## 504 Help Wanted Office-Clerical

GROWING NOW! networking communications firm has the following opportunities:

PAYROLL CLERK - Individual with 1-2 years payroll experience, preferably ADP, or other accounting work. Knowledge of payroll or associate degree in accounting.

ACCOUNTS RECEIVABLE CLERK-Individual with 1-2 years prior experience in automotive collections and/or other accounting work experience.

Please send resume and salary history to:

Sue Croteau
Human Resources Manager
Clover Communications, Inc.
P.O. Box 140
Novi, MI 48376
An Equal Opportunity Employer

ACCOUNTS PAYABLE from matching invoices & shipments to check run. All aspects of accounting. Flexible on computer. Some knowledge of accounts receivable. Redford/Livonia area. Send resume & salary requirements to: Box 814
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE/RECEIVABLE CLERK

Opening in Southfield with a small national company in a fast paced setting. Ideal candidate will have 2 years accounts payable experience, 1 year accounts receivable experience, knowledge of other clerical functions. Must have at least 3 yrs. accounting experience. Accounts receivables on a computer system & be seeking a new challenge. Background checks conducted. Resumes to: CFO/HR, 27650 Franklin, Southfield, MI 48034.

ACCOUNTS RECEIVABLE, order entry, customer service, general office. Full time. Send resume to: P.O. Box, 6005 Executive Dr., Westland, MI 48185

ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE CLERK

Immediate opening for individual with knowledge of computerized system. Small friendly office. Competitive salary, full time summers, part time winters. Ideal for student. Call Carol 313-459-1010

ACCOUNTS RECEIVABLE PERSON

For national manufacturer of consumer products. Need person with 1 year experience. Data posting & reconciling experience a must. Please send cover letter & resume with salary expectations to:

Ann Arbor Brush
26899 Northwestern Hwy., Suite 201
Southfield, MI 48034
Attn: Linda Tuppa

ACCOUNTS RECEIVABLE person with computer experience & good organizational skills needed for a wholesale distributor of bedding manufacturer. Will train with good benefits. Apply in person to: 1841 Hull, Mt. Mack Industrial Park, Detroit, MI 48207

ACCOUNTS RECEIVABLE

Great opportunity with progressive wholesale distribution company for person experienced in processing large volumes of payables with substantial detail. Must be familiar with computerized processing and reporting. Exp. in related position with excellent benefit package. Send resume in confidence with salary and background information to:

PERSONNEL MANAGER
P.O. Box 6004
Farmington Hills, MI 48376

ACCOUNTS RECEIVABLE

We are recruiting for our clients who are seeking professionals with high volume accounts receivable processing in a computerized environment. Manufacturing experience is desired, but not required. Two temporary to permanent positions in immediate future. Send resume. Excellent salary and benefits. Contact:

DICKSON INTERIM SERVICES
1000 Town Center
Troy, MI 48084

810-643-9480
Fax 810-643-9323

AD AGENCY SECRETARY

Work in the exciting atmosphere of suburban ad agency. Word processing and secretarial skills are needed for this long term position.
Excellent salary and benefits.
Call Sloane 799-3948
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT

Highly motivated, organized self starter with strong communication & computer skills. 2-3 years experience (ex. management/administrative functions). Apply this Employment position available immediately in Plymouth area. Send resume & salary requirements to: Office Manager, P.O. Box 700204, Plymouth, MI 48170.

ADMINISTRATIVE ASSISTANT/SECRETARY

Part-time position (potential for full-time) with small manufacturer, looking for multi-talented individuals able to act as administrative assistant, receptionist, & general clerical duties. Must be outgoing, non-smoker & familiar with computers or willing to learn. Pleasant working environment. Send resume to: Sunrise Home Health Services
15410 Farmington Rd.
Livonia, MI 48154

ADMINISTRATIVE ASSISTANT

Harvard Graphics, Top Pay.
Immediate openings.
Temporary Resources 737-1711

Administrative Secretary

Coordinate critical projects.

ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

ADMINISTRATIVE ASSISTANT

Southfield builder/developer seeking a self motivated individual proficient with Lotus 1-2-3 and WordPerfect 5.1. Send resume with salary requirements to: 24183 Balmoral, Garden City, MI 48135.

ADMINISTRATIVE ASSISTANT

Long term career opportunities in the plush environment of a specialized finance company. Division of rear opportunity. Top pay. Temp to perm. Windows 3.1 Word and Excel preferred. Call 649-7662
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT

A leading international manufacturer has immediate openings for a highly motivated individual with excellent organizational, shorthand & computer skills. Reporting directly to Vice President Operations. Minimum 5 years experience required. Send resume including salary history in confidence to: Human Resource Dept., PO Box 5004, Troy, MI, 48007-5004

ADMINISTRATIVE ASSISTANT

Job description: Speaking a responsible, team-oriented individual full of positive energy. Duties include: must have excellent telephone skills and outstanding computer skills. Agency Call Debbie Kalbsleisch 810-354-4880

ADMINISTRATIVE ASSISTANT/SECRETARY - Administrative Services Company seeking full time employee with organizational, typing, telephone, word processing & database skills. Knowledge of Windows 3.1 & Lotus 1-2-3 skills. Must be reliable, organized, willing to take initiative & able to handle a variety of tasks under pressure. Varied work environment. Pleasant working atmosphere & salary commensurate to experience. Resume to: Administrative Services, 22422 Hoover, Warren, MI 48089.

ADMINISTRATIVE ASSISTANT

Opening in training & development team located in Farmington Center seeks self-starter, detail-oriented person with excellent communication skills & mastery of Windows 3.1 & Lotus 1-2-3 skills. Must be reliable, organized, willing to take initiative & able to handle a variety of tasks under pressure. Varied work environment. Pleasant working atmosphere & salary commensurate to experience. Resume to: Administrative Services, 22422 Hoover, Warren, MI 48089.

## 504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT

to work with financial consultants. Candidates will assist clients thereby phone contacts, be detail oriented, well organized, excellent client service, perform well under pressure. Send resume to: Patty Darby, 600 REN CENTER, Detroit, MI, 48243. EOE M/F/D/V

ADMINISTRATIVE ASSISTANT

Forward thinker needed to assist managers in busy professional financial planning office. 18 to 22 hrs. weekly, 2 yrs. minimum office & computer experience. Resumes to:
128 Franklin Boulevard
900 Washington, Ste 255
Troy, MI 48084. Attn: Cindy.

ADMINISTRATIVE ASSISTANT

We are looking for an Administrative Assistant with a pleasant personality & high energy level who can adapt to changing working conditions. Other qualifications include typing 55 wpm, computer experience with Lotus, Windows & WordPerfect and good organizational skills. If you are interested and interested please send resume with salary requirements to: Dean-Tite, Inc., 40500 Van Born Rd., Canton, MI, 48188, attn: Personnel

ADMINISTRATIVE ASSISTANT

We're a small growing company looking for someone who is interested in growing with us. We need someone who knows word processing, can handle a phone lines and wants to learn other things. If you want fun, if you would like to join our team, call John at: 453-2060

ADMINISTRATIVE SUPPORT

UTB, an innovative training/consulting firm in search of an administrative assistant who is an organized & efficient administrator. If you have 7-10 yrs. association experience, are proficient in word processing, have the ability to generate reports, have fast accurate keyboarding abilities & are proficient in WordPerfect, PageMaker, Power Point & Windows, please send resume to: UTB, 17320 W. 12 Mile, Southfield, MI 48076.

ADMINISTRATIVE/business development Assistant for regional engineering firm. Highly motivated, proficiency on Microsoft Word 6.0, client proposals, PR packets, spreadsheets, maintenance database on Paradox, operate modem, Chalkboard presentations, trade office, marketing, letters/targeted business development, attend trade shows, local Chambers and forums. College degree preferred. Non-smoking environment. Send resume to: 27300 W. 11 Mile Rd., Ste. 600, Southfield, MI 48034 along with salary requirements.

ANIMAL ADOPTION Coordinator position available at animal shelter, have 1-2 years office experience. Word Perfect 5.1 and DBase a must. Send resume and cover letter, resume & salary requirements to: Michigan Animal Adoption Network, 37720 Amrhein Rd., Livonia, MI 48150

APARTMENT SEARCH (TRY!)

Part time marketing position (Receptionist). Requires highly organized, enthusiastic, articulate & ambitious person. Computer experience & excellent phone skills a must. Excellent pay & benefits. Call Jeannine, 9-4 at 810-680-9090
An Equal Opportunity Employer

ARBOR NEEDS:

Data Entry
General Office
Clerks

Your skills can change good opportunities in nice locations.
Temp & temp-to-perm.

ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

ATTEMPT TO BE A TEMP

BARTECH PERSONNEL SERVICES

Invites Professional Secretaries To a FREE YOUR SHOPPING/SEMINAR TO BE HELD AT THE Dearborn Centennial Library March 19, 1994 10 AM. - 3 PM. Presenting: Networking, Interviewing Opportunities, and Professional Dress for Success

CALL 313-271-5454
For Reservation as space is limited

ATTENTION DECRETARIES

Bartech Personnel Services is currently hiring Executive/Legal Secretaries & Administrative Assistants with a minimum 2 yrs. experience to work on long & short term assignments at Ford Motor Company.

Must be experienced with WordPerfect, Windows, Excel, Lotus, Harvard Graphics, Freelance & Profs.
Call or forward resume to:
Bartech Personnel Services
3 Parklane Blvd., Suite 104 West
Dearborn, MI 48126
313-271-5454
FAX: 313-271-9774
Attention: Joan Meyer
An Equal Opportunity Employer

AUTO DEALER

Looking for 2 full time self-motivated General Office Clerks. Dealership experience preferred, but not necessary. Must have 2 years clerical background. Fringes including 401K with bonus & paid holidays. Apply to 550 West 7 Mile Road, Northville, MI 48167. No phone calls please.

AUTO DEALERSHIP/BILLER

Don Massey Cadillac is looking for an experienced car biller. Please apply at 40479 Ann Arbor Road, Plymouth, Michigan 48170

AUTO DEALERSHIP/ACCOUNTS RECEIVABLE

Immediate opening for a person with Accounts Receivable and/or Dealership experience. Non-smoking office. Salary commensurate. Call Ms. Jackson at JOE FANIAN CHEVROLET, 29111 Telegraph, Southfield. 355-1000

AUTO DEALERSHIP

Immediate opening for Accounts Receivable person or Switchboard Operator with previous experience. Please apply in person:
Don Massey Cadillac
32500 Plymouth Rd.
Livonia, MI

AUTO DEALERSHIP

Cashier/Switchboard Operator. Full time position available, experience preferred. Benefits include Blue Cross/Dental & vacation. Apply in person only. Call Jim Lake or Sue Thomason for appointment.
BOB JEANDRON
PONTIAC-GMC TRUCK, INC.
14949 Gratiot Rd.
Plymouth, MI 48170
313-453-2500

AUTO DEALER

Switchboard/cashier needed, dealership experience preferred. Must have good math and filing skills. Call Cathy for appointment, 474-6750.
TOWN & COUNTRY DODGE
Grand River & 8 Mile

BANKRUPTCY TECHNICIAN

Full time position available for a mature, enthusiastic individual in the Bankruptcy Department of a Bloomfield law office. Duties will include monitoring bankruptcy cases across the country. General computer knowledge and WordPerfect 5.0 a plus. Call Lori from 2-4PM Mon.-Fri. at 540-7701

BILLING CLERK

Must have experience processing invoices on the computer. Light bookkeeping helpful. Will be working in a 5 person billing dept. Call for appointment after 8:30am
411-4000, Carrington Moving Systems, 23922 Research Dr., Farmington Hills, 10 Mile/Haggerty area.

BILLING CLERK

Detail oriented person needed for growing company in Madison Heights. Order entry, invoicing, & general office duties. Temporary to perm position. Resume a must.

CONTEMPRA
583-9500

BOOKKEEPER ASSISTANT

Full-time to assist bookkeeper with accounts receivable & accounts payable. Must have office duties. Light bookkeeping helpful. Will be working in a 5 person billing dept. Call for appointment after 8:30am
411-4000, Carrington Moving Systems, 23922 Research Dr., Farmington Hills, 10 Mile/Haggerty area.

## 504 Help Wanted Office-Clerical

AUTOMOTIVE CLERICAL

Full time entry level billing position with switchboard relief, filing and various clerical duties. Dealership experience helpful. Call Sandy for appointment.

CRESTWOOD DODGE
421-5700

BIRMINGHAM real estate office looking for receptionist with good phone/people/computer skills. Call Ali or Joanne Butts 645-5800

BIRMINGHAM REAL ESTATE office looking for assistant/receptionist with good phone, people & computer skills. Call Joanne 645-5800

BOOKKEEPER/CLERICAL - part time - computer O.W.P. $8/hr. Royal Oak. Call Pat at 542-9400

BOOKKEEPER/CONTROLLER

Thru trial balance. Novi area. Good salary. Send resume to: Box 7125 Orchard Lake Rd., Suite 302, West Bloomfield, MI 48322.

BOOKKEEPER

Full charge through trial balance experience with P.C. based accounting. Must know Microsoft Windows programs. Reply to: Controller, Signals Systems, Inc., 333 Park Street, Troy, MI 48083. EOE.

BOOKKEEPER - Full-charge, part-time for small growth-oriented manufacturing firm. Knowledge of general ledger, trial balance, Accounts Receivable/Payable, invoicing & reconciliation of accounts. Must know how to balance. Send resume & cover letter with salary requirements to: Personnel, 533 S. Woodward, Suite #702, Birmingham, MI. 48009.

BOOKKEEPER - Full time, experienced, minimum 2044 W. 12 Mile, Suite 201, Southfield. Call: Kashi at Accounting 352-5520

BOOKKEEPER

Full-charge needed for progressive drilling firm in Troy. Knowledge of computer helpful. Accounts payable, accounts receivable, payroll. Computer sales & prior experience not necessary. Must have excellent communication skills. Send resume & salary requirements to: D. Raleigh, 2737 Industrial Row, Troy, MI 48084 or Fax 810-280-4906.

Commercial Drilling Co.

BOOKKEEPER

Highly motivated, self-supervising bookkeeper for fast paced distributor company. Ideal candidate will have experience in accounts payable & accounts receivable plus general ledger experience. Computerized accounting experience necessary. Salary plus benefits. Send resume to: Don Hirst, Inland Cash Flow, 32932 Edward, Madison Heights, MI. 48071

BOOKKEEPER

Immediate full time opening. Busy property management office. Computerized accounting experience transferable. Non-smoking. Send resume, must include salary requirements to: Management Office, Suite 215, Farmington Hills, MI. 48334

BOOKKEEPER NEEDED

Full charge thru financial statement. Part time, 12-20 hrs/wk. Computerized (prof). 3 yrs. experience required. Please call 649-9670

BOOKKEEPER/PART TIME

(4 hours per week) (Flexible Hours) For small used car lot. $6/hour. Call 538-1276

BOOKKEEPER - Part-time/full time for construction Co., Plymouth area. Typing, computer, Word, Accounts Payable & Receivable. Call 453-2230

BOOKKEEPER - part time for growing company. Prior experience with computer system necessary. Send resume with salary requirements to: Personal Growth Technologies, 2111 Cass Lake Rd. Keego Harbor, MI 48320 or Fax to 810-682-1849

BOOKKEEPER/RECEPTIONIST

Wide ball balance, CPA helpful client. Send resume to: EAS, 30701 7 Mile Rd., St. 245, Livonia, MI 48152

BOOKKEEPER/SECRETARIAL

Computer experience, knowledge of WordPerfect. Apply in person
GYBOW
MACHINE PRODUCTS
12777 Merriman Rd., Livonia

BOOKKEEPER/SECRETARY

for manufacturing business in Madison Heights. Must be dependable & have exp. Experience in computer, bookkeeping - accounts payable, accounts receivable & payroll. 100% time position available. Now taking applications. Call 545-5385

BOOKKEEPER/SECRETARY

For fast growing construction office. Must be familiar with Peachtree Accounting Software. Good pay & benefits for the right person. Send resume or fax qualifications to: JOE Office Manager, 53801 Grand River, New Hudson, MI 48165 431-0097

BOOKKEEPER/SECRETARY

Must be a self-starter with excellent communication and organization skills. Typing 60 WPM. Computer bookkeeping experience a must. Non-smokers only. Submit resume & salary requirements to:
Spectrum Graphics
317 Park St., Troy, MI 48083

BOOKKEEPER

Small construction company, full-charge bookkeeper with computer accounting experience. Apply at:
Sun & Ski Marina, 3581 Cass Elizabeth, Waterford, MI 48328

BOOKKEEPER - Southfield area. Full time, full charge and computer literate. Construction background helpful. 473-0610

BOOKKEEPING & ACCOUNTING

Part time in Belleville. Light computer work. Call for interview 734-397-8100
Mon.-Fri. 697-4100

BOOKKEEPING & computer experience needed for an accounting office. Preparation of payroll tax forms also. Mon.-Fri., 8-5. 258-5122

BOOKKEEPING experience with receivables, payables & collection. Computer knowledge required.
Call 459-5870

BOOKKEEPING POSITION

Full/Part-time. Must be familiar with Peachtree Accounting for windows & Microsoft Works. 258-9374

BUSINESS OFFICE COORDINATOR

Needed for busy dental practice in Farmington Hills area. Looking for energetic, detail oriented, people person committed to serving patients. Salary commensurate.
Call bhm. 1-4pm. 932-5650

BUSY REDFORD office seeking person with potential to be office manager. Computer, phone, typing & bookkeeping skills. Immediate opening. 255-0224

## CALL TODAY

- DATA ENTRY
- SECRETARIES
- RECEPTIONISTS
- WORD PROCESSORS

Immediate openings
Top Pay - Paid Vacation

Southfield - 557-7444
Livonia - 261-3830

Interim Personnel
NEVER A FEE E.O.E.

CAP GEMINI AMERICA, a subsidiary of CAP GEMINI SOGETI, a worldwide information technology consulting Company, is currently looking for a career minded individual to join our office administrative staff.

The ideal candidate will possess:

- Excellent communication skills
- Professional image
- Knowledge of:
  - MS Word/Wordperfect
  - Spreadsheet Software
  - Graphics Software

Desire for a career vs. a job

This position offers career advancement into the exciting world of consultancy - marketing and delivery.

If you feel you meet these qualifications, we would like to hear from you. Please send or fax your resume to:

CAP GEMINI AMERICA
25330 Telegraph Road, Suite 200
Southfield, MI 48034
Fax: (810) 350-1611
ATTN: Resume Manager

GROWING INSURANCE Agency located in Franklin seeks part time CLERICAL/SECRETARIAL person. Excellent opportunity. Send resume to: 24 Mile Road, P.O. Box 6033, Shelby Twp., MI 48316-6033

CLERICAL/SECRETARIAL person, part time position $4.50-$5 an hr. Will train. P.O.E. Send resume to: Crosby & Associates, P.O. Box 6033, Walled Lake, MI 48390

## 504 Help Wanted Office-Clerical

CAR DEALER/TITLE CLERK

dealership experience preferred but not necessary. 401K, BC/BS, paid vacation, occational overtime. Accepting applications 10-4, Mon-Fri. Gardenview Chevrolet, 31500 Ford Rd., Garden City, MI 48135.

ENTRY LEVEL

Clerical position. Opportunity with Southeastern Michigan's largest AT&T VAR. Competitive salary plus a 401-k plan, profit sharing, and full medical, dental, optical benefit package. Apply 26450 Haggerty Rd., Farmington Hills or call for an appt. Call Gerry Gaudreau, 313-477-3672

EXPANDING ROYAL OAK company seeks Clerks to work 8PM to 12AM, Mon-Fri. Batching checks & entering sorting machines. $6/hr. Call HR MANAGER 548-2099

CLERICAL

Answer phones, type, filing. Must have some word processing experience. Full time summers, part time winters. Ideal for student. Call Carolyn Hills, Call Christine 851-1510

CLERICAL ASSISTANT - Female w/office experience. Light typing & phone duties. Must be able to work occasional overtime. Birmingham. Call Bobbi 810-433-0375

CLERICAL

ENTRY LEVEL

We are Wyndham's dedicated service company for Lease Purchase Insurance. Customer Service, Receivables, and Sales Inquiries are our business. We are organized, ambitious and possess a pleasant personality. Call Ferrowa at 347-3688

CLERICAL - For carpet store. Alert, reliable person needed to handle general office duties. Full & PT time positions available. Pleasant working environment. Apply in person at 833 S. Hunter Blvd., Birmingham.

CLERICAL
FULL TIME

Energetic and detail oriented person needed to work for a dynamic calibration company. Ideal candidate has entry/typing skills & must including some filing, well organized and clerical skills. If you possess the above qualities, please send your resume with salary requirements to:

Customer Service Manager
P.O. Box 71043
Madison Heights, MI 48071

Clerical

PART-TIME TRANSCRIPTIONIST

CIGNA COMPANIES is a leading provider of insurance and related financial services to corporations and individuals worldwide. Currently we have an opening for a part-time transcriptionist/Word Processing Operator.

The ideal candidate should have prior office experience, the ability to type 50 wpm accurately, transcribe letters, reports, etc. from a dictating machine, along with proven oral and written communication skills.

Wages are commensurate with experience. All qualified candidates please send your resume to: Human Resources, CIGNA Corporation, 27777 Franklin Rd., P.O. Box 5013, Southfield, MI 48086-5013. Equal Opportunity Employer M/F/H/V.

CIGNA
A Business of Caring

CLERICAL

Responsible people needed for temporary assignment in Livonia & Plymouth area. Apply in person between 9am-3pm.

P M TEMPORARY PERSONNEL
29594 W 5 Mile Rd.
W. of Middlebelt
313-8120

CLERICAL

SENIOR CLERK

Symbol Technologies, Inc., the leading manufacturer of state-of-the-art, laser-based bar code scanning, portable terminal & wireless network products, is seeking a Senior Clerk for our Farmington Hills Sales Office.

Your responsibilities will include Order Entry. You must be proficient in Windows 3.1, Word 6.0, Word AND Lotus or Excel Advanced functions, and able to type 50 wpm. Excellent communication skills are required. Additional software knowledge would be a plus.

We offer a competitive salary and benefits package including a 401(k) plan. For confidential consideration, please send your resume to: Area Administrator, Symbol Technologies, Inc., 32803 West Twelve Mile Road, Suite 200, Farmington Hills, Michigan 48334. We are an equal opportunity employer m/f/h/v.

symbol

CLERICAL - Troy investment firm seeks reliable, detail oriented, 30-40 hours a week, flexible. Send resume, salary & benefit requirements to: 1301 W Long Lake, Suite 240, Troy, MI 48098

CLERK

Immediate opening for full time Clerk, in Pathway Review System, located in Troy. Ideal candidate possessing experience necessary. Interested applicants please fax resume to: Mr. Rahman, Mr. Manager of Client Services at: 313-259-2997

CLERK SECRETARY

Growing financial counseling agency is in need of a full time clerk secretary for our Farmington Hills office. Candidate must have excellent inter personal skills, be able to work with multiple tasks in a busy fast paced office. Reliability a must. Competitive salary. Send resume to Box 810, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERK TYPIST

Duties include typing (50WPM accuracy), filing, and light clerical. Recently promoted, excellent opportunity. Send resume to: P. Sutton, 8012 Merriman, Garden City, MI 48135. E.O.E.

COLLECTIONS

Wholesale distributor seeks full time person to work in Credit & Collection Department. Accounts Receivable and Collections experience helpful. Must possess excellent telephone and communication skills. Send complete resume & salary history to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER OPERATOR/DATA ENTRY

For fast paced wholesale distributor. Must be detail oriented, have knowledge of general organizational skills, AS400 experience preferred. Excellent benefits package including Medical, Dental, Life Insurance, 401K, Profit Sharing, Paid Holidays & Vacation. Many opportunities with excellent pay and benefits. Call Denise 591-7000
Uniforce Temporary Services

COLLECTIONS

Wholesale distributor seeks full time person to work in Credit & Collection Department. Accounts Receivable and Collections experience helpful. Must possess excellent telephone and communication skills. Send complete resume & salary history to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE

Team oriented Customer Service Department seeking self motivated, friendly individual to process phone orders and problem solve for our nursing home customers. Candidate should have some customer service or computer experience. Third party medical billing or medical insurance knowledge helpful. Full time position, company paid benefit package. Send resume to: Personnel, 533 S. Woodward, Suite 702, Birmingham, MI. 48009.

CUSTOMER SERVICE

Long term openings, temp to perm opportunities with major service company in Farmington Hills area. Call Debbie in Farmington Hills 553-0900 for more information. Call Debbie in Troy 689-7884
Uniforce Temporary Service

## 504 Help Wanted Office-Clerical

CLERK TYPIST

Must have some computer skills. Type 60-70wpm.
345-1871

FULL TIME COMPUTER SUPPORT needed. Network systems, Compaq, Harvard Graphics, and word processing a plus. Inter-personal skills a must. Please send resume and salary requirements to: Homestead National Life, P.O. Box 250754, West Bloomfield, MI 48325

CONTEMPRA

is seeking highly motivated and dependable people with various skills:

Word Processors, $7-$10
Switchboard Operator,
$5-6
Secretaries, $8-$12
Receptionist, $5-$8
Data Entry Clerks, $6-$8

Short & Long. Temp to permanent positions.

583-9500 (Madison Hts.)
583-5900 (Dearborn)

CUSTOMER SERVICE

Part time or full time possible. Hours are: Call Biopaque between 10am-4pm. 537-0979

CUSTOMER SERVICE representative in Farmington Hills insurance agency. Will license & train. Hourly wage plus bonus. Office experience needed. Insurance experience helpful. 525-9450

CUSTOMER SERVICE

mature, self-starter for small fast paced office located in Milford. Must be organized & organizational skills a must. Knowledge of Word-Perfect & Lotus for Windows required. Pay commensurate with experience. Send resume to:
PO Box 307, Milford, MI. 48381

CUSTOMER SERVICE REPRESENTATIVE

Pactel Paging is a related leader in personal communications marketing and sales throughout the Pacific Telesis, has an immediate opening for a Customer Service Representative. Responsibilities include handling incoming telephone calls, and walk-in customers regarding the sales and service of products to existing and potential customers. Candidates must have 1-2 years customer service experience.

Pactel offers competitive salary and benefits package such as medical, dental, 401K savings plan and tuition reimbursement. Candidates should send their resume and cover letter with salary requirements to:

PACTEL PAGING
Attn. Human Resources
28800 Orchard Lake Rd.
Suite 200
Farmington Hills, MI 48334

NO PHONE CALLS PLEASE!
An Equal Opportunity Employer

CUSTOMER SUPPORT

Immediate openings for ambitious, high energy, people oriented representatives. Job duties include: largest distributors of office products, Audio Text Telephone, motivated & have common sense. Fast paced environment, heavy phone & data entry. Apply in person at Business Resources Inc., 41354 Koppernick, Canton.
An Equal Opportunity Employer

DATA ENTRY CLERK
DAYS ONLY!

Rapidly expanding company seeks an experienced individual for our Data Entry Department. Must type 55 wpm, 10 key experience and accuracy a must. $6-$7 an hour. Send resume and cover letter to: Production Control Manager, 20300 Civic Center Dr., Suite 207, Southfield, MI 48076

DATA ENTRY/CLERICAL

40 year old Livonia based wholesale distributor of automotive parts & body, & equipment supplies has immediate opening for a customer support department. Full-time employment with fringe benefits including health, dental, 401K, & profit sharing. Position requires data entry & clerical skills. Starting wage $6 per hour. If you are an organized, motivated, individual, apply at: 11800 Market Street, Livonia (1 block W. of Levan, N. of Plymouth) between 9am-5pm.
An Equal Opportunity Employer

DATA ENTRY CLERKS

Professional individuals needed for exciting positions in Southfield & Troy areas. General office duties & light typing required. Long term assignments. Competitive pay & benefits.

CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

DATA ENTRY CLERKS

2nd, 3rd & 4th SHIFTS

Immediate openings for your data entry skills. We offer: Top Pay, Holiday Pay, Paid Vacations, Bonus Incentive. Call today for an appointment!

SNELLING PERSONNEL
NEVER A FEE

Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7200
Taylor 284-0777

DATA ENTRY CLERK

Village Green Management Company, a leading national property management firm, has an opportunity for a Data Entry Clerk in the Ann Arbor area. Responsibilities: Typing, 10-key and 50 wpm typing skills a plus. Other duties will be to assist as back-up switchboard operator, file maintenance and mail/courier. Send resume with salary requirements to:

Director of Human Resources
VILLAGE GREEN
MANAGEMENT A/R
30833 Northwestern Hwy.
Suite 200
Farmington Hills, MI 48334
An Equal Opportunity Employer

DATA ENTRY - Experienced person for busy accounting department. Excellent benefits package. Salary open. Looking for dependable person with good attitude, who thrives on fast paced work environment. If qualified call: 543-5100

DATA ENTRY

Full/part time. Must have 1 year experience and attention to detail in the warm family atmosphere of a new company. Long term positions. Two shifts available. Call Debbie 473-2932
Uniforce Temporary Services

DATA ENTRY

Immediate long term openings in Livonia, Ann Arbor, Troy, & Rochester. Afternoon shifts.
Up to $6/hr depending on skills.
• Paid Holidays.
• Bonus plan.

EMPLOYMENT GROUP
No Fee M/F/H
Equal Opportunity Employer

DATA ENTRY - Long term full time, temporary to perm. Day or afternoon shift. Call 464-7078
NTG Temporary Service
An Equal Opportunity Employer

DATA ENTRY

New long term openings with prestigious national financial institution in both Detroit and Bloomfield Hills area. Great benefits and rewarding with excellent pay and benefits. Call Denis 796-1994
Uniforce Temporary Services

DATA ENTRY

Full-time, Mon-Fri, 10-2. Excellent wages. Nice local office. 476-7358

DATA ENTRY PROGRAMMER/ANALYST

Farmington & Friday evenings. Part-time, 98.25 per hour. Call Ann Arbor, Jackson, Jeanne Johnston, P.O. Box 1486, Ann Arbor, MI 48106-1486 or call: 474-1600 Ext. 58

DIRECT CARE STAFF

Needed for 2/3 shifts per week in available area group homes with developmentally disabled adults. Excellent benefits, 12 hrs. have high school diploma or GED, and current driver license. Must have good driving record, having home experience helpful. Will train. Call 398-3260

## 504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS

DAYS, AFTERNOONS, MIDNIGHTS

Computer marketing services company in Livonia seeking experienced data entry operators to join their three shift operation. Must have a proven history of speed & accuracy, with 10-key experience a definite plus. Good pay, benefits, shift premium and paid training for qualified, self motivated candidates. For more information, please call Monday through Friday between 10:00 am & 5:00 pm at 261-6220

DATA ENTRY

Permanent full time position for executive office at 12 Mile & Northwestern. Light computer data entry & good math skills required. Call Karen at 557-7700 LINENS & MORE, Mr. Plaventig. 353-0404

DEPENDABLE, MATURE, person needed to do filing, typing & general office person for light bookkeeping. 1647 Inkster Rd., Garden City.

Desirable positions

DATA ENTRY

Work in suburban sales office of one of the Big 3. Use your 8,000 key purpose and be part of competitive team. Benefits plus paid vacation.
Call Debbie 799-3947
Uniforce Temporary Services

ENTRY-LEVEL DATA PROCESSING

Work in our Troy office. Work for Kelly Services & Your Business Partner. Guaranteed 35 hrs/wk.
Call 362-7100

ENTRY LEVEL OPPORTUNITY

For highly motivated detail-oriented Payroll Assistant. Responsibilities include weekly payroll processing and accounts receivable. Position requires individual with strong organizational & communication skills. Proficiency with computers and entry level experience and an Associate Degree preferred. Send resume with salary requirements to: Personnel, P. O. Box 300, Novi, MI 48376-0300

ESTIMATED 20 hours per week, nights & week-ends. Light clerical work, answering phone, typing, filing, sending out by hand. Call Bob Corbett, Newton Furniture 349-4600

EXECUTIVE LEGAL SECRETARY

Bloomfield Hills law firm seeks experienced legal secretary with minimum 5 years in busy, fast-paced practice. Requires excellent administrative & secretarial skills, good organization, ability to work in a mature office of the English language & the ability to manage multiple projects simultaneously. Bankruptcy experience helpful. Very pleasant office, with a congenial staff. Salary commensurate with experience. Send resume, in confidence, to: Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

EXECUTIVE
LEGAL SECRETARY

high profile position. Prefer an extensive legal background. Real Estate or corporate law helpful. Professionalism and excellent adjustment skills a must.
FEE PAID To $32,000

LUCILLE DOUGLAS
PERSONNEL AGENCY
508 Ford Bldg. 963-9641

EXECUTIVE
SECRETARY

Farmington Hills based Real Estate Investment/Property Management firm has a full time secretarial position available with high degree of autonomy. The successful candidate will be well versed in Word for Perfect and Lotus for Windows. A flexible schedule and an active demanding environment await the successful candidate. Send your resume and salary requirements to:

32605 West Twelve Mile
Suite 350
Farmington Hills, MI 48334

EXECUTIVE SECRETARY

$13 per hour, long term temporary assignment with an automotive company in Warren. Must have experience in Microsoft Word and EXCEL and Windows.
Please call
EMPLOYMENT GROUP
No Fee EOE/M/F/H

EXECUTIVE SECRETARY

($22-$25K)

Career opportunity. Requires professional image, WordPerfect 5.1 or 6.0 or 1-2-3. No fee. Temp to perm
ARBOR TEMPS 459-1166

Experienced
Word PROCESSORS
NEEDED Several area
Top wages/benefits

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9000
Taylor: (313) 291-3100

FACILIST MAKE-UP ARTIST

Independent contractor, by appointment. Large full service salon. Rochester Hills. 656-8808

FARMINGTON HILLS field office seeks full time person to handle sales phone orders & maintain office files. Must have good phone, English, & typing skills. Prior knowledge of the Detroit Metro area street guide helpful. Send resume, here printed by you to:

Box 852
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK - medical office, full time, light typing, must be organized & able to work with little or no supervision. Good benefits. 476-2420

FILING CLERK FULL TIME - for medical records department. Call Basha Diagnostics. 560-8300

FLEXIBLE HOURS!

Part-time data entry/clerical position. Library research firm in Canton 397-3660

FRONT DESK
RECEPTIONIST

Professional individual needed for a company located in Southfield & Troy. Pleasant office, good benefits package. Long term to permanent position. Competitive pay & benefits.

CONTEMPRA
583-5900 - Madison Hgts.
563-5900 - Dearborn

FRONT DESK
"SPARKLER"

Wanted: Receptionist with good phone skills, be that "important" first contact for sold look suburban Detroit Dealership. Good benefits, $18,940. Call Debbie, 684-2009
SNELLING PERSONNEL SERVICES

GENERAL OFFICE

Part time, 20 hours weekly in Troy. $6.50 per hour to start.
Call 843-8025

GENERAL OFFICE

Would you like the security of working for a stable company with no politics? Here's your chance. Some office experience & good math skills required. Call 644-0808
SNELLING PERSONNEL SERVICES

GENERAL OFFICE/
AD AGENCY

Creative firm specializing agency needs candidates with business experience, good math skills, word processing skills. Will train.
Call Sandy 646-8620
Uniforce Temporary Services

GENERAL OFFICE

Some word processing, facsimile, touch-tone phones, photocopier, computer, typing, filing in downtown Southfield.

ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI

## 504 Help Wanted Office-Clerical

FULL-TIME position for busy Troy manufacturer. Minimum 3 years experience in general office procedures including filing, WordPerfect & calculating duties. Mon-Fri, 8:30-5pm in non-smoking office. Send resume with salary requirements to: P.O. Box 1058, Troy, MI. 48099

GENERAL CLERICAL - 20 hours per week. Receptionist/computer data entry. Call Lindsay. Send resume to: 28400 Northwestern Hwy., Suite 200, Southfield, MI 48034

GENERAL OFFICE - Major brokerage firm seeking individual who is willing to learn. Light typing. Part time approximately 35 hrs per week. $4.00 an hour. Part time benefits. Computer knowledge helpful. Call Karen at. 810-737-3375

GENERAL OFFICE

Immediate opening in fast growing company for a responsible & diversified individual. Light typing/filing, phone & clerical duties, etc. Call: Ken, 10am-2pm 528-3620

GENERAL OFFICE
OPPORTUNITIES

Typing 45wpm, Wordperfect & strong phone skills needed. Lots of responsibility! $7.50 per hour & benefits.

Growing firm seeks individual to work in busy sales office. Work for a growing & good math aptitude required. Excellent opportunity. $20,000.

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 737-5750 565-2720

GENERAL OFFICE

FARMINGTON HILLS LOCATION

Immediate & time sensitive opportunity. Organizational skills & multi Responsibilities include clerical duties, knowledge of WordPerfect is primarily backup to busy Merlin II Billing/Collection system. Excellent benefits. Competitive salary & excellent fringe benefits. Must be dependable, non-smoker, high energy personality.

Excellent communication skills & ability to work as a