502 Help Wanted Dental-Medical

NURSING COORDINATOR RN or LPN
Excellent work environment. Must be fast paced, hard worker with Rehabilitation and Hospital experience. Salary position & benefits. To schedule an interview call between 7pm-9pm (810) 960-8366

OCCUPATIONAL THERAPIST for home care visits, part time. Excellent pay. Set your hours. (810) 229-6483 FAMILY NURSE CARE

OCCUPATIONAL THERAPIST
Dynamic geriatric rehab unit will have opening for full time OTR beginning August, 1994. Physical dysfunction experience preferred. Send resume to: Linnea Atkins, OTR, Director of Occupational Therapy.
GLACIER HILLS NURSING CENTER 1200 Earhart Rd. Ann Arbor, MI 48105

OPHTHALMOLOGY PRACTICE in W. Bloomfield needs Technical Assistant, full time. Medical LPN or ophthalmic background required. ☎ 810-433-4800 6161 Box 7013

OPTICAL DISPENSER 15-30 hrs. Good sales, telephone skills & years experience. Southfield area. Call a.m 810 356-4744

Phlebotomist PART TIME
We are currently accepting resumes from experienced Phlebotomists to fill PART-TIME, AFTERNOON SHIFT AND PART-TIME, MIDNIGHT SHIFT positions (to include every other weekend).
Qualified applicants will possess formal Phlebotomy working experience and knowledge of computer keyboard. If interested, please send resume to: Cathy Seccia, Human Resources.
Botsford General Hospital 28050 Grand River Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

PHYSICAL THERAPIST ASSISTANT 2 yr. degree for busy home care agency. Excellent pay & benefits. (810) 229-6483 FAMILY NURSE CARE

PHYSICAL THERAPIST For home care visits. Full time. Excellent pay & benefits. FAMILY NURSE CARE (810) 229-0300

PODIATRIST Assistant and Receptionist - Both part time, flexible schedules. Detroit & Plymouth area locations. Call for information. ☎ 810-433-4800 6161 Box 7055

MEDICAL RECEPTIONIST ★ Full time in top dermatology office in Farmington Hills. Must have at least 1 year medical office experience or training and type at least 50wpm. 553-2900

RECEPTIONISTS NEEDED for busy Ophthalmology Practice. 1 for Livonia location & 1 for Southfield location. Competitive salary & benefits. Some experience preferred. Call Mon.-Fri., 10-2. 352-2906

RECEPTIONIST needed for podiatry office. Part-time, approximately 30 hours a week. Send resume to: Arbor Foot Clinic, 29677 Telegraph Rd., Ste 304, Southfield, MI 48034

RECEPTIONIST, EXPERIENCED For periodontal office. Part or full time. Some Saturdays. Computer & Word Perfect experience necessary. Farmington Hills. 851-1034

REGISTERED NURSE FOR ALLERGIST OFFICE in Livonia. Part-time. No weekends. Flexible hrs. Will train. Need a team worker. Send resume to: Box 384 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150 ☎ 810-433-4800 6161 Box 8178

RESIDENT AIDE Full or part time 7:00am to 3:30 pm & 3pm to 11pm for assisted living facility in Plymouth. 451-0700

FARMINGTON HILLS medical malpractice defense law firm seeks an RN to review medical records. Paralegal training or experience a plus. Call. 489-1100 or fax resume 489-9660

RN - HOME CARE To provide visits for busy agency. Excellent pay & benefits (810) 229-6483 FAMILY NURSE CARE

RN/LPN/or MA National company seeks part time Paramedical examiners to complete insurance physicals in Wayne County. Venipuncture experience necessary. Send resume to: PO BOX 456, Dearborn MI 48121. E.O.E.

RN or LPN Part time afternoon shift. Apply in person at: Marywood Nursing Care Center, 36975 West 5 Mile, Livonia or call Sandra Hutton: 464-0600

RN's and LPN's
Immediate openings for home care assignments in western Wayne and southern Oakland counties. Visits or shifts. High demand for pediatric nurses with cardiac experience. No min. number of hours or long distance travel required. Call VISITING CARE today! 344-0234

RN's LPN's, CNA's
Immediate need for hospital staffing All areas, nursing home staffing and private duty hospital and home.
Choice One Nursing Services 421-7472

RN's/LPN's
Dearborn Heights Health Care Center currently has 2 part time positions available on afternoons and midnights. We offer competitive wages, excellent benefits and a pleasant working atmosphere. Qualified individuals seeking challenging work in long term care apply to: Ms. Bj Anderson, HR Manager, Dearborn Heights Health Care Center, 26001 Ford Rd., Dearborn Heights, MI 48127. 313-274-4600 An Equal Opportunity Employer

RN's/LPN's
Nursing Professionals are needed IMMEDIATELY to provide supplemental staffing in the following areas: ICU, Med/Surg, L/D, ER/Peds, Rehab and mental health. Flexible, full-time, part-time and contingent weekend positions are available NOW! $23-$27/hr. with outstanding benefits. For more info call Shawn at Health Force 810-569-1070

RN'S/LPN'S WE NEED YOU! *LPN'S earn up to $20/hour. *RN'S earn up to $40/hour. Home Care Staff Relief. FAMILY HOME CARE (313) 630-8877 (313) 229-6483 (313) 455-5683

R.N. for busy OB-GYN office, part time, experience preferred, extensive phone triage. Call Beth 553-6663

STAFF DEVELOPMENT COORDINATOR RN
Prefer previous supervisory experience. Infection control trained/trainer desirable. Knowledge of OBRA. Excellent wage & benefit package. Please contact Terri Bartles RNDON 284-4620

SURGICAL TECHNICIAN OR MEDICAL ASSISTANT
Full-time for Novi location. Urology experience required. Please send resume to:
Recruiter/Urology Business Operations DMC Health Care Centers 17940 Farmington Rd. Livonia, MI., 48152
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

VETERINARY practice seeking energetic person with excellent interpersonal communication skills. Computer experience a must. Non-smoker. 540-3380

X-RAY TECH - FULL TIME Certified for doctors office in Westland. Salary negotiable. 721-0011

SCHEDULER FOR PRIVATE DUTY HOME CARE
Fast paced agency needs experienced scheduler with successful track record. Must be organized & able to work effectively with clients & field staff. Send resumes to: Box 706 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

DENTAL ASSISTANT and/or receptionist, experienced. Commerce Township location. 363-6388

TRANSCRIPTIONIST Must have 1-2 years medical experience, minimum 60wpm. Part or full time position available. Resume: Medicolegal Services Inc., 26606 W. 12 Mile, Ste. 4750, Southfield 48034

VETERINARY ASSISTANT Rochester Hills Veterinary Hospital accepting applications. 30-35 hours per week. Previous experience helpful. 1919 E. Auburn Rd. 852-5666

X-RAY TECHNICIAN Wanted part-time for busy orthopedic office in Bloomfield Hills. Experience required. 334-4836

X-RAY TECHNOLOGIST with mammogram experience only for private radiology office 464-7300

$ RN'S $ ICU/STEP DOWN/OR/ER
• EXCELLENT PAY RATES • FLEXIBLE SCHEDULES • VACATION/REFERRAL BONUSES • INSTANT PAY
CALL TODAY/WORK TOMORROW
ARCADIA HEALTH CARE (810) 354-6230

504 Help Wanted Office-Clerical

ACCOUNTING ADMINISTRATIVE ASSISTANT Freight forwarder seeking mature, organized, motivated individual to work closely with owners. Accounts receivable & payable. Bank reconciliation & computer knowledge necessary. Send resume to: 29101 Airport Dr. Romulus, MI 48174

ACCOUNTING CLERK Require 2 years accounts payable & accounts receivable experience, associates degree in accounting, and good analytical skills. Responsibilities include: all aspects of accounts payable & accounts receivable, and special projects. Send resume with salary requirements to: P.O. Box 2030, Livonia, MI 48150.

ACCOUNTING CLERK: Part-time, 3 days per week, flexible hours for a Downtown law firm. Excellent math skills required. Financial or accounting skills helpful. Send resume & salary history to: Office Administrator Berry, Moorman, King & Hudson 600 Woodbridge Place Detroit, MI. 48226 No phone calls please

ACCOUNTING CLERK Southfield title company has immediate opening in accounting dept for detail-oriented person with strong customer service background & good telephone skills. Typing 45wpm, computer knowledge helpful. Entry level position, no experience necessary. Will train. Benefits. Call Kathy at: 810 353-1808, Extension 333 E.O.E.

ACCOUNTING CLERK Seeking an ambitious, motivated individual for full time Billing, clerical position in busy General Accounting Department. Prefer Associate's Degree. Position perfect for student working towards accounting degree. Computer experience helpful. Interested candidate should send resume to: ACCOUNTING CLERK P.O BOX 5543 PLYMOUTH, MI 48170 An Equal Opportunity Employer

ACCOUNTING CLERK Experience required. Full time. Benefits. Hourly rate negotiable. Call 847-8100

ACCOUNTING/DATA ENTRY CLERK - Capable of processing payroll & accounting functions through General Ledger. Full and/or part-time employment, experience preferred. Applications accepted through 6/15. 22067 W. Outer Dr. (at Pelham), Dearborn

Accounting/Finance Entry level position for individual with good communication skills. BS or BA required. Livonia area. Call (313)827-0773

ACCOUNTING INVENTORY COORDINATOR for a Farmington Hills based retail chain, responsible for verifying & entering items into inventory. 1-2 years Data Entry experience required, ability to use PC including LOTUS or EXCEL. Send resume and salary requirements to: Accounting Supervisor, P.O. Box 2588, Southfield, MI 48034-9998

ACCOUNTING PERSON Busy, established company in the Dearborn/Fairlane area w/employee empowered work teams is looking for a person to join our accounting team. Full time, competitive benefits. Are you quality oriented, willing to learn, have some experience in accounts receivable and accounts payable, know how to type, have some computer experience and like being part of a great team? Send resume to: AHL, P. O. Box 217, Dearborn, MI 48121-0217

ACCOUNTING
We are recruiting at all levels for TEMP assignments. TEMP-TO-PERM and PERM positions. If you have experience in accounting or are a recent accounting graduate, please give us a call. Our Temps are being hired by our clients at top salaries.
A Sample of our positions open today:
- Jr. Accountant - Westside
- Full Charge Bookkeeper Westside and Downtown
- Staff Accountant - N. Suburbs
- Accounts Receivable Clerk Westside

354-2410 ACCOUNTANTS ONE 24133 Northwestern Hwy. Ste 202 Southfield, MI 48075

ACCOUNTS/BOOKKEEPER Full charge. Financial statement thru trial balance. Strong computer skills. Real World experience a plus. Salary commensurate w/experience. RESUMES ONLY. Fax to: 810-358-6452

ACCOUNTS PAYABLE - FREIGHT, Southfield company seeking qualified person for traffic department. Must have excellent math skills. Please send resume to The Steel Company, PO Box 330, Southfield, MI 48037

ACCOUNTS PAYABLE CLERK Full time - for busy home improvement office in Westland. 729-0220

ACCOUNTS PAYABLE CLERK Experienced preferred. Computer knowledge a plus. Good benefit package. E.O.E. Send resume to P.O. Box 40842, Redford, MI 48240

ACCOUNTS PAYABLE Full time, excellent benefits. Prior experience on manual system & some computer helpful. Send resume to: Personnel, 27000 Trolley Industrial Drive, Taylor, MI 48180 (or call) Tom. 292-4422

ACCOUNTS PAYABLE CLERKS Fast-growing specialty retailer based in Troy seeking full time Accounts Payable Clerks. Knowledge of computers necessary, Lotus & WordPerfect a plus. $6.50 to start. Send resume to: Laurie Lapp, Mr. Bulky Treats & Gifts, 755 West Big Beaver, Suite 1600, Troy, MI 48084

CAREER OPPORTUNITY available. Life Insurance & Illustration experience a must. Responsibilities include development of new agent life production. Must have excellent phone skills. Salary dependent on experience. Send resume to: PO Box 250786, W. Bloomfield, MI 48325.

ADMINISTRATIVE ASSISTANT Immediate opening in Troy. $8.00 an hour. Computer & phone skills required. Call 810-680-7200 or Fax 810-680-7206

ACCOUNTS PAYABLE CLERK Farmington Location EVALUATION HIRE $7.00 - $10.00/hr. MUST HAVE:
- billing experience
- computer mainframe experience preferred
- detail oriented

Call for immediate interview (810) 474-5000 Express Personnel Services

ACCOUNTS PAYABLE Busy established company in Novi looking for full time payables clerk. Detail oriented person with 2 yrs. experience in computerized systems. Send resume in confidence with background & salary history to: Personnel Manager, ACT, P.O. Box 8026, Novi, MI 48376.

Accounts Payable Individual needed for immediate opening in busy office. Must be experienced, highly organized, & able to learn our computer system quickly. Competitive wages & benefits. Solid position for right person. Send resume & salary history to: Controller, 13080 Northend Ave., Oak Park, MI 48237

ADMINISTRATIVE ASSISTANT We are currently seeking an energetic administrative person for answering phones, general office, taking and dispatching orders. Computer skills helpful. Call 960-0001

ADMINISTRATIVE ASSISTANT Condominium manager in Bloomfield Hills. Start now. Must know 5.1 WordPerfect. Fast paced, friendly, non smoking office. Call John Palmer at, 645-2111.

ADMINISTRATIVE ASSISTANT Immediate opening for entry level administrative assistant. Duties to include light data entry, typing, filing and scheduling. Must have good phone and communication skills. Contact: William Duren, Director of Operations, Wed. - Fri. 8am-4pm, at Vigilante Security: 656-7100

ADMINISTRATIVE ASSISTANT New opportunity with rapidly growing financial firm with offices in both the suburbs and Detroit. Your choice of location. Excellent salary and benefits for your experience and secretarial skills. Call Susan 646-7661 Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT $20,000 to Start
Immediate high visibility position available at our West Bloomfield headquarters. Knowledge of WordPerfect 6.0 and Lotus 123 required. Must be extremely well organized and enjoy a fast paced, aggressive atmosphere. Deluxe benefit package includes health care coverage, paid vacations, holidays, tuition reimbursement and much more. Send resume to: Mr. Thomas Vaught FITNESS MANAGEMENT CORP. 7081 Orchard Lake Road Suite 300 West Bloomfield, MI 48322

ADMINISTRATIVE COORDINATOR
Automotive based engineering company is looking for a person to assist our general operations and facility manager in coordinating activities for several departments and tracking progress on new facilities. MUST HAVE STRONG Computer background in Windows with spreadsheets, graphics & wordprocessing. Must be able to compose business letters. Full benefits with overtime.
Apply in person or send resume to: ROUSH INDUSTRIES 11886 Market Street Livonia, MI 48150 Phone: (313) 591-1010 Fax: (313) 591-4333
Equal Opportunity Employer

Administrative Assistants Farmington Hills & Bloomfield locations. Bookkeeping, computer, phone expertise & outgoing personality $24-$30K. Cindy Kramer: 810-932-1170 or fax 810-932-1214

ADMINISTRATIVE ASSISTANT - outstanding part time position for well organized person in executive recruitment office. Answer phones, data entry, WP 5.1. 810-626-6800 Fax resume - 810-626-7512 Sales Consultants 30445 Northwestern, #380 Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT/RECEPTIONIST - telecommunications contractor seeking full time administrative assistant for corporate office in Canton. Excellent telephone skills, type 55 wpm & 3 yrs clerical experience required. Duties to include answering phones, word processing, managing employee benefits, & commercial insurances. Send resume to Controller: 7704 Ronda, Canton, MI 48187

ANSWERING SERVICE in Southfield needs experienced operators for on-call and part-time shifts. Experience preferred but paid training available. 569-0630

APARTMENT MANAGEMENT company, full charge A/R, A/P person, management involvement, excellent salary. Send resume to 3221 W. Big Beaver, # 106, Troy, MI 48084

ADMINISTRATIVE ASSISTANTS (Physician Recruitment Office)
Oakwood Health Services has full-time opportunities for motivated Administrative Assistants in our Physician Support Services Department.
The selected candidates will perform a wide range of complex administrative functions in the Physician Support Services Department, and work closely with physicians, representing Oakwood Health Services with complete professionalism.
Qualifications include a high school diploma or equivalent, and at least 3-5 years' increasingly responsible administrative experience. Additional requirements include typing speed of at least 60 wpm, machine and manual transcription skills, and knowledge of WordPerfect 5.1, Lotus 1-2-3, Paradox and Harvard Graphics. Good public relation skills is a must. Occasional overtime is required.
We offer a competitive compensation and benefits package. To apply, please send your resume to OAKWOOD HEALTH SERVICES, Physician Support Services, Attn: Office Manager, P. O. Box 2718, Dearborn, MI., 48123-2718.
An Equal Opportunity Employer
OAKWOOD HEALTH SERVICES

ANALYST/ CUSTOMER SERVICE/ SALES SUPPORT
One of MI's fastest-growing telecommunications companies seeks topnotch analyst for Detroit HQ. Growth & promotion opportunity for highly-motivated self-starter with bachelors degree and high GPA. Reporting to VP-Sales, will receive and analyze customer service calls, and help in administering departmental reports and related sales support functions. Will train.
Must possess excellent organizational, motivational, communications, and analytical & problem-solving skills. Computer experience a must.
Full benefits package. Compensation will be based on qualifications. Please send resume with educational background, experience, skills and three references plus a cover letter describing particular qualifications you would bring to this position, to:
Susan Henry LCI/M 8801 Conant Ave Detroit, MI 48211-1403

APPOINTMENT SECRETARYS Westland company needs telephone secretarys. Full/part-time. Will train. For interview: 721-8015

ADMINISTRATIVE ASSISTANT Needed for Troy area automotive supplier. Must be familiar with computerized automotive releasing, ASN's, etc. Must be computer literate in WordPerfect and Lotus. Must be able to type and handle manual bookkeeping functions. Drug testing. Send resume detailing work and salary history to: Box 800, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ADMINISTRATIVE ASSISTANT Owner/President of rapidly growing company in Southfield seeks detail-oriented individual to support him in daily operations. Must enjoy a fast paced environment. Qualified candidates will have 5 years experience, excellent computer & math skills & the ability to handle confidential information. Please send your resume to: Dennis Hagen, Vesco Oil Corp., 16055 W. 12 Mile, P.O. Box 525, Southfield, MI 48037-0525

ADMINISTRATIVE ASSISTANT
Needed to work in a fast paced environment. Must possess excellent people and organizational skills. The desired applicant should be proficient in WordPerfect 5.1 and Lotus. Experience in personnel is a plus. Send resume with salary requirements to:
WOLF ENGINEERING P.O. BOX 4029 DEARBORN, MI 48126-0029 ☎ 810-433-4800 6161 Box 8178

ADMINISTRATIVE ASSISTANT/RECEPTIONIST Farmington Hills manufacturer has a position for a well organized self-starter with excellent computer skills. Successful candidate will have ability to set priorities, manage a variety of tasks & possess excellent telephone skills. Must be a team player. Submit resume with salary requirements to: 24403 Sinacola, Farmington Hills, MI. 48335 or FAX: 810-474-8101

ADMINISTRATIVE ASSISTANT PERMANENT PART TIME ★ Farmington Hills Administrative Assistant/Executive Secretary with dictaphone, word perfect 5.0 or 5.1. Typing 60wpm, light bookkeeping. Self starter able to work without supervision. 18 hrs., days negotiable. Brief resume and salary requirements. ☎ 810-433-4800 6161 Box 8135

ADMINISTRATIVE ASSISTANT with strong personality and some supervisory experience. Position requires initiative and adaptability. Must possess Lotus and WordPerfect computer skills, shorthand and ability to deal with multiple people. Good organization and communication skills needed. Three to five years experience preferred. Benefits to include medical, dental, 401k, and vacation. Commercial real estate background a plus. Please send resume and salary history to: Ms. D Upton P.O. Box 267 Southfield, MI 48037

ASSISTANT to Insurance Agent. Secretarial & computer skills a must. Past experience helpful. Send resume to: P.O. Box 414, Northville 48167.

ATTENTION! If you possess some typing ability, multiple telephone line capability, fast paced office skills, enjoy working with the public, and are self motivated, we are looking for you. So please come and fill out an application at: Michael J. Penn, C.P.A., 20100 W. Outer Dr., Dearborn (2 blks. S. of Michigan Ave.)

Attention!
SECRETARY Fast growing marketing firm needs your word processing and all around skills for important project management position. To $9.50/hr. Call Sally 790-3848

SATURN OF SOUTHFIELD has a great opportunity for you! We are looking for a person who wants a job where they can learn & grow! You'll learn to use state-of-the-art computers and you'll be part of a team that values your contributions. Please call Sheryl after 11 a.m. 354-6001

EXPANDING FORD DEALERSHIP IN NORTHVILLE Has several immediate full time positions available. General Office Clerk with good clerical skills, experienced Switchboard/Cashier & Rental Agents who enjoy customer contact. Fringes including 401K plan. Walk-ins welcome at our truck center located at 17000 Northville Road, Northville, or send letter or resume to: 550 West 7 Mile Road, Northville, MI 48167. (No phone calls please)

AUTO DEALER Immediate opening for part-time Payroll Clerk. Experience required. 15-20 flexible hours per week. Please call Jim Miller or Sue Thomeson for appointment, 453-2500. BOB JEANNOTTE Pontiac-GMC Truck, Inc.

AUTO DEALER seeking full-time office clerk. Some bookkeeping knowledge required. Call Mrs. Barr: 471-8200

AVAILABLE THIS SUMMER? Office Clerks, Data Entry, Receptionists, Word Processors, Secretaries (all levels). ARBOR TEMPS 459-1166

BANQUET SECRETARY - Responsibilities would include: answering phones, bookkeeping, including payroll, filing & general office duties. Send resume to: 26717 Kentucky Ave., Novi, MI 48374. Attn: General Manager.

SOUTHFIELD LAW FIRM seeking bookkeeper/clerical for full or part time. Must be familiar with Quicken Software 810-559-6620

BOOKKEEPER - experienced in accounts receivable & payable, Lotus & WordPerfect. Full time, $8 per hour plus benefits. Apply in person 9am-12 noon. Carlin-America Inc. 31777 Industrial Rd. Livonia, MI.

BOOKKEEPER Full charge, part time. Good pay. References. 352-2220

BOOKKEEPER - full charge, 4-6 yrs. experience, retail carpet store, computer experience needed, pleasant personality. 681-8480

BOOKKEEPER & GENERAL OFFICE for small Livonia company. Permanent 3 days per week, experienced only. Call 8:30am to 3pm, Mon. thru Fri. 427-4343

BOOKKEEPER - Large dealership in Dearborn looking for person with excellent accounting skills. Must have prior dealership experience. Call Julie at (313)846-5000

BOOKKEEPER - Part time, for Southfield law firm. Short term assignment through Aug. 15. Call 354-8644.

BOOKKEEPER, Part-Time Needed for small nursing home in Plymouth. Experience needed. Please apply in person at: 395 W. Ann Arbor Trail, Plymouth. Or call for appointment between 8am-3pm. (313) 453-3983

BOOKKEEPER/PARA-PROFESSIONAL Troy based CPA firm needs part time Bookkeeper/Para-Professional. Responsible for general ledger through trial balance and financial statements for various clients. Salary and benefits commensurate with experience. Submit resume and salary history to: Bookkeeper Box 814 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER POSITION available immediately. Full-time. Full charge through trial balance & financial statements for real estate management firm in Plymouth Township. Salary commensurate with experience. Call. 362-4666

BOOKKEEPER Warren-based auto supplier seeks mature, well-organized, full-charge bookkeeper for 3 person office. Responsibility for both computerized & manual general ledger, accounts receivable, accounts payable, payroll & cash in multi-company accounting environment. Attractive salary & benefit package. Send resume to: BBP, 1301 West Long Lake, Suite 245, Troy, MI 48098

BOOKKEEPER/DATA ENTRY Part time. Skyline knowledge preferred. Send resume to: XL Management, 8230 Orchard Lk. Rd. Suite 300, West Bloomfield MI 48322, Attn: Jill

BOOKKEEPER - Engineering firm looking for sharp individual for full time position. Good working knowledge of computers, Lotus and accounts payable preferred. Timberline experience a plus. Send resume and salary requirements to: ESG, 34405 W. 12 Mile Rd., Ste. 300, Farmington Hills, MI 48331, Attn: Susan Rose or Fax to: 810-489-6666

BOOKKEEPER Experienced in accounts receivable & payables needed. Good communication skills & computer knowledge a must. Good benefits. Please send resume with salary requirements to: Hahn Elastomer Corp., 14557 Keel St., Plymouth, MI 48170.

BOOKKEEPER for construction company in West Bloomfield. General ledger knowledge, good computer skills & Lotus necessary. Accounts payable/receivable experience helpful. Immediate opening. Call: 737-6800

BOOKKEEPER - FULL CHARGE growing wholesale distributor seeks additional full charge bookkeeper. Excellent compensation package includes BC & generous 401K. Send resume along with salary requirements to: P.O. Box 725413, Berkley, Mich. 48072.

BOOKKEEPER Part time - full charge. Experienced 477-1516.

BOOKKEEPING ASSISTANT Macintosh Computer, experienced in accounts receivable, payables, & payroll thru trial balance. Experienced ONLY need apply! 36000 Schoolcraft in Livonia (Delanie)

BUSINESS MANAGER Established Livonia Co. has immediate full time position with benefits. Must have small office management & full charge computerized bookkeeping ability. Wholesale distribution & accounting knowledge a plus. Apply in person or send resume to: Paul Bortell American Synergistics 12110 Hubbard Rd Livonia MI 48150

BUSY interior design firm has immediate full time openings for the following positions. Receptionist - requires good phone and communication skills. Typing, filing, light Math, various general office duties. DESIGNERS ASSISTANT, requires good communication and organizational skills, works directly client ordering, follow up, scheduling and problem solving. Must be a "people person". General office & Math skills required. Excellent benefits. Send resume to: Box 250678 Franklin MI., 48025.

BUSY REAL ESTATE AGENT seeks Assistant with good office skills including computer. Ask for Katie: 851-4400

CLAIMS REP Excellent pay. Suburban office of national insurance company needs your personal lines experience for new modern claims center. Immediate hire. Temp to perm. Candidate needs light computer and excellent people skills. Call Colleen 473-2933 Uniforce Temporary Services

CLERICAL, for novi construction company. Includes: filing, typing, phones, proposals, deliveries. Salary & benefits. An Equal Opportunity Employer Send resume to: Box 714 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CLERICAL
Handleman Company has immediate full-time openings for entry level clerical positions in our Troy Corporate Office. Depending on the departments, some 10-key or data processing may be helpful. Excellent attention to detail is essential. If you are a dependable and hard working person who learns fast, please apply in person or send a resume to:
HANDLEMAN COMPANY 500 Kirts Blvd. Troy, MI 48084
ATTN: HUMAN RESOURCES
(Located between Crooks and Livernois, south of Big Beaver)
An Equal Opportunity Employer

CLERICAL
Major corporation has an entry level opening in its fast-paced marketing group. This office support position has varied duties that include data entry, correspondence, etc. Great position for college student; company paid tuition.
Diversified Recruiters Co. 344-6700 FAX 344-6704

CLERICAL MATH WHIZ
A dynamic company has an immediate Entry Level opportunity. Some office experience with a knack for numbers your key. Good starting salary and benefits. Call 464-0909. SNELLING PERSONNEL SERVICES

CLERICAL National company in Southfield needs good typing, PC, office and phone skills. Benefits and advancement opportunities. Full time. Call Kathy, 8 AM. - Noon. 1-800-666-6629

CLERICAL - PART TIME 25 hours per week. Busy insurance office, computer experience, phone skills, general office support. Southfield. 810 353-7020 An Equal Opportunity Employer

CLERICAL POSITION - for secretarial/bookkeeper functions to work 30-40 hrs. weekly which includes weekends for local piano distributor. Send resumes to: Box 798, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CLERICAL - Responsible detail orientated assistant for Birmingham area office. We will train the right candidate, including college student who displays good work ethics, a cooperative attitude & is self motivated. Hours will be 7:30-4:30, Mon-Thu, $7.00/hour. 646-8363

CLERK Due to Livonia branch expansion, this Michigan based property and casualty insurer is seeking an entry level underwriting clerk. This position requires being a fast learner with flexibility in searching for numerous files, opening, sorting and distributing mail, along with performing computer data entry work. Being energetic and agile would be a plus. Send resume and salary requirements to: Ms. Patricia Finter, CPS Lake States Insurance P.O. Box 530666 Livonia, MI 48153-0666 An Equal Opportunity Employer

CLERKS/DATA ENTRY TO $7 PER HOUR
ARBOR TEMPS 459-1166

Customer Service Representatives
Telephone Customer Service positions, you will work with a state of the art computer network for a growing, fast-paced company. Shift times are 11-7:30, 12-8:30, 1:30-10:00PM, and we must be available for weekends as we respond to our customers. We prefer candidates with a sales focus. We have a professional atmosphere and a lot of positive energy. If you enjoy customers, are comfortable with computers, can type at least 25 WPM and like speaking on the phone, you will love this job. Great opportunity for those interested in marketing or information industries. Full time representatives receive paid health benefits after 6 months.
Call 810-637-1434 or write:
Consumer Market Analysts 2301 West Big Beaver, Suite 411 Troy, MI 48084

CUSTOMER SERVICE REP General office work. Must have good communication skills. Experience helpful but not necessary. Apply: 1346 Rankin, between 14 & 15, Stephenson Hwy & Rochester Rd.

COLLECTOR - CREDIT UNION, immediate opening for full time collector. Experience preferred, consumer & credit card background, salary plus benefits. Send resume & salary requirements to: 15420 Farmington Rd. Livonia, MI 48154

COMPUTER ASSISTANT - Summer Position - Oakland County company needs person experienced in DOS, Windows, PC network - Able to configure and troubleshoot. Must be able to work independently and communicate effectively with others. Contact Terry at: 810-548-2900

COMPUTERIZED ACCOUNTING TECHNICIAN TRAINING (College Credits) Laid off workers and unemployed, low income persons may qualify for FREE computerized accounting technician training and job placement assistance. High School Diploma or GED required. Call Amy at: 845-6667 Henry Ford Community College Office of Corporate Training

CREDIT UNION Customer service, teller, & loan officer positions available. Full & part time, 21-36 hrs. Send resume to: Supervisor, 1709 Crooks Rd., Royal Oak, MI 48067.

CUSTOMER RELATIONS
Southfield firm is seeking a sharp individual for our Customer Relations Department. The skills important to us are:
- A person who feels challenged to solve problems
- One who enjoys working with all types of people
- The ability to communicate effectively, both verbally & in writing

Send resume or past experience & salary requirements to: Customer Relations P O Box 3040 Southfield, MI 48037-3040

CUSTOMER SERVICE Rochester based 18 yr. old telecommunication firm seeks a detail oriented individual with strong communication & organizational skills. Call 852-3070 ext. 113

Customer Service Work with Fortune 500 companies. New long term openings. Troy and Rochester Hills locations. Temp to perm opportunity. Train on variety of assignments. To $7.00/Hr. Call Clair 1-800-723-4266 Uniforce Temporary Services

CUSTOMER SERVICE/ SALES REPRESENTATIVE for insurance office. Excellent opportunity for career minded individual. Office & phone skills a must, insurance experience helpful. Non smokers only, send resume to: State Farm, Att: Phil Thomas, 11770 Newburgh, Livonia, MI 48150.

CUSTOMER SERVICE Suburban insurance headquarters has immediate needs. Qualified candidates must have:
- excellent people skills
- commitment to long term assignment
- light computer skills

Thorough training will be provided to selected candidates. Call Cathy 473-2934 Uniforce Temporary Services

CUSTOMER SERVICE Team oriented Customer Service department seeking self-motivated, friendly individual to process phone orders and problem solve for our nursing home and home care customers. Candidate should have customer service and computer experience. Medicare insurance and medical product knowledge helpful. Full time position, competitive wages and full benefit package. Send resume and wage requirement to: Ronnie Saro, P. O. CN3325, Livonia, MI., 48151.

CUSTOMER SERVICE REP TEMP TO PERM POSITION Service oriented individual to assist sales reps with customers in expediting, order entry and invoicing. TempExchange (810) 332-8000

CUSTOMER SUPPORT Suburban marketing firm has entry level openings for new customers program. Good communication skills. Flexible hours, some computer experience a plus. Will train. Call Carol 799-3947 Uniforce Temporary Services

NEEDED IMMEDIATELY 20 DATA ENTRY POSITIONS ALL SHIFTS LIVONIA 29240 Buckingham Ave., #80 Off Middlebelt, N. of I 96
INTERIM PERSONNEL

DATA ENTRY/CLERICAL A Redford manufacturing firm requires a conscientious individual to handle multi-plant accounts payables & receivables, and other misc. clerical functions. Please send resume to: Office Manager, P.O. Box 39220, Redford, MI 48239

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DATA ENTRY OPERATOR Flexible hours, great benefits. Experience a MUST. Utica area. For appointment call 254-1910

DATA ENTRY - part time afternoon/evening hrs, flexible schedule, 10-15 hrs per week. Word Perfect & Data Base required. Located in Birmingham near Woodward & Maple. Call Rick for interview 433-6581

DATA ENTRY/Phone Part-time. 3 days a week. 416-6201

DATA INPUT PERSON, needed for inventory department of southfield steel company, must have previous experience, plus math aptitude, excellent salary & benefits. Please call Jim for interview at 352-0000

DATA/ORDER ENTRY person needed. Must have basic computer skills. Call 9-5pm. (810) 354-8560

DATA PROCESSING OPERATOR/ PROGRAMMER Associate Degree in computer science MS-DOS WordPerfect 5.1. Submit resume before 3pm, June 15, 1994. Linda Palesi, Redford Union Schools, 18499 Beech Daly, Redford, MI. 48240.

Dependable, mature person needed to do filing, typing, and general office work. Please apply in person to: 1647 Inkster Rd, Garden City.

DRIVER/TECH Will Drive pick-up truck to deliver products. Must have valid driver's license w/4 points or less. Lift 35-50 lbs. $6.50/hr., overtime, full benefits. Call Tom Clark: 810-362-4040

ENERGETIC person with teaching background to work inside State Farm insurance agent's Southfield office. Permanent part or full-time. ☎ 810-433-4800 6161 Box 7196

FARMINGTON HILLS OFFICE Receptionist, data entry, clerical experience. Hours: Tues.-Fri., 12-6pm & Sat., 10-4pm. Call Fri., June 10, between 12 and 4pm. 476-2961

FARMINGTON HILLS medical malpractice defense law firm seeks an RN to review medical records. Paralegal training or experience a plus. Call 489-1100 or fax resume to: 489-9660

EXECUTIVE SECRETARY Professional accounting firm seeks detail oriented person. Strong Word Perfect & Lotus knowledge. Basic bookkeeping skills required. Full benefits. Non-smoking office located in Plymouth. Send resume & salary requirements to: 45211 Helm, Ste. C Plymouth Twp., MI 48170-6023

EXPORT ORDER PROCESSOR U.S. Manufacturer, and World Wide Exporter has a position on the export desk for an individual who is bilingual in Spanish. Experience in composing letters and quotations, processing orders and the ability to work in a fast pace business office preferred. Send resume to: Sandra Giacomin, Walt Colmonoy Corporation, 30261 Stephenson Hwy., Madison Hts. MI 48071

FILE CLERK needed Mon. thru Fri. 1-6pm for busy dental office. Call 374-3388

FRONT DESK MEDICAL RECEPTIONIST Part-time evenings. Farmington Hills area. Call Therese 932-2300

Entry Level Sales Secretary position available in banquet & catering office. Perfect for recent high school graduate. Part time hours that have the possibility of developing into full time. Does require Sat. hrs. Experience in general office skills & Macintosh computer preferable. Send resume. Box 732, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

GENERAL CLERICAL
Immediate opening in Plymouth. Full time position in a fast-paced sales office. *Must be reliable.* Light typing, data entry, some phone skills and the desire to learn.
Respond to: Clerical Division #11 P.O. Box 700713 Plymouth, MI 48170
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GENERAL CLERK for small Livonia branch office. Full time permanent position. Duties include: filing, light typing, answering phone, computer work. Some experience required. Call after 2pm 525-3612

GENERAL LABORERS Multiple Openings Work in Livonia, Plymouth Canton, Farmington, Walled Lake and Novi ALL SHIFTS AVAILABLE Call today
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GENERAL OFFICE HELP Part-time, could change to full-time. Some computer knowledge helpful. 632-1515

GENERAL OFFICE WORK Part-time, 20-30 hrs./week. Apply in person: 2424 Beech Daly, Inkster (1¼ mile S. of Michigan Ave.)

GENERAL OFFICE full time. Friendly fast past sales office is seeking a self motivated individual. With good communication skills. Must have computer experience. Medical benefits, paid vacations & holidays. Send resume to: Spaulding Sales, 111 N Wing Street, Northville, MI, 48167.

GENERAL OFFICE/CLERICAL Good typing & phone skills. Plymouth/Evergreen area. Call between 2-5pm. (313) 835-8700

GENERAL OFFICE - ENTRY LEVEL for Novi area. Keyboard knowledge required. Reliable, self starter. Full or part time available. Call Esther: 347-1000

GENERAL OFFICE HELP Good phone skills, light typing & filing. Send resume to: Parks Maintenance, 10124 Tecumseh, Redford, MI. 48239

GENERAL OFFICE Sorting, filing, some phone answering. High school grad. No experience necessary. Start $5.50/hr. to increase at 30 days. Respond with letter and/or resume to: Controller, P.O. Box 249, Wayne, MI 48184

GENERAL OFFICE - Full or part-time for order processing, invoicing & general office duties. Good telephone skills a must. Full benefits available, competive salary. E.O.E. Stromberg Products Co., 15329 W. McNichols, Detroit, 48235. 313-836-8050

GENERAL OFFICE/Part time Troy based specialty advertising, An incentive awards company has an immediate opening for a clerical person for general office. Filing and misc. duties in our creative department. Flexible hours. Send resume to: General Office/Part time P. O. Box 7048 Troy, MI., 48007-7048

GENERAL OFFICE/RECEPTIONIST Westland manufacturer seeks experienced person willing to perform multiple tasks. Accurate typing with working knowledge of WordPerfect Windows helpful. Strong attention to detail, good interpersonal skills & communication techniques required. Some telemarketing. Our company presents an excellent opportunity for an energetic outgoing person. Send resume to: Office Manager, P. O. Box 85154, Westland, MI., 48185.

HUMAN RESOURCE COORDINATOR Midstate computer service & printing company in Livonia, seeking individual to assist with payroll, benefits, typing & filing within the human resource department. The selected candidate will have a minimum of 1 to 2 years of experience, possess strong communication & organizational skills, strong working knowledge of WordPerfect & Lotus 1-2-3. Qualified candidates, please send resume to Box 494 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150 An Equal Opportunity Employer

IMMEDIATE OPENINGS
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- Receptionists
- Clerks
- Word Processors

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ADIA Personnel Services 525-0330
EOE Never a Fee

INSURANCE AGENCY in Farmington Hills looking for commercial CSR to work in our non-smoking office. Must have insurance experience. Please call: 478-4900

INSURANCE - Customer Service Representative. Minimum of 2 years commercial experience in a multi-line/multi-company agency. Computer knowledge necessary. Benefits. Ann Arbor. 313-971-1000

INSURANCE - customer service representative needed for commercial lines in growing Royal Oak agency. Friendly, with insurance knowledge. Call Lorna. 548-7306

Insurance - Experienced Only
AGENCY POSITIONS IMMEDIATE OPENINGS Commercial CSR's to $36K Part Time Positions to $10/Hr. Commercial Assistants to $24K CONCORD PERSONNEL 478-2200

LEGAL SECRETARY Birmingham law firm. WordPerfect, litigation experience required. 80 wpm. Competitive salary/benefits. 258-1100

PERSONAL INJURY LAW FIRM Seeking full time legal secretary. Must be familiar with auto, neg. State of the art surroundings. 6.0 Windows 810-569-5420

INSURANCE Customer Service Rep. Cable-Hall Insurance, Milford office. Personal lines background and computer skills required. Totally automated environment. Bonus/benefits. Please send resume in confidence to: Cable-Hall Insurance, 223 W. Grand River, Howell, MI 48843, Attn: Michael Hall.

INTELLIVOICE COMMUNICATIONS of Farmington Hills is looking for a Receptionist with Administrative skills to answer phones and work on projects in Operations Department. Temporary/summer job. Hours 8-5. Pay rate $6-$7/hr. Contact Beth (810) 488-0180, Ext. 820

LEASING PERSONNEL Novi apartment complex taking applications for Leasing Personnel. Prefer individuals with clerical/customer service experience. Opportunity for advancement. Apply in person: Portsmouth Apts., Pontiac Trail, E. of Beck Rd., Mon.-Fri.,9-6.

LEGAL SECRETARY ★ For senior partner. Southfield personal injury firm seeks professional, skilled secretary. Must know WordPerfect. Minimum 3 years litigation experience required. Competitive starting salary with benefit package. Immediate opening. Call 948-0000 or Fax resume to 948-9494

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Fax 358-0238 358-0080

LEGAL ASSISTANT Paralegal or claims representative. Minimum 2 years experience in automobile/personal injury cases. Computer trained WordPerfect 5.1. Pay commensurate with ability. Town Center, Southfield. Submit resume to: Box 584 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL ASSISTANT Excellent career opportunity for an experienced Legal Secretary to join a Southfield based law firm. Must have a professional demeanor, strong typing, WordPerfect 5.1, and organizational skills for this fast-paced office. Excellent starting salary. Send resume & salary requirements in strictest confidence to: Attention LAWA Follmer, Rudzewicz & Co. 26200 American Drive, Suite 500 Po Box 5004, Southfield, MI 48086-5004 Recruiting for an EOE

LEGAL ASSISTANT/SECRETARY. Southfield law firm seeks legal assistant/secretary with 7-10 years experience for busy plantiff's personal injury practice. The applicant should have working knowledge of no fault & litigation parctice, position requires detailed self starter. Competitive salary with benefits. Send resume to: Box 834 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 851-8138 Or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY needed for non smoking law firm in Bloomfield Hills. 1-3 years experience in litigation, type 60-80wpm, computer skills necessary. Send resume to: Personnel, 2550 Telegraph Rd., #250, Bloomfield Hills, MI 48302

LEGAL SECRETARY Southfield Personal Injury law firm. 2 years minimum legal experience. Computer trained, WordPerfect 5.1. Salary commensurate with ability. Submit resume to: Box 584 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARIES Experienced, for permanent & temporary assignments. Tri-county ALL FEES EMPLOYER PAID
JOANNE MANSFIELD 755 W. BIG BEAVER SUITE 209, TROY, MI 48084 Legal Personnel 810-362-3430 Fax 810-362-4881

LEGAL SECRETARY Must have experience. 30-33 hours per week. Salary neg. Telegraph & 13 Mile. Call Sue. 810-645-6236

LEGAL SECRETARY, for Southfield law firm. 3-5 years personnel injury Experience necessary. Excellent benefits. Call Judy 557-1155

LEGAL SECRETARY/Part Time Flexible hrs. Southfield. WordPerfect necessary, litigation preferred. Fax resume to: 810-848-1813

LEGAL SECRETARY, experienced, full time, for non-smoking Bloomfield Hills Law Firm. Experience with WordPerfect 5.1 for Windows. Please call 810-333-4990

LEGAL SECRETARY for Troy law firm. 2-3 yrs. legal experience required. Send resume to: Secretarial Committee, 2301 W. Big Beaver, #525, Troy MI 48084 or call. 649-7200

LEGAL SECRETARY Excellent opportunity for right person. Requirements are: Good telephone presence, good typing/word processing skills (WordPerfect preferred). Troy law firm, full time, salary open. Contact Mr. Burgess. 362-2800

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LEGAL SECRETARY experienced (1 full time & 1 part time positions), for very active estate planning/tax practice. Good salary & benefits. Please call Marsha, Lander & Posner, 810 865-6806 31731 Northwestern Hwy., #156W, Farmington Hills MI 48334-1662

LEGAL SECRETARY Wanted for litigation defense firm. Word Perfect experience required. Litigation experience preferred. Please send resume to: Box 776 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY for Troy litigation firm. Pleasant & congenial non-smoking working environment. Secretary must be well qualified, competent and willing to be part of a cohesive team. WordPerfect & litigation experience necessary. Salary commensurate with experience. Send resume to: P.O. Box 4725, Troy, MI 48099

LEGAL SECRETARY Full time for small Farmington Hills general practice office. Experienced preferred. Accurate typing, grammar & spelling, knowledge of Word Perfect 5.1. Submit resume to Box 746: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY Full time, 2 yrs. experience, typing 65/minute, dictaphone, wordperfect 5.1 experience required, knowledge of bankruptcy helpful. Small Bloomfield Hills office, salary based upon experience, benefits if needed. If interested, please send resume to: Box 784 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY Experienced Some light bookkeeping Call Mr Kahn, 353-6860

LEGAL SECRETARY Full time 3+ years experience, type 80 wpm. WordPerfect 5.1, non smoker, Birmingham law firm. Good pay/benefits. Call Jeff at: 540-3366

LEGAL SECRETARY - Good computer skills & legal experience required for predominantly family law practice. Bingham Farms area. (810)258-0800

LEGAL SECRETARY Full or part time for pleasant W. Bloomfield office. Legal experience and Word Processing a must. Salary commensurate with experience. Fax resume: 855-0430.

LEGAL SECRETARY for prestigious leading Troy litigation firm. Experience is helpful, but strong basic secretarial skills, initiative and willingness to learn in an interesting, fast-paced environment will suffice. Salary commensurate with experience. Send resume to: P. O. Box 4726, Troy, MI., 48099.

LEGAL SECRETARY Full time position with minimum 3 years experience in general legal practice. For Dearborn Hgts. area firm. Must have computer experience, medical benefits included. Salary is negotiable and commensurate with experience. Call: Hemming, Polaczyk & Cronin PC at 313-561-3110 Attn: Scott Smith

LEGAL SECRETARY For personal injury law firm. Must have at least 5 Yrs. experience, be proficient with WordPerfect, have excellent spelling and grammatical skills and be able to work under pressure with minimal supervision. Send resume to: PO Box 250, Southfield, MI 48037-0250, or fax to: 352-4495

LEGAL WORD PROCESSOR/ SECRETARY Need 5 years secretarial, word processing and client telephone experience for small Troy law firm. Good communication, organizational, and interpersonal skills "a must". Please send resume and salary requirement to: Hertler, Pritwitz & Nance PC, 5800 Crooks Rd., Su. 180, Troy, MI 48098-2830, Att. Gail.

MANUFACTURERS REP OFFICE Part-time, 10-3. General office skills required. $6/hr. Resumes to: Attn: Rena, 29625 Grand River, Ste. 3, Farmington Hills, MI 48336

MARKETING ASSISTANT Our organization is seeking an articulate individual with good phone manner to place outgoing calls and maintain customer data base for our Business Development team. Proficiency with word processing a must (Microsoft Word preferred). $7.50/hr. plus bonus (810) 488-2170

MEDICAL BILLER Small Bloomfield office seeks responsible person with good typing, filing & phone skills to work with computer & insurance. Will train qualified individual. Medical benefits available. Send resume to: Medical Biller, PO Box 834, Troy, MI 48099

OFFICE ASSISTANT - Typing skill, answering phones & misc. Some computer knowledge helpful. Must have reliable transportation. Call 810-353-2252 or send resume to: P. O. Box 810, Southfield, MI 48037

OFFICE ASSISTANT, part time, must be detail oriented, typing skills & computer knowledge including MicroSoft Access & Excell. Professional phone/customer relation skills, must be accurate with numbers. Non-smoking environment. EOE Call Lori Sims 810-478-0005 ext 115

Positions Available!
- *Part Time Benefits Clerk*
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Valassis Inserts is looking for motivated individuals with superior communication and office skills to fill positions in the above areas. If you are one of the dedicated, responsible people we're looking for, please send a resume and cover letter to:
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