502 Help Wanted-Clerical Office

EXECUTIVE SECRETARY

Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, is seeking an experienced secretary with strong regular skills, attention to detail and be extremely organized and able to handle multiple tasks projects large fast-paced firm.

If immediate consideration, qualified applicants should send resume and salary requirements to:

VILLAGE GREEN MANAGEMENT COMPANY
28633 NORTHWESTERN HWY
SUITE 200
FARMINGTON HILLS, MI. 48334
ATTN: FRAN C
Equal Opportunity Employer

FAST CASH

Get PAID the same week you WORK!

Positions available for experienced:

- Operators with MS/Word, Excel, WordPerfect Windows, Lotus Windows in Southfield, Livonia, Farmington
- Receptionist/Typist/Switchboard positions in Madison Heights and Rural Oak areas.

EMPLOYERS Temporary Service, Inc.
(810) 353-7007
An Equal Opportunity Employer

FAST PACED professional office looking for dependable people with excellent clerical skills, attention to detail and level position, full time, Mon.-Fri., 9-5 Communication Skills must be excellent communication & organizational skills. Excellent benefit package. Please apply in person Monday-Friday at Jewish Community Center, 29075 Grand River, Farmington Hills (810) 478-7030

FILE CLERKS

$5.50-$6.00 an hr. to start
Detail oriented

Call today - Work Tomorrow!
Please jobs line!
- Temporary to Permanent
- Light Typing
- Sort Terms

ADIA
The Employment People
(810) 442-7800

FILE CLERK - wanted for Southfield civil litigation law firm. Responsibilities include maintaining filing items and other pick-up & delivery. Must have dependable transportation & valid insurance. Must be able to work unsupervised and be able to adhere to the highest ethical and moral standards. Please call for an immediate interview. (810) 352-2822

FINACIAL SERVICES CO. is looking for person with WordPerfect 6.0 skills. It is essential that you are self-motivated, detail oriented individual. Please send resume to MCA 100 Stage Coach Trail, Troy, Mi., 4884, attn: L. Barron

FRONT DESK CLERKS - Concorde Inn of Novi has immediate opening for desk clerk. Must be flexible to work all shifts. $6.25/hr to start and review after 90 days. Experience helpful. (810) 348-0297

FULL ME SUMMER JOB - at busy RV dealership in Service department. Data entry, and phone work. General Trailer, Waterford. (810) 674-0346

GENERAL CLERICAL
SHIFT: DAYS
Must be high school graduate or GED. Bookkeeping helpful and honest.
CONTACT: Oakland County Parts, 1200 N. Telegraph Rd., Dept. 44, Pontiac, MI 48341-0440
(810) 857-5300
An Equal Opportunity Employer

GENERAL CLERICAL
Challenging opportunity in foreclosure department of Birmingham law firm for customer service oriented person with good attention to detail skills. Will Perform 6.0 experience a plus, very fast paced environment. Non-smoking office. Call (810) 540-7701

GENERAL CLERK
Expanding home care agency is seeking a full time person for various positions. The preferred candidate will have 2 years or one year experience, strong communication skills, typing skills, computer knowledge and be able to work independently. Knowledge of medical terminology is a plus. Salary $7.50/hr with benefit package offered. Please call:
ARCAIA HEALTH CARE
(Formerly Community Home Care)
(810) 740-1440
EOE/ADM

GENERAL CLERK
Full time position available (11:30 a.m. - 8:00 p.m.) in Accounting Department for an individual who has a high school diploma/equivalent, less than one year experience, and knowledge. The position's functions include data entry, filing, faxing, filing and pulling files for other departments, and must have an excellent benefit package and location.
For consideration, apply Monday-Friday 8:0 a.m.-4:00 p.m.
ALEXANDER HAMILTON LIFE INSURANCE CO.
3305 Hamilton Court
(12 Mile Beach Orchard Lake and Farmington Roads)
Fax Number: 810-489-4347
An equal opportunity employer

GENERAL OFFICE
Answer phone, type, file, data entry, filing, computer skills a plus. Busy sales office. Full time position required. Full time. Benefits. Farmington area. (313)538-9564

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GENERAL OFFICE
Canton manufacturer representative, supplying electrical wholesale industry has immediate opening for person. Computer skills necessary. Customer service, telephone skills important along communicate with operations department. (810) 981-8123
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE
Dependable, responsible person needed for busy office. Payroll experience and Peachtree helpful. Apply in person, 1847 Inkster Rd., Garden City

GENERAL OFFICE
Part time, Mon.-Fri., 8:30am to 3pm. Must have data entry experience. Apply in person:
Medic Hills 810-548-1508

GENERAL OFFICE
Entry level Typing & Data entry. 313-531-9300

GENERAL OFFICE
Experienced person. Typing a must. Call
(810) 981-1111

GENERAL OFFICE for Manufacturer's Representative of keyboard equipment. Mon. thru Fri. Approx. $7.25/hr start. Apply 150 South Rochester Road, Rochester.
(810) 651-1333

GENERAL OFFICE
Financial outgoing person needed for Lake office. Must have data entry. Call Ms. Bergman
313-537-9600

GENERAL OFFICE - FULL TIME, fast paced office. World Perfect skills and good phone manner required. Medical benefits and profit sharing. Perfect location. Call Jo Dolando
313-537-4600

GENERAL OFFICE
Typing position, full time, answer phone, office, good typing & basic computer skills required. Call Ms. Bergman
(810) 865-1811

GENERAL OFFICE - Industrial office has immediate full time opening for sharp, alert person, some knowledge of inventory control, inside sales, order entry & customer contact under the direction of supervisor. Computer & telephone skills. Previous employment in a similar capacity and department helpful. For interview call Mon. - Wed. 9am-3pm 313-513-8200

GENERAL OFFICE/PAYROLL
Must be good with figures & typing. Approximately 25 hrs/week. Marshall/Redford
810-539-8449

GENERAL OFFICE/ PHOTOGRAPHER
Part time, for plastic surgery clinic in Southfield. Great opportunity for mature individual with good clerical and organizational skills. Must have 3-5 years working experience, and interest in photography.
(810) 657-1622

GENERAL OFFICE
Schedule appointments for home improvement company. Experience helpful, but will train. (810) 356-7820

GENERAL OFFICE & SECRETARIAL DUTIES
Approximately 30 hrs/wk. in W. Bloomfield. Flex hours, non smoking office. $7/hr. to start & after 6 mos. hourly & commission based on results. We require an employee who is able to use a computer (windows) and has used WordPerfect. If interested, please contact Dana at Mark et
Fax resume 810-653-6727

HEATING & COOLING
Busy company needs dispatcher/secretary. Must have positive attitude, computer skills & good phone skills. Full or part time. Estimate position, full time. Mon.-Fri., 8-5 Communicates well. Must exhibit communication & organizational skills. Excellent benefit package. Please apply in person Monday-Friday at Jewish Community Center, 30785 Grand River, Farmington Hills (810) 478-7030

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