EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTING DATA ENTRY
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• Holiday/Vacation
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WESTERN TEMPORARY SERVICES

ACCOUNTING
Management company is seeking a person for accounts receivable & general accounting tasks. Lotus & WordPerfect a plus. $17-$21,000 & excellent benefits in a non smoking environment. Send resume to: Controller, 29548 Southfield Rd., Suite #200, Southfield, MI, 48076 or Fax #: 557-6442

ACCOUNTS PAYABLE/Payroll Clerk, full time. Immediate opening. Experience necessary. Fast paced office. Resumes only to: Metro Transport Inc., 30069 Wixom Rd., Wixom, MI 48393

ADMINISTRATIVE ASSISTANT
For land developer in Plymouth Twp. Must have good memory & communication skills. Knowledge of real estate closings helpful. Fax resume to: 459-9556

ADMINISTRATIVE ASSISTANT
Needed full-time for Southfield office. Strong bookkeeping skills, WordPerfect 5.1 & QuattroPro knowledge desired. Fax resume to: 948-1847 or call: 948-1880

ADMINISTRATIVE ASSISTANT
Needed for real estate company in Birmingham. Excellent communication skills, computer literate, organized self-starter. Customer service experience required. Real estate experience helpful. Send resume to: Key Employee Leasing, Inc. Attn: Human Resources, 400 Galleria Office Center, #215, Southfield, MI 48034-2164

ADMINISTRATIVE CLERK
Entry-level. Minimum 1 yr. experience in billing & accounting functions. Salary $7-8/hr, depending on experience. Ask for Lorraine at: 261-3910

ADMINISTRATIVE ASSISTANT
Major financial institution with multiple locations has immediate short & long-term openings. MS Word a +. Call Sheila 646-7662 or 799-3946
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Troy CPA firm seeking part-time assistant to perform general office duties. WordPerfect 5.1 experience helpful. Send your resume in confidence to: Administrative Assistant, P.O. Box 119, Flint, MI 48502.
An Equal Opportunity Employer
Affirmative Action Employer

ADMINISTRATION
National payroll company has immediate positions available. The ideal candidate must possess good math aptitude and organizational skills along with being detailed oriented. If you have experience with accounts receivable or payroll and have a strong desire to provide customer satisfaction, please send resume to:
PAYCHEX, INC.
Attn: Cathy Kemper
6960 Orchard Lake Rd., Ste. 110
West Bloomfield, MI 48322

ADMINISTRATIVE ASSISTANTS
• WORD PERFECT
• MICROSOFT WORD
• MACINTOSH
• WINDOWS
If you are looking for a career in a professional field, WE NEED YOU! Many opportunities available. CALL TODAY!
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ADMINISTRATIVE CLERK
$6.50 Per Hour to start
Hard working, organized individual who enjoys a fast pace needed at our West Bloomfield Corporate headquarters.
We Offer:
Flexible hours
Complete training
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Duties include:
Data Entry - must type 50wpm
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Daily bank deposits
Apply in person
Fitness Management Corp.
7091 Orchard Lake Road
(N. of 14 Mile)
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West Bloomfield, MI

ADVANCED CLERICAL - Farmington Hills. The right candidate for this position would have several years of office experience using WordPerfect 5.1, a real estate legal or executive secretarial background, excellent grammar, proofreading skills, & proper phone etiquette. We offer benefits, good starting pay, paid vacation, sick days. Send resume with salary requirements to Box 696,
Observer & Eccentric Newspapers
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Two shifts available.
• 1 p.m. - 9 p.m.
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• Pay is $5.75-$6.50/hr
• Must have 8500 keystrokes/hr
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AUTO BILLER
Dodge dealer looking for experienced car biller. Good benefits, 5 day work week. Call Cheryl for appointment. 474-6750
TOWN & COUNTRY DODGE, INC.
31015 Grand River at 9 mile
Farmington

AUTO BILLER
Farmington dealer in need of experienced new/used car biller. Excellent benefit package available. Apply in person: Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

AMINISTRATIVE - assistant, Southfield, work for company president, WordPerfect 5.1, shorthand 80 wpm, Dec. thru April 1994, $9-$11/hr. Fee paid

BOOKKEEPER - full charge, N.W. suburban Detroit, 5 yrs experience, accounts payable/receivable, assist controller in month end re-caps & financial statements, computer experience, permanent position, benefits, $20-$28,000. Fee paid

RECEPTIONIST - with typing, Farmington Hills. 10 line phone system, Lotus 1 2 3, WordPerfect experience, benefits, $7-$7.50/hr. Fee paid

Many other openings available to qualified candidates

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

FAST PACED OFFICE. Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton, 454-5403

Aggressive individual with relocation experience to work for large real estate corporation. Benefits. Call 299-1250 x402 for more info.

ARE YOU Computer Literate, prompt, positive, good with details, non-smoker with good telephone voice? Run my office! 534-3222

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Olsten Staffing Services offers you:
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Please fax resume to Elysa or call for an immediate appointment!!
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AUTO DEALERSHIP
Cashier/Receptionist/Data Entry
Immediate, full time, Mon-Fri, 8 am - 6 pm. Starts at $7/hr. or more based on experience, plus full benefit package. Dealership experience necessary. Call Mary, 453-2424.
HINES PARK LINCOLN-MERCURY

HIGH VOLUME Southfield GM dealer needs experienced only Car Biller. Benefit package & competitive wages. Call for appointment 353-9000

FULL TIME BILLING CLERK
Must be dependable, reliable, mature with previous billing and data entry experience to work on IBM/AS 400. Position available immediately. $7 an hour to start plus benefits. Apply in person. City Transfer Co., Personnel Department. 15001 Fogg, Plymouth, MI., 48170.

BILLING CLERK
Large reputable downtown law firm searching for a full-time billing clerk. Computer experience required, accounts receivable and Barrister experience helpful. Interested applicants please call B. Richey at: (313) 965-6940

BILLING CLERK
Mature individual who works well under pressure for hectic Student Accounts Office at local University. Requires: strong organization and problem solving skills, excellent customer relations skills, 1 yr. cashiering experience involving preparing deposits, processing refunds, and resolving problems on accounts. Pays $6.20 to $6.50 per hour to start. 4 days - 6 hours per day, 1 day - 8 hours per day (32 hours per week). Qualified candidates should send resume or apply in person: MADONNA UNIVERSITY, HR Department, 36600 Schoolcraft, Livonia 48150-1173. E.O.A.A.E.

BLOOMFIELD HILLS corporation seeks part-time person for computer work & phone relief. MAC experience a must. 20 hrs /5 days per week. Send resume with salary requirements to: PO Box 35035, Bloomfield Hills, MI 48303

BOOKKEEPER
Dearborn based medical equipment company is looking to hire a full time bookkeeper with strong PC skills. PC hardware knowledge is desirable. Send resume with salary requirements to: CFO, P. O. Box 1243, Dearborn, MI., 48121.

BOOKKEEPER - entry level position for a Livonia accounting office. Will train on computer. Some experience a plus. Send resume to: Box 616,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
for medium size Troy law firm 20 to 25 Hrs weekly. Must have prior manual bookkeeping experience up to trial balance, some computer helpful. Salary commensurate with ability. Ask Diane at: 649-1100

BOOKKEEPER - Full time. Experience necessary. 20411 W. Twelve Mile. Suite 201, Southfield.
Call Kashat Accounting at 352-5520

BOOKKEEPER - Full charge thru financial statements, full time position for Royal Oak commercial printing company. Recent experience required. Please send resume to: David Shindel, 30230 Orchard Lake, #250, Farmington Hills, MI 48334

BOOKKEEPER
full charge for Southfield law firm. Call Renee Tues, Thur, or Fri at: 353-7750

BOOKKEEPER
Large reputable downtown law firm searching for a full-charge bookkeeper. Law firm accounting experience and computer knowledge required. Interested applicants please call B. Richey at (313) 965-6940

BOOKKEEPER
The Charles Kent Reaver Co. has a career opportunity & position open exclusively for a mature individual in the bookkeeping department. We seek only those candidates whose methods & values will help us maintain a reputation for highest integrity. Experience preferred, full time employment, with excellent company benefits. Includes health, life, disability and dental. Non smokers only. Call Rex, Mon. thru Fri., 12 noon to 5pm. 313-537-4553

BIRMINGHAM INVESTMENT FIRM looking for responsible individual to work in operations handling incoming and outgoing checks, securities, and new accounts. Experience preferred, but not necessary. People skills a must. If interested, send resume to:
PRUDENTIAL SECURITIES,
% Janice Lewis
P.O. Box 1596,
Birmingham, MI 48009

BOOKKEEPER
Full charge - handle financial statements, payroll, taxes, computer expertise. Part time. Flexible hours. Beautiful offices in Farmington Hills area. Resumes to: Ben Schwartz Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

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Experienced. 1-person office for builder/property management in Farmington Hills area. Full charge, full time. 855-4458

Bookkeeper/Secretary
For small, smoke-free Livonia office. Reply to: Box# 862
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Livonia MI 48150

BOOKKEEPER
We have an immediate opening for a take-charge, shirtsleeve controller to assume total responsibility for day-to-day accounting. Must have some human resource background and excellent bookkeeping skills with min. 5 yrs. experience in a working supervisory position. Please send complete work and salary history to:
Box 848
Attn: BOOKKEEPER
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

CHIROPRACTIC ASSISTANT position, full time. Must be energetic, personable and able to type 40 wpm. Call, 421-0101

CHURCH SECRETARY
Shorthand, typing and computer skills. Livonia area. Contact: Father Phillip 422-0010

CLAIMS EXAMINER - Experienced individual wanted for position that requires the ability to analyze, compute and authorize payments on life and disability claims. Would also handle accounts communications. Send resume to: P.O. Box 5002, Southfield, MI 48086-9866.

SOUTHFIELD - PART-TIME
Clerical, Typing, filing, good phone manners, minimum wage.
Leave message: 537-2384

CLERICAL ASSISTANT
Olde Discount Corporation, a nationwide Detroit based firm, seeks detail-oriented individual to provide support for a busy department. Ideal candidate will be able to handle a variety of duties and work with little supervision. Professional phone manner, accurate typing (45 wpm) and wordprocessing experience a must (WordPerfect and/or WordStar, and Lotus 1,2,3).
This position is full time with benefits. For consideration please send salary requirements and resume to:
Olde Discount Corporation
Human Resources
751 Griswold Street
Detroit, MI 48226

CLERICAL HELP NEEDED for Farmington Hills property management company. Good pay and benefits. Multi-line phones. Computer experience helpful. Multi-line phones. Computer experience helpful.
Send resume and salary history to: P.O. Box 2480, Farmington Hills, MI 48333

CLERICAL
Immediate part-time position available. Duties include filing, receptionist and data entry. Apply in person: Jack Cauley Chevrolet, 7020 Orchard Lake Rd., West Bloomfield.

CLERICAL - Orchard Lake company seeking full or part time person. IBM ps/2 is used extensively. Great working conditions, reply to: Mr. Havens, 4198 Orchard Lake Rd., Orchard Lake, MI 48323

CLERICAL - Part time office position. Bookkeeping & computer skills a plus. 20-25 hrs./week. Send resume to: Bookkeeper, 24545 Hathaway, Farmington Hills, MI 48335.

CLERICAL - part time position available immediately. Mon.-Thurs., 4:15-8:15pm. Sept. thru May. Qualified candidates must have excellent communication skills & WordPerfect experience. Send resume to: Farmington Community School, 30415 Shiawassee, Farmington MI 48336

CLERICAL PERSON for accounting department in fast paced growing Troy International corporation. In addition to high school diploma, this entry level position requires excellent organization & communication skills. WordPerfect knowledge preferred & ability to perform multiple tasks. Call Cheryl, 828-0436

CLERICAL POSITION available in growing insurance office, full time. $5.50/hr. Greenfield & Schoolcraft. Contact Jennifer 838-4600

CLERICAL SUPPORT position for growing CPA firm, knowledge of computers & computerized tax system desirable. Send resume with salary history & requirements to: OAK, 6960 Orchard Lake Rd., Ste. 204, W. Bloomfield 48322

CLERK
Seeking clerk at minimum wage plus benefits. Call 946-9234

CLERK TYPIST-DATA ENTRY
Local CPA firm. Type 50 w.p.m. Overtime required. Salary negotiable. Send resume to: SBO, 1471 S. Woodward Ave., Ste. #110, Bloomfield Hills, MI., 48302

CLERK TYPIST
For non-profit Jewish organization. Excellent communication skills, word processing, Lotus 1-2-3 & dictaphone. Salary $14,000-$15,000. Excellent benefits. Resume to: Personnel Director, PO Box 2030, Bloomfield Hills, MI 48303-2030
An Equal Opportunity Employer

CLERK TYPIST
Needed for fast-paced office in Southfield. Good typing skills, phone etiquette, filing, & general office skills. $6/hr. Send resume to: Office Manager, PO Box 2040, Southfield, MI 48037-2040

COMPUTER SKILLS NEEDED
Wanted - A dependable self-starter to do computerized payroll and general office work. Payroll experience not necessary. This is a temporary part time position from Dec. 6 thru mid-May. Pays $5.75/hr.
Call 462-2605

CUSTOMER SERVICE CLERK
Entry level position available in Southfield company. Must have good organizational skills and a pleasant phone manner. Send resume to: Representative, P.O. Box 5002, Southfield, MI 48086-9886.

CUSTOMER SERVICE REP
Experienced, for direct customer contact & clerical assistance. Must be customer & detail oriented with previous telecommunications experience. Own reliable transportation. Rochester area. Customer Service Dept. PO Box 99549, Troy MI 48099

ATTENTION DATA ENTRY
• Livonia area.
• Day shift, Mon.-Fri.
• $7-8/hr.
442-2255

DATA ENTRY
Excellent Alpha & Numeric skills, editing, detail oriented, ability to analyze. Full & part time (days, eves, weekends). Ask for Jeff or Lisa
Plymouth 459-7600

DATA ENTRY - Full & part time positions available. Evening & weekend hours. 60wpm min. Apply in person: Art Van Furniture, 425 Eisenhower Parkway near Briarwood Mall, Ann Arbor

DATA ENTRY
Major suburban corporation has immediate short/long term needs for experienced data entry operators with 8,000 key strokes & attention to detail. Excellent earning potential. Call Donna 799-3949 or 646-7663
Uniforce Temporary Services

CUSTOMER SERVICE REP
Rapid response printing company requires outgoing, well-groomed individual to greet & respond to customers. Ability to work full-time, but flexible hours, manage several tasks at once & aptitude for detail is required. Prior experience in a fast-paced retail position with cash register skills prefered. $6-7/hr. Apply at or send resume to:
Alphagraphics
43379 Joy Rd.
Canton, MI 48187

CUSTOMER SERVICE REP
Part-time, flexible hours after 11am. Troy area. Light typing, extensive phone work. 244-0300

CUSTOMER SERVICE
Full time, long term opportunities with prestigious suburban marketing firm's Fortune 500 client project. Two shifts. Type 40 wpm.
Call Carol 646-7664
Uniforce Temporary Services

Customer Service
Troy manufacturing firm looking for experienced Customer Service Rep. Detailed oriented, team player, strong interpersonal and professional skills. Great starting wages w/full benefits after 90 days. Excellent opportunity for advancement.
643-4365
RWJ & Assoc.

CUSTOMER SERVICE
(Part-time)
We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day & some problem solving. Available hours are Mon, Tues, Thurs, Fri 10am-6pm or Mon, Tues, Thurs, Fri 10am-6:30pm. We offer a competitive benefit package. Qualified candidates should apply Mon-Weds 9am-4pm
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI. 48334
(corner of 12 Mile)
Equal Opportunity Employer M/F/D

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Need some extra holiday cash? Come to our office, quick as a flash! We have temporary work for you. So make an appointment, and bring a friend too!
DAYSTAR TEMPORARY SERVICES
585-4200

DATA ENTRY OPERATOR/ BILLING CLERK
AFTERNOON SHIFT, 3-11:30PM.
Westland area
Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060

DATA ENTRY
Part time, answering phones, filing, etc. Send resume to: AFR, P.O. Box 967, Southfield, MI 48037

DATA PROCESSING CLERK
Growing and dynamic cellular company is seeking an independent and self-motivated individual for Data Entry. Individual will be responsible for Data Entry and maintaining various marketing databases. A minimum of 2 years in the data-entry field with 60WPM and proficiency on 10 key. Speed and accuracy a MUST! and a 401(K) program. If you are looking for a positive work environment in a growing company, please send your resume and cover letter to:
CUSTOMER CARE MANAGER
1534 WOODWARD AVE.
BIRMINGHAM, MI 48009

DENTAL RECEPTIONIST. Good typing, enthusiastic. Full/part time. Send resume: Dental, Ste 103, 25603 8 Mile Rd., Livonia 48152

DOWNTOWN LAW FIRM: Seeks Accounting Clerk/Data Entry person with a minimum of 2 year accounting & computer experience. Lotus 1-2-3 a plus. Send resume & salary history to: Director of Administration: Berry Moorman, King & Hudson 600 Woodbridge Place Detroit, MI., 48226. (No phone calls please)

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FUTURE FORCE
Southfield - 353-6300
Troy - 528-8454

FRONT DESK CHARMER
Pleasant Receptionist position with a suburban consulting firm offering growth potential. Some word processing and good communication skills for this. $15,600, plus good benefits. Fee paid. Hurry! 464-0909.
SHELLING PERSONNEL SERVICES

FULL TIME position in busy Troy office. PageMaker 4.0/5.0 and WordPerfect 5.1 skills a must, also ability to provide user support on word processing. Send resume to: Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE AGENCY, Farmington Hills location, seeks part-time individual for general office clerical duties. Salary commensurate with experience. Call Gary 851-3066

GENERAL OFFICE HELP
Needed for fast paced Southfield property management company. Phone, computer, typing and organizational skills necessary. Immediate opening. Call: 352-8550

GENERAL OFFICE/CLERICAL
Significant customer service phone work involved. Must also have good math & filing skills to work in busy Southfield office. Good compensation, insurance & benefits. Send resume to: Dennice Haslett, 19100 W. 8 Mile Rd., Southfield, MI 48075.

GENERAL OFFICE
Creative area of advertising agency wants candidates with recent experience, high energy level and computer skills. Temp to perm.
Call Sandra 799-3946
Uniforce Temporary Services

GENERAL OFFICE
$18,000 FEE PAID
Busy new position with general office and payroll responsibilities. Full benefits and suburban location.
CALL MARK 639-3330
or FAX resume to 649-FAX-2
M. BOOKSPAN & ASSOCIATES

GENERAL SECRETARY
International company offers interesting variety including word processing. Good math ability needed here. $17,000 plus good benefits. Fee paid. Call Bernice, 464-0909.
SHELLING PERSONNEL SERVICES

GROWTH ORIENTED company is looking for a bright, outgoing person for an entry level position that requires no experience. This position entails general office skills and day to day operations with advancement opportunity. Please forward your resume to: P.O. Box 1795, Troy, MI 48099

GENERAL OFFICE CLERK for Troy law firm, 25 hours per week. Duties include: back up for receptionist, filing, copying, purchasing. $7/hr, no benefits, non-smoking suite. Starts mid-Dec. Resume only to: Carol Zachrich, Powers Chapman, 3001 W. Big Beaver, Ste 704, Troy, Mich. 48084

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 Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-8305

GENERAL OFFICE
For architectural design manufacturing firm, in Plymouth. Seeking full-time person with experience in billing, scheduling, & other office administrative duties. Full benefits. Must have experience with PC's, Lotus, word processing. Send resume with salary history to: Box 780
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE - Oak Park company looking for person full time. Answer phones, file and general office work. $5.50 to start, full benefits. Send replies to: Box 820
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE for fast paced Southfield construction company. Must be self-motivated with accounts payable, accounts receivable, WordPerfect, good office & telephone skills. Salary & benefits negotiable based on ability.
Send resume to: Box 814
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE POSITION, part time with possible full time.
Computer literate. Canton area.
1-800-949-9406

GENERAL OFFICE POSITION
Telephone, data entry, filing, shipping & receiving, etc. Computer knowledge helpful. Call Micom ask for Frank 938-0767

GENERAL OFFICE/Secretarial
Real estate experience a plus. Must have articulate telephone, typing, computer, (Lotus & WordPerfect 6.0) and bookkeeping experience. We need a dependable, take initiative/good with people person. Send resume: Dolores, LaKritz-Weber & Co., 25505 W. 12 Mile, #4300, Southfield, MI., 48034. Call 9 AM. - 3 PM. 353-9494.

HELP!!!
We have 20 DATA ENTRY/CLERK openings for the Plymouth area
Call today for an appointment
CORPORATE PERSONNEL SERVICES
Call Elysa today!!
953-4190
NO FEE E.O.E.

HIRING NOW!
WordProcessors: $8-$12
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Data Entry Clerks: $6-$8
Short & long term assignments
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583-9500 - Madison Hgts
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Immediate Opening!
DATA ENTRY
We need your accurate 8,000 key strokes, attention to detail and recent experience for our suburban client. Multiple shifts available. Earn top dollars and paid vacations.
Call Donna 646-8500
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IMMEDIATE OPENINGS IN LIVONIA
Kelly Temporary Services need high production data entry operators to work 20 hours per week. 4 hour shifts per day between 8AM and 5 PM. These assignments could lead into 20 hour per week permanent positions.
Call Diane or Maureen for an appointment.
522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

Immediate opportunity
SECRETARY
International Farmington Hills firm needs your experience. Word Perfect or MS Word for Windows a plus. Long and short term openings.
Call Shana 473-2931
Uniforce Temporary Services

INSURANCE - agency in West Dearborn seeking full time experienced Personal Lines Customer Service Rep. Homeowner & auto experience a must. Property & Casualty licensed preferred. We offer an above average salary and benefits package. Please phone:
INSURANCE ONE
581-4360

INSURANCE OFFICE needs Agent Assitant, 30-40 hours per week. Experience helpful. Farmington area. 851-8440

LEGAL COURIER
Full time position 8 - 5. Driving to various courts and other Metro area locations for pick up and delivery. Must have reliable car, insurance, and good driving record. Must be flexible. Experience preferred but not necessary.
Call Julie: 355-5555

LEGAL RECEPTIONIST
Part-Time
Citizens Insurance Company of America seeks qualified candidate to fill part-time position two days a week in our Livonia legal office. Principal duties include use of multi-line phone system and other assorted clerical functions. Good communication skills a must. High school diploma or equivalent and past office experience required.
For confidential consideration, please forward resume to:
Citizens Insurance Company of America
Attn: Gary Schellhase
Managing Attorney
17187 N. Laurel Park Drive
Suite 383
Livonia, MI 48152
Equal Opportunity Employer

LEGAL SECRETARY/PART TIME
Southfield lawyer wants mature, flexible, experienced person, to work approximately 20 hours per week. WordPerfect 5.1. Send resume to: Box 742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

JOIN THE INFORMATION AGE!
CMA needs Customer Service Reps & Research Interviewers. Work 16-40 hours per week: day, evening & weekend shifts available. No outbound sales required. If you like working with customers, have a voice that should be in radio, type 45 wpm, $6-$7/hr. If you are ready for a challenge, call us at 637-1434 for an interview, stop by or write:
CMA, 2301 W. Big Beaver,
Suite 411, Troy, MI 48084

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Experienced only, 14,000 keystroke minimum. Days & afternoons available. Top Pay for qualified operators Farmington. 474-1138

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CALL TODAY!
ONLY 6 WEEKS 'TIL CHRISTMAS
SYNERGY STAFFING
313-489-0700

LEGAL ASSISTANT
Southfield firm. Extensive experience in plaintiff personal injury law. WordPerfect, Abacus desirable. Challenging work. Good benefits. Send resume & salary requirements to: Office Manager, Box 838,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECETARY TRAINEE
Will train. Full or part time. Good typist. $220 a week to start. Downtown Detroit. 963-7755

LEGAL SECRETARY
For senior partner in Farmington Hills law firm specializing in family law. Must be mature, well organized, computer literate with minimum 5 years recent experience with extensive knowledge of WordPerfect, Time Slips and Quicken. Pleasant working environment with excellent salary. Call Arlene 932-3500 Ext 222.

LEGAL SECRETARY/PARALEGAL for Southfield attorney. 25-30 hours per week. Must have secretarial and WordPerfect experience. 357-7778

LEGAL SECRETARY: Part time. Requires Word Perfect proficiency and good demeanor with clients. Hours flexible. Non-smoker. Troy location. Call 643-8130 or 637-9555

LEGAL SECRETARY
needed for Farmington Hills law firm. Must be highly organized with excellent grammatical skills, proficient with WordPerfect 5.1 & have 2+ years experience in corporate & litigation matters. Forward resume to. Kim, 37000 Grand River Ave., Ste 340, Farmington Hills 48335

LEGAL SECRETARY
Full time, 2 years experience. Typing 65wpm, dictaphone, WordPerfect 5.1 experience required. Knowledge of bankruptcy helpful. Small Birmingham office. Salary based upon experience, benefits. If interested please send resume to Box 802:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Minimum 3 years experience and familiar with WordPerfect. Troy law firm offering good benefits and competitive salary has immediate opening for qualified candidate. Send resume and salary requirements to:
Mr. Kus
Financial Law Associates
3001 W. Big Beaver, Suite 404
Troy, MI 48084

LEGAL SECRETARY
One person office.
Personal injury & contract law.
Full or part time. 540-4280

LEGAL SECRETARY
For Birmingham law office. 80 WPM. Word Perfect & civil litigation experience required. 258-1100

LEGAL SECRETARY
General practice in Troy. Divorce, Personal Injury, Corporate. Non smoker. Full or part time. 362-4646

LEGAL SECRETARY
Position requires a typing speed of 55 WPM, as well as proficiency in WordPerfect 5.0. Send resume and salary requirements to: Shaw & Potestivo, PC, 730 S. Rochester Rd., Rochester Hills, MI 48307.

LEGAL SECRETARY
for Troy litigation firm. Pleasant, non-smoking work environment. Must be knowledgeable in WordPerfect & willing to be part of a cohesive team. Salary commensurate with experience. Phone: 362-9401, ext. 1000

LEGAL SECRETARY
Legal Secretary sought for corporate position. Shorthand preferred. Excellent work history. Comprehensive benefits. Call or send resume to. Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075. 355-4140

LEGAL SECRETARY
For small progressive downtown lawfirm specializing in civil rights & criminal defense litigation. Must have good phone & typing skills & be computer literate in WordPerfect. Intelligence, flexibility & sense of humor required. Some general office experience preferred.
Kevin or Richard 961-7255

LEGAL SECRETARY
Two attorney office; some experience required, duties include Word Processing, filing, billing & other general office duties; good typing skills required.
Please send resumes to: Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Suburban law firm seeks team player to assist busy attorneys. Must have excellent secretarial skills, including WordPerfect 5.1 & shorthand, plus strong administrative & organizational abilities. Competitive salary & benefits. Resumes to: L. Carlson, 2050 N. Woodward Ave., Ste 350, Bloomfield Hills, 48304

LEGAL SECRETARY
For Southfield law firm. Must have minimum of 5 yrs. experience in Estate Planning, Corporate, & Real Estate law. Excellent Word Processing and organizational skills required. Wang Word Processing experience helpful. Please send resume to:
Office Administrator
P.O. Box 215
Southfield, MI 48037-0215

LET YOUR EXPERIENCE WORK FOR YOU!!!
We are looking for the following professionals to join our team for immediate openings:
• Data Entry Operators
• Accounting Clerks
• Office Clerks with Accounts Payable/Receivable experience
• Word Processors with Accounting experience
If you have work experience in these areas and are flexible to work in the downtown Detroit or Livonia areas, please call today!
TODAYS TEMPORARY
393-1890

MAIL CLERK/PART-TIME
Immediate opportunity with great hours for individual with school age children. Pleasant working conditions. Please send work history to P.O. Box 9066, Farmington Hills, MI 48333.

LEGAL SECRETARY TO $27,000
Outstanding opportunity with this major suburban firm. Challenging and diversified duties. Medical malpractice experience plus good skills qualifies you. Benefits include dependent coverage. Immediate opening. Call Kathy, 772-6760.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARIES
needed for non smoking law firm.
Trainee Secretary - recent high school graduate preferred with high academic skills.
Experienced Secretary - 1-5 years experience in litigation. Both must have computer skills & type 60-80 wpm. Send resume to: Barb, 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
Progressive Northern Oakland County company is in search of an efficient, self motivated, experienced Secretary. Legal experience is preferred. Must be an accurate typist with good organizational skills. Proficient use of WordPerfect a must.
Qualified candidates send resume and salary requirements to:
PERRY DRUG STORES, INC.
ATTN: Human Resources
5400 Perry Drive
P.O. Box 436021
Pontiac, MI. 48343-6021

LEGAL SECRETARY
For Birmingham law firm. Minimum 3 yrs. litigation experience. WordPerfect experience necessary. Please call. 642-1330

MACINTOSH COMPUTER Operator
Experienced in data base, word processing, desk top publishing & modem. Mon-Fri, 8:30-5. Benefits, non smoking. Berkley area. Call Marsha after 11am, 543-3340

MAILROOM CLERK
Amerisure has an immediate opening in our Farmington Hills office. Full time/full benefits.
Great advancement opportunities.
Contact:
Amerisure
Don R. Smith/HR
26777 Halstead
Farmington Hills, MI 48331
(313) 615-9000, Ext. 4254
Amerisure is an equal opportunity employer & encourages women & minorities to apply.

MAIL ROOM
Permanent position to work in mail room of large retailer. Full time. 8 Mile & Lahser area. Call:
Mr. Carn 353-0180, ext 471

MECHANICAL CONTRACTOR seeks professional for office/receptionist position. Word Perfect 5.1, excellent grammar and typing skills. 8am-5pm Mon-Fri. Non smoking. Reply to: Mathison Mechanical Inc., 4800 Joslyn Rd., Orion, MI 48359, Attn. Office Position

NEEDED IMMEDIATELY! RECEPTIONIST
Long term position located in Madison Heights. Light typing, general office skills. Great pay & benefits.
CONTEMPRA
583-9500

New openings
DATA ENTRY
full/part time, major insurance firm with Livonia and Novi locations has many opportunities for your attention to detail and 8,000 key strokes.
Call Dana 473-2932
Uniforce Temporary Services

NIGHT DESK CLERK
Must work weekends. Some computer knowledge helpful. Apply in person: Dorchester Motel, 26825 Grand River, Redford.

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

ALL AROUND OFFICE PERSON
Must have 3 yrs. experience, must be good typist, have good phone manners & be dependable for insurance repair company. Good wages & more for right person. 535-7660

OFFICE ASSISTANT
Rapidly expanding wholesale baking company seeking highly motivated individual, neat in appearance with organizational, math & accuracy skills, phone etiquette & familiar with computers, eager to handle a variety of office duties. Fax resume to: 827-7505 or submit to: Administrative Assistant, 19785 W. 12 Mile Rd., Box 537, Southfield MI 48076

OFFICE CLERICAL - full time. Typing skills required, all around office duties. Tool shop experience preferred. Benefits & retirement. Apply at: Acme Carbide, 6202 Executive East, Westland, MI. 48185.

OFFICE CLERK
Part-Time
Typing, filing & computer skills required. Send letter with qualifications & hourly wage requirement to:
COMPETITION GRAPHICS
31690 W. 12 Mile Rd.
Suite 4
Farmington Hills, MI 48334
Attn: Jeanne

OFFICE CLERK
Steel broker seeking experienced Clerk. Qualifications include good math aptitude, cheerful phone voice, computer background, light typing, general office procedures, detail oriented. Some college accounting courses helpful or equivalent experience. Prefer person familiar with bulk metals. Immediate full time opening. Attractive non-smoking office. Snd resume with salary requirements to: Office Manager, Crown Steel Co., 7031 Orchard Lake Rd., Suite 302, W. Bloomfield, MI 48322 or Fax 313-737-4437

OFFICE COORDINATOR
One person office in Westland for social services agency. Must have office experience (typing, filing, phones), & strong organizational skills. Will be in charge of several ongoing projects. Must be highly motivated & a self-starter. Call Nicole for interview time: 728-4201
An Equal Opportunity Employer

OFFICE EMPOYEE for RV Dealership. Must be highly motivated & organized. Computer & accounting skills a plus. Full time/benefits. Send resume to General Trailer, 48500 12 mile, Wixom, MI, 48393

OFFICE HELP
Farmington Hills company has full-time position for Receptionist/typist/order entry. Full benefits. Excellent opportunity. . . CALL 489-7000

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
Word Processors (Any Software)
Data Entry Clerks (AM & PM)
Receptionist/Switchboard
Customer Service Representatives
File Clerks
We offer: Top pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call Today for an appointment!
SNELLING PERSONNEL
NEVER A FEE
Livonia, 464-2100
Southfield, 352-1300
Auburn Hills, 373-7300
Taylor 284-0777

OFFICE HELP-PART TIME, Mon-Fri 1pm-5pm. Light bookkeeping, typing, filing & phones. Livonia.
Call between 9am-1pm, 591-6777

OFFICE MANAGER
Organized, efficient, 25 hours weekly, Typing 70 wpm, Microsoft Word, good telephone voice. $8-$10/hour. Send resume to: HIN, 31000 Lahser, Suite 9, Birmingham, MI 48025

OFFICE MANAGER
In charge of tax assembly for a W. Bloomfield CPA firm. Tax/accounting knowledge helpful. 626-0755

OFFICE/TELEPHONE HELPER for Farmington Hills office, 9am-1pm, Mon.-Fri. WordPerfect 5.1 & excellent phone skills a must. $6.50/hour,
Call 953-2000
Voice Mail ☎ 7115

ORDER ENTRY
Experience necessary, full time, hourly, and benefits, non smoking environment. Please send resume to Order Entry, P.O. Box 2587, Southfield, MI 48037-2587

PART TIME MAIL CLERK
Needed for fast paced Birmingham law firm. Ask for Mike Muller
645-2440

PART TIME RECEPTION WORK for busy Farmington Hills law office. Multi-line phone experience. Non smoker, Ask for Linda 737-4400

PART TIME Secretarial position available. Birmingham insurance office. Experience preferred. Flexible hours. Call 642-5595

PAYROLL & BILLING PERSON
Experienced. Typing & computer skills necessary. Send resume to PO Box 531117, Livonia, MI 48153

PAYROLL CLERK
Downtown company is seeking a Payroll Clerk. Applicants should have general accounting skills and basic word processing knowledge. Experience with the ADP package a plus. Position offers full benefits. Please send salary requirements and resume to:
Payroll Clerk
P.O. Box 737
Detroit, MI 48231

PAYROLL - HUMAN RESOURCES
Due to expansion Frettet, Inc. has immediate full-time openings in Payroll & Human Resource Departments. Positions requires minimum 2 years experience in a computerized accounting environment. Individuals must have knowledge of Lotus 1-2-3 & WordPerfect 5.1. Relocating in the near future to Brighton. Attractive benefits package. Salary commensurate with experience. No phone calls please. Send resume to: Box 868,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL - HUMAN RESOURCES
Due to expansion Frettet, Inc. has immediate full-time openings in Payroll & Human Resource Departments. Positions requires minimum 2 years experience in a computerized accounting environment. Individuals must have knowledge of Lotus 1-2-3 & WordPerfect 5.1. Relocating in the near future to Brighton. Attractive benefits package. Salary commensurate with experience. No phone calls please. Send resume to: Box 868,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL PROCESSING/Entry Level. Basic skills: clerical, good with numbers. Send resume only to: The Genesys Group, 755 West Big Beaver, Suite 2000, Troy, MI 48084

RECEPTIONIST
High energy individual for the nation's largest wholesale distributor of HVAC/R equipment. Requires multi-line switchboard (15), word processing (Lotus, WordPerfect) & excellent communication skills. This full time position in the Livonia area is available immediately for the right candidate. Resumes with cover letters should be received by Nov. 24: Attention H.R., 2741 Elliott, Troy, MI 48083.

RECEPTIONIST & general office. Must have data entry experience. Resumes to: Box 826
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/TYPIST
Suburban Detroit office looking for experienced Receptionist - Typist. Qualifications include 2 years experience on multi-line switchboard & typing at a minimum of 60 w.p.m. Excellent salary & employee benefits. Resume to: Personnel, P.O. Box 4545, Troy, MI 48099-4545

RECEPTIONIST
Are you looking for a position with a growing company? Do you like a challenge? If so, we want to talk to you about joining our team!
We are a machine tool manufacturer in Redford who seeks a sharp individual to fill a high profile position. Candidates must have pleasant speaking voice & computer skills. Duties include: Answering phones, sales department support, & misc. projects. Degree required. Great opportunity for recent college graduate.
Please submit resume with salary requirements to:
Human Resources-Dept. R
P.O. Box 40199
Redford, MI 48239

RECEPTIONIST - Entry level for expanding business. Responsibilities include data processing computer work, internal office duties. Pay to increase with experience. Fax resume to: C & B Inc., 313-305-9121

RECEPTIONIST/LEGAL SECRETARY needed for busy Birmingham law firm. Looking for a mature person with knowledge of WordPerfect 5.1, pleasant phone etiquette & typing skills. Paid medical benefits, vacation & parking. Salary commensurate with experience. Send resumes only to: P.O. Box #1966, Birmingham, MI 48012-1966

RECEPTIONIST & SECRETARY
Great personality a must. Must be bright & energetic with take charge attitude. Must be proficient in WordPerfect or Microsoft Word. Will train right individual.

PART-TIME GREETER
Great personality, energetic & must have good public relation skills.
Send all requests to:
18721 Greenfield, Ste. 5
Detroit, MI. 48235.

RECEPTIONIST - PART TIME
Computer networking firm has immediate opening for part time Receptionist. Responsibilities include answering multi-line phone, typing, data entry, filing, and other duties as needed. The successful candidate must have excellent phone skills, be dependable and detail oriented, and enjoy a variety of clerical duties. Word processing and database skills a plus. Send resume to:
DataServ, Inc.
37862 Hills Tech Dr
Farmington Hills, MI 48331

RECEPTIONIST TO $19,000
Solid company offers variety and a chance to learn graphic design. Computer experience and good phone skills a must!
Call Diana, 464-0909.
SHELLING PERSONNEL SERVICES

RECEPTIONIST
Major Funding Corp., a mortgage lender, is seeking a full time Receptionist - some typing required. Will also be trained in mortgage loan processing. Benefits package include paid vacation, holidays & medical. Call Mr. Tomczyk between 9am-12Noon ONLY, 553-7400
An Equal Opportunity Employer

RECEPTIONIST
Part time - 25 hours per week in Bloomfield area. Call, 350-1022, Ext. 129

RECEPTIONIST
MODEL TYPE
Office management receptionist for public relations. Must have great attitude & dealing with people.
Call Monica - 459-7070

RECEPTIONIST
Person needed for fast-paced Southfield law firm. Excellent phone etiquette, professional appearance & good typing skills a must. Full-time, 9-6. Please call Cheri Koyle. 353-5500

RECEPTIONIST
Experienced receptionist for busy Bloomfield Hills title company. Ask for Susan or Alice 540-9620

RECEPTIONIST
General office duties. Must type 50wpm, & have neat appearance. Please apply in person at: 30930 Industrial Rd. (between Merriman & Middlebelt) in Livonia.

Receptionist/Full Time
Novi real estate office looking for full time experienced Receptionist, Mon.-Fri., from 9-6. Reliable & punctual with good clerical, phone & interpersonal skills.
Call Robin, Monday-Friday
Between 9AM-3PM ONLY
348-3000

Receptionist & Secretary
for a Southfield real estate co. Professional phone voice & appearance a must. This is a full time position with excellent company benefits including health, dental & disability insurance. Non smoking office. Send resume to: Property Manager, 29548 Southfield Rd., Suite 200, Southfield MI 48076 or
Fax: 557-6442

RECEPTIONIST/ Administrative Assistant
Full-time position. Must have experience with WordPerfect 5.0 & Lotus 123. Need good typing & telephone skills. Send resume with salary requirements to:
HASCO SPRING INDUSTRIES
21648 Melrose Ave.
Southfield, MI 48075
Attn: Controller

RECEPTIONIST/TYPIST
Non-smoking permanent position for downtown law firm. Salary commensurate with experience; health & life insurance offered. Send resume, including grade point average achieved during education (good grades required) to:
Office Manager
2600 Buhl Building
535 Griswold
Detroit, MI 48226

Receptionist/Secretary
Bloomfield Hills law firm seeking full-time Receptionist/Secretary with strong interpersonal skills. Must be proficient with WordPerfect 5.1 & dictaphone skills. Responsibilities will include:
• Multi-line phone system
• Greeting of clients
• Other general office duties
Salary commensurate with experience. Please respond to:
313-647-4440

RECEPTIONIST/TYPIST - Experienced with some Bookkeeping knowledge. Part time, Mon.-Thurs., 9-2. Farmington area. 477-0107

RECEPTIONIST/PART TIME
For Livonia law firm, hours: Mon-Fri., 8:30-1:30. $8/hour, Please contact Patti for interview at: 464-1700

RECEPTIONIST full time, for busy Southfield law firm. Excellent benefits, salary negotiable. 2 yrs. experience required. Call Carol 356-4400

RECEPTIONIST - needed for a long term assignment in Livonia.
Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST - needed. Full time position, excellent phone manners, general office skills, some computer experience helpful, apply in person at 755 W. Big Beaver, #2000, Troy

RECEPTIONIST
Professional phone manner, WordPerfect 5.1 or Microsoft Word. Good organizational skills. Full time days. Call Joyce for App't.: 421-6000

RECEPTIONIST
Full time. Good phone voice. Light typing & filing. Resumes only to: B W & Associates, 17200 W 10 mile, Ste 212, Southfield, MI. 48075.

RECEPTIONIST
Unique opportunity in plush environment with international division of major health care corp for your front desk experience. Rolm a plus.
Call Ruth 646-6158
Uniforce Temporary Service

RECEPTIONIST
Exciting atmosphere of suburban advertising agency needs outgoing front desk person. Recent experience & excellent people skills are a must. Paid holidays. Ruth 646-6158
Uniforce Temporary Service

RECEPTIONIST
Full time for Troy based office. Duties: answering phones, distributing mail, data entry, filing & typing. Paid benefits & vacation. Send resume to Metro Trading Assoc. 555 Oliver, Troy, Michigan 48084

RECEPTIONIST
Part-time for private rehabilitation facility to answer switchboard, receive callers, perform clerical duties. 1 yr. experience preferred. Send letter of intent or resume to: P.O. Box 530306, Livonia, MI 48153
An Equal Opportunity Employer

RELIEF RECEPTIONIST
needed for Troy law firm. Hours are from 8:30am-5:30pm. Please send resume: B. Postt, 50 W. Big Beaver, Suite 400, Troy, MI 48084.

SALES SECRETARY
For busy Farmington Hills office. Accurate skills in typing, accounting & customer relations a must. Experience necessary. Re-entry welcome. 489-4040

SCOTT SHUPTRINE
Furniture in Novi is expanding its office staff. If you are detail-oriented & desire competitive wages and a pleasant working environment, apply in person at our West Oaks location in Novi.

RELIABLE Secretary Receptionist for general contractor. Must be experienced and knowledgeable of construction office. Immediate opening. Liberal salary, insurance and benefits. Elgin 353-0960

BUSY non-smoking real estate office in Troy needs full time secretary. Excellent typing and phone skills necessary. Send resume to Ann, % C.B.R.E., 3555 E. 14 Mile Rd., Sterling Heights, MI 48310

WORD PROCESSING SECRETARY for fast paced accounting firm. Knowledge of Lotus charts & graphs helpful. Send resume & salary requirements to: 45211 Helm, Ste. C, Plymouth Twp., MI. 48170

CHURCH Secretary/Experienced
For church setting in Dearborn Heights. This position requires experience in WordPerfect, 5.1, typing and communication skills. This is a part time, 20 hours per week position. If interested, call for application. 565-1480.

SECRETARIAL
Major downtown Detroit Advertising Agency has an opening for an experienced secretary. Excellent typing and computer skills (WP 5.1 with Windows & Lotus 123). Candidate should have strong organizational skills, be a self-starter with ability to work in a fast-paced deadline oriented environment, and good communication & phone skills. Please send resume, salary requirements, and computer skills to: Box 850,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150