504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
National company seeking an energetic person with at least 1 year experience posting accounts receivable. Applicants should possess strong communication & organizational skills & willingness to take on new responsibilities. Must have experience handbook, 401K plan included. Send resume to:
Accounts Receivable Clerk, 3600 16th St., Detroit, MI 48208.

ADMINISTRATIVE ASSISTANT
Fast growth security company seeking an individual to assist 7 sales people. Must have excellent phone skills & know Word Perfect, Excel & Lotus. Great benefits & pay. Must be able to prioritize tasks & run entire sales department. Send resume to: Sales Manager, PO Box 1138, Royal Oak, MI 48068.

ADMINISTRATIVE ASSISTANT
Challenging position for primary support for our busy architectural firm. We need a self-motivated person who excels in communication, organization & interpersonal skills. Will PC, Macintosh, dictaphone & calculator. Architectural or related experience. Submit resume with references to: David French, Roy G. French Associates, Architects 150 Elizabeth Lane, Rochester, MI 48307

ADMINISTRATIVE ASSISTANT
Detail oriented Bank Secretary needed to perform a variety of marketing & administrative duties. Excellent organizational, communication & PC skills required. Overtime required during peak seasons. Submit resume & salary requirements to: Human Resources, 34, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

admnistrative
You never have a second chance to make a first impression. If you have great phone skills and that was the first impression of a company, ADVICE/TEAM has many exciting short and long term assignments. *Seeking so permit jobs) for receptionists and word data processors. We offer top pay, paid holidays, bonuses, overtime, and numerous opportunities. Come join a winning team ...ADVICE/TEAM*

OFFICETEAM
(810)358-0222 Fax 358-0941
25804 Evergreen Road
Southfield, MI 48034
EOE

ADMINISTRATIVE ASSISTANT
Long term position available in Troy.
• Strong technical back ground a must.
• DOS computer knowledge of Powerpoint & Excel
• Understanding of LAN a must
CALL NOW, START IMMEDIATELY

TODAYS TEMPORARY 649-4455
EOE

Administrative Assistant
Guardian Industries, a dynamic international corporation, relocating to a new world headquarters facility in Auburn Hills later in 1994, has an opening for an enthusiastic degreed professional to join its Human Resources team.
Responsibilities are diverse and include administrative and secretarial projects in a progressive HR environment. We are looking for an individual who goes above and beyond the call of duty. A person who can initiate ideas and projects and follow them through to the end. Outstanding secretarial, organizational and interpersonal skills are required. Proficiency in WordPerfect is a must. Experience with Lotus and graphic applications is preferred. For a creative, highly motivated individual, this position offers excellent opportunities for personal development and growth potential. Applicants should forward a resume and salary requirements to:
Robert Merrick
Human Resources Department
GUARDIAN INDUSTRIES
43043 W. Nine Mile Rd
Novi, MI 48375
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Qualified candidate with solid experience supporting executive management. Strong computer skills & competent in word processing. Position needed for regional corporate setting. Excellent salary & benefit package.
Call or Fax resume to:
KATHY GLANCY
FAX 313-522-8223
Telephone 313-522-8222

ADMINISTRATOR/SECRETARY
responsible for performing administrative office by performing typing duties, maintaining & organizing files, processing mail & basic clerical functions. Attend board meetings & take minutes. Must be proficient in Lotus & or Q-Pro. Full time, benefits. Please send resume to: Union, 4550 Corporate Dr., Ste. 207, Troy, MI 48098. Attn: Eldon Thomas. No phone calls please.

ADVERTISING SECRETARY $23,000
Exciting opportunity with growing advertising firm in Livonia. Call Carrie, Terrific benefits plus growth potential. Call 261-5700
FEE PAID
PERMANENT STAFF
Farmington Troy
737-8150 649-3730

Aggressive Long Distance Company
is seeking accurate, self-motivated data entry clerks for data entry and light phone duties. Attention to detail and good typing skills needed. Full time, benefits. Benefits available for proven performer. For immediate consideration, call (313)533-4700 ext. 860 or send resume to:
Telecel Communications
P.O. Box 2000
Detroit, MI 48219

ARBOR NEEDS:
DATA ENTRY/CLERKS
GENERAL OFFICE
Your skills are important, appreciate notice of prime employers.
Temp & Temp-to-Perm
ARBOR TEMPS, 459-1156
9433 Haggerty Rd., Plymouth, MI

ATTENTION COLLEGE GRADS
Top national employer, based in Troy, needs an organized, people person to assist in our Learning Development. Please contact:
Sue Gelbert,
313-792-7800 Ex. 111

AUTO DEALER BODY SHOP BILLING CLERK
Full time position.
Uniroyal Chrysler Plymouth,
313-459-2400 ext 344

AUTO DEALER
Looking for SERVICE CASHIER, 6 yrs. exp. preferred, pay plan, Retired Call Cheryl, 474-4700.
• TOYOTA
Grand River & 8 Mile

504 Help Wanted Office-Clerical

ADVERTISING SUPPORT SECRETARY
Seeking office support that has computer literacy skills & some Macintosh background. Position to support a demanding team in a fast paced atmosphere.
Qualified candidates forward resume to: Box # 443
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AN IN-HOUSE SALES & SERVICE ASSISTANT
Responsibilities include: entry parts sales, directing incoming service calls, ordering parts, assisting other technicians, scheduling a plus. Word processing & data base experience a must. Full time, benefits & pay commensurate with experience. Send resume to: Sales Manager, PO Box 1138, Royal Oak, MI 48068.

ASSISTANT - FULL TIME
is scheduling supervisor for busy home improvement office.
For interview call: 729-0230

ATTENTION COLLEGE STUDENTS
Cashier & Other Positions Section Research positions. $8.00 plus commission, daily incentives. Some positions require a professional appearance. Begins 8/1/94. Call Monday for appointment/interview.
10 Daytime Openings
15 Evening Openings

OAKTEC
Employment Services
810-488-0484 810-377-4070

AUTO DEALERSHIP
Has opening for experienced greeter/receptionist. Must be outgoing & enjoy a challenging but rewarding customer satisfaction concept. Answer phones and some light clerical. Great opportunity at excellent location. Please call Mr. Kaminski at Infiniti of Harrison 471-3220

AUTO DEALERSHIP
Cashier-Receptionist-Data Entry
Immediate opening for Mon.-Fri. 8-6. *Starts at $7.00/hr. or more based on experience, plus full benefit package. Dealership experience necessary. HINES PARK LINCOLN-MERCURY, call MARY at 453-2973 ext. 222*

BARTECH
PERSONNEL SERVICES
RECRUITING FOR
FORD MOTOR COMPANY
Professional secretarial positions available. With knowledge of:
• WordPerfect with windows
• Excel
• Harvard Graphics
Benefits and competitive wages
313-271-5454
Part Time

BILLING CLERK
TNT Express Worldwide, the leading international express courier service, is seeking an experienced Billing Clerk for a part time 20/25 hour position at our Detroit location. Knowledge of automated billing systems required. Hours: 12 noon - 5pm.
For immediate consideration, please call Colleen or Stan at 313-941-8200

TNT EXPRESS WORLDWIDE
A Joint Venture between
GO Net B.V. and TNT Ltd.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

BILLING CLERK
needed for non-smoking law firm located in Bloomfield Hills. Computerized system involves daily time entry and preparation of billings, posting monthly client billings. Experience preferred. Send resume to Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

FULL CHARGE
Bookkeeper/Accountant
Established non-smoking law firm located in Bloomfield Hills has a key position open for Full Charge Bookkeeper/Accountant. Must have three years of experience in maintaining the internal accounting, including payroll and tax returns, of a firm's financial records on a computerized accounting software system. Send resume with salary history and hourly rate requirement to: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

BOOKKEEPER/
ADMINISTRATIVE ASSISTANT
has profit sharing benefits & self motivated, organized person to assist with payroll, accounts receivable & general ledger posting. Experience with automated accounting and accounts payable system, Word Perfect & plus. Submit resume & salary requirements to: CCDDA, 13329 Farmington Rd., Livonia, MI 48150, Attn: Personnel.

BOOKKEEPER/EXPERIENCED
Excellent location. Nice office. Small staff. Ask for Arthur Kahn. 946-3000

BOOKKEEPER, full charge, 23-30 hours per wk. Flexible hours. Salary $8-12 an hour. Send resume to: BOOKWRIGHT, 15871 Weaver St., Detroit MI 48228

BOOKKEEPER
Work based construction company seeking experience Accounts Receivable/Payable. Salary & benefits. Send resumes to Box #448
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/OFFICE
full time, peg board system, some computer knowledge, apply in person - 3954 W. 12 Mile, Berkley

BOOKKEEPER, PART TIME
Average 3 hours daily. Full charge of office with computerized accounting system. Apply in person to Jim Swan at Pontiac, 3041 Crooks Rd., N.W. corner of Big Beaver.

BOOKKEEPER
PART-TIME
Full charge. Computer experience & knowledge of Lotus required. 24 Hours/week 9-1. Lotus & or Q-Pro. Full time, benefits. Please send resume to: Union, 4550 Corporate Dr., Ste. 207, Troy, MI 48098. Attn: Eldon Thomas. No phone calls please.

BOOKKEEPER/RECEPTIONIST
Experienced, with Lotus, full time with benefits. Respond: PO Box 1002, Royal Oak, MI 48068-1002

BOOKKEEPER/SECRETARY
Full time position for 1 person office. Knowledge of computer helpful but not essential. Terrific benefits plus growth potential. Call 261-5700
FEE PAID
PERMANENT STAFF
Farmington Troy
737-8150 649-3730

Aggressive Long Distance Company
is seeking accurate, self-motivated data entry clerks for data entry and light phone duties. Attention to detail and good typing skills needed. Full time, benefits. Benefits available for proven performer. For immediate consideration, call (313)533-4700 ext. 860 or send resume to:
Telecel Communications
P.O. Box 2000
Detroit, MI 48219

ARBOR NEEDS:
DATA ENTRY/CLERKS
GENERAL OFFICE
Your skills are important, appreciate notice of prime employers.
Temp & Temp-to-Perm
ARBOR TEMPS, 459-1156
9433 Haggerty Rd., Plymouth, MI

ATTENTION COLLEGE GRADS
Top national employer, based in Troy, needs an organized, people person to assist in our Learning Development. Please contact:
Sue Gelbert,
313-792-7800 Ex. 111

AUTO DEALER BODY SHOP BILLING CLERK
Full time position.
Uniroyal Chrysler Plymouth,
313-459-2400 ext 344

AUTO DEALER
Looking for SERVICE CASHIER, 6 yrs. exp. preferred, pay plan, Retired Call Cheryl, 474-4700.
• TOYOTA
Grand River & 8 Mile

504 Help Wanted Office-Clerical

BOOKKEEPER: Southfield tax & accounting firm has immediate openings for experienced bookkeeper. Must have excellent interpersonal & bookkeeping skills through trial balance. Ability communicate with experience. Pleasant working environment. 29180 Lahser Rd., Ste. 211, Southfield, MI 48076.
Attention: Roger.

BOOKKEEPER
to manage Accounting & general ledger functions for rapidly expanding specialty retailer headquartered in Westland. Ideal candidate will demonstrate strong organizational skills & be comfortable in an accounting & word processing MAS 90 & plus environment. Fax resume to 6363 Middlebelt, Westland, MI 48185.
An Equal Opportunity Employer

CARE COORDINATOR
For rehabilitation center in Westland area. Empo-Care TV 458-1081

★ CASHIER
High volume Gas dealer seeks cashier & other office help. Cashier experience helpful, but will train. Good benefits. Apply in person at:
BOB SELLERS PONTIAC GM TRUCK
36000 Grand River
Farmington Hills

CASHIERS & PROOF OPERATORS
Financial institution located in Livonia. Skills required
• Cashier experience, 6 months
• 10 key adding machine
• 7,000-8,000 KSPH
AM. & PM. SHIFTS
Drug & credit check will be required.
BARTECH
PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

IMMEDIATE OPENING for full time office/clerical position. Fast paced company offers variety of office duties, including greeting visitors and lots of phone work. Computer experience helpful but not necessary. Must be detail oriented, self-an independent worker and thinker. Benefits package available. Qualified applicants send resume with salary history to: Marks Medical Equipment, Inc., 12968 Wayne Rd., Livonia, MI 48150
Fax (313)427-2410
Or Call 810-355-6377

Or visit our office at 27311 Telegraph Rd., Ste. #220, Southfield, MI
Or FAX 810-355-6377

CLERICAL ASSISTANT
Dynamic individual needed to process licensure applications for private health care company. This position requires a detail oriented, mature person, with the following skills: Basic knowledge of Lotus & word processing, typing 35wpm, passably phone voice, excellent organization skills, ability to multitask, and self-motivated. Conveniently located in Downtown Birmingham. Call Pre Therapy, 645-1150

CLERICAL/DATA ENTRY CLERK
Experienced full-time clerk for accounting firm. Knowledge of Lotus & Word Perfect helpful. Full benefits. Send resume & salary requirements to: 45311 Helm, Plymouth Township, MI. 48170-8022

CLERICAL - Full time position. Some bookkeeping/accounting and computer experience helpful. Will train. Benefits. Livonia area. Call Darlene between 7:30am and 12:30 at: 313-422-7110

CLERICAL

Kmart Corporation
Immediate openings exist for entry-level Appointment Clerks in our Distribution and Transportation Department located at our Distribution Center in Plymouth, MI.
PRIMARY DUTIES AND RESPONSIBILITIES:
• Receive phone calls from Vendors delivery appointments.
• Inquire into and update computer records.
• Make decisions within approved guidelines in assigning appointments.
• Follow up with Vendors and Kmart Associates as directed by Supervisor.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
• Clerical & typing test administered.
• Pleasant, tact telephone communications skills
• Ability to make routine decisions.
Applications will be accepted, and interviews conducted on Wednesday, May 4, 1994, from 8 AM - 11 AM at the Kmart Corp., Danco D.C., 41426 Joy Rd., Plymouth, MI.
An Equal Opportunity Employer

CLERICAL
KNOPPOW RECRUITING CTR.
Now hiring full and part time for temporary & temp-to-perm jobs in environment located in Madison Heights. Call Personnel at 583-2501.

CLERICAL - Motivated, efficient person with typing, computer & telephone skills for various duties. Billing & customer service experience a plus. Approximately 30 hrs/wk. Non-smoking office. Call Kathy at 8-A-L-A-R-M-0 (525-3767)

CLERICAL OFFICE position available, part-time. No experience necessary. Some computer knowledge helpful. Apply in person: 2000 Brush.

CLERICAL PART TIME
for action oriented Troy office, organized, flexible, detail oriented. Proficient in telephone & basic office procedures. Contact
Tina or Donna 244-8770

CLERICAL
RECEPTIONISTS/
WORD PROCESSORS
Needed for long and short term assignments. To apply
Call: 476-1000
PEOPLEMARK

CLERICAL SUPPORT
Olde Discount Corporation, a large Detroit based stockbrokerage firm, needs self motivated, hard working individuals for clerical support positions. Applicants will have general office experience and type 40 w.p.m. Advancement opportunities for the individual. Generous fringe benefit package and salary requirements to:
Old Discount Corporation
Human Resources
751 Griswold St.
Detroit, MI 48226
An Equal Opportunity Employer

CLERKS
Positions available in Royal Oak, evening shift.
START IMMEDIATELY!
TODAYS TEMPORARY 649-4455
EOE

COLLECTIONS CLERK
Immediate opening with one of Michigan's largest distributors of office products. Must have previous collection experience, self-motivated, verbal & have excellent organizational skills. Excellent salary & benefits package. Send resume to:
Business Resources Inc.
41684 Ecorse Road
Canton, MI 48187
Attn: Credit Manager
An Equal Opportunity Employer

COLLISION - Fastenal requires 2-3 years experience in collision estimation field. Must be experienced with excellent customer service skills. Send resume & salary requirements to: PO Box 801, Dearborn, Michigan 48128

CASHIER POSITION open in Livonia location & both showroom with light computer skills. Retail & customer service helpful. Apply in person: Middlebelt, 36245 Plymouth Rd.

504 Help Wanted Office-Clerical

INTERVIEWING
Clerical
WE HAVE JOBS AND WE'D LIKE TO TALK TO YOU.
ADMITRA CORPORATION of Plymouth has many full time job opportunities for individuals with the following skills:
• Order Processing
• Customer Service
• Telemarketing
• PC data entry
• Light bookkeeping
• Typing (at least 40 wpm)
• Data Entry
• Mail Processing
Please call immediately. Fill out an application and talk with an Admitra representative about these positions on:
THURSDAY 5-5-94
10 A.M. - 6 P.M.
Holiday Inn
I-275 at Ann Arbor Road
EOE

CLERICAL ASSISTANT
Full time position in Plymouth Township office. Mon. thru Fri. 8am-5pm. Immediate openings available. Good benefits. Attention to detail & good personal skills required. Must be flexible, dependable & have reliable transportation. Please send resume & salary requirements to: C. Box 700977, Plymouth, MI. 48170.

CLERICAL
ENTRY LEVEL
We are a Wilson/Nixon based service company looking for a self starter to join our clerical staff. Customer Service, Accounting, Sales and Sales Support are freshend. You should be organized, smoothout and possess a pleasant personality. Call Personnel 347-3469

COLLECTIONS
Use your problem solving and customer service skills to collect future 600 company. Accounting or credit department experience and computer necessary. We will train the right candidate. Full benefits. $8.75/hr. Call Cindy 313-459-2400 Ext. 222
Uniforce Temporary Services

COLLEGE STUDENTS
Spring/Summer/Full time positions available. Non-smoking office. Position includes answering phones, greeting customers & figuring estimates. Apply at: 26300 W. 8 Mile, Southfield

COMPUTER BUSINESS Attendants are now accepting applications for the following temporary positions: Data Entry, Word Processing, Secretary. Call 313-335-8710 or fax 810-335-5677 or visit our office 723 E. Maple Rd., Ste 208, Southfield, MI. 48034.

COMPUTER BUSINESS ATTENDANTS are now accepting applications for the following temporary positions: Data Entry, Word Processing, Secretary & Receptionists. Call 810-335-8710 or FAX 810-335-5677 Or visit our office at 27311 Telegraph Rd., Ste. #220, Southfield, MI. 48034

CONTEMPRA
is seeking highly motivated & personable people with various skills.
• Word Processors . . . . . $6-$12/hr
• Switchboard Operators . $6-$6.5/hr
• Secretaries $8-12/hr
• Receptionists . . . . . $5-$6/hr
• Data Entry Clerks . . . . . $5-$6
• Customer Service, flexible hours $6
• Short & long term & temp to perm
CONTEMPRA
503-6500 - Madison Hgts
563-5900 - Dearborn

CORPORATE SECRETARY
La-Z-Boy Showcase Shoppes has an opening for a professional Secretary for our Farmington Hills administrative office. Strong office skills & experience with Word Perfect 5.1 & Lotus required. Must be a highly organized, dependable, self-starting individual who can handle multi-tasks concurrently. Required prior secretarial experience with refrences. We offer a pleasant and smoking work environment with a competitive benefits package. Send resume and salary requirements to:
2300 Commerce Dr., Farmington Hills, MI 48335, Attn: Ms. Thomas.

CREDIT ASSISTANT
Brighton area company needs a Credit Assistant to help monitor Accounts Receivable, communicate with clients & call customers. Must have good clerical & mathematical computer skills. Excellent working conditions & opportunity for future growth. Send resume & salary requirements to Box # 444
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE/
DATA ENTRY
FULL-TIME
Dynamic cellular communications company looking for an energetic, detail oriented person who can work in a fast paced environment, maintain and accurately process customer accounts, great phone and penmanship skills. Typing 40wpm. Previous cellular sales experience preferred. Full time position offers an excellent benefit package. Call Cheryl,
Send resume and salary requirements to:
Communications Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

CUSTOMER SERVICE
REPRESENTATIVE
FULL POSITION. Looking for detail oriented individual with good communication skills. Computer experience a plus.Mon-Fri 2:30-4:30, 348-8000

CUSTOMER SERVICE
Suburban insurance headquarters has immediate openings. Qualified candidates must have:
• Excellent people skills
• Commitment to long term employment
• Light computer skills
Thorough training will be provided to achieve success. $8.5/hr.
Call Cathy 473-2934
Uniforce Temporary Services

CUSTOMER SERVICE
Part-Time
Entry level position, flexible shifts between 8am & 6pm (approximately 24-32 hrs. per week) which includes Saturday hours required. Position requires typing and 10 key proficiency. Ideal candidate will have Pleasant phone manner & customer service experience. Only serious, motivated applicants apply Mon-Fri between 8:30am & 12:30pm only.
MELODY FARMS
31111 Plymouth Road
Livonia, MI 48150
An Equal Opportunity Employer

DATA ENTRY CLERK
Livonia Sales company immediate and detail oriented individual for alpha/numeric data entry on an IBM AS/400. Must be a self-starter with the ability to handle changing priorities and multiple assignments. Pleasant area with inventory, shipping and/or purchase orders a plus. Must be available for flexible work hours. Send resume in confidence with salary background and salary expectations to Box 445
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DATA ENTRY CLERK
Full time, immediate opening for responsible, personable individual in private country club. Data entry & phone contact. PC experience helpful. Word for Windows, excellent attitude, non-smoker. Please fax resume to Pine Lake Country Club, Orchard Lake, MI. 810-682-1420

DATA ENTRY CLERK
Part time position, 25-35 hours per week, for company located at 13 & Telegraph. Hours are subject to type. Should be well motivated and organized, detail oriented, self-starter, verbal & have excellent organizational skills. Pleasant working environment. Send resume and salary requirements to: PO Box 801, Dearborn, Michigan 48128

DATA ENTRY
Full or part time. Experienced, detail oriented person is needed for varied data entry and general office tasks. Ideal candidate will have good math skills. Excellent salary and benefits package. Send resume & salary requirements to: RAMONA ROBES
36654 PLYMOUTH RD.
LIVONIA, MI 48150

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
MGM TEMPORARIES
TEMP-TO-PERM
MGM is seeking individuals for a customer service position for a commercial lending department. The position is temporary for 30 days with possible hire-on. Applicants are energetic, articulate, have good communication skills & can work flexible hours including Saturdays, call us now to seek an appointment. Requirements: A retail background is ideal. If you meet the following qualifications & have a valid drivers license, your own vehicle & a clean driving record call us Monday-Friday, between 8-5pm, for an appointment at: 474-7766

DATA ENTRY
Be solid data entry person with personal attention and assignments suited to your talent & your needs. Excellent pay and benefits. New long term openings with prestigious national firm in Farmington area. Some 8,000 keystrokes preferred.
Call Debbie 646-7463
Uniforce Temporary Services

DATA ENTRY
Data Entry Experienced for busy accounting department. An accounting background would be helpful. Must be a dependable person with good attendance & use to fast paced work environment. $ competitive.
643-8100

DATA ENTRY
FULL/PART TIMES. Prior experience in the warm family atmosphere of a new expanding company. Long term positions. Benefits available. To $7.50/hr.
Call Debbie 473-2932
Uniforce Temporary Services

DATA ENTRY
Immediate positions available in Plymouth, Canton, Westland, Ann Arbor, Livonia, Lincoln and Novi. Input data from credit applications via telephone. Typing at least 23wpm. Flexible schedules. Call *date/time.* 795-6000
DAVID FOSTER-DAVIS PO & CHECK

DATA ENTRY - long term full time. 3 shifts available. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Long term assignments.
All shifts.
ARBOR TEMPS, 459-1156

DATA ENTRY OPERATORS
AFTERNOONS/MIDNIGHTS
We have several Afternoon and Midnight positions available for full and part time Data Entry Operators at our Livonia offices. Approximate data entry requires good typing and 10-key skills, with a minimum of 8,000 keystrokes. This 10-week project, beginning May 9, could turn into permanent positions. For more information, please call between 10:00 a.m. - 6:00 p.m. at 261-8220

DATA ENTRY
Operator's needed for long term positions in Detroit. 12,000 keystrokes. $5/hr.
EMPLOYERS
Temporary Service, Inc.
353-7050

DATA ENTRY
Work in suburban sales office of one of the top 100 firms. Input 10,000 key an hr. Friendly work environment and full benefit package.
Benefits plus paid vacation.
Call Danielle 799-3947
Uniforce Temporary Services

DATA ENTRY
40 year old Livonia based warehouse distributor of automotive paint body & equipment supplies seeks person to join their customer support department. Full-time employment with fringe benefits including Health, Dental, Life Insurance, Profit Sharing. Position requires data entry of approx. 10,000 keystrokes per hour. If you are an aggressive, self-motivated individual, call Mon., Tues., Wed. 9-4pm, Thurs. 9-7pm, Sat. 9-12noon. Ask for Jim Lewis. 11 Mile, W. of Levan & N. of Plymouth Rd. Non-smoking environment.
An Equal Opportunity Employer

Desperately Seeking
Stop filling out applications and let us work for you.
CALL TODAY
• Executive Secretaries
• Data Entry
• Receptionists
• Typists
FREE Word Processing Training to those who qualify.
Apply Mon.-Fri. 9 TO 11am Only
29246 Buckingham Ave., #9-9
Off Orchard Lake, Nr. 12 Mile
At Leasing Office
INTERIM PERSONNEL

DISABILITY INSURANCE SPECIALIST
Large Detroit area insurance company looking for a solid personal producer with teaching and leadership skills. Call Larry L. Herb, CLU, CHFC, Massachusetts (810) 655-1010

DISCOVER TEMPEXCHANGE
Enjoy Flexibility With
Temporary & Permanent Positions
Southfield & Troy Locations
OFFICE MANAGER
SECRETARY/WORD PROCESSOR
RECEPTIONIST
DATA ENTRY CLERK
CALL TEMPEXCHANGE
(810) 332-8000
9 Mile & Northwestern
10 W. Square Lake Rd., Ste 101
Bloomfield Hills, MI 48302

ENTRY-LEVEL CLERICAL
Career Opportunity with Southfield-area Michigan's largest AT&T VAR. Apply 26400 Haggerty Rd., Farmington Hills or call 478-0000, ext. 202 for an appointment.

ENTRY LEVEL FILE CLERK
for insurance agency in Plymouth. Hours: 9am-1pm, Mon. thru Fri.
453-5120

ENTRY LEVEL job opportunity. Possibilities are endless. Experience helpful but not essential. Work with IBM 36 or 400 and general office duties. Salary $5.00 per hour. PO Box 710042, Plymouth, MI 48170

ENTRY LEVEL 20 hrs. per week. Full time potential in 2 to 3 months. PC knowledge, typing 40 words, good verbal skills, detail oriented. Please fax resume to Ann Arbor, 995-1540 Rochester, MI 48306-1840

RGIS is an EOE

EXECUTIVE ASSISTANT
TO $30,000
2 or 4 year degree. Strong secretarial experience. Excellent communication skills. Must be well organized. Legal background a plus. Suit fits a high level executive. Contact Christine Bonus, Donna, 772-6730
MANAGEMENT SERVICES

EXECUTIVE SECRETARY
Great local real estate investment firm is seeking executive level candidate with outstanding skills. To qualify you must have 5-7 yrs experience working with upper level management. Proficiency in word processing, Lotus, Word Perfect, judgement & excellent organization skills are additional requirements. Competitive salary & benefits package commensurate with experience. Please send resume & salary history with references to: Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150

EXECUTIVE SECRETARY
$23,000 TO $33,000
Automotive/Financial training person, opportunity! Corporate suburban area. P.O. Agency, advertising & graphics experience. Benefits plus!
COMPANY PAYS FEE
Dorothy Day Personnel of Troy
3001 W. Big Beaver, Ste. 119
Troy, MI 48084
648-8797 or fax 648-2466

DAY
FARMINGTON HILLS - insurance agency has opening for claims processor. Ins. exp. helpful. Call Contact Sharyl, 553-2301, Ext. 55

504 Help Wanted Office-Clerical

ENTRY LEVEL
Full and part time positions in our sales department. Duties include typing, telephone contact, binding and sales use of CRT. If you have good skills, we offer you pay and benefit package including medical, dental, life, profit sharing. No experience necessary. Advancement potential. Apply in in person or fax application, or mail resume including salary requirements to:
Liberty Mutual Insurance Group
Attn: Dept 01
26200 Telegraph Center Dr.
Suite 200
Novi, MI 48375
An Equal Opportunity Employer

EXECUTIVE SECRETARY
TO $23,000
Variety spot with top Michigan firm. Work in Corporate Communications department. Duties include: Handle phone calls, coordinate special events, interface with high level business executive, WordPerfect & Lotus. Call Debbie 646-7463
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Dynamic Southfield retailer, in Livonia, is seeking an experienced executive secretary. Must be computer literacy including word processing & Lotus. Ability to function independently as well as interact with executives & managers at all corporate levels. Knowledge of accounting functions & statement preparation helpful. Must have demonstrate with experience & ability, minimum 5 years secretarial exp.
FITNESS USA
HEALTH SPAS
Corporate Headquarters
Member Services
Specialist
$14,500 - $18,000
Life and health care coverage, paid holidays, vacations, health spa membership, tuition reimbursement and much more. Salary based upon experience with experience, advancement based on performance.
We are a 37 year old company with administrative offices in West Bloomfield seeking self-motivated, assertive individuals who are enthusiastic and anxious to join a productive, fast-paced environment.
High-visibility positions require:
• Minimum 1 yr. Customer Service experience.
• Strong communication skills (written and verbal).
• Ability to handle multiple phone lines.
• Excellent problem solving skills.
• Computer literacy.
Call J. Berry today!
737-7200
FRONT DESK
FEE PAID - $18,000
Good new job with good benefits, the career want for a "people greeter". Plush office and beautiful.
Dorothy Day Personnel of Troy
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We have over 70 openings in Southfield, Bloomfield Hills & Troy locations in Customer Service, Phone Surveying & Telemarketing. You must be able to type & have good phone skills (experience helpful & helpful). Some positions can be worked around your schedule. $5.50-$6.00/hr. depending on location. Ideal for college students, home makers, retirees, part jobs, etc.
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FOR SALE
For bar & restaurant supply company. Telephone sales, some computer work. Full time, benefits. Salary commensurate. Call Bob & Dana, 26314 W. 7 Mile, Redford, MI 482-9240

GENERAL OFFICE
Midcore manufacturing company formerly in 8 Mile Rd area. Hours: 8-4:30, Mon-Fri. Non-smoking office. Ask for person 313/937-2400 Dr., Farmington. 810-478-7788

GENERAL OFFICE
Entry level position. Fast paced office looking for energetic person with general office experience.
Call Cathy at 473-4000. Please send salary requirements & resume to Box #70.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE DUTIES
Cheerful attitude, good phone skills a must, computer knowledge helpful. Oak Park area, part time, hours negotiable. 542-6330

GENERAL OFFICE
help needed in busy collision shop located in Farmington area. Automotive experience preferred, but not necessary. Call Jerry, 661-4901, 476 or 580 S. Telegraph, Pontiac, Ask for Sam Dallas.

GENERAL OFFICE/
AD AGENCY
Creative area of advertising agency seeks organized individual with experience, high energy level and good skills. Will train.
Call Diane 646-8500
Uniforce Temporary Services

GROWING WHOLESALE distributor has several jobs of change because keeper, 5+ yrs. computer experience required. Bob Cramer & 40 hr. send resume & salary requirements to Bookkeeper, P O box 8725413, Berkley, MI 48072

IMMEDIATE
OPENING
GENERAL OFFICE
Farmington Hills company. Permanent full time position. Duties include: data entry & other related responsibilities. Excellent benefits package, competitive salary. Call Rick at, 313-488-3884.

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504 Help Wanted Office-Clerical

GENERAL OFFICE
Some word processing, desirable, multi-line phones, professional image. General openings in desirable locations.
ARBOR TEMPS 459-1156
9433 Haggerty Rd., Plymouth, MI.

GENERAL OFFICE/Receptionist
Westland mfg. seeks experienced person willing to perform various tasks. Accurate typing with knowledge of Word Perfect. Ability to do 60 w.p.m. Strong attention to detail good inter-personal skills & communication skills required. Some telemarketing. Our company presents an excellent opportunity for an energetic outgoing person. Send resume to: Office Manager, PO Box 918, Westland, MI. 48185.

INSURANCE RISK MANAGER
Real estate management firm in West Bloomfield, non-smoking building. Required skills: Word Perfect, Lotus, Excel, Powerpoint, Access, interface with high level business executive, WordPerfect & Lotus. Call Debbie 646-7463
SNELLING PERSONNEL SERVICES

LEASING PERSONNEL
Host apartment complex listing applications for Leasing Consultant. Prefer individuals with clerical/customer service experience. Good typing ability for advancement. Apply in person: Fairlane Apartments, Ann Arbor Trail, E. of Beck Rd., Mon.-Fri.,9-5.

TROY LAW FIRM seeks experienced Legal Secretary in litigation. Part-time. Resume WordPerfect 5.1. Send resume to: Office Manager, 601 W. Big Beaver Rd., Ste. 500, Troy, MI. 48084.

LEGAL ASSISTANT - experienced, permanent part time, flexible hrs, no typing or phone answering. Southfield.
Call 358-5663

LEGAL RESEARCH
Permanent part-time. Highly experienced only. Salary $25-30/hr. Required 5-16 hours for sole practitioner, 10 Mile & Northwestern. 355-4298

LEGAL SECRETARY for downtown plaintiff personal injury law firm. *Minimum 2 years personal injury & litigation experience required.* Salary commensurate with experience. Please send resume to:
Mindell, Fenger, Mulcahy & Malin, Attn. Debra Ann Fenger, 3700 Penobscot Building, Detroit, MI. 48226. No agencies please.

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with 3-5 years experience and a strong knowledge of litigation defense to work for two associates. 72 words per minute. Word processing knowledge. Dictation equipment. Sensitive, fast-paced environment. Paid vacations. Salary commensurate with experience. Send resume to Office Administrator, 1303 W. Long Lake, #250, Troy, MI 48083

LEGAL SECRETARY
with good skills - full or part time. Non smoking office. Farmington Hills.
832-3010

LEGAL SECRETARY- WordPerfect. Experience preferred, will train person with proper skills. Southfield area. Arthur J Gallagher. 948-0040

LEGAL SECRETARY TRAINEE
Full or part time, good typist, 55/hr. to start. Farmington Detroit. 963-7755

LEGAL SECRETARY - Experienced, WordPerfect 5.1. Corporate, real estate & plaintiff personal injury attorney in Bingham Farms. Salary commensurate with experience. 642-9100

LEGAL SECRETARY
Birmingham law firm seeks career oriented legal secretary for partner position. Experience preferred. Working Word Processing. Excellent benefits and competitive salary. Send Resume to: Mr. Ralph Wagner, C/O 401 S. Woodward Ste. 400
Birmingham, MI 48009

LEGAL SECRETARY
Southfield law firm seeks experienced Legal Secretary with litigation/personal injury experience & excellent skills. Please send resume & salary requirements to:
Ms. Alexander, Bernstein & Bernstein, 2000 Town Center, Suite 1801, Southfield, MI 48075
or FAX resumes to: 352-8680

LEGAL SECRETARY - part time, flexible hours, 20-30 hrs. Please Send resume to: Gabriel Lee Carynik, 400 W. Maple, Suite 200, Birmingham MI 48009.

LEGAL SECRETARY
Full or part-time for downtown Birmingham law office. Word Processing Microsoft Word 5.0 preferred.
Days 642-1181 Eves 932-0304

LEGAL SECRETARY - Experienced in WordPerfect, family law, and personal injury. Small