502 Help Wanted-Office Clerical

ACCOUNT ADMINISTRATOR
Benefit consulting firm has a full-time position available for an account administrator to process benefit claims. Timeliness and accuracy very important. Starting at $18K, full benefits. Resumes only: Dept NAO, FlexBen Corporation, 900 Wilshire Drive, Suite 304, Troy, MI 48084.

ACCOUNT ADMINISTRATOR
Birmingham investment firm is seeking a professional individual with excellent skills in Microsoft Word/WordPerfect & Excel/Lotus. Candidate must possess at least 3-5 years prior administrative support experience & have brokerage, real estate or related experience in the investment business. Candidate must be very detailed oriented & have excellent communication skills. Account reconciliation experience preferred. This full time position offers comprehensive benefits. Please submit resume & cover letter to: Human Resources, PO Box 3043, Birmingham, MI 48012-3043.

ACCOUNTANT / BOOKKEEPER
Full-time for all phases of credit union accounting and reporting functions. Bachelors Degree in Finance or Accounting preferred or equivalent work experience. Send resume & salary history to: PO Box 478, Wyandotte, MI 48192.

ACCOUNTING CLERKS
$7.50 hr. + BENEFITS
5 days, 8am-4:30pm.
Major Company. Livonia area.
EMPLOYMENT CENTER AGY.
(810) 569-1836

ACCOUNTING CLERK
Troy based company looking for accounting clerk responsible for maintaining & collecting accounts receivable also assist with payables & invoicing. Requires basic accounting, data entry & PC skills. Collection experience helpful but not required. Resumes to: Box #1690 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ACCOUNTING CLERK/ SECRETARY/RECEPTIONIST
Detail oriented professional person with computer background for a pleasant architectural/property management firm. Varied duties including: accounts payable/accounts receivable/payroll. Non-smoking office. Resumes only (including salary requirements) to:
Mrs. Caumeda,
17197 N. Laurel Park Dr,
Suite 171,
Livonia, MI 48152.

ACCOUNTING CLERK
Immediate opening at well established company for an organized, detail oriented Accounting Clerk. Duties include, processing payroll, A/R & A/P data entry. Strong computer skills and experience in payroll necessary. Competitive wage and generous fringe package offered.
Please send resume to:
Quality Metalcraft
33355 Glendale Livonia, 48150
A member of The Alpha Automotive Group of Companies

ACCOUNTING CLERK
TROTT & TROTT, P.C. a Bingham Farms law firm seeks well organized self-starter to do various entry level accounting functions. Candidates must be very detail oriented, able to work under pressure and meet deadlines. Windows, WordPerfect and MAS 90 experience strongly desired.

We offer a dynamic, pleasant work environment and salary consistent with qualifications. For confidential consideration, please call (810) 642-2515, ext. 212.

Equal Opportunity Employer

ACCOUNTING POSITIONS AVAILABLE
ACCOUNTANT SOURCE TEMPS has a variety of positions available in accounting. Below is a sample of our positions:
- Auditor (long-term temporary) to $13.50/hr.
- Receptionist/A/R Clerk (indefinite temp) $8/hr.
- Bookkeeper (temporary to perm) to $12/hr.
- Accounts Payable Clerk (long-term temp) to $10/hr

We are also recruiting for senior & entry level Accountants & Bookkeepers for positions that arrive daily. Call today to set-up a time to meet!

ACCOUNTANT SOURCE TEMPS
2000 Town Center, Ste. 650
Southfield, MI 48075
(810) 353-8220
Never a Fee

ACCOUNTING
TEMP-TO-PERM
- Controller, mfg. firm, Fraser. To $70K
- Controller, Mfg. firm, East Detroit. To $60K
- Sr. Accounts Payable Clerk - MAS 90, downtown. To $25K
- Jr. Accountant, Rochester Hills. To $28K
- Data Entry Clerk. To $17K

TEMP:
- Accountant for cost/analyst project, mfg. firm Detroit/Redford.
- Sr. Collection Specialist, mfg. firm, Detroit/Redford
- Staff Accountant, Bloomfield Hills, long-term
- Jr. Accountants, Detroit, Livonia & Farmington
- Jr. Accountant-Trainees, Downtown, Troy
- Accounts Payable Clerks, Plymouth, Livonia, Southfield. Short and long-term.
- Accounts Receivable Clerks, indefinite, Southfield, Livonia
- Payroll/Data Entry Clerk, Livonia

Our Temps are being hired at top salaries, with excellent benefits. Many receive job offers after being trained by our clients. Work while you look for a job...let us help you!
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE and Payroll Clerk position available. Experience desired. Send resume with salary expectations to: CMI, 19777 West 10 Mile Road, Southfield, MI 48075, Attention: Office Manager

ACCOUNTS PAYABLE CLERKS
Fast paced insurance corporate headquarters needs individuals with strong 10 key and data entry abilities. Positions include mail, filing, and vendor coding or entry level. Send resume to: Accounting Manager, P.O. Box 2310, Southfield, MI 48037-2310 or call (810) 932-9000, ext. 308

Accounts Payable Clerk
Corporate office in Plymouth has immediate opening for Accounts Payable Clerk. Responsibilities include matching and verification of invoices to PO's, maintaining ledgers and updating spreadsheets. Applicants should have accounts payable experience, minimum 35 wpm, good organizational skills. Full time & benefits. $7/hour. Call today!
1-800-230-7947
EOE

ACCOUNTS PAYABLE CLERK
for professional accounting firm. Prior experience in computerized payables required. Full benefits. Send resume and salary requirements to: Office Administrator, 43211 Helm, Suite C, Plymouth Twp., MI 48170-6023

ACCOUNT SPECIALIST
$18,000
Join major international company and assist clients in trade related programs. Computer skills needed to process import/export documentation. Excellent communication skills required.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

ADMINISTRATIVE ASSISTANT
PART time to work with office manager in insurance/financial services office. Microsoft office experience preferred. Mon-Fri., flexible hrs. Please call Mary at: 810-644-4015

ACCOUNTS RECEIVABLE CLERK
ACCOUNTS Receivable Clerk needed for medium size distributor. Duties will include but not be limited to: Billing, cash application, and account maintenance. Please submit resume with salary history and requirements to: Controller, 40000 Grand River, Novi, MI, 48375. No phone calls please.

ADMINISTRATIVE ASSISTANT
Beachum & Roeser, a Birmingham real estate development/management corporation, seeks an individual with legal &/or real estate experience. Must have WordPerfect 6.0 & Lotus 1-2-3 experience; dictation a plus. Professional appearance & mannerisms along with energetic & positive attitude for teamwork required for this position. Send resume & references to: Beachum & Roeser Development Corp., 31100 Telegraph Rd., Suite 200, Birmingham, MI 48025. Attn: Jeanne T. Burns.

Administrative Assistant, Executive
Fast growing national service corporation seeking part-time executive assistant to the Senior Vice President at the regional office in Southfield. Executive travels often. Successful candidate must possess excellent written & verbal communication skills & the ability to work independently. Very flexible hours. Working knowledge of Microsoft Windows, Word and Excel a plus. Send resume and salary requirements to: The Pet Practice, Attn.: B. Tucker, 24300 Southfield Rd., Ste. 500, Southfield, MI 48075.

ADMINISTRATIVE ASSISTANT - must be skilled in use of office equipment, computers. Competitive salary & benefits. Casual atmosphere. Send confidential resume to: President, 1400 Combermere, Troy, MI 48083 or fax 810-585-1325

ADMINISTRATIVE ASSISTANT
Growing accounting organization seeks highly motivated, well-organized individual. Good communication skills essential. Windows, WordPerfect & Lotus experience a plus. American Express Tax & Business Services (810) 350-8320

ADMINISTRATIVE ASSISTANT
Resource Solutions Group, one of Michigan's fastest growing computer consulting companies, has an immediate opening in it's Southfield Corporate Headquarters. Duties include, phone answering & message routing, data input & analysis, and office administration. Growth potential to Office Manager or Executive Secretary. Strong interpersonal skills & PC software required. Excellent compensation & benefits, including health care & paid time off. Send resume to: Resource Solutions Group, 30 Oak Hollow, Suite 205, Southfield, MI 48034 or fax to: (810) 356-6268

ADMINISTRATIVE ASSISTANT
TO $18,000. Microsoft Word. Type 55. Lots of variety. Good organizational skills. Farmington Hills area. Benefits. Quick hrs. 810-772-6760
Snelling Personnel Services

ADMINISTRATIVE ASSISTANT
Dependable & organized individual experienced with MS Word & Excel. (313) 525-4908

ADMINISTRATIVE ASSISTANT, Troy area. WordPerfect, Pagemaker & Lotus experience. $18,500 range. Delly Hamil Personnel (810) 424-8470 or fax: (810) 424-8530

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Established Property Management Company seeking well organized individual to answer phones and perform clerical duties. Candidate must know WordPerfect, basic typing and have a pleasant phone manner. Good salary and fringe benefits included. Send confidential resume to: 100 Galleria Officentre, suite 400, Southfield, MI 48034.

ADMINISTRATIVE ASSISTANT
OUR Livonia area clients need career minded candidates with the latest in computer software. Use your excellent skills, professional appearance and desire to be appreciated in a company that pays top dollar. Call today for immediate appointment. Call Sheri (810) 473-2931
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Large automotive company looking for executive secretaries with experience in Microsoft Word 6.0, Excel 5.0 & PowerPoint. Several temps to hire opportunities available.
Call, 810-649-4455
TODAYS TEMPORARY

ADMINISTRATIVE ASSISTANT
to $24,000
Worldwide company with division in Southfield seeks assistant to management team. Ability to handle varied office functions. Good computer experience, Microsoft Word a plus.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

ADMINISTRATIVE ASSISTANT
Full time, for national real estate firm. Must have computer experience. Word Perfect & Lotus spreadsheet preferable. Southfield - Livonia area. Fax resume to 313-871-8138.

ADMINISTRATIVE ASSISTANT
Must be personable and professional. Excellent phone skills, bookkeeping & computer knowledge a must. Apply in person at: Lyon Mfg., 13017 Newburgh, Livonia.

ADMINISTRATIVE ASSISTANT - Southfield based sales company looking for highly motivated & organized person to help coordinate service & sales areas. Good phone skills a must. For consideration please send or fax resume to York Group, 29865 Greenfield, #101A, Southfield, MI 48076. FAX - 810-559-9693

ADMINISTRATIVE ASSISTANT
Engineering firm is seeking a self-motivated & organized administrative assistant with executive experience. Excellent verbal & written communication skills & knowledge of Microsoft applications required for fast paced environment. Excellent benefits. Please send resume to: ESG, 34405 W. 12 Mile Road, Suite 300, Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT
For busy office. Duties will include answering phones, processing accounts payable, monitoring travel expenses and assisting Human Resources. Looking for a professional, energetic person with PC/Windows experience. Please send resume and salary requirements to: ANATEC, Attn. Connie, 30300 Telegraph Rd., Ste. 200, Bingham Farms, MI 48025. Or FAX 810-642-4370

ADMINISTRATIVE ASSISTANT -ECONOMIC DEVELOPMENT
Assist Economic Development staff in maintaining files, inventorying, editing, and typing, responding to phone calls, scheduling, and other administrative and clerical assistance. WordPerfect, Excel, and Windows experience required. Must have patience, motivation and capability of working without constant supervision. Part-time, daily, $10/hour. Send resume to McKenna Associates, 32605 Hills Tech, Suite 500, Farmington Hills, Michigan 48331. EOE

ADMINISTRATIVE ASSISTANT
High energy, self motivated professional required for position with an international consumer product manufacturer, headquartered in Southfield. This position will report to the Vice President of Sales. Duties include, preparation of all sales presentation, correspondence with sales representatives & customers, coordinating samples & literature, typing & filing. Computer experience is necessary. Send resume with salary requirements to: Administrative Assistant, PO Box 5085, Southfield, MI 48086 EOE

ANSWERING SERVICE
TYPING skills, light computer knowledge. Mature, reliable. Call (313) 759-7482.

ADMINISTRATIVE ASSISTANT
LEADING residential home builder has an immediate opening for an enthusiastic team player. The ideal candidate must be self-motivated, well organized, excellent communication skills, and have extensive Microsoft Word and Excel experience. Send resume with salary requirements to:
THE SELECTIVE GROUP, INC.
Attn: Rachel Phelps
27655 Middlebelt Road
Suite 130
Farmington Hills, MI 4334

ADMINISTRATIVE ASSISTANT
Renaissance Conference Center, an executive level conference facility, has an excellent opportunity for professional/self motivated individual to fill the position of Conference Center Administrator. Candidates must possess 1-3 years hospitality or related experience, be able to communicate clearly in person and in writing, have knowledge of A/V equipment, must be computer literate (Word and Lotus experience is preferred), and have secretarial experience. Interested candidates should send resume and salary history to: RCMC, Human Resources-CCA, 400 Renaissance Center, Suite 1200, Detroit, MI 48243
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
CHOICE career move with suburban automotive suppliers. Be appreciated for your all around skills and executive level experience. Call us for term opportunities with major Oakland Cty. firms. $9.00-$13.00/hour.
Call Susan 810-646-7661
UNIFORCE SERVICES

AUTO DEALER
Large suburban auto dealer will interview for a Stock-In Clerk/Cashier position. Dealership experience preferred. Excellent working conditions & wage program. Call Juel at (313) 946-6000

AUTO DEALER NEEDS CASHIER
Experience preferred. Full time, excellent benefits. Apply in person:
Stu Evans Lincoln/Mercury
3200 Ford Rd., Garden City

AUTO DEALER needs experienced switchboard operator. Excellent benefits package available. Please apply in person at BOB SAKS DODGE, 35200 Grand River, Farmington Hills.

AUTO DEALERSHIP
LOOKING for full time Cashier/Switchboard. No weekends. Benefits available. Experience is preferred, but will train right candidate. Please apply in person to:
BLACKWELL FORD
41001 Plymouth,
Plymouth, MI 48170

A WIXOM Manufacturer of Paving Stones & Retaining Walls is currently accepting resumes for an entry level inside sales position. Please forward your resume with wage requirements to: 51744 Pontiac Trail, Wixom, MI 48393 Attn: D Grayson

BILLING CLERK
Busy steel service center is looking for a mature individual to do computer billing. Accurate proof reading a must. Hours are 6:45am-3:30pm, Mon.-Fri. Excellent fringe benefit package. Apply in person only, Contractors Steel Co., 36555 Amrhein, near Levan in Livonia.

BILLING CLERK
Law office billing clerk needed for medium sized Farmington Hills firm. Previous law firm billing experience required. Individual must be detail oriented, have good computer skills & be proficient with Word Perfect 5.1. Salary commensurate with experience. Please forward your resume to:
Box #1681
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BILLING COLLECTIONS CLERK
Full-time for a medical office in Livonia. Experience preferred but will train the right candidate. Contact Lisa: 313-513-0505, ext. 209 or Fax resume to: 313-513-0531

Billing / Invoicing Clerk
Entry level position available in our plant office. Computer experience a must. Benefits & 401K. Please send resume to: Billing Clerk, 2951 Schaefer, Detroit, MI 48226-2518; or FAX 313-481-5613

BIRMINGHAM LAW firm: half time position for filing, copying, phones, data entry, & errands. Send resume to: Administrator, 280 W. Maple, Suite 300, Birmingham, 48009

BOOKKEEPER - accounts receivable/payable for wholesale food company in Madison Hts. Flex hrs. 810-541-2110

BOOKKEEPER - Accounts receivable, accounts payable, payroll, inventory. Computer experience. Apply in person Mon-Fri. 8:30-3:30. Lift Aid., Inc. 38781 Schoolcraft, Ste. B. Livonia.

BOOKKEEPER/CLERICAL
Part-time, 4 day week, flexible. Computer experience necessary. Send resume to: B.E.A., Attn.: Phil, 14440 Widemere, Detroit, MI 48238

BOOKKEEPER
Client in Clarkson area needs a strong bookkeeper with good Spreadsheet skills. Salary to mid-20's. Call Tues. 810-569-4680
QUALITY ACCOUNTING TEMPS

BOOKKEEPER
Construction Bookkeeper needed for Farmington Hills area. Detail oriented & experience in accounts payable for job costing, construction draws, AIA forms, contracts, & waivers. Proficiency in Lotus 4.0, and knowledge of Skyline helpful. Send resume & salary to: PO Box 3089, Farmington Hills, MI 48333-3089.

BOOKKEEPER
Excellent opportunity, Southfield area. Call: (810) 552-0330

BOOKKEEPER - FULL CHARGE
for Farmington Hills CPA firm. Minimum 4 years experience thru general ledger. Full time position, flexible hours, excellent compensation & benefits. Please send resume to: Shindel, Scheuer & Rock CPA, 30230 Orchard Lake Road, Suite 250, Farmington Hills, MI 48334, attn David Shindel

BOOKKEEPER - FULL-TIME
Experienced, for insurance agency in Birmingham. Computer skills necessary. Non-smoker 810-646-6637

BOOKKEEPER Arcade Insurance sales needed for RV dealership. Position entails customer service, application processing, sales support, insurance background a plus. Will train, Mon-fri. some Sat. Salary negotiable, benefits. Send resume General Trailer 48500 12 Mile Rd. Wixom MI 48393

BOOKKEEPER
LIVONIA manufacturer is seeking a self-motivated individual with experience thru trial balance. Computer accounting, spreadsheet and word processing background also required. Minimum of 2-3 years experience in bookkeeping and prior experience in individual accounting areas. Salary commensurate with background and experience. Send resume with salary requirements to: Barton, Hafter, Lustig, 15443 Middlebelt, Livonia, MI 48154

BOOKKEEPER
PART time. Computer knowledge, payroll and sales, tax through trial balance experience. (810) 838-6730

BOOKKEEPER
PART-TIME
Call (313) 425-1960

BOOKKEEPER, PAYROLL & Secretary positions open in construction firm in Redford. Construction experience a must. Mail resume to: 1671 Furnwell, W. Bloomfield, MI 48324

BOOKKEEPER
PROPERTY management firm requires experienced bookkeeper for multiple companies. Accounts payable & general ledger. Candidate must be proficient in computer accounting systems thru trial balance & electronic spreadsheets. Please send resume & salary requirements to: Personnel, 34700 Grand River Ave, Farmington Hills, MI 48335 or fax to 810-442-1480

BUBBLY RECEPTIONIST
To $9/hr. Will train.
ARBOR TEMPS: 400-1160

BOOKKEEPER
2-3 days a week for Birmingham Adoption Agency. Knowledge of Quick Books & Non-Profit a plus. Send resume & salary requirements to: AIAA, 877 S. Adams, Birmingham, 48009.

CASE REFERRAL TECHNICIANS
Challenging entry level positions for customer service oriented persons with good typing, telephone & computer skills. Responsible for tracking and monitoring foreclosure cases. Nonsmoking office. Call Rene Mon.-Fri., 9 to 5 at 810-640-7701

CASHIER/RECEPTIONIST
Sunshine Honda in Plymouth currently have a full time position available for cashier/receptionist. Primary responsibilities include switchboard and customer service. So we are seeking someone without standing people skills, to join our office staff. We offer a dynamic work environment, excellent benefits and a starting rate of $6.50 to $8.00 an hour commensurate with experience. If you are interested in exploring this opportunity, Please call Karen at 313-453-3600

CERTIFIED OCCUPATIONAL SPECIALIST
For HUD Senior High Rise Apt. located in N.W. suburbs. Full-time position. Excellent salary & benefits. Reply to P.O. Box 401123, Redford, MI 48240. E.O.E.

CHURCH SECRETARY
PART time in Livonia. Computer knowledge (Word Perfect) helpful. Call: (313) 421-6400

CLAIMS ADJUSTOR - full time, Southfield location, must have previous office experience. Knowledge of claims & transportation, field helpful but not required. Must have good math abilities and 10 key calculator skills, excellent career opportunities. Send resume including salary requirements to P.O. Box 591, Southfield MI 48086.

We are a division of a Fortune 500 company and a leader in the industry distributing repair and service equipment to transportation service providers.

As a result of an influx of new business we have the following positions:

Promotional Assistant
Individual needed to assist the promotional manager and coordinator in the creation, coordination and production of advertising, perform various supportive clerical activities using a PC. Knowledge of WordPerfect and Quattro Pro (both Windows) preferred with excellent organizational and communication skills.

Customer Service Representative
Individual with excellent mechanical aptitude and communication skills will provide technical phone assistance to users of our motor vehicle special service tools. Direct order entry, order follow-up and customer service duties are part of these responsibilities. PC capability a plus. Degree and/or equivalent mechanical/technical experience required.

Secretary
Secretary needed for our customer service department. Looking for individual with excellent verbal and written communication skills and excellent organizational skills. PC experience required (Windows environment, WordPerfect and Quattro Pro, Paradox a plus).

Procurement Clerk
Clerical support needed for our Purchasing Dept. Seeking individual with excellent organizational and communication skills. PC experience required (Windows environment, WordPerfect and Quattro Pro).

Computer Operator
Our Warren office needs a full-time Computer operator to work shift from 6:30 AM until 6:30 PM. This position will also work shift from 6:30 PM until processing has completed, as required. Experience on an IBM VSE/ESA system is preferred. Personal computer knowledge is desired. This position offers good working conditions and excellent benefits package. Please submit your resume and salary requirements to

Human Resources Dept.
Kent-Moore Division
28635 Mound Road
Warren, MI 48092

CLERICAL/ENTRY LEVEL
For non smoking office in Northville. Full time, Mon.-Fri., 8:30am-5pm. Computer knowledge & good communication skills. $6-$8/hr. Call Kim: (810) 348-6260

CLERICAL - full time general office work for Southfield Property Management company. Computer experience desired. Call Mon-Fri 9am-5pm, 810-352-4043
An Equal Opportunity Employer

CLERICAL - help needed, part time for 2 lady office, days, must have good phone skills, typing & outgoing personality. Call between 9am & 5pm, 313-425-8200.

CLERICAL
In need of part & full time clerical employees. Evenings & weekends. Good benefit packages. Good positive attitude required. Apply within, 8300 Wayne Rd., Westland.

CLERICAL
Light typing, answeringphones. Looking for mature, self-confident person. No experience necessary. Very interesting business. Mon. thru Fri. 10am-6pm. Benefits available. (313) 454-4488

CLERICAL PART-TIME
Livonia retailer looking for a detail person to work part-time (evenings & week-ends) in a friendly office atmosphere. Processing invoices, customer service, light computer, handing phones. Call Marie or Elaine, Mon.-Fri., 10am-5pm. 313-427-7310

CLERICAL - Permanent part- time position to assist with attorney's time billing & other office functions. Some computer knowledge necessary. Call Judy at (810) 645-1700

CLERICAL POSITION for a busy home improvement company in Livonia. Call for interview: 313-462-2500

Clerical/Receptionist
Entry level, career opportunity with SE Michigan's largest AT&T VAR. Customer service, word processing, and organizational skills a must. Competitive salary plus a 401K, profit sharing, and full medical, dental, optical insurance. Apply 26430 Haggerty Road, Farmington Hills, or call 810-489-0000, ext 218.

CLERICAL RECEPTIONIST & SECRETARIAL POSITIONS
Temporary temp to hire and permanent. $6.50 to $14 per hour depending on experience. We are in need of team players for various positions located throughout the metro area. All requires some experience and computer knowledge.
Call Tues. 810-399-3450.
Snelling Personnel Services

CLERICAL
Reliable individual, with pleasant phone personality required, to answer phones, handle computer entry, typing and filing. Must be good with numbers. Send resume to: Human Resources, P.O. Box 39220, Redford, MI 48239

CLERICAL
SOUTHFIELD TOWNSHIP is seeking a qualified person to fill a full-time position in the Clerk's Department. Applicants should possess at least 5 years of office experience, have professional telephone skills and computer experience that includes word processing (Word Perfect 6.0) and transcription. Typing at 65 WPM, good organizational and interpersonal skills. Non-smoking office. Salary range between $19,000 and $26,303 with attractive benefits. Southfield Township does not discriminate based upon race, creed, color, religion, sex, height, weight, age, national origin or handicapped status. Send resume with references no later than September 11, 1995 to:
Sharon Tischler,
Clerk, Southfield Township,
18550 West 13 Mile Road,
Birmingham, MI. 48025
An Equal Opportunity Employer

CLERICAL SUPPORT
LARGE Detroit-based brokerage firm seeks professional, self motivated, hard working individual for entry level position. Applicants should have general office knowledge including word processing in Windows environment, good communication and accurate typing skills (40wpm desired). Send resume and salary requirements to:
Olde Discount Corporation
751 Griswold St.
Detroit, MI 48226
Attn. Human Resources
Equal Opportunity Employer

CLERICAL
We have excellent opportunities for individuals interested in entering the field of mortgage banking. Responsibilities will vary according to background, but may include entering loan information on the CRT, reviewing documents, verifying data, balancing entries, responding to telephone inquiries, and other miscellaneous clerical duties. Qualified candidates must have various office experience and good communication skills. Individual must be detail-oriented & have the ability to operate a 10 key calculator. 1 part time position is available in our Cashiers Dept. (approx. 25 hrs. per week). Knowledge of Lotus & other software packages a plus. We offer an excellent benefit package. Qualified candidates should apply Mon-Fri 9am-4pm
HUMAN RESOURCES
SOURCE ONE MORTGAGE SERVICES CORPORATION
Fax 810-488-7121
27555 Farmington Rd
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

CLERICAL - Working for Development Office. Prerequisites: Knowledge of WordPerfect 6.0 and Windows. Good written and oral skills, ability to work accurately under pressure. Part-time, 10 Hrs. per Wk. For information, call Sally Owen between 9 and 4pm, (810) 476-6000

CLERK
A progressive health care organization is currently seeking full time clerks. Applicants must have a minimum of 2 years office experience including: typing skills of 45 wpm, computer experience with windows, and strong data entry skills. Medical terminology a plus. $7.50 per hour with competitive benefits package. Applicants will be tested.
Please send resume or call
ARCADIA HEALTH CARE
Attention: Human Resources
340 East Big Beaver Road, Ste 250
Troy, Michigan 48083
(810) 740-1440
EOE/ADM

CLERK MESSENGER
needed for Southfield law firm. Energetic, self-motivated individual sought for this fast-paced position. General duties include court filings; miscellaneous deliveries; general office duties. Salary commensurate with experience; full-time position offers health, life, long term disability insurance; 401K plan. Will consider part-time employees. Send resume to: Administrator, 4000 Town Center, Suite 1500, Southfield, MI. 48075

CLERK/MESSENGER
NEEDED for Farmington Hills law firm. General duties include; court filing, misc. deliveries, library filing, and general office duties. Full time position offers benefits. Will consider part time employee. Call Diane: (810) 626-7300

COLLECTIONS
IMMEDIATE openings for dependable Accounts Receivable/Collection Clerks. Strong communication skills a must. Call, 810-569-6600

COMPUTER OPERATOR - Must have experience in order entry & data input. Full time, good benefits. Canton location (313) 495-0000

COMPUTER/SECRETARIAL
Full time position with Southfield CPA firm for motivated individual possessing strong computer, 10-key, and WordProcessing skills. Accounting firm or bookkeeping experience helpful. Pleasant office. Non-smoking 810-352-8040

CREDIT & COLLECTIONS CLERK
Prominent worldwide organization seeks individual to join our corporate credit & collections team. Duties include making collection calls, answering correspondence from attorneys/collection agencies, and recording collection information on database. Requirements include typing 50wpm, word processing skills (WordPerfect preferred), and some prior credit & collections experience. Includes full, benefits package. Send resume to:
HR DEPT./CC
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CUSTOMER SERVICE
Mature, reliable, good with people, telephone and figures. Accurate attention to detail. Full or part time, non smoker. Send resume P.O. Box 2587, Southfield, MI 48037-2587

CUSTOMER SERVICE position requiring word processing skills. Experience required. Non-smoking office. Fax or mail resume to: VLS Personnel Dept., 36363 Amrhein, Livonia, MI 48150
FAX, 313-953-5818

CUSTOMER SERVICE
Experience required. $400-$500/wk. w/benefits. Apply at: 9125 Telegraph Rd., Redford -- Ask for Mrs. B.

CUSTOMER SERVICE OR PURCHASING
$25,000
Two positions, microsoft word, Excel, automotive background a plus. Good communication skills. Opportunity to advance, great benefits. Farmington Hills area. Call Denise. 810-772-6760 or FAX resume 810-772-1811.
Snelling Personnel Services

CUSTOMER SERVICE
$7.50/HR.
ARBOR TEMPS: 459-1166

CUSTOMER SERVICE Office Clerk for Furniture Store, A.M. position. Must be mature, responsible & dependable. 810-553-2110

CUSTOMER SERVICE CAREERS
-- FULL or part time
Temp to perm available
America's fastest growing companies are adding to their staff of professionals. They offer career growth and technical training to qualified applicants:
- Excellent oral & written skills
- CSR, problem solving experience
- Typing 25 wpm

Call today for interview. Pay based on experience with automatic raises.
Call Catherine 810-646-7062
UNIFORCE SERVICES

CUSTOMER SERVICE
RESEACH department of national corporation has many openings for your good communication skills, energy & motivation. This unique opportunity has:
- variety
- thorough training
- excellent earning potential

Light computer knowledge
Call Colleen, Livonia 810-473-2932
UNIFORCE SERVICES

CUSTOMER SERVICE
- $8.50/Hr
- Full or Part Time
- Evenings/Weekends

Several people needed for long-term project in Twelve Oaks Mall. Light typing & good communication skills needed. Fun position participating in the "Be True To Your School Program". Help your local schools. Call today!
810-615-0660
Western STAFF SERVICES.

CUSTOMER SERVICE REPRESENTATIVE
Individual must be image conscious with great communication skills. Very flexible hours. $6.50 to start. Chauffeurs license required. Please call. (313) 941-6850

Data Entry/ Accounts Payable Clerk
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, has an opportunity for an entry level Payables Clerk. Responsibilities include checking invoices, coding bills, filing, data entry & special projects. Typing, 10 key and CRT experience required. Call 810-932-2731 between 3pm-5pm, weekdays if interested
An Equal Opportunity Employer

DATA ENTRY CLERK-Novi firm has full time entry level position for detail oriented person with some computer experience. Call Burrows Co. 810-348-6000

DATA ENTRY
DESPERATELY NEEDED FOR POSITIONS IN AUBURN HILLS AND WEST BLOOMFIELD. GREAT CAREER OPPORTUNITY.
CALL NOW!! 810-363-9696
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EOE NO FEES

DATA ENTRY - Experienced person for a busy accounting department. Looking for a dependable person with good attendance, familiar with a fast paced work environment. Located in Ferndale. Full time. If qualified call. (810) 543-5100

DATA ENTRY/ GENERAL CLERICAL
Full time with benefits, 401-K. Growing equipment leasing company needs fast and accurate person. Punctual, hardworking need only apply. Send resume with minimum wage requirements to SHFT, P.O. Box 9005, Farmington Hills, MI 48333

DATA ENTRY
Large company in Troy needs professional individual with the following skills:
- Knowledge of MS Word/Excel
- Good keyboarding skills
- Professional phone manner

Monday thru Friday 11:30am-8pm Wages $8+ depending upon experience. Resume a must
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PART-TIME & FULL TIME AVAILABLE
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Southfield, 810-352-1300
Taylor 313-284-0777
Auburn Hills, 810-373-7500

DATA ENTRY / REPORTING SECRETARY
Part-time Farmington Hills lab. Call: (810) 477-4030, Ext 114. E.O.E.

DATA ENTRY
ROYAL Oak bank seeks data entry clerks. Must be experienced. Afternoon shift. $7/hr. to start. HRMS. 810-968-0287

DATA ENTRY
Troy based engineering firm is seeking an exceptional individual for data entry position. The successful candidate will have a positive attitude, ambition to succeed and will be proficient with Microsoft Excel, Microsoft Word & Microsoft Project. We offer a competitive salary, excellent benefits package and the opportunity for advancement. Please send resume to
Human Resources
Weltonen Engineering Inc
2722 Elliott
Troy, MI 48083
Or FAX to 810-583-2049

DENTAL ADMINISTRATOR, Full time, experience helpful. Will train. Unique opportunity for motivated loyal person. Salary commensurate with ability. 1-800-750-5068

DOWNTOWN BIRMINGHAM firm seeks Seminar Coordinator/Administrative Assistant, 20-25 hours a week. Competitive wages. (810) 647-5406

DOWNTOWN Royal Oak interior design firm seeking individual for clerical tasks including answering phones, filing, & misc. duties. Minimum wage. Afternoon hrs. Excellent for college student. (810) 545-3100

Do you have Word Processing/Receptionist Experience?
- Microsoft Word
- Excel
- PowerPoint

Call and apply today!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

DO YOU WANT TO BE ON A WINNING TEAM?
Fast paced service oriented company has full-time Customer Service Positions available. Great benefits including 401K. Must be an energetic people person. Apply at: 30783 Grand River, Farmington Hills. (810) 478-7030

EFFICIENT & self motivated office person needed for small busy wholesaler, Mon-Fri., (9-5). Call Lori (810) 541-5090

ENTRY LEVEL CUSTOMER SERVICE/ DATA ENTRY
Long & Short Term opportunities available in the Southfield & Farmington areas.
Call today to apply!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

EVENING RECEPTIONIST
Hours: Mon-Thurs., 3-7:30pm, Sat. 8:30-2pm. Filing, answering phones, greeting patients. Some computer experience preferred, willing to train. Call Jackie or Louise. (810) 647-6320

EXECUTIVE ADMINISTRATIVE ASSISTANT
Part time person for professional association. Computer skills, light bookkeeping and people skills a must. Real Estate background a plus. Send resume to:
Box #1806
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE / ASSISTANT
LONG term temporary assignment. $12-$14 per hour depending upon experience. Would you like to work in the executive offices of an international organization. Experience word-perfect and Lotus a must. Graphics a plus. Call Tues., 810-399-3450.
Snelling Personnel Services

EXECUTIVE SECRETARY, $30,000 Right hand to VP, Microsoft Word, Excel. Good communication skills. Major suburban firm. Full benefits. Call Daniels, 810-772-6760.
Snelling Personnel Services

FAST PACED office, phones, receptionist, Microsoft Windows. Openings in the HariCan, Ann Arbor, Livonia, Novi, Sterling Hts. 313-393-1662

EXECUTIVE SECRETARY
position available in Farmington Hills. Candidate must have a minimum of 5 years clerical experience, excellent grammar and be proficient in Word for Windows and Excel. Fax resume to Denise at 810-737-9652 or mail to Fredman Real Estate Group, Inc., Suite 100, 321300 Northwestern Highway, Farmington Hills, MI. 48334

FILING/SWITCHBOARD
EXCITING part-time position for high school student & others. Mon. and Thurs., 5-9pm., Tues, Wed & Fri., 2:30pm-6pm. Non smoking office. Please apply to Joel. (810) 355-1000, JOE PANIAN CHEVROLET- GEO, 28111 Telegraph, Southfield, Mich.

FORECLOSURE PROCESSOR
TROTT & TROTT, P.C., a Bingham Farms law firm seeks well organized self-starters for Foreclosure Processor positions. Candidates must be very detail oriented, able to work under pressure and meet deadlines. Excellent typing skills, computer experience with Windows, WordPerfect and Access preferred.

We offer a dynamic yet comfortable work environment and salary consistent with qualifications. For confidential consideration, please call. (810) 642-2515, ext. 212.

FREE INCOME TAX COURSE
Learn to prepare or save money on your own tax returns. Employment available upon completion. Day & evening classes. Convenient Livonia & Dearborn locations.
Jackson Hewitt Tax Service:
1-800-337-7352

FRONT OFFICE - Experienced Receptionist needed for Podiatrist's office. Dictaphone experience a must. Part/full time. Limited travel involved. Call Carie 810-338-3668

FULL time mechanic. Trailer/foreman Call Walter. (810)478-7677 (810)320-7776

GENERAL OFFICE CLERK
GAIN experience for advancement with multiple short and long term positions available with headquarters of prestigious suburban financial firm. $7.25/hour to start. Call Glenda, Livonia, 810-473-2933
UNIFORCE SERVICES

GENERAL OFFICE - Full time clerical work for Southfield property management company. Computer experience desired. Benefits. Call Mon.-Fri. 9am-5pm. 810-352-2015
An Equal Opportunity Employer

GENERAL OFFICE
Full-time position in retail store. Extensive public contact, telephones, computer, & general clerical skills needed. Available immediately. Call for interview. 313-493-4500

GENERAL OFFICE
Full-time office position. Various duties. Computer skills necessary. Must like working with figures. Some paid over-time may be required. Call for an appointment. Miss Austin, Riemer Floors, Inc. on Telegraph Rd. in Bloomfield Hills 810-353-4050

GENERAL OFFICE/SECRETARY
Part time position immediately available in pleasant office environment. Must have word processing skills using a computer and type 55wpm. Accurate and proficient telephone answering skills a must. Flexible hrs. Call Therese 810-559-1818

GENERAL OFFICE
Small office. All-around office work; telephone, switchboard/receptionist, bookkeeping & computer work. Job could develop into even greater responsibility. Good starting salary. Benefits include Blue Cross, 401(k) after 1 year, life insurance, paid holidays, vacation, etc. Excellent working environment. Hours: 8am-5pm. Send resume to: Mr. Cooper, PO Box 1739, Brighton, MI 48116.

HEATING & Cooling Distributor seeks full time individual for telephone and general clerical duties. Excellent telephone skills a must. Benefits package. Resume or apply to: Swec Distribution, 12650 Inkster, Redford, MI 48239. 313-534-2665

INSURANCE
Commercial CSR for agency located in Birmingham. Experience required. Computer knowledge necessary. Excellent benefits. Resumes to FAX 810-540-2002, Att'n Donna Greu

INSURANCE OFFICE - Southfield Desires responsible, intelligent person for entry level position. Potential for advancement. Please leave message. 810-350-1816

INVOICING CLERK
Immediate opening - Some computer skills preferred but will train the right person. Days - full time - benefits. Farmington Hills Area (810) 489-1999

Job Opportunities
See our in-column ad in the General Help Wanted Section of todays paper.
SOURCE ONE MORTGAGE SERVICES CORPORATION

LAW FIRM/SECRETARY busy Southfield office looking for entry level person. Will train hard working self starter. (810) 353-4600

TROY LAW FIRM seeks full time LEGAL SERETARY with WP 5.1 skills, 1 yr. litigation experience, professional demeanor required, good benefit package.
Resume
Office Manager
PO Box 1674
Troy, MI 48099-1674

Legal Assistant
Contract Position
13 lawyer Southfield firm has immediate need for experienced litigation legal assistant for a CONTRACT position with possibility of permanent employment. Position assumes immediate responsibility in large anti-trust action with trial starting Sept. 1995. Computer skills a must. FAX resume to: K. Kerwin, 810-353-8524 with per diem/hourly expectation.

LEGAL SECRETARIES & WORD PROCESSORS
Needed with experience
Fax resumes to (810) 358-3021
or call Wolverine Staffing
at: (810) 358-4270

LEGAL SECRETARIES
Prestigious law firms downtown Detroit seeking Legal Secretaries and Law Clerks. Minimum 3 years legal experience. Transportation provided. Call for an appointment.
TECH PERSONNEL SERVICES
(313) 729-0000

LEGAL SECRETARY
Experienced. Needed for a friendly/professional plaintiff lawfirm located in Royal Oak.
Fax Resume to:
Administrator 810 541-3304.

LEGAL SECRETARY
Full-time needed for Troy firm. Must have at least 5yrs. experience in corporate, real estate, environmental and/or employment law. WordPerfect for Windows. Only hard working, reliable, self starting people need apply. Send resume to: Law Offices, P.O. Box 1436, Troy, MI. 48099-1436

LEGAL SECRETARY for medium size Troy insurance defense firm. 1 Full time position & 1 position 3 days/wk. MINIMUM 2 yrs. experience in litigation. Call: (810) 649-1330

LEGAL SECRETARY
Flexible 30 hr/wk. Litigation experience, positive attitude, proficient in W6.0 & WP5.1 & familiar with court rules, scheduling & docket. Fax resume to: Marti (810) 353-3647.

LEGAL SECRETARY full and part time. Bloomfield Hills. Windows and Wordperfect 6.0. Pay commensurate with experience. (810) 335-5220

LEGAL SECRETARY
FOR partner. Full time, Farmington Hills personal injury and products liability practice. Minimum 5 years experience. Word Perfect. Friendly office in historical home. Ask for Kate at: (810) 489-1100

LEGAL SECRETARY
For fast-paced North Oakland County law firm. Full time. Knowledge of WordPerfect and experience in litigation needed to keep up with busy attorneys. Send resume to: Office Manager, 1760 S. Telegraph, Suite 300, Bloomfield Hills, MI 48302-0183 or fax to: (810) 335-3340

LEGAL SECRETARY
Farmington Hills law firm looking for experienced legal secretary. Pleasant working conditions for non smoker. Must have experience in word processing. Salary commensurate with experience. Call Cathy at: 810-489-1444, or Fax resume to: 810-489-1453

LEGAL SECRETARY
Medium size Southfield law firm needs experienced Legal Secretary on a permanent part-time basis to work with tax and corporate attorney. Minimum 5 years experience. Please send resume to:
Box #1668
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Part time. Litigation experience & WordPerfect skills required. Send resume to: P.G. Meyer, 6707 W. Maple Rd., Suite 100, W. Bloomfield, MI 48322-2271 or call Sylvia at (810) 737-0700

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70wpm typing. Word processing knowledge. Dictation equipment. Excellent benefits. Paid vacations, holidays, sick-time. Salary commensurate with experience. Non-smoking environment.
Phone (810) 641-1800 Ext. 3002 between 9am & 11am to schedule an appointment or send a resume to Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098

LEGAL SECRETARY
Top notch Legal Secretary wanted for small plaintiff's firm with litigation practice. Experience & computer skills in Windows & WordPerfect 6.1 necessary. Pay & benefits commensurate with ability & experience. Send resume & references to: Stark & Gordon, 217 S. Woodward, Ste. 202, Royal Oak, MI. 48067-2444

Mail Clerk/Receptionist
Southfield-based mortgage company seeks mail clerk/backup receptionist. Should be dependable, responsible, professional. Good salary/benefits package including health benefits. Outstanding opportunity if you are hard working and looking for a company that appreciates your efforts. Send or fax resume to.
MCA Financial Corp.
23999 Northwestern Hwy
Ste. 100
Southfield, MI 48075
ATTN: Cheryl Kaye
FAX (810) 350-3334

MARKETING services company in Plymouth seeks customer service oriented candidates with excellent communication skills and knowledge of Microsoft Office to work as a team member and leader for the following positions:

CLERICAL
Type reports, process orders, receive and investigate customer inquiries, data entry. Typing 30-40 wpm.

GROUP LEADER
Coordinate schedules, procedures and workflow of clerical personnel. Knowledge of Microsoft Excel desired. Previous supervisory experience and credit/accounts receivable knowledge helpful.

Includes excellent benefits, including medical, dental, life, 401(k) & tuition reimbursement. Adistra is a non-smoking environment. Fax resumes w/salary history, to 1-313-416-2033 or mail to:
ADISTRA CORPORATION
Attn. OE-CLER
101 Union
Plymouth, MI 48170
EOE

MORTGAGE PROCESSOR
Experienced for small mortgage company. Pay/benefits negotiable. 810-916-5307 or 810-553-6433

NAT'L MANAGED health organization seeks, part time support person for data entry & phone work. Candidate must type 40 wpm. Experience within a health care environment preferred. Send resume & salary requirements to: Personnel Medview Services 32991 Hamilton Ct., Suite 300 Farmington Hills, MI 48334
EOE Drug Free Work Place

NEED MONEY Apply Now!
Hundreds of Data Entry/Clerical positions now available.
CALL TODAY!
810-353-6300
FUTURE FORCE

Novi Office seeks CLERICAL support. Property & casualty insurance background beneficial. computer knowledge required. 810-348-6200

OFFICE ADMINISTRATOR / EXECUTIVE SECRETARY
Resource Solutions Group, one of Michigan's fastest growing computer consulting companies, has an immediate opening in it's Southfield Corporate Headquarters. Duties include, management of office administrative functions for a 10 person office & personal assistance for CEO. Strong interpersonal skills required. Excellent compensation & benefits, including health care & paid time off. Send resume to: Resource Solutions Group, 30 Oak Hollow, Suite 205, Southfield, MI 48034 or fax to. (810) 356-6268

OFFICE ASSISTANT
For large carpet/maid service. Full medical, dental, & life. Full time. $6.50 to start with advancements. Some computer & phone estimates. American Freedom Cleaners. (810) 473-8300

OFFICE ASSISTANT
Full time permanent position for person with business & organizational skills, who likes a variety of work. Phone, data entry & general office. Computer experience. Busy mental health clinic in Southfield. Resume & references. EOE. (810) 559-9049

OFFICE CLERICAL
Busy Service Dept., of Livonia spa distributor, needs office clerical. Must have good data entry and organization skills. Light phone duties. Bookkeeping skills include daily bank deposits, balance register & prepare daily closeouts. We offer a competitive salary & benefits.
Call Bob 313-425-6340, Ex. 125
Or FAX resume 313-425-7865

OFFICE CLERICAL
FAST-PACED tool distributor seeks detail-oriented, positive individual. Full-time with benefits. Applicants to have pleasant phone manners, through understanding of office procedures and ability to handle multiple tasks. Typing/45wpm. Profit 21 computer experience a plus. Send resume to Susanne, Michigan Pneumatic Tool, 10630 Cloverdale, Detroit, MI 48204.

OFFICE/CLERICAL
Southfield CPA firm is immediately seeking an office clerical person. WP 6.0, 5.1. Experience preferred, but will train right person. Pay commensurate with experience.
Please call: 810-357-2404 Ext 173

OFFICE CLERICAL
Westland manufacturer seeks experienced person willing to perform multiple tasks. Accurate typing with knowledge of WordPerfect Windows helpful. Prefer experience in data entry. Will answer phones, file & perform other clerical duties. Our company presents an excellent opportunity for an energetic, outgoing person. Fax resume to:
Office Manager 313-729-1365.

OFFICE HELP/ receptionist, full time days for limousine & bus company. Telephone sales experience helpful (810) 474-9176

OFFICE CLERK
Company located in Van Buren Twp. has immediate full-time opening for individual with good math, typing, and communication skills. Accounting experience helpful. Health & life insurance provided. Send complete resume in confidence to: P.O. Box 790, Belleville, MI. 48112-0790

OFFICE PERSONNEL
Part time with typing skills. Canton. Send resume to: 7238 Sheldon Rd., Canton MI 48187

OFFICE POSITIONS!
Full time. Southfield location. Must have previous office experience. Excellent math & 10-key calculator skills needed. We offer excellent starting wage. Send resume to: P.O. Box 5091, Southfield, MI 48086.

OFFICE STAFF PLYMOUTH
Part-time weekends or full-time weekday afternoons. Fun, busy home inspection office. Must be Word Perfect 5.1 proficient, know DOS, and enjoy work & people.
FAX resume to: (313) 453-4812
Or send to: 501 S. Main St., Plymouth
An Equal Opportunity Employer

ORDER DESK/GENERAL OFFICE
Farmington office needs detail minded person to handle telephone orders and misc. clerical duties. Position requires good communication skills, math aptitude, and data entry. Call Laurie at 810-478-0000 Ext 116

ORDER ENTRY/BILLING
Good benefits. Progressive growing company requires experience in data entry and customer service. Send resume to: H/R - Billing, P. O. Box 525, Southfield, MI 48037

ORDER PROCESSOR/Inside Sales. Full time. Medical benefits. $7.50 per hour plus commission. 2 weeks paid vacation. Fast paced environment. Must be people oriented. Fax resumes to Attn: Penny, 313-441-6719

PART TIME RECEPTIONIST
Light typing, filing, phone skills required. Some eves., 4pm to 9pm. Sat., 8am to 5pm. (810) 478-0570

PART-TIME - Well organized person needed for a friendly, fast paced office in Livonia. Flexible hours possible. Computer & good math skills a plus. ACTMEDIA, (313) 522-9338

PAYROLL ASSISTANT BOOKKEEPER
Must be experienced in computer payroll, posting journals, accounts receivable-payables & general office duties. Non smoking office. Casual business dress. Permanent position to start Sept. 18. $9.50 per hour to start. Dearborn area. Resume to: Box #1691
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd.
Livonia, MI 48150

PAYROLL/BILLING CLERK
full time for busy mental health agency. Requires strong math/communication skills. Working knowledge of Lotus required. Non-smoking office, excellent working conditions. Berkley area. Starting pay $8/hour. Please fax resume to: 810-544-0992, Attn.: Andrea.

PAYROLL CLERK
Individual needed full-time to complete weekly payroll & maintain personnel files. Must have payroll experience. Bookkeeping background a plus. Send resume with salary requirement to: Human Resource Director, American Mailers, 100 American Way, Detroit, MI. 48209 or call: 313-842-4000. Non-smoking office.

PHYSICAL THERAPIST
The Haggerty Center has an excellent opportunity for a Physical Therapist interested in working in a very unique environment dedicated to neurorehabilitation.

Haggerty Center, located in Northville, Michigan, is part of Rehabilitation Institute of Michigan and is the only federally designated model system of traumatic brain injury rehabilitation in the Midwest. Our functional approach allows us to tap every available resource in the community, as well as the specialty facilities within The Detroit Medical Center and Wayne State University's School of Medicine.

We are accepting resumes for Physical Therapists who have 1-2 years' experience in neurorehabilitation and who are interested in working in a challenging, exciting work environment. In addition, we can offer you a competitive salary and an excellent benefits package, including NDT training for qualified applicants.

Interested candidates should submit a resume with salary requirements to: REHABILITATION INSTITUTE OF MICHIGAN, HUMAN RESOURCES, 261 MACK BLVD., DETROIT, MI., 48201.
An Affirmative Action/ Equal Opportunity Employer

PORTERS
Energetic and hardworking Porters needed full time. Apply to: Jim Davis:
Bill Brown Ford
32222 Plymouth Road
Livonia.

PRACTICE MANAGER
Responsible, energetic Practice Manager needed for busy Ambulatory Care practice located in DMC area to coordinate and oversee the clinical clerical activities of the clinic in order to ensure the delivery of quality medical care to patients. Assist and monitor subordinate personnel in their performance of daily activities. Develop and implement company policies and procedures. This position requires at least 3 yrs. clinic ambulatory experience, excellent communication and interpersonal skills. CPR certification as well as supervisory experience. We offer an excellent salary and benefits package. Qualified applicants please submit resume & salary requirements to:
CODE 1012
3800 Woodward, Ste. 600
Detroit, MI. 48201
Fax 313-745-9124
EOE

PREBILLING REPRESENTATIVE
Full time. Good phone skills necessary. Duties include; verifying personal data and insurance billing information. Accurate keyboarding and computers skills required. Apply in person, Mon-Fri., 9-4pm; Paramed Inc., 486 S. Opdyke (N. of S. Blvd.), in Pontiac.

PROFESSIONAL STAFFING RESOURCES
Seeking dependable workers for Clerical, Light Industrial & Skilled Trades. (810) 559-4144

Property Management Secretary's Position
This position reports to the P.M. and requires a minimum of 2 yrs. experience as a secretary. Strong computer (WordPerfect & Lotus), customer relations, communication skills with light accounting required. Experience with typing of contracts, leases and maintaining work order systems. Send resume and salary requirements to: Insignia Commercial Group, 30150 Telegraph Rd., Ste 142, Bingham Farms, MI 48025

PURCHASING CLERK
Busy steel service center is seeking a motivated individual who possesses neat handwriting and good math skills. Hours are 8-4:30, Mon.-Fri. Excellent fringe benefit package. Apply in person only. Contractors Steel Co., 36555 Amrhein Road, Livonia (near Plymouth & Levan)

RECEPTIONIST
American Express Financial Advisors is looking for a part-time receptionist. Mon.-Thurs., 4:30pm-7:30pm. Please Fax resume to Beth Anderson 810-828-0302 or mail to: 31555 W. 14 Mile Road, Ste. 300, Farmington Hills, MI. 48334
An Equal Opportunity Employer M/F/D

RECEPTIONIST ANIMAL HOSPITAL
Excellent communication skills. Some clerical & computer ability. Full or part time. Some eves & Sats. Salary based on experience. Apply in person 31205 5 Mile, Livonia.

RECEPTIONIST
a well established Plymouth based company seeks a full time entry level receptionist. Send resume to: PO Box 730368, Plymouth, 48170.