502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY
PERSONNEL $15.51 MS. 459 1166

EXECUTIVE SECRETARY needed. Word 6.0 & Excel for Win. Min. 3 yrs. exp. Salary $30K+. Call Bob 810-737-7000

FAST PACED computer service firm looking for a quick learning, energized, self starter for personnel clerical position in Computer Support Department. Please send resume & salary requirements to: HR Dept. Data 2000, 27725 Franklin Rd., Southfield MI 48034.

FILE CLERK
Bloomfield Hills UPA Firm is seeking a full time file clerk. Position includes keeping abreast of inside computer system. Call Jeanette 810-642-7244

FILE CLERK/SECRETARY
Full Farmington Hills law firm. Gen civil litigation, motor vehicle, personal injury, wrongful death. Light typing, filing, phones. Call Ms. Dawn 248/478-8000. Benefits. Attorney Fax: 248/478-8020

FINANCE COMPANY
East Lansing, Lansing based finance company has immediate opening for an experienced collector. Must have excellent communication skills. Attention to detail and the ability to work independently are a must. Salary commensurate with experience. Send resume to: Personnel Manager, 1310 Abbot Road, East Lansing, MI 48823

GAIN EXPERIENCE BY WORKING FOR US!
Temp Working Term
Clerical Positions
Word Processing, Receptionists, Corporate Personnel
Call Today
Temp Force
810-557-7777
Fax: 810-557-7779

GENERAL CLERICAL
Help wanted for Birmingham area office. Must be able to work full time. Call 810-642-0300

GENERAL CLERICAL
Data Entry/Customer Service
Filing, Phones, Light Typing
Work Schedule Negotiable
Call Temp Force
810-557-7777
Fax: 810-557-7779

GENERAL CLERICAL
Help wanted for Birmingham area office. Must be able to work full time. Call 810-642-0300

GENERAL OFFICE CLERK
Full time position available. Light typing, needs to be comfortable with telephone. Excellent benefits. Apply at Sterling Stamping, 34701 Mound, Sterling Heights, MI 48310

GENERAL OFFICE CLERICAL
Light typing, phones, filing, some computer data entry. Call Ann 810-642-0300

GENERAL OFFICE CLERK
Farmington Hills law firm needs full time receptionist. Excellent typing skills required. Fax resume to 810-442-0306

GENERAL OFFICE
Clerical position available immediately. Light typing, filing, phone. Must be organized and detail oriented. Call 810-557-8040

GENERAL OFFICE
Bookkeeping position available. Light typing, 10 key, phones