502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

PF.G. a division of PepsiCo, is seeking a Secretary/Administrative Assistant to work in our New Detroit Sales Center. The successful candidate will have some office experience and the ability to handle multiple tasks at once in a high energy environment. Experience with word and excel and related DOT paperwork a plus.

Join a company that offers a benefit benefits, paid holidays, stock options and a competitive salary. Please apply in person or mail your resume to PF.G. 43600 Dean, Mt. Clemens, MI 48035 (810) 347-4210 PF.G is proud to support a drug-free workplace. We are an Equal Opportunity Employer, Inc. EOE M/F/D/V

ADMINISTRATIVE ASSISTANTS

$9-$11/HR.

Farmington Hills
Auburn Hills

Entry level secretarial & flexible work hours available. Full or part time, long/short term, full/part time, benefits, raises, free upgrade training. Must have skills in Windows, familiar with good communication skills. M-F 8-5. Excellent and free computer experience needed.

Farmington Hills 810-615-0660
Madison Hts. 810-547-9550
Rochester Hills 810-650-5090

Western STAFF SERVICES.

ADMINISTRATIVE ASSISTANT

McKinley Properties, Inc., a national residential property management firm located in Ann Arbor, MI, has an opening for an experienced Administrative Assistant.

Position required a minimum of 2 years secretarial experience, strong organizational and communication skills and PC experience with Windows does software including Microsoft Word & Excel. Ability to handle multiple priorities and strong customer service orientation a must. Responsibilities include administrative support for property managers.

Salary commensurate with experience. Benefits package including health/life insurances, 401(k) plan and apartment discounts available. Parking provided.

Please respond with resume including salary history to

McKinley Properties, Inc.
P.O. Box 8649
Ann Arbor, MI 48107-8649

ADMINISTRATIVE ASSISTANT
Full time position available. Responsibilities include: Phone, reception, and general office tasks. No experience necessary. Call Emelia at Enka Computer Center, Farmington Hills. (810) 615-0100

ADMINISTRATIVE ASSISTANT
Progressive experience required, meaning firm in Southfield seeking person able to type 60wpm, proficient in Windows Word a plus. Good communication & interpersonal skills. Fax resume to 810-353-1831

ADMINISTRATIVE ASSISTANT
Full time Company location in Plymouth Twp. Looking for person with Microsoft office software experience. Good basic organizational skills required. Benefits available. Send resume to P.O. Box 700355, Plymouth, Mi. 48170-0456

ADMINISTRATIVE ASSISTANT
Rehab agency located in Livonia with business degree. Must have health care & computer experience. Full benefits package with salary negotiable. Fax resume to 7474 Middlebelt Rd., W. Bloomfield, MI 48322 fax 810 855 9637

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Bloomfield Hills CPA firm is seeking a communication skills a must. 20-25 hours per week. Flexible 8-5 m-f. Salary based on experience. Send resume to "Administrator", c/o 560 Sheridan Dr. #70, Royal Oak, MI 48067

ADMINISTRATIVE ASSISTANT
Growing stock brokerage firm seeks confident, energetic and mature individual for part time administrative assistant position. Flexible 20-25 hour per week schedule at $8-$9 per hour. Qualified candidates with an interest in the brokerage industry should possess strong communication, computer and math skills, reflecting one's 3 Educational & Experience Opportunity for advancement within one year and strong work ethic. Please forward resume to

Investment Management and Research, Inc.
Attn: T. Brenner
28 S. Washington, Suite 204,
Oxford, MI 48371

ADMINISTRATIVE ASSISTANT
highly motivated individual available for articulate & take charge people oriented professional. Must have excellent organizational & communication skills. Knowledge of computers helpful with all levels of business, asset with special & confidential projects, proficiency in word & spreadsheet for creative letter writing, for PC literate person with a great website. This position reports directly to the president and requires extraordinary assistance to the executive staff as required. Offer an excellent salary, full fringe benefits package and a pleasant work environment. Please forward your resume & salary requirements to Box #2325
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
EOE/M/F

ADMINISTRATIVE ASSISTANT
DCT, Inc., a $200 million worldwide innovator in the automotive industry has seasonal, energetic and talented Administrative Assistant Responsibilities include: Ability to type 60 wpm, Knowledge of Microsoft Word, Excel, and Powerpoint (Microsoft Office), the ability to type letters, memos and other communication skills. An Associates is preferred. DCT offers a comprehensive benefit package which includes medical, dental, vision, matching 401(k) and much more! Please send resume and salary history to: DCT, Inc. 20101 Hoover Rd. Detroit, MI 48205 Fax (313) 371-6088 or contact Jeff at (313) 371-6000 for immediate consideration. EOE

ADMINISTRATIVE
Enterprise Rent-A-Car, the nation's largest car rental company, has an outstanding full time administrative support position in our corporate office in Livonia.
Various job responsibilities will include typing, computer work and filing.
Candidates must have excellent typing and grammar skills and be detail oriented.
We offer a competitive salary and benefits package. Please send resume and cover letter to:
ENTERPRISE RENT-A-CAR
31740 PLYMOUTH ROAD
LIVONIA, MI 48150
ATTN: HR DEPT/AA
EOE

Administrative Office Manager
Start your office manager and career path yourself into sales, marketing, recruiting, pr-ads coordinator or others. Must have Word, Excel, sense of humor and desire to be successful. Salary, bonuses, benefits, 401K, new high rise Southfield office. Interviews on 2-13-96. Fax or mail resume immediately to
Fax (810) 354-8016 Fax
24087 Venice, Novi, MI 48374

ADMINISTRATOR REP. Must be organized, have good telephone manner & computer skills. Call 810-414-2411

502 Help Wanted-Office Clerical

Administrative
STEP INTO SUCCESS
Step into a prestigious career supporting an executive at one of the city's prime companies. We are seeking top professionals in Executive Assistants for leading top paying positions. Send or fax resume to HRMS, 31731 W. 10 Mile Rd., Ste 220, Southfield, MI 48034

Administrative Supervisor
Great opportunity in growing, fast paced, resume service company for manager with strong typing, proofreading and customer-employee relations skills. Responsibilities include supervising order entry processing, productivity levels, marketing, training and coaching 4-6 people. Previous supervisory experience helpful. M/S Word preferred. If qualified fax or send resume to
HR Department, attention: PR
20300 Civic Center Dr., Suite 225
Southfield, MI 48076 Fax 810 948-0152

PERMANENT PART TIME Administrative Assistant. Experience with Microsoft Word and Excel preferable. Flexible hours, however individual must be dependable. Starting rate $7 per hour. Send resume to
ISRAELWEB MARKET, 29677 Northwestern Hwy., Suite 301, Southfield, MI., 48034 or FAX 810 355-1251
No phone calls please

ARE YOU READY FOR A CHALLENGE?
Successful organization is now expanding and needs a motivated, experienced, and responsible office manager. Must have excellent organizational, computer, correspondence, and leadership skills. Call now for an interview before this position passes you by!
PERFORMANCE PERSONNEL
313-513-5823

ASSISTANT BOOKKEEPER
Must be experienced in computer posting of accounts receivable, accounts payable & general office duties. Permanent position. Flexible work hours. Non smoking office. Casual business dress. Dearborn area. Hours are 8-4:30pm. Please send resume & salary requirements to:
Box #2284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ASSISTANT OFFICE manager with 3 years experience. Must know all phases of computerized accounting. Have good telephone skills. Must know WordPerfect or DAC a plus. Hours flexible, 30 to 35 per week. Mon thru Fri. 313-525-4411

AUTO DEALERSHIP
Full time cashiers with cleanout position. Benefits available. Experience helpful but will train. Apply in person at
BLACKWELL FORD
41001 Plymouth Rd., Plymouth, Mi

AUTOMOTIVE DEALERSHIP
Seeking a hard working dependable person for a full time clerical position. Some accounting experience helpful, but not needed - will train. Apply in person Monday-Friday 9 am-noon
SHEHKAMP JEEP-EAGLE
23951 Plymouth Rd
Redford, MI

BILLING/OFFICE CLERICAL person needed for Detroit area distributor. Full time with benefits. Computer experience required, please send resume & salary requirements to: Cleveland Com Machine Exchange 33975 Ardy, Livonia, MI 48150

BOOKKEEPING/DATA ENTRY
Experienced bookkeeping. Carlton area. For more information call Greg 313-487-8800

BOOKKEEPER
A Michigan based international engineering firm is seeking a full charge bookkeeper for our fast paced Farmington Hills headquarters. A minimum of 5 years experience is required. A background in Lotus, Timeplace & Microsoft Office suite were a plus. The ideal candidate is a self starting team player with strong communication skills. We offer an excellent salary benefit package. Please send or fax resume to
The Engineering Services Group
34405 W 12 Mile, Suite 300
Farmington Hills, MI 48331
fax 810 489 8956 attn: Sue Ross

BOOKKEEPER
Commercial interior design company is interested in hiring a nonsmoker to manage the office. Call time. Must be knowledgeable in computers & light bookkeeping & willing to learn in all aspects of interior design work.
Box #2310
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Dependable and responsible person needed for full time position in CPA firm. Duties will include payroll, general ledger and clerical work. Computer skills necessary. Competitive salary with excellent benefits. Submit resume to Sosin, Sklar, Hoffman Leder & Bingham, P.C. 30800 Northwestern Hwy. #100, Farmington Hills MI 48334. Attn: Keith K. Or fax to (810) 855-6802

BOOKKEEPER
FOR service business with substantial data pre-seasoning experience. Flexible 12 Mile area. Total benefits package. Send resume to Pulse & Associates, 30700 Telegraph Rd., Suite 2050 Bingham Farms, MI 48025

BOOKKEEPER - Full Charge, for property management company. Must have strong hands on Accounts Payable & proven ability with payroll. Lotus multiple sites both manual & computer. Excel & Skyline helpful. Send/Fax resume & salary history to Bookkeeper, 300 Park St., #390 Birmingham, MI 48009
FAX 810-645-9935

BOOKKEEPER Full charge, insurance agency, Birmingham. Non smoker. Experienced. Computer skills. Call 810-646-0657 or fax resume 810-646-9410

BOOKKEEPER FULL CHARGE
by mental health agency. Experience with Dibell card activity. Knowledge of Solomon helpful. Enjoy working in a dynamic setting with excellent pay & benefits. Call Erich Audritsch 313-261-1094 or send resume to
Life Center Inc
15419 Middlebelt
Livonia, MI 48154

★ BOOKKEEPER
Full time position available to perform general ledger bank reconciliation & vendor payables for an established Property Management Company. Computer experience necessary and knowledge of Quick Books a plus. Good salary & benefits. Send resume to
120 Galleria Officentre
Suite 400
Southfield, MI 48034

BOOKKEEPER - Local general contractor seeking bookkeeper for accounts payable AR billing cash held permit Lotus. Full benefits. Send resume & salary requirements to
Box #2242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER NEEDED
Full or Part-time. Private Golf Country Club located in Canton
(313) 495-1700

BOOKKEEPER, PART-TIME
Wholesale food distributor. Computer experience. Dependable.
Call Steve (313) 937-4456

502 Help Wanted-Office Clerical

BOOKKEEPER
MUST be experienced thru trial balance. Familiar with Peachtree software accounting package helpful. Ability to handle cash receipts, disbursements, accounts receivable and accounts payable. 3 years experience required. Work in accounting corner. Send resume to
B. Hamilton, 23300 W. 10 Mile Rd., Ste 220, Southfield, MI 48034

BOOKKEEPER
Oak Park firm looking for energetic person to handle all accounting functions. Must have strong ability to handle multiple functions in a fast paced environment a must. Excellent benefits package including 401k. Send resume & salary requirements to PO Box 48036, Oak Park MI 48237

BOOKKEEPER
Part time, experienced for busy Farmington Hills accounting firm. Hours must be able to set own pace and work independently.
(810) 932 8941

BOOKKEEPER
Person wanted to do part time bookkeeping in home, in Livonia, work brought to you and picked up, good pay. Call after 6pm (810) 363-8020

BOOKKEEPER PREFERRA all accounts payable accounts receivable. Required good computer skills. Flexible hours, 30 hours per week. Neat accurate & pleasant to work around. Send resume. Our benefits - 401K. Send resume to P.O. Box 332, Dexter, MI 48130

BOOKKEEPER/SECRETARY
with good communication & office skills for growing CPA firm. Good salary & benefits. Send resume to: Bookenna & Company, PC, PMB 30600 Telegraph Rd. Ste #1300 Bloomfield, MI 48025-4531
Fax 810-647-4770

BOOKKEEPERS
Fulmer, Rustenburg & Co. P.C. one of Michigan's largest independent CPA firms is presently recruiting for several clients throughout the Detroit and Macomb County area. These are casual yet quality conscious work environments. Our clients include a variety of industries including manufacturing, distribution and service organizations. We are looking for individuals with strong general bookkeeping experience including financial statement preparation and computerized accounting. Reply in strictest confidence to

ATTN: KIOS
Fulmer, Rustenburg & Co., P.C.
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1163

Recruiting for EOE

BOOKKEEPER
Successful Rexford retail organization (9 stores) has an immediate full time opening for a very detail oriented accounting function. Must have strong background in Lotus multi balance for their office based candidate will be flexible & personable. Excellent computer skills and possess at least 3 years solid bookkeeping experience. Associates degree preferred. Competitive salary and excellent benefits. Interested, send resume and salary requirements to: Ms O'Haley, P.O. Box 931, Southfield, MI 48037 EOE

BOOKKEEPING/BILLING
Rehab. Agency seeks individual with computer knowledge & health care billing. Flexible hours 7470 Middlebelt Rd., W. Bloomfield, MI 48322, fax 810 855 9637

BOOKKEEPING-TRIO
MS Word required. Platinum helpful. One person to do everything career opportunity, paying $9-11 hr plus benefits. Fax resume to Maria at 15205 Laurel Rd., 6121 Lake Orion, MI 48360 or Fax 810-693-3234

BUBBLY RECEPTIONIST
$7-$10/Hr.
ARBOR TEMPS 459-1166

Busy, Hectic, Wild
We have the following immediate openings. Call for details. Pay rate DEPENDS ON THE SKILL YOU WORK!
1 SKILLED to work in South field area. Mon. Tues. Thurs full days 9-5PM TEMP TO PERM
1 CUSTOMER SERVICE CLERK to work with Printing company in Southfield 35 hours a week, good typing, math & grammar a plus $7hr TEMP TO PERM
1 BILLING CLERK in Clawson area. Full time position, someone who likes working with numbers. Exp. preferred. $8hr TEMP TO PERM
1 ACCOUNTS PAYABLE position at progressing firm in Livonia, high volumes of invoices. Customer service a plus and exp. with MS. $8hr TEMP TO PERM
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

CLERICAL ASSISTANT
10 - 15 hrs
V.P.
$18,822.000 Fee paid by company. Experience benefit package including tuition reimbursement. If you're flexible, willing to help and can adapt to new procedures this is the spot for a Clerical position. Skills necessary Call 810 644-4600
Snelling Personnel Services

CLERICAL

*DATA ENTRY *OPERATORS
*Attention Auburn Hills Temp

Coming Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan is currently seeking DATA ENTRY OPERATORS for AFTERNOONS in our AUBURN HILLS FACILITY. The qualified applicants must possess excellent data entry skills (45 wpm).

We offer a competitive salary and benefits package including the health and dental insurance, 401(k) and CORNERSTONE program plans. For immediate consideration please apply Mon - Thurs 11AM-5PM (please come prepared for testing) at Computer Excel & Skyline helpful. Coming Clinical Laboratories, 6444 Dixie Hwy. Road, Auburn Hills, MI. EOE M/F/D/V

CLERICAL/DATA ENTRY
Full time position for company located in I-75 & Livernois. Successful candidate will be dedicated, self motivated & organized. Computer and 10-key experience required. Health benefits included. Please call (810) 642-5050

CLERICAL
Full time position in control position available to self motivated individual. Must be responsible, versatile, and have an eye for detail. Computer experience helpful. Excellent benefits package. 401K. Send resume with earnings history to Hagopian World of Rugs, 14000 W 8 Mile Rd., Oak Park, MI 48237

CLERICAL - Full time general office work for Southfield apartment complex. Benefits. Call Mon-Fri. 8am-5pm. 810 353 8050
An Equal Opportunity Employer

CLERICAL/GENERAL OFFICE
$8 $8hr, type 30wpm. PC literate. Benefits. Livonia
Phone (810) 356 2649
Fax Resume (810) 473-4348
Steven J. Greene Personnel

CLERICAL
Immediate openings with major firm. Some typing skills helpful. Lotus & Word helpful skills a plus. 35 hour fed permit. Lotus. Full benefits. Send resume & salary requirements to
Box #2242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL PERSONNEL AGENCY
Experienced secretarial recruiter for Recruiter/Manager position with the best known name in permanent clerical placement services.
Call 313-464-0909
Snelling Personnel Services

502 Help Wanted-Office Clerical

Clerical Immediate Openings
Source One Mortgage has immediate clerical openings for individuals looking for a challenging opportunity.
Qualified candidates should possess the following skills
• Data Entry
• Strong Ten Key Ability
• Typing 35 wpm
• Previous Banking Experience & Plus
Our fast paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package.
Qualified candidates should send/fax resume or apply Mon-Fri 9am-4pm
SEE OUR DISPLAY AD IN TODAYS GENERAL HELP WANTED SECTION
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48334
FAX 810 488-7121
EOE M/F/D/V

CLERICAL OPPORTUNITIES
Our rapidly growing network has positions at several of our medical centers.
Positions require one year clerical experience and accurate typing/computer skills. Successful candidates will possess medical clerical experience and medical terminology.
To hear a complete listing of open positions and to schedule an interview call 810 948-9464.
PROVIDENCE
Hospital & Medical Cntrs.

CLERICAL/RECEPTIONIST
Responsible person with an established manufacturer firm in Tel Twelve Area. Must be a good typist experienced in Word Perfect. Must have a pleasant phone personality. Company benefits. Hospital Call (810) 644-8266

CLERICAL/RECEPTIONIST POSITION for a paced Dearborn based hockey publishing company seeks a person to handle multiple office duties including data entry, word processing, switchboard & filing. Computer experience required.
(313) 730-1110

CLERICAL/WORDPROCESSOR
Bloomfield Hills CPA firm is seeking a Wordprocessor. Responsibilities include processing, proofreading and transcribing letters. Must be candidate and have a solid wordprocessing, spreadsheet background with knowledge of Microsoft Word 6.0 and Quattro/Lotus. Competitive salary and fringe benefits package. Please send resume and salary history to Ms Gibbons, P.O. Box 931, Southfield, MI 48037 An Equal Opportunity Employer

CLERK
Part time, long term position available in Southfield area. Hours Monday 7:00 am - 1:00 pm, Friday 7:00 am - 1:00 pm. Starting pay $7.00 per hour. Interested candidates should call
(313)522-4020
ask for Vicki
KELLY SERVICES
Equal Opportunity Employer

CLERKS
The Department of Medical Record Services seeks qualified individuals interested in the following positions:

MEDICAL RECORD CLERK I
Full time positions, 7:00am - 3:30pm and 10:00am - 6:30pm Monday thru Friday.
Responsibilities will include the retrieval of medical records for members of the medical staff, filing records and performing audit functions.
Qualified candidates must possess a high school education and a minimum of six months office experience. Medical terminology helpful. Typing speed of 20 WPM and accurate filing skills are a must.

MEDICAL RECORD CLERK III
Full time position, 11:30am - 8:00pm Monday thru Friday.
We assist physicians and hospital auxiliary staff in completing required documentation within the medical record area.
Must possess a High School Diploma or equivalent one year experience in a Medical Records Department and two years of two years experience in medical terminology, medical documentation and working with physicians necessary. Record experience in a medical record department is desirable. Typing skills of 30 WPM required.
If interested you may apply in person or submit resume to
Human Resources
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313) 458-3400
EEOE DRUG FREE WORKPLACE

DETAIL ORIENTED PERSON with pleasant personality for rapidly growing business. Competitive salary with excellent benefits. Birmingham area. Resumes only in salary requirements to Box #2244 Observer & ECO, 3135 Southfield Rd., Suite 200, Southfield, MI 48076 Attn: Shelley Hoffman FAX 810-258-1731

COLLECTIONS
Immediate opening for a collections assistant in the Auburn Hills area. Must have 2 to 3 years phone collection experience, good communication & organizational skills. Send resume to TBL Professional Services, Inc., 2900 Lapeer Road, Suite 1225, Bingham Farms, MI 48025
FAX (810) 647-3268

COMPUTER RESELLER (Plymouth area) has immediate opening for part time looking to fill the following positions: Receptionist/Accounts Payable & Include benefits.

Receptionist/Accounts Receivable Clerk
Data entry, accounts receivables, typing 35 wpm, 10 key, professional phones, general filing & typing strong customer service skills computer literacy (Word & 0, etc.)

Marketing Support
Assist wholesale order entry. Act as liaison between purchasing, warehouse, sales staff plus customer phone ordering duties. Must be well organized.

Sales Rep
Inside/Outside sales position. Must be aggressive & self-motivated. Drive a company car. Outstanding benefits package. Will train. Resumes to Computer Reseller, 1321 Goldsmith, Plymouth MI 48170 or call
(313) 453-6010

COUNSELOR dedicated experienced, energetic individual for Spring, Christian Credit Counselors, Southgate. Call Jerry, (810) 867-3580

CUSTOMER SERVICE/ Clerical Computer Internet dispatch seven days a week. Outstanding pay and benefits package. Send resume 21637 Halstead, Farmington Hills 48335 or FAX 810-476-4819

CUSTOMER SERVICE
Mature, reliable, good with people telephone work. Must have good attention to detail. Full or part time. Send resume to Sand Dollar, P.O. Box 2368, Southfield, MI 48037-2368

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPRESENTATIVE
Manufacturing firm is seeking administrative support for fast paced customer service department. Must have minimum 5 years experience and be proficient on Word Perfect 5.1 & Excel. Send resume to
S. Gelcomm, 30261 Stephenson Hwy., Madison Hts., MI 48071
810 585 6400, ext 235

CUSTOMER SERVICE/ GENERAL OFFICE
Full or part time, flexible hours. $7-$11/hour.
Call Rene or Bob:
(810) 549-4283

CUSTOMER SERVICE REPRESENTATIVES
Full-Time Opportunities
• Typing 35wpm
• Excellent communication skills
• Mon-Fri., 11:30am-8pm
• Troy location
ET SERVICES & SYSTEMS
810 589 8428
FAX 810 589 6427

CUSTOMER SERVICE REP
Looking for individuals with genuine desire in helping people. Customer service experience required. Managed care & medical terminology preferred. Send resume to: MSR, P.O. Box 250130, Franklin, MI 48025-0130

CUSTOMER SERVICE/ Inside sales. Entry level great phone sales & must write 35-60 per hr to start. Fly resume only. Human Resources, Great Temporaries, 30600 Grand River, Suite H, Novi, MI 48375

Customer Service $8/hr.
The successful candidate will possess excellent verbal communication & organizational skills with the ability to function in a fast paced phone environment. Exceptional problem solving skills a must. We offer a full range of benefits including paid training and time off as well as medical, dental, life, vision, 401k, tuition reimbursement.
Call our hotline at Tuesday, 2-12 at 810-948-7028
(or fax resume to 810 948-7028)
810-948-9464

CUSTOMER SERVICE
FULL TIME/PART TIME - Immediate openings in Farmington, Troy, New Center and Auburn Hills locations for your area and company skills. No sales involved. Temp to perm opportunities. Starting weekly or outstanding benefits and financial rewards. Days and evenings. Starting salary to $7.50/hr. Call Today! Birmingham 645-9200 Farmington/Livonia 476-8020

Advantage Staffing

CUSTOMER SERVICE REPS
Plymouth. You must handle up to 60 incoming calls per day and have a good attitude & ability to learn are musts. Minimum typing speed of 35 wpm. Salary dependent on experience. Fax resume to Fax 313-467-5450 Call 313-467-1638

CUSTOMER SERVICE & ADMINISTRATIVE
Full time positions available. Excellent opportunity in Wixom. Must have strong local dental, optical & 401k. Flexible schedule. Apply in person at 30765 Grand River, Farmington Hills
(810) 478-7030

CUSTOMER SERVICE/SALES/RECEPTIONIST
Young, dynamic, rapidly growing company is seeking a dedicated individuals willing to join an energetic team that is a leader in its field. We offer a competitive salary, benefits, paid vacations, 401K savings plan and rapid growth potential. Experience helpful but not necessary. Immediate openings. Call Jeff Kaplan
Authorized Cellular
3760 Park Avenue
Sterling Heights, MI 48312
(810) 795-9900

DATA ENTRY
Enjoy the challenge, environment and friendly atmosphere with multi-advertising agency. Bloomfield area. Pay and benefits are competitive. Call Ann at (810) 645-2931 (810) 646-7401

Advantage Staffing

DATA ENTRY
Experienced Medical Wholesale distribution company. Full or part time positions. Flexible hours. Permanent Please send resume to Data Entry, P.O. Box 2587, Southfield MI 48037-2587

DATA ENTRY OPERATORS
Full & part time available. Blue Cross medical, dental, life, long term disability, 401k plan, 100% tuition reimbursement, flexible hours, free parking. Must have strong customer service bent & type 40wpm. Excellent experience in data entry. Work from the right people. 810-476-7355
Face Local Office

DATA ENTRY
Part time professional needed. Mon-Fri. 50 wpm typing, 10 key, data entry, minimal clerical responsibilities. Flexible hours. Send resume to: Data Entry, P.O. Box 2587, Southfield MI 48075 Attn 1480 D

DATA ENTRY & RECEPTIONIST
duties. Full time. Must be good with math. Fast paced. Must be good at multi machine work. Good phone skills a necessity. Please call 810 640 0300 or fax resume 810 640 0306

DATA ENTRY / RECEPTIONIST
Entry level position. Mon-Fri., 8:30am-5:30pm. Fax resume to Data Entry, 14500 Job Plymouth, MI 48170
An Equal Opportunity Employer

DATA ENTRY / CLERICAL
Busy immigration law firm needs full time individual for data entry and to prepare and file immigration papers. Working with INS. Good organizational skills and attention to detail. Salary negotiable. Send resume to
1000 S. Woodward Suite 102
Birmingham, MI 48009
Or Fax to (810) 646-2973

DATA ENTRY
TO $9.50/HR
Will train. All Shifts
Temp to Perm
ARBOR TEMPS 459-1166

DESK TOP PUBLISHING
Computer Mania, Windows, Page Maker, Proof Reading, Scanning, Desk-Top Publishing, Graphics $10-12 per hour. Multiple locations
(810) 355 6740

Do you have computer & phone experience? If so, we have opportunities for you
Excel, Word, WordPerfect Lotus
Multiple phone lines, switchboard
Basic office skills
Call Today and Apply!
ADIA
we make the right fit
(810) 442-7800

ENTRY LEVEL POSITION
Full time. Typing required. Full benefits. Fax resume to (313) 458-5068

EXECUTIVE ASSISTANT - full time for small office in downtown Birmingham. $21,000 plus benefits. Reply to Box #2308
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Executive Assistant to President
Experienced professional, mature individual with excellent skills. Must have and administrative skills needed for secretarial distributorship in Novi to support the President of a growing company. Office Excel Powerpoint needed. Send resume and salary requirements to
Executive Assistant
P.O. Box 1167
Novi, MI 48376 EOE

502 Help Wanted-Office Clerical

EXECUTIVE LEGAL SECRETARY
for managing senior partner of dynamic Farmington Hills law firm. Experienced, educated, professional. Excellent benefits, competitive, corporate & civil litigation. Excellent salary, benefits, opportunities. 810-626-5000

EXECUTIVE SECRETARY
wanted for Bloomfield Hills law firm. Appraisal and auction firm. Strong WordPerfect 5.1 skills, excellent with public, excellent organizing. Occasional evenings & weekends. Salary open
(810) 332-1500

EXECUTIVE SECRETARY
Special Events Coordinator
Troy based firm seeking motivated professional to support accounting department. Sound writing and/or shorthand a must, plus experience in accounting/bookkeeping. Person who does AR train on accounting software. Excellent salary & great potential. Call for an immediate interview.
CORPORATE PERSONNEL SERVICES
(810) 362 9636
EOE NO FEE

FAIRLANE FORD SALES
Seeking a dynamic, self motivated psychot client/accountant, who is looking for a challenge. Must be ADP experienced. Salary commensurate, will include generating 8 weekly & monthly reports. 50 employees managing insurance benefits & all payroll functions. Excellent benefits. We offer a highly competitive benefit package including 401k. Interested applicants can call Julie Turla at 313 846 5000, ext 280

FAST-GROWING SHORTHAND SKILLS
is a vendor to one of the Big 3, and is in search of a hardworking, flexible individual to support the Sales Manager. Word, Excel, Powerpoint, and client interactions. Salary and benefits commensurate with experience.
(810) 547-1660

FAST PACED automotive company in Livonia looking to fill following position. Duties include answering multiple phone, typing filing & other administrative duties. Must have clerical/office experience required. Mainly Word Perfect.
P.O. Box 530067
Livonia, MI 48153
313 432 5155 FAX 810-478-0178

FILE CLERK - needed for law firm in Southfield. Must possess reliable transportation and be dependable. Fax resume to 810-353-4840 or call Candace at (810) 353 2084

FILE CLERK
Part time and full time Farmington Hills law firm. Filing, receptional backup, light typing, and other duties as assigned. Flexible hours. Must have car
(810) 626-5000

FRANK BOOS GALLERY
Secretary/Bookkeeper. Fine art appraisal firm and auction house. Strong organization skills. Computer literate, excellent with public, excellent organizer. Occasional evenings and weekends. Salary open
(810) 642-1500

GENERAL OFFICE CLERK
Entry level clerical position available for Southfield personnel employ law firm. Duties include: filing, light typing, phone work and other general office duties. Excellent benefits, starting salary and benefits package. Send resume to Michael A. Fanto, 25809 W 12 Mile Rd. Ste 1000, Southfield MI 48034. Attn: Debra Chelena

GENERAL OFFICE/MAIL CLERK
Construction supply firm immediate opening part-time. Flexible hours. Must be able to work 4 days a week minimum. Typing skills a must. Salary $8-10/hr. Call Mike at 810-960-6260

GENERAL OFFICE/MAIL CLERK
Non-smoking, Non-professional environment. Mail, Light typing, Photocopy computer keyboard skills entrance. Must be relative with pleasant personality. Send information letter or resume to
Box #2307
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

GENERAL OFFICE - Mature person for Lyons Tire Company. Good phone skills a must. Good phone skills & typing. Must have accurate data entry. Full time, 10-6 pm. Call 810 350 8230

GENERAL OFFICE
position in fast paced non smoking Farmington Hills office. Duties include customer service & order. Position requires excellent phone & organizational skills. Computer experience helpful. Call Pam 810-474-6008

GROWING NATIONAL earth moving company seeks ambitious individual to help with office work in a small non smoking office. Duties include typing, filing, light bookkeeping & telephone. Fax or send resume to 27315 Farmington Rd., Suite 503A Farmington Hills, MI 48331
Fax 810-488-0299

CATERING SECRETARY
Full time position in busy suburban hotel. Skills include: talent with computer, phone typing & communication skills. Advancement opportunities. Send resume and salary requirements to:
DIRECTOR OF SALES
1500 Town Center Rd
SOUTHFIELD MI 48034

★ HOT JOBS
Executive Assistant sub $40k
Legal Secretary subURB $28,000
Legal Secretary subURB $24,000
Legal Secretary downtown $25,000
Payroll Clerk subURB $24,000
Accts Receiv Clerk sub-urb $23,000
Accounting Clerk subURB $18,000
Temp and Temp to perm positions
All fees employer paid
CALL OR FAX TO
M. J. McCLAPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

IMMEDIATE OPENING for phone sales associate to service state wide customers in Metro Detroit area. Experience helpful but not mandatory. Call Mr. Bob Ross at (313) 15 R O Box 2587 Southfield MI 48037-2587

IMMEDIATE OPENING Large property management company seeks individual for Accounting Clerk and light typing & filing accuracy a must. Computer experience a plus. Call Mon-Fri. 8am-5pm 810 354-1030 or fax resume to 810 356 8058 An Equal Opportunity Employer

INSURANCE
Agency in Birmingham needs experienced Insurance Clerk for Personal Lines CSR. Highly motivated professional. Excellent salary & benefits. Non smoker.
Fax resume to (810) 646-9410 or call (810) 646-6667

INSURANCE CLERK
Insurance company in the 13 Mile & Telegraph area seeking self motivated individual with good math aptitude. Computer literate. Hours 8-5. Mon-Fri. Pay rate $8 hr. Temp to hire position.
(810) 540-9500

INSURANCE
Customer Service Rep. Full time. Personal lines experience needed. Excellent benefits. Southfield based agency. Call Laura (313) 261-8000

INSURANCE SECRETARY
Part time for Southfield office. Commercial lines experience. Call
(810) 644-9122

502 Help Wanted-Office Clerical

JOBS JOBS JOBS
• OFFICE ASSISTANT - Commerce Twp., part time. $8.50 hr. Great for student 1-2 months
SECRETARY - Southfield Computer Mania, accounting back ground. Job offers variety. $10 hr. Temp to perm
RECEPTIONIST - Southfield, 8 times. Excellent communication skills. $8 hr. Temp to perm.
OAKTEC
Professional Staffing
Farmington Hills 810-888-0004
Auburn Hills 810-377-4070

JOBS OF THE WEEK
SECRETARY/ADMINISTRATIVE ASSISTANT $28,000-$32,000 International suburban firm, microsoft word, good secretarial/computer skills, full benefits. Call Bob
ADMINISTRATIVE ASSISTANT $30,000 Prominent suburban firm, brokerage investment or financial background, excellent opportunity
LEGAL SECRETARY $30,000 Corporate-litigation experience shorthand a must. Prestigious law firm, Farmington Hills
SECRETARY/ADMINISTRATIVE ASSISTANT $25,000 Small company with 5 years Microsoft/Lotus suburbs. Benefits. Call Denise
SECRETARY, $20,000
Friendly office in Livonia. Experienced & Lotus. Good organizational skills. Call Ann
SECRETARY, $23,000
Immediate opening with this South field firm. Word perfect 5.1 and a variety. Call Danielle 810 772 0760
or FAX 810-772-7009
Snelling Personnel Services
Evenings/Saturday appts available

LEASING AGENT/ OFFICE MANAGER
For large Northwestern Township in Pontiac area. Housing experience helpful. Excellent benefits package. Please contact
810 338 2000

FIGHT TIME - Legal Secretary needed for Southfield Town Center. Full time position. Days & hours flexible. Ask for Andrea or Dawn
(810) 352-7000

LEGAL/EXECUTIVE SECRETARY
2-3 years experience required for Secretary to VP-Legal Counsel of insurance company. MAC computer and corporate experience preferred. Send resume to: LES, P.O. Box 250130, Franklin, MI 48025-0130

LEGAL
PAL, an icon in the legal community, invites you to join a team of professionals. Advance your career with our exclusive client base and see results fast. We are pleased to find more superior service.
Call (313)-THE-TEMP
PERSONNEL AT LAW INC.
3000 Town Center #2580
Southfield MI 48075
Fax resume
Email resume
Visit our website
Suite 1400
P O Box 5064
Southfield MI 48086-5064
or FAX 810 357-3343

LEGAL RECEPTIONIST/TYPIST
Immediate opening in busy South field Town Center law firm. Word Perfect 5.1 & multi Experience preferred. Call JoAnne
(810) 358-4545

LEGAL SECRETARIES
Prestigious large law firm needs 2 secretaries for litigation group. Word Perfect 5.1 and Powerpoint. Call Bergham & Detroit Commercial Bank
(810) 258-1426

LEGAL SECRETARY
Bloomfield Hills defense firm 1-2 years experience. Word Perfect 5.1 or Word Perfect 5.1 benefits
Fax resume to Box #2307
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Bloomfield Hills law office has a full time position available. Must be experienced (1-3 years) legal secretary. Paid vacation holidays and medical benefits provided. WordPerfect 5.1 experience a plus. Good salary. Contact Mary
(810) 858 2443

LEGAL SECRETARY
Birmingham personal injury law firm. Perfect 5.1. Paid vacation, medical & pension. Great working environment. Call Ann
810 644-4529

LEGAL SECRETARY, Bloomfield Hills sole practitioner with 25yrs experience seeks full time, non smoking, suite with other. Firm Requirements: Excellent typing, computer skills, organized, pride in work. Salary commensurate with experience.
810-258-1133

LEGAL SECRETARY
Experienced needed for insurance defense firm. Organization and attention to detail a must. Call Lynne 360 N. Main St. Clawson MI 48017
FAX 810 588 1620

LEGAL SECRETARY
Experienced in transit personal injury medical malpractice litigation. Extremely busy attorney in Royal Oak law firm. Proficiency in WordPerfect