

EMPLOYMENT

504 Help Wanted Office-Clerical

Administrative Assistant
For busy real estate developer. Must have excellent communication, organizational & computer skills. Excellent benefits. 21st Century, 30915 Director Farmington, MD 41431.

ADMINISTRATIVE ASSISTANT
A fast growing insurance and financing company is seeking a highly motivated, energetic individual with a minimum of 2 years experience in a similar position. Excellent benefits. Contact: 21st Century, 30915 Director Farmington, MD 41431.

ADMINISTRATIVE ASSISTANT
Highly motivated, conscientious individual with a minimum of 2 years experience in a similar position. Excellent benefits. Contact: 21st Century, 30915 Director Farmington, MD 41431.

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FILE CLERK
Involves preparing, filing & retrieving documents. Excellent benefits. 21st Century, 30915 Director Farmington, MD 41431.

JUNIOR SECRETARY
Suburban office needs you. Excellent benefits. 21st Century, 30915 Director Farmington, MD 41431.

LEGAL ASSISTANT
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LEGAL SECRETARY
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PERSONNEL ASSISTANT
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OFFICE CLERK
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SourceOne
Mortgage Services Corporation

JOB OPPORTUNITIES

Are you looking for an opportunity to work for a corporation committed to excellence? Source One has provided quality mortgage loans to millions of people for over 50 years. We have over 3,000 employees in 70 locations nationwide. Our home office in Farmington Hills is seeking for energetic, team-oriented individuals for the following career positions:

GENERAL

Entry-level to senior level opportunities, both day (M-F 8:30 am-4:30 pm) and afternoon (M-F 12:30 pm-5:30 pm) shifts. Responsibilities will vary according to background, but may include sales, entry, customer service, and other clerical functions.

CUSTOMER SERVICE

Qualified individuals must have previous telephone customer service experience and excellent communication skills. We have part-time and full-time opportunities in the following career positions:

OFFICE PRODUCTION

Responsibilities will include Alphametric filing, processing mail, and preparing documents. Experience in a production environment is a plus. Overtime will be required.

These positions include an excellent benefit package (medical, dental, life, pension, ESOP, tuition reimbursement & generous vacation). Do yourself a favor don't pass up this great opportunity!

Come in to fill out an application


Mon.-Fri. 9 am-4 pm or fax/send your resume.

SOURCE ONE MORTGAGE SERVICES CORPORATION

Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334
Equal Opportunity Employer/M/F/D

Client Representatives

Take Credit for finding a great opportunity



Leading Visa/MC credit card processor with regional operations in Ontario, MI is seeking qualified individuals with strong background in Credit/Debit cards and Financial Institutions for Client Representative positions. The candidate must possess a minimum of 0.5 years experience with good communication and PC skills. FDR system knowledge a big plus.

Qualified candidates should send their resume and salary requirements to:

Client Representative
P.O. Box 52018 B
Livonia, MI 48153
Equal Opportunity Employer

EMPLOYER
Full time position available in South-...
DAY
1+ long-term positions available...
DATA ENTRY OPERATORS
Immediate Part-Time positions available...
TempExchange
332-8000 (Livonia Hills office)

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