EMPLOYMENT

504 Help Wanted Office-Clerical

OFFICE MANAGER
Billsystems is looking for an energetic, resourceful and self-motivated individual to manage our Farmington Hills office. Must be experienced in all aspects of billing operations. Duties include computerized accounting, purchasing, personnel, customer support, answering inquiries over phone and training staff. Must be an outgoing staff. If you would like to join our winning team, fax or mail resume to:
Billsystems
31731 Northwestern Hwy., Suite 270W
Farmington Hills, MI 48334
FAX 810-644-5747

OFFICE PERSON
Computer literate, in charge of parts for busy retail store.
The Mole Hole 810-644-8233

OPTICAL RECEPTIONIST
Roland Optics in Southfield is looking for a friendly, self-motivated, outgoing personality to work reception. Ideal for part time homemaker. Office, Excellent salary, benefits & bonuses. Call 810-948-2558

ORDER DESK CLERK - PART TIME
Farmington office needs detail oriented person to handle order desk duties. Pleasant phone manner a must. Position requires good communication skills, detail oriented, and organized. Call Lori 810-478-0006 (ext. 115)

PARTS COORDINATOR
Seeking highly motivated, self-motivated individual who enjoys keeping busy. Must be organized, detail oriented, confident, and a quick learner. Responsibilities include heavy phone contact, ordering parts, follow up of parts, shipping & receiving, and basic office duties. Prior exp. Experience is required. Send resume to: Perfit Enterprises, 14600 Keel St. Plymouth, MI 48170

PART TIME CLERICAL
Positions available
Basic computer knowledge and good phone manner necessary. Top pay. Dearborn area.
ADIA
THE EMPLOYMENT PEOPLE
TAYLOR (313) 291-3100

PAYROLL CLERK
Immediate full time opening for Payroll Clerk with a minimum of 3 years payroll experience. Duties include processing weekly payroll for 500 employees, knowledge of several payroll systems is a asset, tax reporting, unemployment, workmen's comp and year end reports. The qualified individual will have excellent PC skills, a strong knowledge of Lotus 1-2-3, good data entry skills, and knowledge of Windows. Knowledge of time clock's helpful. Excellent benefits package. Please forward resume with salary history, no later than September 9th, to: Payroll Manager, P.O. Box 5012, Farmington Hills, MI 48332-5012 or send resume with salary history to:
Human Resources
Metalforge, Inc.
51111 Industrial Rd.
Lyons, MI 48851
Equal Opportunity Employer M/F/H

PERSONAL ASSISTANT (Secretary). Well organized, responsible, self-starter, good writing & typing skills. Real estate office. Pay based on experience. Call Ann 810-348-3000, Ext. 228

Personnel Assistant
Genuine Opportunity available individual for entry level position. Skills required are Lotus, WordPerfect and basic knowledge of employment or benefits experience helpful. Competitive salary and benefits package. Fax resume/cover letter with salary requirements to: MedVisc, Attention Personnel Manager, 29800 Orchard Lake Rd., Farmington, MI 48334. EOE, Drug Free Work Place.

PURCHASING
Specialist
Michigan's largest progressive office products dealer has an opening for a purchasing specialist. The ideal candidate must have excellent math skills, detail oriented, strong written and oral communication skills, strong interpersonal organizational skills and dependability, a must. 37-50 per hour. Full benefits, experience preferred. Email resume to:
MACAULEY
Business Resources
13199 W. 12 Mile Rd.
Detroit, MI 48237
Attn: Senior Buyer

PURCHASING SECRETARY
Assume typing duties, some transcription, knowledge of WP 5.1 & Lotus 1-2-3 helpful. Pleasant working environment. Call Marge 810-557-7711
Manager, P.O. Box 963, Bloomfield Hills, MI 48303.

READY TO WORK?
Office Clerical
If you have 6 months of office experience and you are looking for a position in Livonia, Westland, Plymouth and Canton, fax typing skills are required.
CALL TODAY!
Livonia: (313) 523-4080
Westland: (313) 326-2460
KELLY SERVICES
Equal Opportunity Employer M/F/D

TELEPHONE RECEPTIONIST/Typing, MS Windows, Excel, knowledge helpful, 40 hrs. Mon-Fri, 8:30-5:30, benefits, Starting Hrly. $10 204-6400

WANTED ORGANIZED People person. Outgoing personality, Evening or Weekend hours. Pleasant working environment. Call Mr. Donut Farmington Hills for private sale in Bloomfield area. Ask for Jeff or Jerry. Bring a resume.

Part time opening at Michigan Science Teaching Association. Hours are Wednesday, Thursday, Friday, and possible other days. Apply in person at Michigan Science Teaching Association, 2180 Commerce Drive, Ann Arbor, MI 48104

RECEPTIONIST - Experienced for medium-sized law firm. Professional attitude, good communication skills, knowledge of Windows & phone system a plus. Salary commensurate with experience. Fax resume to Attn: Office Manager, 313 994-7518

RECEPTIONIST - Busing people's phones, data entry, light typing. Perfect for someone looking for part-time hours. Excellent benefit package. Contact Ann Marie at 313 994-7500

RECEPTIONIST - Experienced preferred, but will train. Pleasant phone manner. Mon-Fri, 9-5 p.m. Call 313 459-1700

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RECEPTIONIST TROY LAW FIRM
Real estate, family law, personal injury, worker's comp. Pleasant phone manner, high energy, multi-line phone system. Mon-Fri, 8-5 p.m. Fax resume to 313 362-9696

RECEPTIONIST - Experienced preferred, but will train. Pleasant phone manner. Mon-Fri, 9-5 p.m. Call 313 459-1700