# EMPLOYMENT

## 502 Help Wanted-Clerical Office

CASH RECEIVER REP.
Credit union seeking full time teller. Requires ability to accurately process transactions, communicate effectively, possessing computer literacy, knowledge of financial products/services and manual them to members.

We offer competitive pay & full benefits package. Submit resume or apply. Human Resources Director, Credit Union, 3401 Personnel, 2400 Green Rd., Ann Arbor, MI 48105

CITY OF WALLED LAKE
ADMINISTRATIVE SECRETARY

PC skills including Word Perfect 6.1 and Excel, typing and shorthand or speed shorthand required. Must have knowledge of office methods, procedures and equipment. Service oriented. The Union position salary is $23,653. The City of Walled Lake is an Equal Opportunity Employer. Send resume attention of City Clerk, City of Walled Lake, 1499 E. West Maple, P.O. Box 9007, Walled Lake, MI 48390 by July 7, 1995.

Clerical/Accounts Payable
Computer Knowledge
Salary $16K. Send resume to
Mazzara Construction
32990 Tree Mile, Livonia, MI 48154

Clerical

Business Forms
Detroit
Opportunities

Account Correspondent

You will need a bachelor's degree 3+ years of business experience, proven ability to communicate with customers and suppliers, good math skills, an aptitude for learning complex computer systems, knowledge of purchase orders, shipping/receiving, inventory control and invoicing. Response Code CORP AC

We offer a competitive salary and benefits package. For confidential consideration please send your resume and salary history (with selected Response Code on the envelope) to Human Resources, The Reynolds and Reynolds Company, P.O. Box 2227, Dayton, OH 45401-2227 EOE M/F/D/V

Reynolds & Reynolds
Creating Partnerships That Last

CLERICAL

Excellent opportunity available for motivated individual to perform clerical duties in our corporate office in Troy.

- Benefits for Full time Employees
- Advancement opportunities available
- Data Entry, 10-key and typing proficiency

Please send resume to

HANDLEMAN COMPANY
Attn: Human Resources/Clerical
P.O. Box 2025
Troy, MI 48007-7045

An Equal Opportunity Employer

CLERICAL, full time position available immediately for our 16 & Haggerty location. Duties will include data entry, filing, typing & other clerical duties. Salary commensurate with experience. Please call 810-349-4263 Mon-Fri 10am-3pm to set up an interview at our Royal Oak location.

CLERICAL - Full time positions available for busy retail company. Must possess ability to handle multiple tasks, knowledge of Microsoft Office Suite helpful. Please forward resume and salary requirements to MGM Design, 14 Ionia, 21315 Harper, St Clair Shores, MI 48080. No phone calls.

CLERICAL, in home. Northville Mon., Wed., Thurs., 9-5. Light typing. Computer bookkeeping helpful. Call (313) 420-3053

CLERICAL/OFFICE PERSON
for transportation company. Part time to start. Can develop into full time position. Aptitude for detailed work, dependable, a plus. Call Hugh for interview 313-729-2220

CLERICAL OPENINGS
AWAIT YOU!!

- Receptionist for River Rouge company. Long term position. Must be right candidate. MS WordExcel a plus.
- Data Entry Operators for all areas 8,000 to 10,000 keystrokes. $7 8.00 an hour.
- Payroll Clerk for Livonia area. 10 key, PC skills, good people skills.

CORPORATE PERSONNEL SERVICES
FORWARD RESUMES OR CALL TODAY
Phone ..... 313-953-4180
Fax ..... 313-953-5936

CLERICAL

Our rapidly growing network has part time & contingent positions at several of our medical centers. Ideal candidates will possess experience in medical setting with medical terminology, accurate typing, 40wpm proficiency on computer keyboard. Previous quality orientation experience highly preferred.

Applications will be accepted on Thursday, June 29th ONLY, 8am-12noon & 1-4pm at:

PROVIDENCE PARK
Medical Center
47601 Grand River Ave
Novi, MI 48374
An Equal Opportunity Employer

CLERICAL - PART TIME
20 hours per week, Monday & Friday 8:30-5. Thursday 8:30-12:30. Seeking someone with outgoing bubbly personality, excellent phone skills. Must be able to work independently & follow procedures to a detail. Pleasant place. Other duties filing, large mailing, maintain dip board, etc. Salary commensurate. Call prospects as needed. Parking provided. Send resume to:

PSD
798 N. Woodward Ave
Birmingham, MI 48009
No Phone Calls Please

CLERICAL - property management co. looking for part-time employee. Must be flexible & willing to work 3 days/week & every Saturday. Set General office & phone skills necessary. Call 3-6pm 810-737-4028

CLERICAL

Real estate appraisal secretary needed. Monday - Friday, 30 hours per week. Farmington Hills location. Must have computer experience & good communication skills.
For interview call: (810) 855-0578 and/or fax resume: (810) 855-0579

CLERICAL

Two positions available in Plymouth plant. Candidates should be able to type 35 wpm, be proficient in both WordPerfect and Lotus, interested candidates, please send resume & salary requirements to:

INDUSTRIAL STRAINER
8845 AMELIA ST.
PLYMOUTH, MI 48170

## 502 Help Wanted-Clerical Office

Clerical

RECEPTIONIST/SECRETARY
DCI Marketing, a nationally recognized marketing firm seeking a dedicated self starter to fill a Receptionist/Secretary position. Because this is a highly visible position, the ideal candidate must have an overall professional appearance, plus the ability to interact well with people. Handle phones over the phone. Ability to accurately take detailed phone messages. Possess excellent phone skills, past customer service experience, basic computer knowledge (microsoft word) and writing notes to team. We offer full benefits and a competitive starting salary. Resumes to: C & M Pharmacal, 24247 Decorsiere, Hazel Park, MI 48030. Or fax to 810-548-0913

DATA ENTRY/
ACCOUNT MANAGER
Manufacturers Rep seeks person with high level IBM Data Entry to manage daily, weekly, monthly reports. Send Resume to Electronic Sources, Inc., 5002 W. Grand River Ave., Suite U, Brighton, MI 48116

DATA ENTRY/
ACCOUNTS RECEIVABLE
Duties include daily deposit, cash posting, billing, mail process, etc. Full time, benefits. Entry level. Efficiency, attention to detail absolute must. Persons with excellent work ethic only need apply. Send resume attn: Mr. Jeffrey Hamilton, EOE, PO BOX 9006, Farmington Hills, MI 48333

DATA ENTRY CLERK
Entry Level, full time for fast paced professional office. Great benefits package. Apply in person at 30785 Grand River, Farmington Hills
(810) 478-7100

DATA ENTRY
Enjoy your job working for our suburban client in their modern high tech office. This frequent 8:30-5 schedule plus experience. Excellent pay and benefits, bring them to life in person.
Call Darlene 313-473-2933
UNIFORCE SERVICES

DATA ENTRY - Experienced person for a busy accounting department. Accounting background needed. Looking for a dependable person with good attendance, familiar with a fast paced work environment. Location in Farmington. Full time & qualified call (810) 543-5100

DATA ENTRY-Part Time
Livonia based accounting service seeks person to work 20 hours per week, over 3-4 days. Data entry experience and attention to detail required. Send resume to: PFM, PO Box 530007, Livonia, MI 48152

DATA ENTRY
Rapidly growing auto finance company is seeking to fill full time data entry position. Must type minimum 45 wpm & possess excellent communication skills. Work to start with reviews every 6 months. Includes health/dental/401K plan. Send resume & cover letter to: Human Resources, CAC, 25305 W. 12 Mile Rd., Ste 3000, Southfield, MI 48034 or fax: 810-355-7101

DO YOU WANT TO BE ON A WINNING TEAM?
Fast paced semi-conductor co. has full time positions available. Great benefits including 401K. Must be an energetic people person. Apply at 30785 Grand River, Farmington Hills
(810) 478-7000

## EMPLOYMENT OPPORTUNITIES

Secretaries ..... $10-$13 hr
Word Processing $8-$10 hr
Receptionists ..... $7-$9 hr
Data Entry ..... $8-$10 hr

NO FEE!
LONG SHORT TERM
TEMP-TO-HIRE!
DENETTE

| | |
|---|---|
| Farmington Hills | 810-615-0660 |
| Madison Heights | 810-545-2550 |
| Rochester Hills | 810-650-5690 |

WESTERN
STAFF SERVICES

ENTRY LEVEL BOOKKEEPER
DATA ENTRY CLERK - Bloomfield Hills law firm has an immediate opening in the billing department. Qualified candidate will assist in time and billing, accounts payable, accounts receivable and backup telephones. Respond by letter to Office Manager, 1760 S. Telegraph Road, Ste. 300, Bloomfield Hills, MI 48302-0183 or by fax (810) 335-3348

ENTRY-LEVEL
Customer Service/
Data Entry
For large insurance provider in Southfield area. $4.50
Come in today - Work tomorrow
ADIA (810) 442-7800

ENTRY LEVEL POSITIONS
Part time, some phone experience. We train for keeping position. Novi area convenient community. Call Barbara after 10 3pm. 810-348-0627

EXECUTIVE
ASSISTANTS
Our many satisfied clients need word processors and secretaries for permanent long term openings. Windows software a must. To $13.00/hr. Perfect weekend temp job. Make up bonus $100 after working 120 hours. Call Samantha, Livonia, Clerical Plus
UNIFORCE SERVICES

EXECUTIVE
ASSISTANT
For Birmingham Investment Firm. Salary, benefits. Fax resume to 810-642-6582

EXECUTIVE
ASSISTANT
Full/part time positions.
Are you looking for full/part time position with a great company? Do you have better organizational skills, and a good mind for detail? Are you proficient in WordPerfect and/or Microsoft Works? Can you type 50 wpm? If you answered yes to all or most of the above questions, please send your resume to Human Resources, Attn: Jim, 15585 Northland Dr., Ste 800E, Southfield MI 48075 or FAX: (810) 557-9292

EXECUTIVE SECRETARY
Looking for an experienced Executive Secretary to work for the General Manager of a copier company. Requires excellent communication skills, problem solving and good organizational skills. Must be able to work independently. Proficient in use of Excel and Microsoft Word. Salary commensurate with experience. Only experienced need apply. Send resumes to: Copy Duplicating Products, 21951 Melrose Ave., Southfield, MI 48075. Attn: Debbie Umberger. No calls will be accepted.

EXPERIENCED Legal Secretary. For busy law firm. WordPerfect 5.1 required. Bodily injury, divorce, medical malpractice & probate. Mr. Goldman. (810) 646-7272

## 502 Help Wanted-Clerical Office

CUSTOMER SERVICE REP.
For busy office. Good phone skills, data entry, WordPerfect, Microsoft Office Suite experience helpful. Apply at 8411 Ronda Dr., Canton, MI 48187. (313) 459-5870

CUSTOMER SERVICE REP
We are a growing pharmaceutical company looking for enthusiastic, full time Customer Service Rep who has the ability to handle customer orders, requests and inquiries. The ideal candidate will possess excellent phone skills, past customer service experience, basic computer knowledge (microsoft word) and writing notes to team. We offer full benefits and a competitive starting salary. Resumes to: C & M Pharmacal, 24247 Decorsiere, Hazel Park, MI 48030. Or fax to 810-548-0913

DATA ENTRY/
ACCOUNT MANAGER
Manufacturers Rep seeks person with high level IBM Data Entry to manage daily, weekly, monthly reports. Send Resume to Electronic Sources, Inc., 5002 W. Grand River Ave., Suite U, Brighton, MI 48116

DATA ENTRY/
ACCOUNTS RECEIVABLE
Duties include daily deposit, cash posting, billing, mail process, etc. Full time, benefits. Entry level. Efficiency, attention to detail absolute must. Persons with excellent work ethic only need apply. Send resume attn: Mr. Jeffrey Hamilton, EOE, PO BOX 9006, Farmington Hills, MI 48333

FILE CLERK
Fast paced insurance agency seeks organized individual to perform file clerical duties. Requires excellent telephone skills, filing, & data entry. Pleasant working environment. Apply Insurance Agency, 29555 Orchard Lake Rd., Suite 130, Novi, MI 48375 (810) 330-6190

FILE CLERK
Part time, flexible scheduling person for permanent position. Duties include filing, supplies, mail distribution. Have flexibility to meet your schedule. Send resume to: Office Manager, 31780 Telegraph Rd., Bingham Farms, MI 48025

FILE ROOM CLERK, part time hours are 8-1 Mon-Fri. Duties include maintenance and organization of print center, copying, filing, sorting & delivery of mail. Located in Bloomfield area. Call Kathy at 810-355-5200 or fax resume to 810-355-5200

FOLLOW U CLERK
West suburban auto parts package has an immediate opening for a follow-up clerk to trace open purchase orders. Must have excellent phone and data entry skills. Light typing required. Send resume including salary history to: Personnel Dept. TRS-OE, P.O. Box 32114, Redford, MI 48239

FRENDLY, OUT GOING Front Desk Receptionist needed. Image oriented. Southwest office seeking attractive, energetic and dependable minded individual to greet clients and handle phones. Ideal candidate office work. If you enjoy working with people, enjoy a challenge, willing to give 100% to a stable executive position, have 5 years or more work ethic, cheerful attitude then this could be the perfect position for you call Iris Anders 810-354-0400 ext 114.

GENERAL OFFICE
Busy Farmington Hills office has an immediate full time opening for an Accounts Payable clerk. Clerical or Accounts payable background & good numerical skills are a must. Excellent benefits available. Call Christine, Sanders Fin. Serv. (810) 851-5400

GENERAL OFFICE CLERKS
Seeking enthusiastic individuals with good organizational skills to fill entry-level positions in our Southfield office. Excellent benefits including medical, dental/life, 401K, 100% college tuition refund & Bonus Program. Great Pleasant atmosphere. Send cover letter/resume to:
Metlife
650 New Center One CLK
Detroit, MI 48202
NO PHONE CALLS PLEASE

GENERAL OFFICE Established property management company has an office clerical position available in our Farmington Hills location. Position requires a motivated individual with some knowledge of computers and a pleasant phone voice. Call 810-324-9200 ext 891

GENERAL OFFICE
Full time. Answer phone, filing, good typing & good basic math skills. $24k/yr. Hours are 8:30-5:30 pm between 8am & 4pm (810) 353-1811

GENERAL OFFICE
Looking for people person for full time position in Northville. Good public relations essential for job.
Call Mr. Bob
• Temp or Perm
Call for more information and to set up interview.
STAFFING SPECIALISTS
810-478-3220

GENERAL OFFICE/TYPIST
Growing Southfield company seeks energetic individual to handle typing, filing, phones, etc. Must type 50 wpm & have PC/word processing experience. Excellent benefits package. Salary $8 per hr. Send resume to Office Manager, PO Box 2158, Southfield, MI 48034 9298

GENERAL OFFICE WORK - part time, flexible hours, 20-30 hrs/wk. Apply in person at 2424 Beech Daly Rd., 1/4 mile S of Michigan Ave.

GENERAL OFFICE 28 to 32 hrs. Order entry, data entry, mail, copy, phone & meet clerical $7 to 8 per hr. Call Theresa (810) 319-0400

GIRL FRIDAY
Light bookkeeping & secretarial. Pay $6-$12 an hour. Send resume to Admar, Inc. 24500 Northwestern Highway, Southfield, MI 480752

Hey Homemaker!
Are you good on the phone and looking for a great part time job? Busy real estate office seeking
RECEPTIONIST/SECRETARY
Hours 25 hours and possible job share situation. Call
Eric Rador
313-261-0703

HUMAN RESOURCES
Administrative Assistant
Broder Bros., one of the nation's largest screen printing & apparel distributors, is seeking an Administrative Assistant for our Human Resources Department. A dedicated, outgoing, highly motivated candidate with excellent communication skills, college degree a plus. Demonstrated skills to include: excellent oral and written communications, problem solving, self organization, data entry, multitasking, and computer applications. Rate commensurate with experience & benefit package includes Pension Plan and 401 (k) Plans. Send resume or apply in person 8 30am-5:00 pm, Mon-Fri.
Broder Bros.
11 R - ADM ASST
West West Industrial Park
43555 Ford Rd.
Plymouth, MI 48170

Sheldon Rd., (1 clk North of M-14), Haggerty (1 clk North of Joy), Lilley

IMMEDIATE PART-TIME WORK
BIRMINGHAM/FARMINGTON
LIVONIA-TROY

- 20 hours per week
- Flexible hours
- Light typing
- Great customers
- Open mail

ET SERVICES & SYSTEMS, INC.
810-569-8428

INSURANCE AGENCY - Clerk/Receptionist, full time, experienced. Good phone manner and computer skills required. (810) 355-5668

INSURANCE
Experienced Notary/Lines CSR
Northville area. Call Gail
810-348-1454

## 502 Help Wanted-Clerical Office

INSURANCE
SERVICE SPECIALIST
Insurance and Customer Service experience preferred, willing to go out to clients to explain benefits & assist with problems. Send resume to Maureen Clarke, Forta Benefits Inc., 30011 W Big Beaver, Ste 330, Troy, MI 48084

INTERNATIONAL BUSINESS CENTERS, servicing office needs of Executives throughout the Detroit area, seeks versatile office support personnel can you handle busy phones? Do you know Microsoft Word for Windows? Can you handle office manager? Openings in the Troy, Southfield, Sterling Hts
313-398-1882

INVENTORY
CONTROL CLERK
Looking for motivated individual to join in a dress oriented position. Must have excellent data entry skills, and be well organized. Hours are 7am-3pm. Excellent benefits package. Send resume including salary history to Dept. AAA-OE, P.O. Box 34117, Berkley, MI 48239

INVOICING
Computer, invoicing, telephone experience & type 45wpm. Send resume 47806 Gilsdorf, Plymouth MI 48170

JOIN THE
EXPOSURE PLAN
Have you always wanted the opportunity to gain on the job experience? Do you want a growing company in Dearborn? If the answer is yes, let Bartech show you under their wing and make it happen for you! Become a "Bartech Exposure" team member. Bartech is recognized for 1 year office experience and expertise in our more software packages. Bartech offers fantastic benefits.
•Medical/Dental/Life insurance
•Paid Vacations/Holidays
•401K
Don't be left out. Come join today! Operators are available to answer your questions and schedule an interview. Please quote Code 1 when you call. THE BARTECH EXPOSURE TEAM

BARTECH
313-271-5454
An Equal Opportunity Employer

LARGE MAJOR CORP looking for permanent part time position to share a truly great organizational skills, experience with Word Perfect, excellent interpersonal and written verbal and written. Must be a positive person, a good sense of humor to work hard in an exciting environment. Work pleasing to give 100% to a stable executive. Interested candidates please call Laura Cantin at 810-354-0400 ext 114.

LEGAL ASSISTANT/SECRETARY
Fast paced law firm seeks motivated individual with communication & computer skills, litigation experience required. Real Estate & Corporate experience a plus. Pay commensurate with ability. Westland area. Call Sandy at 810-879-7615

LEGAL
Premium Assignments, Top Rates, Insurance Available, Free Word Processing Training & Bonus Program. Great Permanent Spots always available.
Call Mail or Fax
In Confidence to:
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AT LAW
313-THE-TEMP
810-358-0060
3000 Town Center #2260
Southfield, MI 48075
Fax 810) 358-0235

LEGAL SECRETARIES
& RECEPTIONISTS
Experienced only for permanent & temporary placements with top legal firms. Call Sandy at
JOANNE
MANSFIELD
LEGAL SERVICES
755 W BIG BEAVER
SUITE 2020, TROY MI 48084
810-362-3430
ALL FEES
EMPLOYER PAID

Legal
Secretaries
Our reputation for integrity has opened the doors to many of the finest firms in town. We are in permanent and temporary placement. Register now for the best jobs for legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
810-626-8168

LEGAL SECRETARIES

The UAW Legal Services Plans are seeking experienced legal secretaries for positions in our Troy area office. Applicants must possess a minimum of three years legal secretarial experience, type at least 60 WPM, & have experience using dictation equipment. Computer literacy & processing experience preferred. Starting salary $22,000 annually, plus excellent benefits. Send resume to

Monica Brasted
UAW Legal Services Plans
7430 Second Avenue, Suite 200
Detroit, Michigan 48202

LEGAL SECRETARY - downtown Birmingham. Word Perfect experience, real estate and corporate experience preferred. Excellent compensation. (810) 258-9500

LEGAL SECRETARY
Deadline driven Bloomfield area Legal Secretary. Must be motivated, self organized, detail oriented, with excellent memory is essential. Positive attitude & ability to handle stress a must. Must have high degree accuracy of 65wpm, dictaphone & WordPerfect 5.1 required. Salary will be tested. Competitive salary & benefits. Call for appointment to complete app/ resume, (313) 561-8700

LEGAL SECRETARY
Experienced, for Canton law office
Call 313-453-0191

LEGAL SECRETARY - for sole practitioner in Birmingham. Must have experience in family/general practice law. Salary commensurate with experience. Call 810-258-1500

LEGAL SECRETARY
For busy Troy law office. 9-3 years corporate experience. Brinks-free office. Send resume to Secretarial Connection, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
For Troy law firm. Must be experienced with Workers Comp & Circuit Court procedures. Bring your resume to Human Resources, Office Manager, 867 E. Big Beaver, Ste 101, Troy, MI 48083

LEGAL SECRETARY
For Southfield law firm. Two positions open, one litigation and one corporate/real estate. Must have minimum of 8 years experience. Excellent salary and benefits. Send resume to Office Administrator, P.O. Box 218, Southfield, MI 48037-0218

## 502 Help Wanted-Clerical Office

LEGAL SECRETARY
For medium-sized Troy insurance defense firm. 1 full time position, Mon. 2 yrs experience in litigation. Call 810-649-1330

LEGAL SECRETARY
For one full time & one part time position. Fast paced practice. Southfield law firm. Litigation experience preferred. Knowledge of Word Perfect 5.1 essential. Non-smoking office. Mail resume & salary requirements to Henry Pantner, PO Box 828, Southfield, MI 48034

LEGAL SECRETARY
Fast-paced North Oakland County law firm seeking experienced full time secretary. Must have knowledge of WordPerfect and litigation to keep up with us. We're looking for a fast-bend your resume to: Office Manager, 1760 S. Telegraph Rd., Suite 300, Bloomfield Hills, MI 48302-0183 or by fax (810) 335-3348

LEGAL SECRETARY
Full time, Bloomfield area law firm seeking needed for downtown law office. Motivated individual with good people skills, organized and able to give acute attention to detail. Must be proficient in word manipulation/meeting deadlines. Needs a good understanding of planning and organizational skills, good verbal and written communication skills. Proficiency in mainframe and software applications (spreadsheet) and dictation required. Professional, non-smoking office located in Farmington Hills. Excellent benefits, competitive salary. Send resume with salary requirements to

Personnel Manager
P.O. Box 736
Novi, MI 48376

MICHIGAN CAT, a leader in the sales & service of construction equipment has the following positions available:
ADMINISTRATIVE ASSISTANT - duties of this position include: accounts receivable, filing and inventory control. This person should be well organized and have good computer skills. We offer salary commensurate with experience and an liberal fringe benefits including 401K and profit sharing.
COMPUTER OPERATOR
responsibilities will include printing checks and invoices, producing and maintaining computer files. Must have solidly 25-30 hrs per week. This applicant should be highly organized and have a strong work ethic. Knowledge of computers helpful. Interested candidates should send resume to
Michigan CAT
Attn: Human Resource Dept
21800 Haggerty Rd.
Novi, MI 48375
An Equal Opportunity Employer

MORTGAGE SERVICER
Part-time for mortgage servicing company. Computer literate, strong clerical skills self-motivated. Knowledge of NoteSmith helpful. Growth potential. Send resume to P.O. Box 251124 W Bloomfield, MI 48325

NEED
SUMMER WORK?
WE CAN HELP!

Recruiting for
- Administrative Assistant
- Data Entry Operator
- Receptionist
- Customer Service
- Clerks

WORK RIGHT AWAY!
TODAYS TEMPORARY
(810) 649-4455
EOE

NOW HIRING - all shifts available. Typing 40-45 wpm required. Weekends a must.
Call (313) 729-7462

OFFICE
ASSISTANT
$20,000
Famous consumer products company offers interesting variety that includes phone, typing, filing, computer work. Great Benefits. Salary commensurate. Hurry! Call Denise 313-464-0909
Snelling Personnel Services

OFFICE ASSISTANT
For senior high risk auto location and monitoring of subcontractors & computer experience a plus. Permanent part-time position. Salary & benefits. Reply to P.O. Box 431123, Redford, MI 48240 E.O.E.

OFFICE ASSISTANT
Computer skills & office experience required. Salary & benefits.
(810) 652-3070, Ext. 112

OFFICE ASSISTANT - Part Time in Troy. Experienced self starter, computer skills, filing & telephone. Expense check. 810-879-2215

OFFICE CLERICAL - FULL TIME
Entry level clerical position, accurate typing required, basic PC knowledge, familiar with 10 key calculator. Benefits include paid vacation, holidays, medical, dental after 90 days. Send resumes to: ACO HARDWARE, 23333 Haggerty Rd., Farmington Hills, MI 48335. Attn: Human Resources 810-615-2534

OFFICE CLERICAL- FULL TIME
Immediate employment opportunity. Accurate typing & filing skills. Must be detail oriented with professional phone manner. Excellent medical & dental benefits. Fax resume to 810-427-5023 or mail to Cobra Tool & Die, 30175 Park Lane, Garden City, MI 48135

OFFICE CLERICAL
- In Livonia, full time days, experience preferred. Call Karen at
313-513-2000 ext. 210

OFFICE CLERICAL
No experience necessary. Full time days, part-time evenings. For interviews call Mr. Ken Mann at (810) 471-4111, for days apply in person at 10 Mile Grand River area, Detroit Bonded Lab., 23925 Freeway Park Dr., Farmington Hills

OFFICE CLERICAL skills required for general office work. Familiar microsoft windows. Experience with phone/mail companies dealing in automotive. German speaking would be an advantage. Duties include processing orders, typing, etc. Full time position with benefits. Send resume to: H. P. Pelzer Automotive Systems, 2427 John R., Troy, MI. 48083. Att: Guy Boles

OFFICE CLERK
Full time. Apply in person
R J Leeds Furniture
25525 W 8 Mile Rd., Redford

OFFICE HELP
Part time. 20 hours per week. Typing, telephone, some computer. Livonia area
(313) 591-1800

OFFICE MANAGER - fleet graphics company seeks qualified, motivated individual with excellent communication & organization skills to work independently & perform multiple administrative duties. Duties include operation of PC & WordPerfect important. Full time benefits. Send resume to: 31600 Grand River, Ste. 1, Farmington Hills, MI 48334

OFFICE MANAGER
For HVAC Contractor. Bookkeeping & computer experience. Part time, must be flexible. Call 313-522-3310

OFFICE PERSON
Must have 3-5 years experience with all around office duties. Must be organized, detail oriented. Full or part time. Good wages & benefits.
313-535-7660

ONE PERSON OFFICE
Must be self starter. General office work, light typing, telephone, some computer experience helpful. Located in Farmington area. Call for appointment: (810) 323-2648 or FAX resume. (810) 323-3066

PAPA LEGAL
Wm. experience in family law, for small Birmingham law firm. Full/part time. Call (810) 646-7177

## 502 Help Wanted-Clerical Office

OFFICE WORKER/
PART-TIME
Monday & Friday, 8 hours Thursday, 4 hours. Must possess excellent phone skills, work on team projects. Macintosh computer skills a plus. Must be able to follow procedures and follow written directions. Perfect for college student or retiree. Send resume to

PSD/GH
798 North Woodward
Birmingham, MI 48009

NO PHONE CALLS PLEASE

PART TIME for Manufacturer Rep office. Must have good phone & general office skills. Southfield area.

PART TIME/MARKETING
Marketing Research firm located in Troy needs a part time responsible person for mailing office supplies/mailings duties. Position will include filing, postage, updating mailing storage boxes of 40 to 50 lbs. Hours are Monday 8:30 am to 7:00 pm. Hourly wage $7.00

PART-TIME OFFICE PERSON
needed. 20-30 hours/week. Basic computer skills preferred. Marbles Warehouse Call (810) 799-9220

PART TIME (2-3 days a week)
Light clerical work, some home-market, student homes, dependable and reliable, organized, work errands and telephone calls. Send full resume including salary to: Dept. 1, PO Box 911, Birmingham, MI 48012-0911. Fax 810-644-2792

Computer Literacy
Computer Aptitude

PAYROLL
SPECIALIST
$22,000
Growing company seeks an immediate opportunity for experienced person used to large volume payroll (400+ employees). Must be proficient of the duties here. Call Denise now. 313-464-0909
Snelling Personnel Services

PRESTIGIOUS LAW FIRM
IN BLOOMFIELD HILLS AREA
SEEKS
CONFERENCE ROOM
COORDINATOR
- Set up and maintain conference rooms and dining area
- Receptionist background a plus
- Word Perfect 5.1
WORK TOMORROW
CONFIDENTIAL PERSONNEL
SERVICES
(810) 362-9696
EOE NO FEE

PROJECT ADMINISTRATOR
FOR FORTUNE 500 FINANCIAL
INSURANCE IN AUBURN HILLS
AREA
MUST POSSESS
- Excellent Communication Skills
- Experience operating equipment or shorthand
- Background summarizing
CALL NOW FOR IMMEDIATE
INTERVIEW
CORPORATE PERSONNEL
SERVICES
(810) 362-9696
EOE NO FEE

PROPERTY CASUALTY
INSURANCE AGENCY
located in Birmingham seeks experienced Customer Service Representative. Excellent salary & benefits. Fax resume to 810-642-8522
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PURCHASING
ASSISTANT
Previous experience working with purchase orders. 8:00-5:30 Monday through Friday. Knowledge of Microsoft Word & Excel required.
WEEKDAY OPENINGS

TODAYS TEMPORARY
(810) 649-4455
EOE

RECEPTIONIST
Advertising agency in Southfield needs to type 40 wpm. Must be Pleasant personality and professional phone skills. Salary $18,000 plus 10 free phone lines and distribution light typing etc. Entry level position with some benefits. Send resume with salary requirement to
PERSONNEL
26555 Evergreen #1210
Southfield, MI 48076
Fax 810-557-1879

RECEPTIONIST
CP Studios is offering part time flexible hours activities, light typing & answering our customers. Must be pleasant, friendly, with good communication skills. Base wage plus bonuses. Call Jeff at 313-464-2080 Please call 800 422 3086 ext 475 EOE

RECEPTIONIST
Birmingham talent agency. Friendly, accurate telephone skills, computer skills, WordPerfect, Lotus 123, personality. Full time benefits. Salary commensurate. Fax resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST - Bloomfield Hills law firm. Full time. Typing skills and telephone experience required. Call 10 time phone line distribution light typing etc. Entry level position with some benefits. Send resume with salary requirement to
PERSONNEL
26555 Evergreen #1210
Southfield, MI 48076
Fax 810-557-1879

RECEPTIONIST
APPOINTMENT SETTERS
CP Studios is offering part time flexible hours activities, light typing & answering our customers. Must be pleasant, friendly, with good communication skills. Base wage plus bonuses. Call Jeff at 313-464-2080 Please call 800 422 3086 ext 475 EOE

RECEPTIONIST
Immediate opening for law firm. Non-smoker. Light typing & filing. Ask for Paula. (810) 569-2920

RECEPTIONIST
Full time. Downtown Birmingham Salon. Clothing boutique sales, wages & commission. (810) 645-1056

RECEPTIONIST
Highly motivated, customer orientated person with excellent communication skills, permanent. Send resume to: Personnel, Needed three weekends a month. Sat. 7:30 am to noon, noon 2pm to dom the next weekend. Must have the ability to be a pleasant friendly staff and pleasant atmosphere. Apply in person
PEACHWOOD INN
3500 W South Blvd
Rochester Hills
Minutes off I-75 and M-59

RECEPTIONIST-High energy for fast paced landscapers office. Experience helpful. Call Mr. Bob Kerr, word processing detailed (810) 624-1878

RECEPTIONIST
Immediate opening for law firm. Non-smoker. Light typing & filing. Ask for Paula. (810) 569-2920

RECEPTIONIST
International Southfield firm seeking a receptionist to work at Headquarters. Must be organized. We require a lot of client contact. Some experience helpful. Excellent career potential. HRIMS 810-968-0287

RECEPTIONIST
Local Merrill Lynch firm needs full time experienced Receptionist. Bloomfield area. Salary based on job knowledge required.
Call (810) 568-5620 between 9-5pm.

RECEPTIONIST
Looking for a friendly, energetic Receptionist for busy West Bloomfield Realty office. Salary $1/hr. Fri 9:00-5:00. Light typing required & computer experience helpful. Call Caroline at (810) 626-8800 ext 292 or fax resume - Attn Caroline (810) 855-0833

RECEPTIONIST
Bloomfield area law firm needs sharp individual with good phone manner for permanent full time position. Good benefits. Salary commensurate with experience
(810) 645-9400
Fax resume (810) 645-3110

RECEPTIONIST
Busy real estate office seeks part-time receptionist. Must be reliable, organized, able to multi-task. Will assisting. Approx 30 flexible hours/week. Experience helpful. A great opportunity for a responsible person. Send resume to Box #1331
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Modern, upbeat, Southfield facility seeks a friendly, professional person. Outgoing personality desired, must be organized, positive, and have excellent communication skills. Mac experience desirable. Send resume and salary requirements to:
Receptionist
P.O. Box 7509
Lathrup Village, MI. 48076

RECEPTIONIST NEEDED
Part-time for Auburn Hills area. Computer skills necessary. Good pay with benefits. Send resume and cover letter to: Box #1319
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST - PART-TIME
For Livonia law firm. Hours 8:30 am-12:30pm, Mon - Fri $6 per hr. Call Patty at (313) 464-1700

RECEPTIONIST, part time, for modern busy veterinary hospital. Eyes & weekend positions available. Please contact Lynne Lake Veterinary Hospital, 6545 Cooley Lake Rd.,Waterford.