504 Help Wanted Office-Clerical

BILLING CLERK
Plymouth area. Full time. Benefits. Must have general office and data entry experience, have knowledge of medical terminology desired. Call 8 7/4-7/5. Please fax resume to: Office Manager, P.O. Box 700204, Plymouth MI 48170

ENGINEERING/ARCHITECTURAL Engineering firm has openings for part-time & full-time Receptionists. Must have good skills, be organized, a WordPerfect are a must. Send resume to: Personnel Dept., P.O. Box 908, Birmingham MI 48012.

BOOKKEEPER/EXPERIENCED
Full time position. Experienced in computer billing & office procedures. Call Mon.-Fri. 10-3 810-583-0062

BOOKKEEPER
For CPA firm. Knowledge in Lotus required. Will train. Ask for Janet. 810-553-5200

BOOKKEEPER-General Office small Business. Light bookkeeping, 3 days/wk. Flexible hours. Call Bob 810-477-Mon.-Fri.

BOOKKEEPER - Needed for wood manufacturing company. Must have Experience required in accounts receivable/payable, knowledge of computers, ability to type. Please resume & salary requirements to Legal Secretary, P.O. Box 935, Bloomfield Hills, MI 48303-0825

BOOKKEEPER
Part-time. Bookkeeping experience, 15 hrs. a week. Lakes and Warren/Dearborn area. Call Mrs. Ferguson 313-277-9300

BOOKKEEPER/RECEPTIONIST
Job charge for local computer reseller. Duties include accounts receivable, cash applications, and general office duties. Please send resume or fax resume to: 29316 Orchard Lake Rd., Farmington, MI 48334. 810-626-2436

BOOKKEEPER/SECRETARY - Full or part-time for construction company. Experience with computers/Windows and Peachtree desired. Send resume to: Personnel Dept., 6905 Parker, Farmington Hills, MI 48336

BOOKKEEPER/SECRETARY
Experienced, full time position for small construction company. Must enjoy working on the phone & interacting with people. If this sounds like the job for you, apply today. We offer excellent pay & benefits. Send salary requirements to: P.O. Box 7092, Dearborn, MI 48120

BOOKKEEPER

Village Green Management Company, a leading property management firm, is seeking a full-charge bookkeeper with a full degree background. Ideal candidate will have 2 years previous work experience.

Must have working knowledge thru trial balance and bank reconciliation using lotus. Knowledge of payroll also required. For immediate consideration, please send resume and salary requirements to:

VILLAGE GREEN COMPANIES
30833 NORTHWESTERN HWY.
SUITE 100
FARMINGTON HILLS, MI. 48334
ATTN: MS. DEBORAH PHONES, and Fax
An Equal Opportunity Employer

BOOKKEEPER, 2 yrs. experience with accounts payable, payroll, and production in Word Perfect 5.1 and Lotus. Salary will be commensurate with experience and position. Apply in person from 12 noon, 2 pm, 4 pm, 6 pm. 1-696 Dixie Hwy., Ferndale, No phone calls please.

BOOKKEEPING
A Livonia based business has one full time bookkeeping position available. Please send resume to: Box 1111 Start Point, Livonia, MI 48150, Attn: John Morrie

BROKERAGE firm needs a full time, responsible Accounts Receivable Computer & light bookkeeping experience helpful. Send resume with salary history to: A.M.C., P.O. Box 2000, Troy, MI 48007-2000

BROKERAGE SALES ASSISTANT
Major brokerage firm in downtown Birmingham has immediate opening for an experienced sales assistant. Send resume to: Box 908, P.O. Box 908, Birmingham, MI 48012
An Equal Opportunity Employer

CLERICAL
Applicant to have computer skills, high energy level, ability to perform multiple job skills with customers & fellow employees. Resumes only to: T&H, 11844 Hubbard, Livonia, MI. 48150.

CLERICAL/DATA ENTRY - Big Brothers & Big Sisters of Southeast Michigan has a position available. Requirements are: P.O. Box 2000, Southfield, MI 48037-2000

CLERICAL JOBS AVAILABLE
For
DATA ENTRY OPERATORS
RECEPTIONISTS
SECRETARIES
TYPISTS
WORD PROCESSORS

Many immediate openings with temporary assignments in Livonia, Southland and Macomb counties. We offer excellent pay, flexibility, and benefits. Call today for an appointment.

EmpiExchange, Inc.
(810) 557-5600 - Southfield

CLERICAL/UBRAPAIN
Part-time/flexible hours. $8.50 per hr. to start. Light clerical duties, data entry. Library skills helpful. Apply in person only: Michigan Data Services, 30630 Northwestern Hwy., W. 13 Farmington.

CLERICAL OFFICE HELP
Part-time temporary data entry help needed in our Farmington Hills office. Hours are dated weekend & accurate with computer keyboard. Must apply for interview. Good Shepherd Portraits, Corporate Office, 677 E. 14 Mile, Troy

CLERICAL POSITIONS
Full, Part-time, Temporary hours. Part time 30-35 hrs. per week $6.25 to $7.00 hr. Call 810-477-5100

CLERICAL SUPPORT PERSON
Troy investment firm needs motivated person to handle a variety of clerical duties in small office. 30-35 hours per week. Flexible hours. Word processing experience helpful. Call Marianne at 362-5160 or fax resume to: Mr. Jones, 810-362-5161, 1301 W. Long Lake, Suite 240, Troy, MI. 48098

CLERK - PROCESSING
Paid training for all long term full-time openings. Part time duty and evening assignments. Must have high school diploma or equivalent. Must have good math skills. Apply in person at Michigan Bell, 1010 Cambridge, Ste. 100, Southfield. Ask for Mr. Jones.

CLERK RECEPTIONIST
for busy Southfield investment company. Phone & computer experience a must. Call 810-645-6500

COLLECTIONS
Law firm is seeking self motivated, results oriented collection specialist. Temp to perm. 36-38 hrs/wk. Call Cathy at 810-642-6140
UNIFORCE SERVICES

CONTEMPRA
is seeking highly motivated & dependable people with various skills.

- Word Processors 55-12
- Bookkeepers/Accountants 55-08
- Receptionist 55-12
- Data Entry Clerks 55-08
- Data Entry Clerks 55-08
- Customer Service 55-08
- Payroll Clerk 55-08
- Typists 55-08

Start & long term & temporary to permanent positions.

(810)645-5300 - Madison Hgts
(810)852-5300 - Detroit

Customer Service Reps

Full time temporary Customer Service Representative position. Ideal candidate will have 2 years customer service experience. You will provide quality data entry and order processing. Ideal candidate will have good communication skills, ability to multitask, and be a team player. Call and ask for Ms. Pollock, Delta Dental at 313-962-7700 ext. 2000 or fax resume to: 313-962-7700 ext. 2000. Ask for Ms. Pollock. Delta Dental is an equal opportunity employer. You must pass a drug test to work for us. Benefit package is available. Delta Dental, 1001 Ford Road, Dearborn, MI 48126

CLERICAL/SECRETARIAL POSITION
A full-time, entry-level clerical position open at our Troy parts distribution headquarters, requiring excellent communication skills, typing, filing, telephone, and word processing skills. Ideal candidate will be organized, must be other a competitive benefit package. Respond by submitting a resume with salary expectations: Human Resources Office Clerical-KR P.O. Box 7024 Troy, MI 48007-7024
An Equal Opportunity Employer

$ SAME WEEK PAY
Assignments available in Southern Oakland, Downtown Hills & Livonia.
• Receptionist: $6.50 + hr.
• Bookkeeping Operators: $7 + /hr.
• Office Clerks: $6 + /hr.
EMPLOYERS
Temporary Service Inc.
(810) 355-7060

Clerk/Typist
Full time position available at well established company with excellent benefits & fringes. Experienced customer service, accurate typing, filing and data entry skills, PC knowledge and phone skills helpful. Send resume to: Attn: Kathy Merchant, Quality Motorcraft, Inc., 33333 Glendale, Livonia MI 48150

COLLECTIONS
Law firm of Southfield has opening for collector services addition with rapidly expanding company. Temp to perm. 36-38 hrs/wk. Call Cathy at 810-642-6140 for "collectors". Call Cathy.
UNIFORCE SERVICES

IMMEDIATE OPENINGS!
We are now hiring Customer Service Representatives in Livonia with good computer experience. You must enjoy working on the phone & interacting with people. If this sounds like the job for you, apply today. We offer excellent pay & benefits. Data Entry, Receptionists & Word Processors.
LIVONIA
29246 Grandmon Ave., #98
Off Middlebelt, N. of I-96
PONTIAC
258 N. Telegraph, #204
Bucci Plaza Mall
INTERIM PERSONNEL

CUSTOMER SERVICE
Team oriented Customer Service position for well motivated, friendly individual to process phone orders, fax orders, and order inquiries. Medical supplies and home care customers. Candidate should have computer experience, good typing skills, minimum 2 years customer service helpful. Full time position, competitive wages and full benefit package. Send resume and wage requirement, to: Nonnie Sera, P.O. Box CH3325, Livonia, MI 48151.

CUSTOMER SERVICE ASSISTANT
For original equipment & government sales support department. Interested company has a full-time position available. Position involves data entry, considerable phone contact, filing & secretarial support. Applicant should be detail oriented, knowledge of Word Perfect, Lotus 123 & Windows. Competitive salary & wide range of company supported benefits. Please send resume to: Box 878
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
PART-TIME
Entry level position. Flexible 8 hour shifts between 8 a.m. & 6 p.m. (approximately 24-30 hrs. per week), which includes Saturday and some holidays required. Ideal candidate will have good productivity for order entry, telephone, and computer skills. Prior or current experience with a major retailer preferred. Interested applicants apply Mon-Fri between 9-4 at: Personnel Office, P.O. Box 3005, Birmingham, MI 48012
An Equal Opportunity Employer

CUSTOMER SERVICE
Unique position for a self starter with blue chip clients while learning the ins & outs of a growing opportunity. Qualified candidates have:
• excellent people skills
• computer literate
• organized
• telephone skills
• willing to long term assignment
Call Cindy 810-645-8801
UNIFORCE SERVICES

CUSTOMER SERVICE TO $20,000
Expanding Troy firm needs your good attitude and word processing skills. Accounting, text pages and proofreading. Will train. Will send 3 jobs. Great benefits. Call Diane at Personnel Plus, 810-362-8276

CUSTOMER SERVICE
Part time position available at well established company with excellent benefits & fringes. Experienced customer service, accurate typing and data entry skills, PC knowledge and phone skills helpful. Send resume to: Attn: Kathy Merchant, Quality Motorcraft, Inc., 33333 Glendale, Livonia MI 48150

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An Equal Opportunity Employer

MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE
A Warren/Lakes Area area service company has an entry level opening in its Customer Service Department. Knowledge of basic office functions and ability to work in a fast paced environment and possess a pleasant personality. Call 810-558-0033

CUSTOMER SERVICE - Wholesale picture frames distributor is seeking an intelligent, motivated, people oriented high school graduate with typing experience to help us expand our customer service dept. This is an entry level position and we will train the right candidate. Call Julie for an appointment. We are located in Troy 810-588-3533

CUSTOMER SERVICE
Unique position for a self starter with blue chip clients while learning the ins & outs of a growing opportunity. Qualified candidates have:
• excellent people skills
• computer literate
• organized
• telephone skills
• willing to long term assignment
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PONTIAC
258 N. Telegraph, #204
Bucci Plaza Mall
INTERIM PERSONNEL

CUSTOMER SERVICE
Outbound
Consumer Market Analysis needs energetic people to receive, log and process orders for a video distributor. Ideal candidate will have strong typing (55 WPM) and entry skills on the phone. This is a full-time position, Mon-Fri. 6:30pm to 2:30pm or 9am to 2:30pm. Weekend hours are available. Full benefits package. Must be other a competitive benefit package. Respond by submitting a resume with salary expectations: Human Resources Office Clerical-KR P.O. Box 7024 Troy, MI 48007-7024
An Equal Opportunity Employer

$ SAME WEEK PAY
Assignments available in Southern Oakland, Downtown Hills & Livonia.
• Receptionist: $6.50 + /hr.
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EMPLOYERS
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Off Middlebelt, N. of I-96
PONTIAC
258 N. Telegraph, #204
Bucci Plaza Mall
INTERIM PERSONNEL

DATA ENTRY
PART TIME OR FULL TIME
START IMMEDIATELY!
Must have minimum of 7,000 key strokes or more. Call Today!
Eve. & Sat. appts. available
BARTECH PERSONNEL
271-5454
An Equal Opportunity Employer

DATA ENTRY & proof reading clerks, part-time, hours Mon. 20 hrs., Tues. & Fri. nights. Hours will vary with work load, but should range between Mon-Sam. This job pays $5.25 an hr. Call James Johnson for details or Apt's. at: (810) 474-1800, Ext. 68 or send your resume to: Jaeger Pub, Inc., 1155 E. 687, Farmington, MI 48333-0437

DATA ENTRY-Southfield market research firm seeks detail oriented, experienced person for Data Entry, coding, and other duties as assigned. Ideal candidate will have 3 years plus. Dependable, 35-40 hrs. per week. Salary commensurate with experience. Call Mon. Fri. 10-3 810-358-8080

DICTAPHONE TYPIST needed with WordPerfect experience for fast paced law firm in Southfield. Call Mike Muller 810-948-2440

Diversified position for person who enjoys variety. Light bookkeeping, Word Perfect 5.1 and Lotus. Must be detail oriented. Apply in person: Farmington Hills office. Good typing skills, accurate receivable and computer experience required. Call Ms. Ella. Call with work history and salary requirements. 661-1108, 8am to 5pm weekdays.

Echocardiography Tech
Part/part time position in progressive office. Mon., Wed., Fri. 8:30-5, Tues. 2-7, clinical experience. Preferred clerical or medical skills. Please leave a message at:
Echo Tech 810-542-4431, ext. 863

EMPLOYMENT SPECIALIST
For Detroit funded job placement program. Will interview students, place students. Unemployment a must. Please call Linda Livingstone at 810-948-7171

EXECUTIVES ASSISTANT
High profile company in search of energetic person to support executive leaders direction. Excellent opportunity for person with initiative, flexibility, strong organizational & inter-personal skills. Microsoft Word required. Ideal candidate will have strong written & oral communication skills. Excellent compensation package for the individual meeting these qualifications. Reply to PO Box 6271, Plymouth, MI. 48170. All resumes will be acknowledged.

EXECUTIVE SECRETARY
for dealership office. Must type 60-65wpm. Working knowledge of computer/lotus 5.1 & P.O. skills. Min. 3-5. Send resume & references to: 1821 1st Metropolitan Plaza, Detroit, MI. 48226. Attention Personnel.

EXECUTIVE SECRETARY
To work directly for President of Livonia based company. Computer requirements: Experience in accounting, accounts receivable, accounts payable, inventory, reports, windows, WordPerfect. Must be an outgoing independent worker who will assume responsibility. Position to start September 1st in Livonia. Send resume to: President, P.O. Box 3725, Livonia, MI. 48150.

EXECUTIVE SECRETARY
Two excellent opportunities for bright, motivated, independent skilled executive secretaries. Should have previous experience working for high level management. Requires proficiency in Microsoft Word, Lotus 123, excellent grammar skills and good oral communication skills. Well established firm over 70 years, and with 1,000 employees. Benefits include a 401K plan. Please send resume and salary history to:

Phil Drury
P.O. Box 847
Southfield, MI. 48037

EXECUTIVE SECRETARIES NEEDED!!
• Fortune 100 company
• Must know Microsoft Word with or without Windows
• Temp to perm positions
• Up to $12/hour
CALL TODAY
WORK TOMORROW!!
CORPORATE PERSONNEL SERVICES
(810) 362-9696
NO FEE EOE

EXECUTIVE SECRETARY
Dynamic and self motivated individuals represent organization offers a challenging opportunity in our Southfield office.

To apply: Send resume, salary requirements, and cover letter to: Personnel Dept., 26555 Evergreen, Suite 100, Southfield MI 48076

FACTORY OFFICE - Leading fan motor manufacturer, Sth. Lyon, seeks detail oriented, data entry people trained in Word Perfect, Lotus 123. Hours are 7:30-4:30 M-F. Pay commensurate with experience. Call Debbie 810-437-4116

FILE CLERK for accounting department in fast-paced, growing Troy manufacturer. Ideal candidate will have high school diploma, prior file clerk experience, good math skills, WordPerfect 5.1 and Lotus 123 experience. This position will support 40 sales representatives. Salary commensurate with experience. Call Debbie 810-362-8400

FILE CLERK
Temporary assignment, Farmington Hills area. Must have some experience. Call Mon. Fri. 10-3 810-358-8080

DATA ENTRY
Entry level positions available for data entry operators. Must have good typing skills. Will train on computer. Full benefit package. Call Mon. Fri. 10-3 810-358-8080

FRIENDLY & OUTGOING - front desk receptionist needed. Image oriented receptionist sought for high profile co. in Southfield area. Must be function conscious, mature, dedicated and able to work well with people. Ideal candidate must be able to work full time and be able to maintain a positive, cheerful attitude. This career opportunity doesn't happen every day. So call Mrs. Anders, Fri., Mon. or Tues. between 11-2 at:
810-354-3210.

FRONT DESK RECEPTIONIST
Full-time in busy Farmington Hills office. Mon.-Fri. 8:30-5:30 to 10 hrs coming from, great visitors and phone skills are important. Call today. Some word processing (Microsoft Word) and Lotus 123 helpful. Many other positions available.
Oaktec
Employment Services
810-488-0454
810-377-4070

FRONT DESK RECEPTIONIST
Company located in Royal Oak is looking for someone with typing & general office skills. Switchboard experience helpful but not necessary. Hours: 8:30am-5pm. Temp to perm position.
CONTEMPRA
(810)583-9500

GENERAL CLERK
Filing, limited computer skills & adding machine. Hours are 10 to 30 a week. In the Northland area. Call for appointment, Danbury Inn 810-557-8300

GENERAL OFFICE
Part time, Downtown Birmingham, 12-30 hours, Mon-Fri. 8A/Hr. Pleasant, packaging. 810-475-3367

GENERAL OFFICE/RECEPTIONIST
Must. Good telephone skills, typing, filing, computer knowledge. Call Mrs. Ferguson 810-548-4886

GENERAL OFFICE
Will train qualified person in computer sending for Lotus 1-2-3 and Composition clerical skills required. Top salary and benefits. Contact Mr. Ireneskin 10a 10 noon. 810-539-2370

GENERAL OFFICE
Full-time entry level position with $5-$6-per-hour starting rate. Light manufacturing company. Promotion, training, accounting knowledge & computer skills helpful. Send resume to: P.O. Box 831444, Southfield, MI 48083-1444

GENERAL OFFICE
Experienced secretarial position. Typing 60 wpm, 10-key, telephone, word processing. Busy front office for manufacturer. Temporary to perm. Pleasant, fast paced, friendly. Pay commensurate with experience. Call Mrs. Ferguson 810-548-9437

GENERAL OFFICE help needed, Non smoker preferred. Apply at Keystone Dodge, Southfield, 24349 Middlebelt Ave, Clarkston

GENERAL OFFICE WORK
In Livonia area, full time, full time 25/30 hours per week. Some computer skills required. Send brief resume to 629 19 Nationwide Blvd, Lake Orion Hills, MI 48334 prior to Sept 1.

GENERAL OFFICE
Personnel/Payroll for Southfield auto aftermarket firm. Light bookkeeping experience helpful. Good math skills and desire to deal with people. Call Mon. Fri. 10-3 810-358-8080, 540 E. Telegraph, Pontiac.

GENERAL OFFICE CLERK
Immediate opening for typing, filing, data entry. Excellent communication skills required. Send resume to: Send resume including salary history to Dept. TR9-OE, PO Box 39114, Redford, MI 48239

GENERAL OFFICE PART-TIME
Bloomfield area. Interest needed for accounts payable, 1 to 2 days. Call Box 6-mornings, answering orders & assisting customer service. Ideal candidate is energetic, enthusiastic & personable. Pleasant working environment. Salary commensurate with experience. Apply at 12000 Merriman Rd., Livonia, M. 48150

IMMEDIATE OPENINGS!
EXCELLENT PAY
LONG & SHORT TERM POSITIONS
• Secretaries with:
• MS/Word
• Excel
• PowerPoint
• Data Entry
• Receptionist
• File Clerk
APX INTERNATIONAL
Call today 810-557-9600
or Fax to 810-557-1115

504 Help Wanted Office-Clerical

EXCITING OPPORTUNITY
Perfect position for a detail oriented and personable skills. Excellent benefits, salary commensurate. 30+ ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 810-689-8787
Farmington Hills 810-737-8760

EXECUTIVE SECRETARY
Seasoned assistant with strong communication skills to work as assistant to a group vice president. Must be self motivated, organized, detail oriented, B.A. & Lotus required. Excellent salary and benefits. NO FEE
PERSONNEL UNLIMITED
810-731-4008 FAX 810-731-4818

FARMINGTON HILLS Government relating for a mature, experienced Administrative Assistant/Secretary. Work 10-5, Mon-Fri. Salary commensurate in Wordperfect 5.1, Excellent salary. Call 810-851-9000

FILE CLERK/General Clerical
Needed for New Insurance agency. Should have prior office experience and good communication skills. Good benefit package. Please send resume to: 19664 Orchard Hills Place, Dist. 480 Novi, MI 48178

FILE CLERK/Runner
For Southfield law office.
Part/Full time
Call for appointment: 810-948-5419

FILE CLERK
Sharp, motivated detail help needed on a part-time basis for Livonia insurance company. Applicant will be required to work approximately 30 hrs/wk. Primary responsibility: filing and organizing. Salary dep. Box

DATA ENTRY
This position requires an honest, reliable individual who is highly motivated. You would be responsible for processing medical and indemnity claims. Some filing may be required as well.
Please forward resume to:
Director of Personnel
BCBSM ASSOCIATES
17199 Laurel Park North, Suite 50
Livonia, MI 48152
An Equal Opportunity Employer

FINANCIAL SALES Assistant- Career opportunity. Computer skills, bi or multi lingual. Sales in Farmington Hills office. 35-30 hrs/wk. (810) 477-0388 or 477-8171

FITNESS USA
HEALTH SPAS
Corporate Headquarters
CUSTOMER SERVICE/
RECEPTIONIST
$15,000 - $16,000
We are a 38 year company with administrative offices in West Bloomfield seeking self-motivated, assertive individuals who are enthusiastic and energetic to join a productive fast-paced office atmosphere.
YOU NEED:
• Minimum 1 yr. Customer Service experience in a fast paced environment
• Good organizational skills (written and verbal)
• Word Processing skills
• Ability to handle multiple phone lines
• Excellent problem solving skills
WE OFFER:
• Life and health care coverage
• Paid holidays and vacations
• Tuition Reimbursement
• Health Club Membership
Call J. Berry today
(810) 737-7200

FRIENDLY & OUTGOING - front desk receptionist needed. Image oriented receptionist sought for high profile co. in Southfield area. Must be function conscious, mature, dedicated and able to work well with people. Ideal candidate must be able to work full time and be able to maintain a positive, cheerful attitude. This career opportunity doesn't happen every day. So call Mrs. Anders, Fri., Mon. or Tues. between 11-2 at:
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Filing, limited computer skills & adding machine. Hours are 10 to 30 a week. In the Northland area. Call for appointment, Danbury Inn 810-557-8300

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EXCELLENT PAY
LONG & SHORT TERM POSITIONS
• Secretaries with:
• MS/Word
• Excel
• PowerPoint
• Data Entry
• Receptionist
• File Clerk
APX INTERNATIONAL
Call today 810-557-9600
or Fax to 810-557-1115

FULL TIME OFFICE POSITION
Accounting, typing, filing, including computer work and phone answering. Ideal candidate will be detail oriented, organized and self motivated. Salary commensurate with experience. Apply in person at Clarkite Industries, 30800 Evergreen, Livonia, Ask for Farmington Pkd., or call 348.

GENERAL OFFICE WORK
For fast-paced, manufacturing company. Duties will include computer data entry, processing, accounts receivable, & placing of purchase orders. Must have good typing skills. Send resume to: P.O. Box 9132, Livonia, MI 48151

GENERAL OFFICE - Must be computer literate and have typing skills. This is a long term possibility temporary to permanent. Call 453-7078
STD Temporary Service
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GENERAL OFFICE
Full or part-time for Farmington Hills construction contractor. Duties include accounting, payroll, board release, word processing, typing & other duties as assigned. Qualified candidate will be energetic, enthusiastic, and have good communication skills. Experience preferred but not necessary. Please send resume to: 23645 Power Dr., Farmington Hills, MI 48336

GENERAL/RECEPTIONIST
Full or part-time for Farmington Hills construction contractor. Duties include accounting, payroll, board release, word processing, typing & other duties as assigned. Qualified candidate will be energetic, enthusiastic, and have good communication skills. Experience preferred but not necessary. Please send resume to: 23645 Power Dr., Farmington Hills, MI 48336

GENERAL/RECEPTIONIST part-time position. Mon-Fri. 8:30-5:30. Afternoons from 1-6. Must have WordPerfect knowledge & be detail oriented. Send resume to: Personnel Dept., 6905 Parker Rd., Farmington Hills, MI 48180 or call 313-413-9100

IF YOU ARE
A COLLEGE STUDENT
LOOK NO FURTHER!!
HELP, WE NEED:
• Part time secretary
(flexible hours and days)
• Perfect for young mothers, students, and outgoing person!
Call Maria today!
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RECEPTIONIST/Customer Assistant. Farmington Hills insurance agency. Great attitude & computer experience.
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INSURANCE/CUSTOMER SERVICE
Ford W. Bennett & Associates, Inc.
Commercial C&R's to $35K
Part Time Receptionist to $8K
Commercial Assistants to $24K
CONCORD PERSONNEL
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INSURANCE OFFICE
In Walled Lake. Entry level, training provided. Advancement positive & exceptional compensation. Start with above average communication skills.
810-624-4444

INSURANCE OFFICE - Farmington Hills. At Bourdeau Insurance has an entry level opening for a bright, ambitious person. Duties include preparing and directing phone calls, taking messages, typing, filing, sorting mail, updating forms & other duties. Insurance experience not needed. Send resume to: P.O. Box 9045, Flint, MI. 48505-0419

INSURANCE: Premium accounting has immediate opening for CSR/Sales position. Experienced preferred.
810-355-1110

Insurance
PREMIUM AUDIT CLERK
Are you detail oriented? Organization, this Michigan based property & casualty insurance company has a position of Premium Audit Clerk. Ideal candidate will be a self starter that will be responsible for correspondence, spreadsheets, telephone and computer contact, manuals, handson computer experience in Word Perfect 5.1 and Lotus for Windows, along with the ability to work with minimal supervision is necessary. Send resume and salary requirements to:
Ms. Pamela Pitman, CPA
Lake States Insurance
P.O. Box 5009
Livonia, MI 48153-0968
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Insurance - Troy area agency seeks experienced commercial CSR, $25K plus benefits. Fast paced Detroit Opportunities Agy.
810-350-3450

INTEGRATED
MARKETING SERVICES
Immediate opening in Livonia location. Must have excellent phone skills & be comfortable working in a fast paced data entry & customer/prospect contact environment. Ideal candidate with experience. Full benefit package. Fax resume to attn: Susan Baylor, TMH, 11844 Hubbard, Livonia, MI. 48150, FAX (313) 427-1888

LEASING AGENT
For apt complex in Plymouth. Experienced preferred.
Call Marie 313-459-1215

LEASING CONSULTANT
Farmington Hills apartment community is looking for a leasing consultant. Good leasing skills are a plus. Please call between 10-4pm.
810-477-4797

LITIGATION LEGAL secretary for suburban law firm. Part-time (15-20 hours) to the election November 8th. Excellent compensation. Interested parties call Mary Ann Sullivan at 810-355-1300

LEGAL SECRETARY
Full time for busy Farmington Hills law firm. 5-7 years personal injury experience and Word Perfect. Top salary & benefits. Fax resume to 810-855-8664

LEGAL SECRETARY
5+ yrs. experience. Computer literate. Small, friendly Southfield law office of Mitchell B. Kabaker, PC. Call Mon. Fri. 10-3 810-557-0020

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Bloomfield Hills law firm, Must have excellent grammar, typing, transcription and be highly organized. Knowledge of Microsoft Word preferred. Min. 5 yrs. of corporate and real estate experience required. Competitive salary & benefits package. Send resume and salary requirements to: Legal Secretary, Suite 300, P.O. Box 940 N. Woodward, Suite 300, Bloomfield, MI 48009 or fax resume to: 810-643-0333

LEGAL SECRETARY - Needed for non-smoking law firm in Troy. Must have 5 years secretarial experience, excellent skills and WordPerfect a plus. Send resume to: 3155 W. Big Beaver, Ste. 119, Troy, MI. 48084

LEGAL SECRETARY
position. Salary & benefits based on experience. Wordprocessor & fast typing skills required. Knowledge of litigation & corporate work in more Bingham Farms office.
Call 810-645-1700

LEGAL SECRETARY - Non-smoking position for expanding downtown Birmingham law firm. Experience in tax law, including bankruptcy and estate planning. Knowledge of WordPerfect knowledge required. Salary commensurate with experience. Insurance benefits offered. Send resume, including GPA (grade point average) and salary requirements to: Office Manager, 2600 Buhl Bldg., 535 Griswold, Detroit, MI 48226

LEGAL SECRETARY
for plaintiff's personal injury firm in Southfield. Experience necessary. Contact Mrs. Rentz: 810-642-6600

LEGAL SECRETARY
Full-time. Minimum 3 years experience. WordPerfect a must. Call Karen. 810-645-0033

LEGAL SECRETARY - Approximately 30hrs. per wk. Flexible hrs. Bloomfield Hills. Must be familiar with WordPerfect program. Salary negotiable. Mr. Mark 810-645-1166

LEGAL SECRETARY
Experienced needed for insurance defense law firm. Salary commensurate with experience. Resumes to Lynn, 280 N. Main, Clawson, MI 48017

LEGAL SECRETARY needed. Experience preferred. 2-3 days per week for sole practitioner with diverse practice located in downtown Birmingham. Flexible schedule. Salary negotiable. Call. 810-645-0662

LEGAL SECRETARY
We seek polished Legal Secretary with 7+ years experience for Bloomfield Hills firm. Contract negotiations & plus. Call Ms. Thomas 810-335-1140

LEGAL SECRETARY
Rochester Hills, 7-3 Y/N. Experience minimum. Personal injury & plus. Small office shared by 4 attorneys. Full time or part time.
810-650-3110

LEGAL SECRETARY - Experienced, self starter, detail oriented, able to take planning/trial practice. Good salary & benefits. Please call Patricia Landers & Potenza P.C. 810-553-8808 or Fax resume to 810-553-8809

LEGAL SECRETARY for Birmingham law firm. Litigation experience & WordPerfect 5.1 necessary. Good salary & benefits. Send resume to:
Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Seeking 2 + yrs legal experience International Corporation. Tax, Tuition, med