high production data entry operators to work 20 hours per week on Saturdays & afternoons. These assignments could lead into permanent 20 hour per week positions.

Call Diane or Michele for an appointment!
Livonia 522-4020
29125 Buckingham #4

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/C

COMMERCIAL Insurance Customer Service Rep. Minimum 2 years multi line/multi state exp. Salary dependent. Benefits. Ann Arbor. 971-1000

CUSTOMER service representative needed for small insurance agency in Livonia. Must be responsible & customer service oriented. Call Jerry at Livonia. Must be responsible & customer service oriented. Call Jerry at 953-2900

Call 953-2000
Voice Mail # 7006

CUSTOMER SERVICE
TELEMARKETING REP
Industrial retailer of cylinder gases and welding equipment has an immediate opening in its customer service department. Qualified individual must have high level of customer service and detail background. Min. of 2 to 3 years experience, college degree preferred. Excellent salary and benefit package. Only self motivated people need apply. Send resume to:
AIRCO GAS & GEAR,
173 Parkland Plaza, Ste. B,
Ann Arbor, MI., 48103.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

COMPUTER DATA ENTRY, part-time for Milford City office. Experience required. 87/hr. Please call between 9-5pm: 685-0971

COST ACCOUNTANT
Plymouth area manufacturer seeks degreed individual with 1-2 yrs. Cost Accounting experience. Excellent opportunity for highly motivated individual. Must be detail oriented. Prefer proficiency in Excel and Apple Four. Send resume and salary history to: Cost, P.O. Box 5045, Plymouth, MI 48170.
An Equal Opportunity Employer

CUSTOMER SERVICE Manager for small fast paced marketing company in the Livonia area. No health benefits. Call Jeff 540-2020

CUSTOMER SERVICE
Major manufacturer needs your organizational skills. Will train. Two shifts. Typing 50 wpm.
Call Diane, 645-2000 or 799-3948
Uniforce Temporary Services

CUSTOMER SERVICE
Collections
Major Michigan Hospital corporation has openings for your communication skills. Collection experience helps. Flexible hours. Ideal for college student. Call Sue 557-9234
Uniforce Temporary Services

CUSTOMER SERVICE
Clerical & dispatch. This position requires computer & phone skills. To 16,000 per year to start. Excellent benefit package. Ask for Tom or Leslie
BERGSTROM'S INC.
30833 SCHOOLCRAFT
LIVONIA, MI 48150
Customer Service

Help Desk Representative

TECHPOINT, INC., a leading IBM value-added distributor for computer hardware and store systems, is seeking help desk/customer service personnel.

Qualified candidates must have excellent telephone skills, typing and PC experience.

Full-time and part-time hourly positions are available. Candidates should be willing to work flexible hours.

Please send resume to:

TECHPOINT, INC.
Attn: Glenda McLeod
13975 Farmington Road
Livonia, MI 48154

An Equal Opportunity Employer

CUSTOMER SERVICE REP.
State Farm Insurance Agency is looking for part time/full time personnel. Customer service experience required. Send resume to: Wilma Reilly, 29276 Orchard Lake Rd., Suite 50, Farmington Hills, MI 48334. Attn: Personnel.

CUSTOMER SERVICE REPS/ RESEARCH INTERVIEWERS
Excellent communication skills. Must type 40 wpm. DAYTIME & EVENING SHIFTS AVAILABLE. Starting at $5.25/hr. Call 647-1434, 8100 by, or send resume to:
CARA, Dept. 1434, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

CUSTOMER SERVICE
Immediate opening
Suburban insurance headquarters has immediate needs for expanding location. Qualified candidates must have:
• Excellent people skills
• Basic math skills
• Commitment to long term assignment
• Excellent computer skills
• Prior business experience
Thorough training will be provided to selected candidates. This full time assignment offers regular pay increases to over $8.50/hour
Call Cathy 799-3948
Uniforce Temporary Services

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings, two shifts. Call Diane, 645-2000
Uniforce Temporary Services

DATA ENTRY CLERK
Full time position in Troy company located at 13 & Telegraph. Should be able to type 50 wpm, be self motivated & organ. 3. Data entry & computer experience required. Call Barb between 1-4pm. 642-5050

DATA ENTRY, computer experience helpful, will train, part time 16-20 hours per week. Set your own hours. $8/hr. Apply at: 25215 Glendale Ave., Section 2, S. of Schoolcraft, W. of Telegraph

DATA ENTRY OPERATORS
Needed for the Warren, Madison Heights, Plymouth area. Many long and short term assignments available. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
362-9696 EOE
NO FEE

DATA ENTRY
Plymouth laboratory has immediate, full time opening for fast-data entry individual. Computer skills a plus. Contact Kurt Hickok: 459-8484

DATA ENTRY position for Southfield law firm. Experience necessary. Bookkeeping background a plus. Salary commensurate with experience. Flexible hours. Send resume to: 21700 Northwestern Highway, Suite 960, Southfield, MI. 48075.

DATA ENTRY
$13,000 YR. + benefits. Livonia area. Fee paid by employer. Employment Center Agency. 349-1638

DATA ENTRY
100 Openings
Long-term, full-time positions in Plymouth & Livonia areas.
$6/HR. TO START.
CALL TODAY!
WOLVERINE STAFFING
358-4270

DATA ENTRY
2 - full time positions available with Troy based publishing co. Responsible for entry of subscription orders, customer phone calls & maintaining deadlines on a national business magazine. Organized, accurate, & ability to work well with team members. Excellent benefit package. Send resume and salary requirements to: SHPS, Inc., 1760 Kenrick, Troy, MI 48007, Dept. DAA

DENTAL BUSINESS ASSISTANT
Our 15 Mile-Telegraph dental office is seeking an enthusiastic, detail oriented person with outstanding people skills. Previous insurance experience required for this 4 day position. If you are interested in joining a quality, ethical team where your participation makes a difference call 645-9831, between 5-7pm, & leave a message.

DISHWASHER PERSON
Wanted for part time Receptionist. Monday thru Thursday, 2-9pm.
Canton, Call 455-0720

ENERGETIC young company seeks part time person to handle overflow in Troy office. Telephone, light general office duties and computer knowledge required. Send resume to: Office Administrator, P.O. Box 06471, Troy, MI 48084

ENGINEERING OFFICE CLERK
Filing, Blueprints, typing, errands, etc. Experience with word processing & spread sheets. Call 10AM-3PM:
CPI ENGINEERING, CANTON
454-1760

ENTRY LEVEL POSITION for mail order company. Typing skills and good phone etiquette a must. Pleasant working conditions. Benefits. Plymouth/Canton area. 453-4000

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunities. Full/part-time. WP 5.1 necessary. Salary based on experience. Box 473-2931
Uniforce Temporary Services

EXPERIENCED SECRETARY needed for full time position. Contact Terri: 851-3100, Bankwest Mortgage company, Farmington Hills.

EXECUTIVE SECRETARIES
Microsoft Word
with/without Windows
Large company in Troy needs you. We have long and short term assignments. Must have WordPerfect advanced skills in Microsoft Word. Call today for an appointment. 362-9696

CORPORATE PERSONNEL SERVICES
NO FEE EOE

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Requires proficiency in WordPerfect. Excellent benefits.
Call Joyce
ARBOR TEMPS 459-1166

FILING: part-time, eves. - Sats. W. Bloomfield & surrounding areas. Must have accuracy important. Computer skills a plus. 758-4400

FINANCIAL SERVICE OPERATIONS
Bloomfield Hills investment institution is accepting applications for a position in our operations department. Candidate should have accounting or clerical experience, be detail oriented and have a securities background. Please submit resume to: Attn: Personnel, P.O. Box 3043, Birmingham MI 48012-3043.

FRETTER CONTRACT SALES
Department looking for someone for a full-time entry level position. General office skills & computer knowledge helpful. Apply in person at: Fretter Inc., 21985 Telegraph, Redford, MI. 48239.

FRIENDLY GARDEN Center seeks full-time Sales Representative (IBM Compatible/Peachtree) person with general office skills. Call today. 543-4400

FRONT DESK
This important high visibility position seeks front desk receptionist. Individual must have the ability to greet & service the company's international local & international clients. WordPerfect experience desired.
Diversified Recruiters Co.
344-0700 Fax 344-6704

FULL CHARGE ACCOUNTANT
Accounts Receivable and Accounts Payable. Pete Wood Plumbing
525-9246

FULL CHARGE BOOKKEEPER
Computer literate. Please send resume, with references and salary requirements, to: 31935 Wayne Rd., Livonia, MI 48150.

AUTO DEALER
Large GM dealership has immediate opening for a full time accounts receivable helper. Excellent wage and benefit package including health insurance and 401k retirement plan. Apply in person:
Glassman Oldsmobile, 28000 Telegraph Rd., Southfield.

GENERAL OFFICE - Part time individual needed to work approximately 25 hrs. per week. Must have good typing & telephone skills. Light computer experience preferred. Call for further details: 525-5600 ext. 341

GENERAL OFFICE
Solid company offers growth in a friendly environment. Variety including typing, filing, light bookkeeping, accounting. $5,100 to start with a rapid review. Call Jerry or Diane. Call Diana 654-0909.
SNELLING PERSONNEL SERVICES

GENERAL OFFICE SECRETARIES
Temporary Assignments Available!
• Top Salaries
• Paid Holidays
• Vacation Pay
• Referral Bonus
Call today 355-2440

THE KPM GROUP

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Director, 30639 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9303

GENERAL OFFICE RECEPTIONIST SWITCHBOARD
• full or part time hours
• long and short term
• temp to perm
• three shifts
Birmingham 646-7664
Livonia 473-2933
Southfield 799-9949
Uniforce Temporary Services

GENERAL OFFICE -All around office person. Pleasant Hills area. Full time. Willing to train the right person. 851-7333

GENERAL OFFICE. Decent part time assistant. WordPerfect & 40+ wpm. 5 hrs. 5 days wk. $6-$7 per hour. Livonia. Call Mark: 422-3300

GENERAL OFFICE - Typing and math skills required, some phone and computer work. Small busy Southfield office. Prices Right Corp. Call Mrs. K. 313-355-7550

GENERAL OFFICE/FILE CLERK
Busy steel service center is looking for an ambitious person to fill a full time position doing filing, data entry, answering multi line telephone system, typing & other misc. office duties. Excellent benefit package. Apply in person only.
Steel Service Center Company
36555 Enterprise Road
(Near Levan) Livonia

HUMAN RESOURCES CLERK
Human Resources Clerk with payroll experience needed for Sterling Heights office. Responsibilities include payroll processing, maintenance of personnel files and processing of health insurance claims. Must possess good communication and organizational skills and be able to work with a team environment. Knowledge of WordPerfect and Lotus preferred.
Send resume and salary requirements to: Box 350
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

immediate openings
SECRETARY
Openings for experienced word processors. Candidates must have WP 5.1 and Lotus. Long and short term openings. Top pay. Call Sue Shawa
313-2934 or 548-7883
Uniforce Temporary Services

Insurance
CLERK
Livonia-branched, Michigan-based property & casualty insurance company is presently looking for an individual who is a fast learner, flexible, has the ability to handle multiple duties. This person will assist underwriting with customer entry of applications, ordering of reports, opening, sorting & distributing mail. Some manual typing & searching for information. This is a entry-level position. Being energetic & agile would be a plus. Please send resume & salary requirements to:
Miss Frances Crawford, Supervisor
Lake States Insurance Co.
P.O. Box 530099
Livonia, MI 48153-0099

INSURANCE - Personal Lines Customer Service Rep - minimum 2 years independent agency experience. Ann Arbor. 971-1000

INTERNATIONAL TRADE SECRETARY
$18,720
A growing automotive supplier offers a good opportunity. Arrange product import documentation, word processing. Call Bernice
454-0900
SNELLING PERSONNEL SERVICES

LEGAL ASSISTANT/SECRETARY
For Troy Law Firm. Seeks experienced, mature, self-starter, computer literate. Please send resume to: Office Manager, 901 W. Big Beaver Rd., Ste. 500, Troy, MI. 48084.

KIDS IN SCHOOL??
Kelly Temporary Services is now hiring for the following areas:
RECEPTIONIST/ CUSTOMER SERVICE REPRESENTATIVES
• Recent experience with multiple line phones required
WORD PROCESSING SECRETARIES
• A minimum of 6 months' recent experience required for these short, long and Temp-to-full-time positions
• All software needed especially WordPerfect, LOTUS, and Word for Windows
Call today to schedule an appointment!
Livonia 622-4020
Westland 326-5590

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

LEGAL
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Positions
• Temp to Perm
Fax, Mail or Call
PERSONNEL AT LAW
358-0696 Fax 358-0235
3000 Town Center, Ste. 2580
Southfield, Michigan 48075

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top pay.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4861

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placement. Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCIES, INC.
626-8188

LEGAL SECRETARY experienced, needed for defense firm. Non-smoking office. Minimum 5 years experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017.

LEGAL SECRETARY
needed for non smoking law firm. 1-3 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Salary commensurate. Ins. Bamp. 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
Part time for W. Bloomfield attorney. Litigation experience and WordPerfect skills preferred. Please send resume to: Philip G. Meyer, 5787 W Maple Rd., Ste. 100, W Bloomfield, MI 48322

LEGAL SECRETARY
Part/full-time. WordPerfect 5.1 & transcription skills necessary. Non-smoking office for Beth Ann, 559-5000

LEGAL SECRETARY
Legal Secretary wanted for a general law office (non-smoking). WordPerfect 5.1 is required with WordPerfect Windows a plus. Salary commensurate with experience. Send or deliver resume to: John R. Carney, P.C., 17515 Farmington Rd., Suite 260, Livonia, MI 48152. (313) 425-3000

LEGAL SECRETARY-2 years litigation experience & WordPerfect necessary. Non-smoking office. Please call Lynda or Karen at: 645-1003

LEGAL SECRETARY
for Birmingham Law Firm. Two years litigation experience. Word Perfect. Send resume to: Office Manager, P.O.Box 1899, Birmingham, 48012-1899.

LEGAL SECRETARY
Birmingham law firm has motivated, experienced Legal Secretary for partner. Excellent benefit package available. Send resume to: Mark, 280 W Maple, Ste 310, Birmingham, MI. 48009

LEGAL SECRETARY
$29,000
Stable work history, strong corporate litigation background.
Call 355-2440 immediately
THE KPM GROUP

LEGAL SECRETARY
Bloomfield Hills law firm seeks experienced person. Excellent salary & benefits. Great opportunity for responsible self starter. Send resume to box 326
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
For mid-sized Troy firm. 3-5 yrs. legal experience required. Experience in corporate, real estate & litigation preferred. Must have excellent proof reading & proofing skills. Ability to interact well with clients & be willing to take initiative. Excellent EEO company. Send resume & salary requirements to:
Box 220
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
needed for busy P.I. law firm. 5yrs experience required, management experience, 100 wpm, MicroSoftword. Send resume to: 200 W. Center, Northville, MI 48167

LEGAL SECRETARY
Livonia law firm seeks secretary with domestic relations experience. Full time, benefits, immediate opening. Salary commensurate with experience. Call 9-5pm. 261-7773

LEGAL SECRETARY for Plaintiff Personal Injury firm in Southfield. Experience in areas of medical malpractice, products liability, auto negligence, etc. Must be proficient in WordPerfect 5.1. 352-1000

LEGAL SECRETARY - Applications being accepted for Legal Secretarial positions with Bloomfield Hills law firm. Must have advanced knowledge of Word Perfect 5.1. Minimum typing speed 70 wpm. Legal experience preferred. Must have professional demeanor and be highly organized. Some mandatory overtime.
Send resume to: Box 334
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA firm looking for a person with good typing, filing and math aptitude. Send Resume to Box 332:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA real estate office has opening for 2 Receptionists to type and answer phones Evenings and weekends. Call Jay Hughes, 522-8000.

MAIL CLERK - part time position involving light clerical duties and mail processing. Must be able to lift 50.00 an hour. Send work history to: B.H., P.O. Box 8066, Farmington Hills, MI 48333

MEDICAL BILLER
Home care agency has full time position for data entry clerk, computerized medical billing experience, experience in ACPS and POR preferred. Applications with resume accepted Tuesday, Sept. 21-Sept. 24, 3845 W. 8 Mile Rd.

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney (litigation experience not required). Must be proficient in Word Perfect and have previous experience using dictaphone equipment. Verbal and written communication skills a must. We offer an outstanding work environment and salary commensurate with experience. Send resume and cover letter to:
Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL EQUIPMENT company located in Troy has opening for computer billing and assisting w/test-up of new billing system. Ideal candidate must be self motivated, detail oriented with excellent organizational skills. Individual must have good attitude and welcome challenges. Competitive salary available. Mail resume with salary requirements to:
Metro Medical Equipment, Inc.
12985 Wayne
Livonia, MI 48150

MESSENGER - Miscellaneous office work. Responsible for making deliveries within the company van. Must have excellent driving record. Also responsible for operating postage machine, general office repairs, maintenance & ordering for the office. 35-40 hrs. with all benefits. Respond to: Trans Center, Corporate Office, 1120 E. Long Lake, Troy, MI 48098

MORTGAGE BANKING POSITIONS

Final Document Clerk - Mortgage Accountant helpful but not required.

Insurance Clerk - Insurance knowledge a plus.
Please submit resume and salary requirements in confidence to:

MIAMI VALLEY BANK, 24370 Northwestern Hwy, Southfield, MI 48075 (313) 336-2000

Substance abuse testing may be a part of the pre-employment process.
An Equal Opportunity Employer

MRI ASSISTANT
Full-time clerical position available in the Bloomfield area. Will be required to work in a mobile MRI unit rotating between Novi, Pontiac & Wayne, MI.
Minimum 40 wpm & 1 yr. related clerical experience preferably in a hospital environment.
Excellent salary & working environment. Candidate meeting the above qualifications may send resume or apply at: 29200 Vassar, Suite 400, Livonia, MI 48150

PROVIDENCE
Hospital
EMPLOYMENT SERVICES
22255 Greenfield, Rm. 310
Southfield, MI. 48075
An Equal Opportunity Employer

NORTHWEST SUBURBS - Busy Office requires full-time experienced legal secretary, with good word processing & organizational skills. Benefits & Bonuses. Please send resume & salary requirements to: P.O. Box 370, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ADMINISTRATOR
Part-Time (20-25 hrs/wk. with some flexibility)
MARKET DAY, a rapidly growing consumer food products company, is seeking a self-starter to join our Farmington office.
You will work closely with the District Manager and Account Representatives in the areas of account scheduling/maintenance, as well as performing other clerical duties including Data Entry (will train).
A friendly, customer service-oriented personality and good organizational/communication skills essential. Typing 35 wpm, computer literacy in WordPerfect 5.1 and Lotus 123 helpful, but not required.
For immediate consideration call
1-800-531-6564
or send your resume A.S.A.P to:
MARKET DAY
31313 Northwestern Hwy.
Suite 100
Farmington Hills, MI 48334
An Equal Opportunity Employer

OFFICE ASSISTANT
Billing/receivables/payables. Some typing skills desirable. Part-time. Retirees welcome. Write to: P.O. Box 8901, Southfield MI 48038

OFFICE ASSISTANT
Northville real estate rental management & insurance firm. Light office phone, clerical & computer skills. Real estate or rental experience helpful, but not required. 348-5100

OFFICE CLERK - for general office duties, experienced in shipping/receiving helpful. Excellent benefits. 491-7617

OFFICE CLERK - motivated person to handle customer service. Typing, good figure aptitude. Apply in person: 29877 Beck Southfield.

OFFICE HELP/PART TIME
8 hrs/day, Mon-Fri. $5/hour. Typing, filing, answering phone. Apply at: Century Design & Printing, 24742 Five Mile, Redford. Near Beltline

OFFICE MANAGER for a mid-sized P.R. firm. Some experience necessary in recordkeeping, accounting, bookkeeping & payroll. Person must be an effective manager & professional. Position available immediately. Serious applicants call Nicole. 851-2993

OFFICE MANAGER
As a growing player in the personnel industry, our main office offers a challenging career opportunity to a mature task charge individual.
Primary responsibilities include all administrative functions, payroll, pay & benefits. Send resume and benefits. P.O. Box #1531, Birmingham MI 48012-1531

OFFICE POSITION in automotive shop. Record keeping, customer service, parts orders, job estimates. Canton area. 459-7050

PARALEGAL TRAINEES needed for growing freelance paralegal firm. Part-time to start. Westland. 453-6082

PART-TIME
Enthusiastic, personable individual needed for temporary clerical service in Northville area. Responsibilities would include phones, evaluating, interviewing, light typing, computer skills a must. Call Jean or Barb.
CONTEMPRA
583-9500

PATIENT REGISTRARS
Our rapidly growing health care network has part-time & contingent positions available at several locations.
Qualifications include: 1 yr. clerical experience in a medical setting to learn hospital registration procedures required; 35 wpm accurate typing speed & 10 key proficiency on computer keyboard. Previous paralegal firm, ICD-9 & CPT coding experience, hospital experience, highly preferred.
Individuals meeting requirements may submit a detailed resume or apply Mon-Thurs., 8am-12noon.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Rm. 310
Southfield, MI. 48075
An Equal Opportunity Employer

PHONE RECEPTIONIST/TYPIST with computer skills wanted Mon-Fri/Troy, 8-5. Must be very dependable, confident telephone voice, a non-smoker, detail oriented & salary requirements to: PO Box 841, Wixom, MI 48393, Attn: Jo.

OFFICE PERSON
Must have pleasant phone voice, good typing skills, and be dependable. Full time. $5.00 per hour.
Livonia area. 425-6542

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
WORD PROCESSORS/ ANY SOFTWARE
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERK (M. & P.M.)
CUSTOMER SERVICE REPS
FILE CLERK
We offer: Temp-Med Insurance, Top Pay, Holiday Pay, Bonuses. Call today for an appointment!
LIVONIA 464-2100
SOUTHFIELD 353-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777

SNELLING PERSONNEL SERVICES
NEVER A FEE

OFFICE STAFF. Job duties include reception, secretarial and some light bookkeeping. Computer skills helpful, but not required. $6-$8.50/hr. to start. Benefits include health insurance, paid vacation and sick days. Apply at: Northwest Tool & Die, Inc., Send resume and a typing sample to: Jim Hall, 41600 Northwind Dr., Canton, MI 48188

OPERATIONS MANAGER
Troy office of SMALL-RAID has a management position available as operations manager. Duties include: Supervision of daily operation of our NYSE/BAIRD branch office. Ideal candidate will have an understanding of compliance regulations. Series 7 required, Series 8 a plus. Management experience preferred. Send resume to: *Operations Manager, 1000 Center Dr., Ste 300, Troy, MI 48084*

PART-TIME
HUMAN RESOURCES ASSISTANT
Mid-sized services company in Dearborn is seeking a Human Resources Assistant to work part-time in its extremely fast paced HR Dept. The chosen candidate will provide clerical support to the department and provide assistance with coordination and preparation of various training programs.
High school diploma or equivalent and at least 2 yrs. related experience required. Knowledge of Word Perfect and Lotus, as well as excellent verbal, written and communication skills also necessary.
Twenty-seven hrs./wk., preferably 8:30am-3:30pm, Mon-Fri, with some flexibility possible. For consideration, please forward your resume with salary requirements to:
HUMAN RESOURCES/LG
P.O. Box 5052
Dearborn, MI 48121
An Equal Opportunity Employer

PLANNING CLERK
The City of Novi is accepting applications for a full time position of Planning Clerk. The individual will coordinate the development review process with the site plan notice process, act as recording secretary for the Planning Commission, and perform various support functions. Word Perfect & Lotus skills required. Prior related experience and bachelor's degree preferred. Salary $24,022. Obtain and submit an application by Friday, October 8 at 5:00 p.m. to: Human Resources Dept. - 45175 W. Ten Mile Road., Novi, MI 48375

PLEASANT