502 Help Wanted-Office Clerical

Administrative Assistant/ Part-Time
Human Resources
Federal APD, Inc., a leading worldwide supplier of sensing and reversal control equipment for the printing and Federal Signal Corporation (NYSE: SAM), is seeking an experienced, professional Administrative Assistant for our Human Resources Department. This is a part time position, approximately two days / four days per week. Hours are flexible, but must be scheduled. The ideal candidate will be a high school graduate with a minimum of 5 years of related experience, with strong clerical skills, knowledge of all office equipment, basic math skills, and a thorough command of Word Perfect for 6.1 or 6.0. Knowledge of Lotus a plus. Some typing is required, but extensive typing assignments may be required, and must be able to work 1-2 weeks full time at the beginning of employment for orientation training. Previous experience and human resource experience a definite plus. Typical salary: $10/hr. Federal APD, Inc. is an Equal Opportunity Employer. Please send resume to: Human Resources, 2470 Crooks Road, Troy, MI 48084. FAX: (810) 435-1135. No phone calls please. EOE/M/D/V

ADMINISTRATIVE ASSISTANT /
Small but busy sales office. Part-time, Mon.-Fri., 8:30-12:30 (20 hour). Must be responsible, energetic, good phone skills, and like dealing with people. Call Renee for appointment, 313-534-6500

ADMINISTRATIVE ASSISTANT
A leading Farmington Hills company has an immediate opening for an Administrative Assistant. The ideal candidate will be responsible for the entire order entry, billing and collections. Must have accounting knowledge a plus. Hourly rate, commission and bonus structure. Please send your resume to: Inacom Computer Materials, 7200 Wisconsin Ave Suite 500, Troy, MI 48083. Fax - 810-528-5166

ADMINISTRATIVE CLERK
A leading Farmington Hills insurance corporation has immediate openings for two experienced clerks. The ideal candidate will have a minimum of 6 months clerical experience, preferably in a high paced production environment. Typing at possible entrance data skills and must be able to work overtime on short notice. In addition to a competitive salary, we also offer an attractive benefits package which includes 2 weeks vacation after one year of employment. If you are interested, submit a resume, with salary history to:

FIRST AMERICAN
REAL ESTATE SOLUTIONS
P.O. Box 631270
Livonia, MI 48153-1270
Fax Number (313) 953-1730
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Assistant Director. Varied duties. Salary open, $ 000-2 45, some computer helpful, 4 days in Farmington area, hourly & bonus quarterly. Call Mary Donell 810-473-5503

ADVANCE YOUR CAREER!! as a legal secretary. Growing Detroit area partner seeks legal secretary with excellent organizational skills and typing skills. Starting salary to accept numerous responsibilities. Insurance defense experience preferred. Call B.T. Fax resume to Administrator (810) 932-0622. Mail resume to: PO Box 4255662, West Bloomfield, MI 48325-5662

ADVERTISING AGENCY
SECRETARY
You'll answer phone, type proposals and work on projects for Account Out side for the position is one of having to be very organized and detail oriented. Receptionist duties. Your next move could be to Account Executive, Media Person or Media Estimator, if you have a College Degree, want to work hard, and possess a neat appearance resume to: Secretary, c/o R.E. Laura Inc., 24275 Haggerty Mall, Bu. 320, Southfield, MI 48034

AGENTS ASSISTANT
NEEDED by insurance agency in Plymouth. Must be dependable, have customer service, and telemarketing abilities. Must enjoy working with people, good oriented and eager to learn. Will train. Fax resume to 313-416-7508 or mail to: PO Box 87042, Canton, MI 48187.

AGENT STATE Farm office in Southeast section of Livonia has opening for experienced in personal lines. Potential for advancement. Please fax resume to 313-360-1818

APARTMENT MANAGEMENT POSITION Luxury apartment community looking for experienced management personnel. Site bookkeeping/property management. Please send resume to 100 Town Square Pl., Detroit, MI 48226. Attn: Administrator Mgr. EOE

ARBOR TEMPS SEEKS:
DATA ANALYSTS
DATA ENTRY SPECIALISTS
(m) - 813/HR
Entry level to advanced medical backgrounds welcome.
Temporary to Permanent
ARBOR TEMPS 313-995-1166

ARTS & CRAFTS DIRECTOR
For senior high age apartments located in northwest Detroit. Call (313) 538-0300
E O E

ASSISTANT Bookkeeper/Payroll. Must be experienced in computer, payroll, posting to ledgers, billing, & general office duties. Will be producing office. Permanent position. Dearborn area. 8d 3d. Good company. $8 - $10/hr to start. Send resume to: Box 81837, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ASSISTANT FOR small office, phones, typing, filing. Learning opportunity. Macintosh computer experience helpful. 20 hours/week. Belmont. Bud needed by 3rd Park Street, Suite C, Birmingham, MI. 48009

ASSISTANT
needed immediately for group home in Farmington area. Must have previous clerical experience & be computer literate. Flexible hours. Salary is dependent on experience. Please call 313-522-7148 EOE

ASSISTANT TO RECORDS MANAGER
For Birmingham law firm. Must have excellent organizational skills, some knowledge of word processing and ability to type 50 wpm. Send resume for Administrator, 260 W. Maple, Suite 300, Birmingham, MI 48009

AUTHORIZATIONS SUPERVISOR/OPERATOR
Medicaid Managed Care acceptance services has immediate openings to establish authorizations for Medicaid Positions available for days and afternoons. We require: Call Vivian Bousfield at (810) 799-9699

AUTO DEALER
needs a car biller. Dealership experience required. Apply Dodge Quality Service Department. Good wages and benefit package. Please call Gary at Krug-Lakepointe

AUTO DEALER
PART TIME CLERICAL POSITION
Apply: Fox Hills Chrysler Jeep Eagle Mercury, 32000 Ford Road, Garden City

BANQUET CENTER
BOOKKEEPER - PART TIME
Experienced 8, possible 3 days/ week, based flexible hours. Banquet and clerical skills. Pay commensurate with experience. Call Vivian Tuve at (313) 363-8724

BILINGUAL SECRETARY
(JAPANESE) 313-8177
ANN ARBOR TEMPS 995-1166

BILLING CLERK
Major rental equipment company needs a self-motivated individual to handle billing and collections. Must have data entry experience, great communication skills & work well with numbers. Call Monica, Mon.-Fri., 8:30-5:00 at (313) 261-1900, 30601 Industrial Park Dr., Bu 100 Farmington Hills, MI. 48334

502 Help Wanted-Office Clerical

BIG 3 OPPORTUNITIES AT BARTECH
Currently hiring Administrative Assistants and Secretaries for immediate long term and short term assignments at a leading automotive company in Dearborn.

- WORDPERFECT
- EXCEL
- GRAPHICS
- MICROSOFT WORD
- ABC Flow Chart

Come join our team ...
The Bartech Team

BARTECH
313-271-5454
Evening appointments

BOOKKEEPER / Clerical Part-time. Fast paced Farmington office seeks motivated, hi-y organized individual. Call Mrs. Vivano 810-356 9697

BOOKKEEPER
Full charge Bookkeeper for general ledger a West Bloomfield synagogue. Please submit resume & references to:

Box #1808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER - FULL CHARGE
For N. Oakland County lumber supply company. Farmington area. Profit sharing plan. Must have computer experience. Box #1784 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER
FULL CHARGE
Only experienced need apply. Must have 5-10 years experience. Associates degree in Accounting or Business. Must be detail oriented & have knowledge of bookkeeping, general ledger and financial statements. Send resume to: B Harmon, 31600 W. 10 Mile, Suite #220, Southfield, MI 48034

BOOKKEEPER - Full charge through trial statements, payroll tax experience a must. 1040 / 1120 preparation. Salary $ 000-35 000. Send resume to: Box 81894 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER - FULL CHARGE
3 yrs. general bookkeeping overall experience. Highly skilled in Accounts Payable & Receivable and General Ledger is necessary. Duties may include Solomon ACCPAC, WordPerfect, etc helpful Professional in expert Word and Excel. Reply to: Box #1958 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

BOOKKEEPER
Full time for accounting services firm. Strong organizational skills required for this position. Experience preferred. Please send resume and salary requirements to: Box 81892, 42211 Hamr. Suite C, Novi, MI 48375 Fax 810-476-0926

BOOKKEEPER - PART TIME
Computer experience hours flexible 14 Mile & Inkster area
(810) 855-0303

BOOKKEEPER
Part time. Computer skills. Tax through trial balance experience. (810) 855-9720

BOOKKEEPER
Part-time, for Telegraph-14 Mile area accounting firm. Call
(810) 258-8220

BOOKKEEPER - PART TIME
for Birmingham interior design firm. Must have experience in accounting software packages. Duties include A/P and Payroll thru Quarterly Reports. Some computer knowledge needed. Will train on our system. Call for interview
(810) 644-5115

BUSINESS Manager, part time, human services agency. Accounting, computer, phone work. Resume Carson Services, Inkster, 48141

CASHIER
POSITION available for an experienced Cashier who is hardworking, self-motivated, outgoing & enjoys working with the public. If you have these qualifications, call 313-595-7581. Ext. 281 and ask for Robin

CASHIER/RECEPTIONIST
Sunshine Honda in Plymouth currently has a full and part time position available for cashier/receptionist. Primary duties include greeting customers and customer service. So we are looking for someone with excellent people skills, to join our office staff. We offer a dynamic work environment, competitive salary & benefits. Apply in person at: Sunshine Honda, 41700 Ann Arbor Rd., Plymouth, MI 48170

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CHRISTMAS CASHS
CLERICAL Opportunities

WORD PROCESSORS - any software or experience, good typist. Short and long term assignments or temp perm available

DATA ENTRY - 7,000 key strokes and up. Long and short term available

RECEPTIONISTS - Long, short and temp-perm assignments available. Light typing or computer literate a "PLUS."

FILE CLERKS - Alphe/numeric filing. Long and short term available.
FULL & PART TIME

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer
SOUTHFIELD 810-352-1300
TAYLOR 313 284-0777
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 313-373-7500

CHURCH SECRETARY needed for part-time position, week days. Flexible salary on a seasonal, long regular hours. Secretarial experience & computer skills required. Responsibilities and duties are required for the detail-oriented position. Call and resume Personnel Committee, c/o Community Congregational Church, 31650 Southfield, Farmington Hills, MI 48076 810-557-0044

CLAIM ASSISTANT for leading 2 person agency. Experience. Good hours. Send resume to: Assistant, 28400 Northwestern Hwy., Suite 200, Southfield, MI 48034

IMMEDIATE OPENING
Full time assistant for real estate relocation company in Livonia. You will need excellent clerical skills with knowledge of word processing and ability to perform numerous duties in this exciting fast paced department. Just add to your resume! Call Marcia (810) 641-1550 Mon. thru Fri. between 9 and 3 pm.

46th District Court
ATTN: Human Resources
29000 Evergreen Road
Southfield, MI 48076

CREDIT & COLLECTION SPECIALIST
Westside electronics distributor seeks detail oriented collections person, reporting directly to the credit manager. Must have analytical skills & be able to work with a variety of customers. At least (1) year experience required. If qualified send resume & salary requirements to:
Box 81957
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER VB PROGRAMMER
15 year old Livonia based systems integrator has immediate programming position available. Successful candidate will be responsible for design, development, and installation of client/server applications. Candidate must have biased document management and imaging experience. Will be used for purpose of business automation. Qualified applicant will have a minimum of 3 years programming experience. Please send resume, with salary requirements, to:
Box 81936
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COURT CLERK I

46TH DISTRICT COURT
Starting salary of $21,092 plus benefits. Duties include data entry, typing and clerical duties. Must be high school graduate with 2 years of clerical experience. Must be able to type 50 wpm. Apply at 46th District Court, 31555 W. 14 Mile Rd., Suite 100, Farmington Hills, MI 48334-2552. One year of court or legal experience may be substituted. Resume by 5pm, November 8, 1995 to:

46th District Court
ATTN: Kari Ann Smith
29000 Evergreen Road
Southfield, MI 48076

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Box 81957
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER/TECHNICAL SUPPORT OPERATOR
to handle accounting support tasks and manage database. Must have good communication and organizational skills. A strong knowledge of DOS, Windows & Microsoft Office a must. $7-$8/hr.
INTERTRONICS - 810-478-2500

CLERICAL / BOOKKEEPING
Organized individual for entry level position. Computer & typing skills a must. General office experience helpful. Salary open. Call Wendy at TAXAUDIT BUREAU INC.
29566 Telegraph, Southfield, 48034

CLERICAL/AUDATA ENTRY
Pro Steven's Dodge, Troy. Resume & application to: P.O. Box 836 Birmingham, MI 48012-0836.

CLERICAL - general clerical temp-to-perm position in Livonia. Great benefits package for a real go-getter.
Call 313-464-6500
ETD Temporary Service
Equal opportunity employer

502 Help Wanted-Office Clerical

CLERICAL
EDWARD ANDREWS INTERNATIONAL, a distributor of martinis, looks for over 50 years, is seeking to fill a full time permanent position for a receptionist data entry.
Qualified applicants must type 45 WPM, have 2 years clerical experience, knowledge of the machine tool industry is helpful, but not necessary.
We offer competitive starting wage, medical and 401K. For consideration mail or fax resume to:
EDWARD ANDREWS INTERNATIONAL
845 GARFIELD DRIVE
STERLING HEIGHTS, MI 48310
ATTN: JOAN
FAX: 1-800-626-4291

CLERICAL OFFICE Manager
General office, phones, dictation, Word Perfect, typing & spreadsheets. Salary up to DFC MGR.; 25400 Northwestern Hwy., Suite 200, Southfield, MI 48034

CLERICAL/OFFICE PERSON
Duties include: answer phone, filing, typing & general office work. Experience preferred. Accounting & typing applications. Please send resume to: Personnel Dept., P.O. Box 2060, Dr., Southfield, MI 48076 Aramon Service Manager

CLERICAL - part time, Mon. thru Fri., 4pm-8pm, and every Sats. 1-5pm Must type 45wpm with good customer service skills. EOE (313) 522-3612

CLERICAL POSITIONS available at a progressive tire insurance company in the Livonia area. Send resume to Metropolitan Title Co., 31612 E. Grand River Ave., Howell, MI 48843

CLERICAL POSITION
No experience necessary. Full time, Mon.-Fri. Days, 7:30am-4:30pm. Light lifting.
Call 810-474-1136

CLERICAL POSITION
Bingham Farms CPA firm of outstanding & dependable person to work in its clerical department. Knowledge of 10-key, typing, & organizational skills necessary. Please send resume to: Ms. Nemec, Allen & Company, 30300 Telegraph Rd. Suite 165 Bingham Farms, MI 48025
Attn: Bill
or FAX (810) 540-1328

CLERICAL POSITION
Cap Gemini America, a global leader in Information Technology, has an immediate opening for a receptionist. Mature woman with at least 2-3 years experience preferred. This is a permanent full time position with competitive benefits. Minimum typing speed of 45 wpm accurate would be helpful. Please forward resume to Una Cleveland, Cap Gemini America, 25330 Telegraph Road, Suite 200, Southfield, MI 48034 or fax to (810) 350-1811. We are an Equal Opportunity Employer

CLERICAL/RECEPTIONIST Gemeral office duties. Salary based on exp. P.O. Box 928, Novi, MI 48376-0926

Clerical/Receptionist
Established bldg company has an opening for a dependable, friendly person. Responsibilities include switchboard, scheduling, shipping/receiving, computer data entry, office duties, and bookkeeping. Prefective helpful. Call for appointment
313-326-1601

CLERICAL SUPPORT
Large Detroit-based brokerage firm with international client base is seeking hard working individual for entry level position. 2 exceptional years of general office knowledge including word processing in Windows environment. Good communication and accurate typing skills (40wpm desired). Great benefits and salary commensurate to
Dlde Discount Corporation
731 Griswold St.
Detroit, MI 48226
Attn: Human Resources
Equal Opportunity Employer

COMPUTER ASSISTANT
COMPUTER Assistant is needed to work in a microcomputer environment supporting various office sales. Hardware, software, configuring & assembly as well as; Novell 2.2 and 3.x, Sales and support. $18,000 - $21,000 DOE depending on experience. Send resume and sales history statement to
Attn: Jimmy Boucher
UAW Legal Services Plan
7430 Second Avenue, Suite 200
Detroit, MI 48202

COMPUTER/DATA ENTRY/ CLERICAL for Livonia CPA firm. Days, part or full time. Send resumes to Steven Poore & Associates, 27313 Southfield Rd., Lathrup Village, MI 48076
Fax to: 810-552-1990

COMPUTER PROGRAMMER
C/C++/(Borland/Microsoft), with accounting knowledge. Minimum 2 years experience (5-7). 1 year bonus to
(810) 960-5937

COMPUTER PROGRAMMER
AS/400 (RPG)
Great opportunity for the right person who is proficient in designing & programming RPG applications on the AS/400. Fast growing progressive engineering co. looking to stay competitive thru the use of technology. We offer an excellent salary & benefits package. Please send resume & salary history to: Box #1957
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

COMPUTER PROGRAMMER
C/C++/(Borland/Microsoft), with accounting knowledge. Minimum 2 years experience (5-7). 1 year bonus to
(810) 960-5937

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Observer & Eccentric Newspapers
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Livonia, MI 48150

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46th District Court
ATTN: Kari Ann Smith
29000 Evergreen Road
Southfield, MI 48076

CUSTOMER SERVICE REPRESENTATIVE
We are an expanding courier company in Southfield. We have high standards. Candidates must be energetic, organized, and have the ability to work in a fast paced environment. Will be responsible for providing customer assistance and support in a fast paced environment. Ideal candidate will possess excellent communication skills and 3-5 years of customer service experience. Excellent computer skills and 3-5 years of solid secretarial experience required. Competitive salary and benefits package. Send resume to: Courier Express, Inc., 845 Lahser Rd., Suite 2166, Detroit, MI 48226 NO PHONE CALLS PLEASE

CUSTOMER SERVICE
Insurance company in Livonia seeks customer service rep. Must have 1 year experience in insurance. Excellent benefits. Resume to: Box 81892, 42211 Hamr. Suite C, Novi, MI 48375 Fax 810-476-0926

CUSTOMER SERVICE
CAREER OPPORTUNITIES
New Openings
Automobile Insurance Companies
Full or part time
Temp to perm available
Days and evenings
Call Cathy today!
Jon America's fastest growing career opportunity resource firm is seeking qualified applicants for our growing Troy, Auburn Hills, Farmington Hills and Livonia offices.
• Excellent pay scale
• Excellent communication skills
• Typing 30 wpm
• Flexible assignments to learn
Call Cathy today!
(810) 645-7661
UNIFORCE SERVICES

CUSTOMER SERVICE
Southfield, MI based individual needed for sales oriented office. Responsibilities include taking orders, deadlines. Mail or fax resume to P.O. Box 430612, Pontiac, MI 48343
Fax 810-332-9550

CUSTOMER SERVICE
FARMINGTON Hills printing & ad specialty company is seeking a part time Sales Service Consultant. Must be customer oriented with the ability to coordinate all aspects of administration of details. Good oral skills, outgoing personality. For interview call Cathy Richard at
(810) 478-6620

CUSTOMER SERVICE
Entry level customer service & data entry. Hard, customer inquiries printing or business forms experience a plus. Typing 50 wpm and excellent benefits package. Send resume to: Attn: Jeff Jones, Box 17197 N. Laurel Park Dr., Livonia, MI 48152 or Fax to: 313-953-3253

CUSTOMER SERVICE
ADMINISTRATOR
Large residential builder has opening for Customer Service Administrator. Must be customer friendly and have experience with WordPerfect and Lotus. Construction knowledge helpful. Salary plus bonus. Send resume or FAX to Kathy Christie at: (810) 615-4156 #1050 Vincenti Ct., Novi, MI 48375

CUSTOMER SERVICE REPS
Part-time. Must like working with people. Phone skills helpful. Apply to Time Warner Cable, 37735 Enterprise Ct. Suite 150, Farmington Hills, MI 48331
An Equal Opportunity Employer

CUSTOMER SERVICE
Earn extra $$$ for the holidays. We need several clerks in the Livonia area looking for people with good telephone skills to do customer service. NO SELLING INVOLVED. You will be working part time hours at least 20 hours per week to choose to work from now till the end of the year!
Dynamic People
313-464-6500

CUSTOMER SERVICE
Seeking well organized individual with excellent communication and keyboard skills. Duties include order entry, data input and all related follow up activity. Competitive wage and benefit package. Fax resume all required systems training
APPLY OR FAX TO
Mosser Manufacturing Co.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170-2384
Fax (313) 416-2200
Phone (313) 416-0000

CUSTOMER SERVICE REPRESENTATIVE
We are An expanding courier company in Southfield. We have high standards. Candidates must be energetic, organized, and have the ability to work in a fast paced environment. Will be responsible for providing customer assistance and support in a fast paced environment. Ideal candidate will possess excellent communication skills and 3-5 years of customer service experience. Excellent computer skills and 3-5 years of solid secretarial experience required. Competitive salary and benefits package. Send resume to: Courier Express, Inc., 845 Lahser Rd., Suite 2166, Detroit, MI 48226 NO PHONE CALLS PLEASE

CUSTOMER SUPPORT ASSISTANT
Home Health Care
Responsible for performing a variety of clerical & reception duties including typing, filing, word processing & duplication.
Qualified candidates will have high school graduate (or GED), 1 year clerical, data entry & WordProcessing experience, preferably in a healthcare setting. We offer competitive salary & benefits including 401K plan.
Call or send resume to:
OLSTEN KIMBERLY QUALITYCARE
Ruth Ellins Medical Center
29840 Telegraph Rd.
Southfield, MI 48034
810-356-6800 800-462-6503
EOE M/F/H/D

DATABASE ADMINISTRATOR
EXCITING career opportunities exist in leading edge technology company's development team. This rapidly growing company seeks a Database Administrator with experience in Materials Management. Must have 1-2 years experience with IBM PC experience including AmiPro, Lotus, typing 80 wpm, excellent benefits package. Call T. McWilliams
30200 Telegraph, Suite 467
Bingham Farms, MI 48025

Future Three Software Inc
33031 Hamilton Court
Livonia, MI 48150
Attn Human Resources

DATA ENTRY CLERK
Investment control department order entry. Send resume with salary requirements to: Personnel Dept., P.O. Box 430244, Livonia, MI 48153-0244.

DATA ENTRY - FULL TIME
Must have good spelling with accuracy. Experience on IBM equipment preferred. Send resume or letter of interest to: P.O. Box 164, Wixom, MI 48393.

DATA ENTRY - Immediate openings days/afternoons/evenings.
313-464-7078
ETD Temporary Service
Equal opportunity employer

DATA ENTRY
Immediate positions available at Livonia area. Minimum of 10,000 key-strokes required. Call today!
(810) 477-1262
BOARTCOURT SOMETIME

DATA ENTRY
Import/Export trade center Metro Airport. Career opportunity.
(313) 287-6020

DATA ENTRY OPERATORS - High productivity needed for 2nd shift at Livonia firm. $6 an hr.
Call 313-525-4605

DATA ENTRY & Phone Operator for Livonia area company. Duties include orders, research, etc. Full time, Monday thru Friday 8 hours/day.
Call 10AM-4PM
(810) 541-2299

DATA ENTRY
Troy company seeks Data Entry Operator, 9am-7:30pm, Saturdays. Computer experience needed.
Call 313-583-1570

DATA ENTRY
TODAYS TEMPORARY
(810) 649-4455
EOE

DATA ENTRY
Troy, near work environment. 40 hours per week, $6 per hour.
(810) 435-6111

DATA PROCESSOR
Farmington Hills client marketing firm seeking individual with data processing experienced/anthusiastic. Flexible/basic environment. Call Mr. Lankford, Lankford Marketing Services at (810) 626-7100

DATA ENTRY
Key, data work environment. 40 hours per week, $6 per hour.
(810) 435-6111

DATA ENTRY
Immediate openings in Livonia area. Minimum of 10,000 key-strokes required. Call today!
(810) 477-1262
BOARTCOURT SOMETIME

DATA ENTRY
Import/Export trade center Metro Airport. Career opportunity.
(313) 287-6020

DATA ENTRY OPERATORS - High productivity needed for 2nd shift at Livonia firm. $6 an hr.
Call 313-525-4605

DATA ENTRY & Phone Operator for Livonia area company. Duties include orders, research, etc. Full time, Monday thru Friday 8 hours/day.
Call 10AM-4PM
(810) 541-2299

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Troy company seeks Data Entry Operator, 9am-7:30pm, Saturdays. Computer experience needed.
Call 313-583-1570

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TODAYS TEMPORARY
(810) 649-4455
EOE

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Troy, near work environment. 40 hours per week, $6 per hour.
(810) 435-6111

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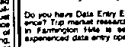
Farmington Hills client marketing firm seeking individual with data processing experienced/anthusiastic. Flexible/basic environment. Call Mr. Lankford, Lankford Marketing Services at (810) 626-7100

DATA ENTRY
We need your accurate 6,000 to 10,000 key strokes and recent experience for our multiple suburban locations! Temp to perm position with starting salary of $6.00/hour. Paid holidays and vacations. Call Donna
Birmingham 810-645-7661 Livonia 810-473-2931
UNIFORCE SERVICES

DENTAL OFFICE RECEPTIONIST / Assistant
No experience necessary. We are interested in training the right person. Fax resume to:
313-937-0567

DOCUMENTS CLERK
Fast growing mortgage lender has an immediate opening for documents clerk. We offer a great salary, benefits, work environment and opportunity for growth. Must have WordPerfect 6.0 or higher experience. Mortgage document experience, detail oriented and analytical. If you are a self-starter with a can do attitude, please send resume and salary history to:
Mortgage Corporation of America
23600 Northwestern Hwy. Ste 100
Southfield, MI 48075
FAX: (810) 350-3033
Attn: HR Documents

Earn Extra Holiday Money
Do you have Data Entry Experience? We're a market research firm in Farmington Hills is seeking experienced data entry operator.
You can earn $7.50/hr. with the required keystrokes
Call and apply today!



ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

EMPLOYMENT COORDINATOR
Solutions/one oriented individual to interview and place temporary staff. Office experience required.
ARBOR TEMPS 458-1166

ENTRY LEVEL CLERICAL
for growing kitchen business. Send resume to: Human Resources, PO Box 5016, Rochester, MI 48308

ESCROW DISPENSER & Processor Solutions/one oriented individual. Please contact Susan Dutcher
(313) 464-2035

EXCELLENT TYPIST
$10/hour hours 8am-12noon Minimum 60 wpm. Excellent benefits Work environment. Temp Company
Please send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE ASSISTANT
Growing real estate development firm needs reliable problem solver to handle multiple tasks P.O. Box 630, Keego Harbor, MI 48320

EXECUTIVE ASSISTANT
for Institute of Real Estate Management. Part time - 10-20hr. days, plus some travel. Secretarial skills and computer skills required. Degree preferred. Fax resume to 810-767-0083 or send to P.O Box 188, Flint MI 48501.

EXECUTIVE ASSISTANT
Full Certification available for a self-starter Institutive in our Southfield office. At least 5 years secretarial experience. Must possess a positive attitude, an understanding of confidentiality, the ability to meet deadlines. Proficient in Microsoft Word, Excel, Typing (70 wpm), highly organized, grammar and proofreading skills a must. Excellent salary and competitive benefits package. Send resume and salary requirements to: Box 81892, 42211 Hamr. Suite C, Novi, MI 48375 Fax 810-476-0926

EXECUTIVE SECRETARY
GSA Training, Inc. is a rapidly growing training firm located in downtown Detroit, is seeking a self-motivated secretary to provide secretarial assistance and support in a fast paced environment. Ideal candidate will possess excellent computer skills and 3-5 years secretarial experience. Excellent organizational skills and excellent benefits package. Send resume to: GSA Training, Inc., 645 Griswold, Suite 2166, Detroit, MI 48226 NO PHONE CALLS PLEASE

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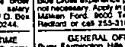

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NEEDED. Organized detail oriented person for small CPA firm. Good computer skills a must. Will train the right person. Some travel. Call for appointment. 810-477-0803.

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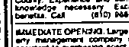

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