EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Full time, part time weeks paid employee benefits with good attendance. Call Sue Bonnie. 810-348-8300

CUSTOMER SERVICE
10 POSITIONS
Dependable people needed for great long term assignments in the Farmington Hills area. Good typing skills and light typing skills required. Excellent pay and benefits. Ideal for those who want to be available Mon-Fri, Call today! Ask for Jim or Ann. Call today!
WESTERN STAFF SERVICES

10 IMMEDIATE OPENINGS
For DATA ENTRY CLERKS
In Livonia. Long term assignments on day shift. Must have prior data entry experience. Call today for an appointment.
ADIA PERSONNEL
313-525-0330

Data entry, afternoon/evening hours. Perfect for student. Must know Windows, WordPerfect & Database experience. Light typing required. Near Woodward & Maple. Call Rich for interview 810-642-7700

DATA ENTRY CLERK
Full-time, entry level needed for fast paced professional office. Good benefits. Apply at 30793 Grand River, Farmington. 810-476-7230

DATA ENTRY - Entry level position. Full time. Keyboard knowledge necessary. 8 data & keypunch exam. Call Debbie 810-347-1000

DATA ENTRY & File Clerk needed part time evenings. Apply in person at Dearborn Inn, 20301 Oakwood Boulevard, Dearborn.

DATA ENTRY/ FILE CLERK needed for 70-80 wpm, data in use. Send resumes to: Trans Nationwide, 27777 Franklin Road, Suite 1220, Southfield, MI 48034

DATA ENTRY!
Have fast typing speed? Enjoy problem solving? Interested in a career in the insurance industry? Call Data Quest 1-800-723-4288

UNIFORCE SERVICES

DATA ENTRY PERSON / Full or part time. Good typing and PC skills required. Life Ltd. Ins. Co. of Michigan, Call Jeff or Mike Schwartz. Call Mike Brown at Dawn Bailey 810-553-8620

DATA INPUT / Long term, Part time, Days & Evenings, 3-8pm, 8-12midnight. Call for permanent part-time, flexible scheduling. Call Mon-Fri, 10-4 at 29275 Greenfield, S. of Schoolcraft, M of Lahser.

DATA PROCESSING
Large out-state market leading multinational studio production with 5 years of continuous growth. Immediate financial support staff for the following:

DATA ENTRY CLERK - Positions in our weekly payroll department. Ideal candidate possesses medium speed data entry & medical insurance billing experience. 1 plus years of data entry experience required.

Send resumes to:
Detroit Psychiatrist Clinic, P.C.
Attn: OE/DE, 30200 Telegraph Rd., Suite 322, Bloomfield Hills, MI 48025
E.O.E.

DENTAL RECEPTIONIST
Full time, 4 days for busy office. 810-476-8121

DISTRIBUTION
COORDINATOR
$20,000
Immediate opportunity with a company growth oriented, fast paced, Food Service Distribution company. Must have strong organizational skills. Computer experience required in the distribution industry. Call 313-464-0808
SHELLING

EXECUTIVE
ASSISTANT
Dynamic person to assist President in a rapidly growth oriented company. Big responsibilities & special projects. Must have good communication skills, organizational and interpersonal skills. At least 5 years experience in and knowledge of word processing. Full benefits. EOE. Resumes to Bob Will, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, MI 48150

EXECUTIVE SECRETARY
Read estate and/or construction experience helpful. Word processing skills necessary.
Contact:
P.O. Box 995, Southfield, MI 48037

EXECUTIVE SECRETARIES
LONG TERM
ARBOR TEMPS 459-1106

EXECUTIVE SECRETARY
Full, Very based insurance agency. Good typing, professional, friendly. Resume. 810-344-8808

EXECUTIVE
SECRETARY
Career opportunity working with president of office service franchisor. Light typing and general office duties. Salary commensurate with experience. Starting salary to $28,000/year. Call Cathy at 810-557-7290

UNIFORCE SERVICES

EXECUTIVE SECRETARY
Large Southfield based manufacturer has immediate opportunity for an experienced Executive Secretary with good Word Perfect & Windows skills. Ideal candidate will possess excellent communication skills, be self-starter, organized and able to work in a professional, fast paced environment. Salary commensurate with experience. Qualified candidates may fax resume to Jim Bell at 810-352-8960

LEGAL SECRETARY/ASSISTANT
Full time. Civil litigation. Workers' comp. Excellent organizational skills. Word Perfect 5.1 preferred. Call Judy 810-355-8080

GENERAL OFFICE/RECEPTIONIST
Computer trained. Energetic person for non-smoking medical office. 313-937-2539

GENERAL OFFICE HELP
needed for small, non-smoking Farmington Hills office.
810-851-0775

GENERAL OFFICE ASSISTANT
15 to 20 hours per week, Mon. 8-30-Noon. Light bookkeeping, general office duties. Flexible range of tasks. Work 10 blocks from Southfield. Mail resume to: Send resumes to: B&S, 29105 Orchard Lake Road, Suite 305, Farmington, Hills, MI 48334

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LEGAL SECRETARY - Part-time, Word Perfect required. Work w/ a compensation experience preferred. Call Ann 810-557-7900

LEGAL SECRETARY
Litigation attorney with emphasis in personal injury. Must be experienced person with WordPerfect & dictaphone skills. Minimum 3 years & Family law firm. Call 810-540-0877

LEGAL SECRETARY
Litigation experienced preferred. Excellent salary. Full/part-time. Pleasant office. 810-354-2500

LEGAL SECRETARY - for personal injury firm in Southfield. Word Perfect 5.1 & 6.0 skills since necessary. 2-5 yrs experience required. Call Mrs. Rosen. 810-552-8300

LEGAL SECRETARY
Practicing in Southfield, law firm needs Litigation Secretary and Corporate Real Estate Secretary. Must be knowledgeable and professional and have min. 3yrs. experience. Call Mrs. Gerber at 810-352-2700

LEGAL SECRETARY for Southfield insurance defense firm, for heavy litigation team. Word Perfect experience, resume to 4000 Town Center, Ste 908, Southfield, MI. 48075

LEGAL SECRETARY
Full time for large suburban firm. Family law. Must have minimum 5 years and benefits. Resumes: P.O. Box 3040, Farmington Hills, MI 48332

LEGAL SECRETARY/PARALEGAL
Large Troy estate planning law office. Pleasant office. WP 5.1. Salary commensurate with experience. Resume for Personnel 2800 Crooks Rd., Suite 120, Troy, MI 48084

LIVONIA OFFICE Seeks full time Word Processor with minimum 60 wpm speed. Excellent benefits and ability to work flexible schedule for right candidate. Send to: Dreamer 3630 Plymouth Rd 48170

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LEGAL SECRETARY, Minimum 2-3 yrs experience, WordPerfect 5.1, general office duties. Call Mrs. Gerber at 810-352-2700 for appointment. FAX Resume 810-352-1375. Or send to 31275 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334.

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Full time, 5 days for busy office. 810-476-8121

LEGAL
• Corp. Legal Depts.
• Temp Long/Short Term
• Perm - Temp to Perm
Call Mell or Fax
in Confidence to:
Personnel At Law
313-796-TEMP
810-358-0060
3000 Town Center #2580
Southfield, MI. 48075
Fax 358-0235

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