Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet. Check our Classifieds at this Internet address http://oeonline.com*

To place your Classified Ad, call 313-591-0900 in Wayne County, 810-644-1100 in Oakland County, and 810-852-3222 in Rochester/Rochester Hills

*Ad must run at least two times

502 Help Wanted-Office Clerical

ACCOUNTANT/OFFICE MANAGER
Well established Livonia CPA
[illegible]
Salary commensurate with experience. Please call 313-591-0490

ACCOUNTING ASSISTANT
PART TIME POSITION
Immediate opening for an experienced accounting assistant. Duties include accounts receivable, [illegible] Knowledge of Lotus 1-2-3 and Word Perfect preferred. Please call 313-459-1040

ADMINISTRATIVE ASSISTANT
Leading Jewish/Israel firm seeking an Administrative Assistant in the Bloomfield Hills area. Ideal candidate should possess strong detail/follow through/[illegible] skills, have excellent communication and organizational skills, and have experience with MS Word and Excel. Position will be heavily involved in special projects/[illegible]. Please send resume and salary requirements to:
Human Resources AA
3031 West Grand Blvd.
Plymouth MI 48170

ADMINISTRATIVE ASSISTANT
full time position for detail oriented individual. Duties include bookkeeping, PC literate, quick learner, benefits, off Plymouth Rd - Hingham vicinity. Call 810-647-2300 or fax 810-647-6751

ADMINISTRATIVE ASSISTANT
★ PERMANENT PART TIME
Farmington Hills Administrative Assistant/Executive Secretary with excellent skills needed 15 or 5-1 Typing 60wpm, light bookkeeping. Self starter able to work without supervision. 12-16 hrs. & days negotiable. Fax resume & salary requirements to: (810) 855-1334

ADMINISTRATIVE ASSISTANT
Busy Ann Arbor promotional/research organization seeks organized detail oriented individual with excellent phone skills, computer skills, typing & filing. Full time position. $10K plus benefits. EOE. Fax resume to: (313) 741-7440 or call Lorraine at (313) 741-8000 ext 155

ADMINISTRATIVE ASSISTANT
Temporary to hire position. Requiring qualified candidate with Microsoft Office experience. Salary dependent on experience. Call Denise to interview (810) 350-9777

ADMINISTRATIVE ASSISTANT
Needed for a company in Auburn Hills. Requirements include proficient computer skills, excellent written and verbal communication skills. Salary commensurate with experience. Salary, good benefits. Call Denise (313) 454-0300
Seeking Personnel Services

ADMINISTRATIVE ASSISTANT
Major manufacturer with Detroit headquarters and locations throughout is seeking opportunities. Temp to perm available. Salary $9.00 $14.00 per hour. Call Ann Arbor Staffing Group, Inc. Call for an appointment after 9:00 AM (313) 741-4400
Computer Moving System
29201 Telegraph Drive, Farmington Hills (12 Mile & Telegraph)

accounting
C.P.A.
8 years minimum prior CPA firm experience. All aspects of accounting through financial statements. Computer experience a must. Max Hendricks III
CEM
2011 ORCHARD LAKE RD
SUITE 104
WEST BLOOMFIELD, MI 48322
OR FAX 810-626-8222

ACCOUNT REP
A leader in clinical staffing since 1970. We are seeking an individual with good communication skills, a CPA preferred, and a minimum of 2 years experience. Please send resume and SALARY REQUIREMENTS to Attn: Human Resources/AP, ACD Hardware, 23333 Commerce Dr., Farmington Hills, MI. 48335 or fax 473-2164

ACCOUNTS PAYABLE POSITION
Full-time entry level position available immediately. Based at Ann Arbor and Livonia. Ideal candidate will have 1 year accounts payable experience, excellent telephone and organizational skills, ability to work with vendors, statements/reconciliations. Fine working environment and advancement opportunity. Must be able to interact with customers, vendors, co-workers in a high-paced environment. Outstanding personality essential. Mail or fax resume to:
Arbuel Corporation
47 W. Ellsworth
Ann Arbor, MI 48108
Attention
Accounts Payable Position

ACCOUNTS PAYABLE COORDINATOR
Suburban advertising agency seeks a person who is strong on work ethic and has strong computer skills to fill the entry level position. Responsibilities would include opening mail and sending out invoices for approval, keeping coding invoices to proper general ledger accounts and entering invoices data into computer system. Prior office experience or accounting courses required. Training or knowledge of spreadsheets will be helpful. We offer an attractive work setting and full benefits. Send your resume to:
W B Doner & Company
Attn: A/P Coordinator
25900 Northwestern Hwy
Southfield, MI 48075
EOE

ACCOUNTS RECEIVABLE CLERK
For long term care facility. Medicare/Medicaid billing experience preferred. Hourly rate. Week, 8:30-5 Monday-Friday. Call Joy Westland (313) 416-2000

ADMINISTRATIVE ASSISTANT
Local nonprofit health agency seeks an efficient person with demonstrated computer skills, a passion for energy policy, and a desire to work with details. Please send resume to: AFAEC, 2334 Northwestern Hwy., Suite 210, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Part time home business office in Farmington Hills. Experience preferred in phone/home skills. Strong PC Windows data entry and Word Processing skills required. Scanner experience a plus. Flexible hours. Call or FAX resume 24 hrs. a day to:
Incentive Resources, Inc.
810-788-7703
FAX 810-788-7724

ADMINISTRATIVE ASSISTANT
Seeking full time financial planning assistant. Mature detail oriented individual with good communication and organizational skills. Experience in Word & Quattro Books or equivalent helpful. Duties are wide ranging and change frequently. Proficiency in Microsoft Windows based applications necessary. Basic duties include typing, filing, bookkeeping, and desktop publishing. Send resume to:
P.O. BOX 82480
Rochester, MI 48308

ADMINISTRATIVE RECEPTIONIST
For suburban branch office of major company. High energy person with nice phone skills. Good typing skills and Microsoft Office skills preferred. Fee paid. Call today

PERMANENT STAFF
Farmington Hills (810)737-5750
Troy (810)585-2720

ADMINISTRATIVE/SECRETARIAL
Full-time. Experienced in Window Base Software. Must have excellent telephone skills & organizational abilities. Birmingham area.
Fax Resume 810-433-0911

ADMINISTRATOR
For distinguished church. 35 hrs. weekly. Computer (Microsoft Word/Windows). Family management & relational skills. Available on or before June 10. $18,000 plus $4,700 benefits package. Call Nancy Cassement, First Baptist Church, 300 Willits, Birmingham, MI. 48009

ANSWER INCOMING CALLS for catalog order desk. Looking for well spoken, customer service oriented person. Full & part time. Competitive pay & benefits including 401K. Apply in person only. Jerry's Artarama, 34567 Gratiot Ave. (Lion Nor & Meadowbrook Rds.)

APPRAISAL FIRM - seeking administrative assistant. Computer experience in appraisal software is a must. Send resume to Continental Real Estate Appraisers, 27600 Farmington Rd., Suite 105, Farmington Hills 48334. Or call 810-553-8860 or fax 810-553-2570

ARE YOU LOOKING FOR SUMMER WORK?
Attn: Students & Teachers
•RECEPTIONIST
Farmington Hills
•RECEPTIONIST
Southfield
•WORD PROCESSING SECRETARIES
Southfield & downtown
Detroit & more
PROGRAMS: WordPerfect 5.1, WordPerfect 6.0 for DOS, Lotus 1-2-3 Version 3.0, MS Word 2.2 or Macintosh, Microsoft Word 6.1a & Excel 4.0
Call WOLVERINE for an interview
(810) 398-4270 ext 3

ASSISTANT CONTROLLER
Arbuel Corporation the nation's leading independent supplier of information tools and services ($250M+ annual sales) seeks a fast paced, professional person. Must have 5+ years experience in posting accounting data and a take charge attitude. Ideal candidate will have the operations rather than just the numbers and financial analysis. Proficient in Lotus 1-2-3 and general accounting functions, systems analysis, design & implementation, internal controls, corporate taxes. Must consider liaisons. Looking for a self-starter who is interested rather than just a number cruncher. Please send resume & salary requirements to:
Arbuel Corporation
Attn: Ms. T. Kennedy
P.O. Box 1387
Ann Arbor, MI 48106-1387
EOE M/F

ASSISTANT OFFICE MANAGER
Troy law firm. Bookkeeping & general office experience necessary. Send resume to: Office Manager, 1050 Wilshire Dr. #320, Troy, MI 48084

AUTO DEALER
Has openings for
• Assistant Office Manager
• Manager - GM experience
• Parts/Counter Clerk - parts or service
Contact John Hammitt at Bob Jeannette Pontiac GMC Truck
14949 Sheldon Rd., Plymouth
(313) 453-2300

BILLING/COLLECTIONS
leading staffing corporation with 150 offices across nation seeks a dynamic person with at least 2 years billing experience and/or collections. Excellent environment. Accuracy with accounting principles especially aging a must. Knowledge of Lotus, Microsoft Word & Excel required. Competitive salary & benefits package. Fax resume & salary requirements to: (313) 453-5468

BIRMINGHAM property management office. Assistant. Answer phones, operate computer, work part time. Call (810) 540-5288

HEAD BOOKKEEPER
for fast paced company. Must be proficient with Lotus. Previous supervisory experience required. Apply in person: Innovative Floor Covering, 13250 Newburgh Rd., Livonia MI 48150

BOOKKEEPER/ ACCOUNTANT
Troy advertising firm seeks full charge bookkeeper/accountant with strong computer skills, accounting through financial statements, cash management skills and understanding of financial statement concepts. Extensive sales reporting and employee and customer relationships. Ideal candidate will be self starter with good communication skills detail oriented and able to work independently with supervisory skills. Compensation $30,000/yr. plus full benefit package. Submit your resume to:
Mary Barber
BA&C
27777 Franklin, Suite 1250
Southfield, MI 48034

BOOKKEEPER
Excellent opportunity.
(810) 559-8100

BOOKKEEPER
Full charge bookkeeper. Must have good computer knowledge & excellent bookkeeping skills. Casual atmosphere. Dearborn 313-277-4702

BOOKKEEPER - Full Charge for property management company. Must have strong hands on accounts payable and proven ability with payroll, taxes, individual entries, both manual & computer. Quickbooks experience a plus. Salary commensurate with experience. Please send resume or call: (810) 848-9120. Or FAX resume to (810) 848-9019

BOOKKEEPER
MUST be outgoing with customer service and phone skills. Strong Bookkeeping and computer skills required. Call (313) 334-3758

BOOKKEEPER NEEDED. Progressive company in Rochester Hills has immediate opening for Bookkeeping/Accounting position. Ideal candidate will have accounting experience or schooling. Send or FAX resume to Job 8411 Rochester Rd. Clarkston MI 48017 FAX, 810-586-1895

BOOKKEEPER - Part time (24-32 hrs/week). Previous work experience required. Must be proficient with Lotus. Word & Quattro Books or equivalent. Detail oriented, self motivated & self starter. Individual duties include bookkeeping background preferably in accounting. Send resume to: Julia Gabriele, 322 S. Main St. Plymouth, MI 48170

BOOKKEEPER
PART TIME
Tues or Wed. and Fri. Full charge through General Ledger. Experience with Windows, QuickBooks & DacEasy accounting and payroll. Troy.
ASI Services (810) 589-3830

BOOKKEEPER - Part Time
Start immediately thru Summer possibly longer. Schedule your own 25-30 hrs. Monday-Friday between 7am-7pm. Attention to detail. Must have math calculator and phone skills. Send resume to:
Erb LUMBER INC.
Attn: Human Resources
375 S. Eaton St.
Birmingham, MI 48009
An Equal Opportunity Employer

BOOKKEEPER
PART-TIME
Southfield CPA firm. Assist to computer for billing and A/R. Please call 810-357-2404 Ext 171

BOOKKEEPER
Part time. Ann Arbor/Plymouth Twp. Tues. 11am-3pm, Mon. thru Fri. Cash handling, invoices, some typing & general office experience helpful. Call Sue at (313) 467-0259

BOOKKEEPER
Part time. Experienced in retail, knowledge of computers, accounts receivable, accounts payable, & tax preparation helpful. Light secretarial. Union Lake area. Call 313-624-8300, Southfield, MI 48037

BOOKKEEPER
PART TIME. Flexible hours. Accounts Receivable, Payable, invoicing, bank reconciliations. Organized and detail-oriented. Send resume to ESHING, 101 Southfield Rd., Suite 300, Birmingham, MI. 48009. Ann Arbor/Ypsilanti

BOOKKEEPER/RECEPTIONIST
12 Mile/Farmington Rd. CPA firm needs individual with strong computer skills - WP & spreadsheets. Experience to include accounting thru T/B, sales tax, & payroll taxes. Salary based on experience & ability. Bonus plan. Phone Trudy 810-489-8410

BUSINESS REPORT WRITING
Medical background preferred. Outstanding ability required. 75+ wpm. MS Word experience a plus. 20-25 hours per week. Hill villa, Farmington Hills (810) 848-9120

CASE RECORD MANAGER
Nationwide dedicated person to coordinate & control case flow. Approx $18,000-$20,000 + full benefits. Resume: Sequoia Health Services, 30500 Northwestern Hwy., Farmington Hills, MI 48334

CASH RECEIPTIONIST
Position for luxury automobile dealership. Experienced in posting accounting to ledgers. Fred Lavery Company.
810 645 5930

CASHIERS/CLERKS NEEDED
Hometown & international. Good for homemakers & students. Apply in person: Hometown Convenience, 31700 Plymouth Rd. Livonia 313-522-5633

CASH POSTING/ DATA ENTRY
Opportunity with prestigious distributor of home delivery products. Company seeks a motivated candidate to handle computer input of invoices, cash posting. Excellent benefit package includes quarterly paid bonuses
Diversified Recruiters
810 344 6700 Fax 810 344 6704

CHIROPRACTIC CLINIC needs receptionist. Flexible person with excellent phone skills. Ideal candidate is a variety of talents. Well then for X ray
810 644 9429

CHURCH SECRETARY
Part time. Flexible 30 hrs/week. Computer and communication skills required. Send resume to: Church Secretary, First Presbyterian Church, P.O. Box 1, Plymouth, MI 48170-0001
(810) 349 5666

CITY OF WESTLAND
CLERICAL POSITIONS
Annual Rate $21,840 to $27,300
The City of Westland is accepting applications for a Secretary, Account Clerk and Records Clerk for its Fire Department. Applicants must have good quality for the Civil Service Examination. Must have knowledge of word processor computer keyboard. Well
The positions require light typing, use of personal computers, good math, and office practices as well as a high degree of
There will be a written and oral examination. The deadline for applications is June 7, 1996. Applications in person only at City Hall, Personnel Department, 36601 Ford Rd. West Land, MI 48185
AN EQUAL OPPORTUNITY EMPLOYER

CLERICAL AID Telephone Receptionist with pleasant personality for Electronic Assembly Operation. Transportation, company. Experience with phones, computers, and operating machines helpful. Send resume to P.O. Box 4292
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL ASSISTANT
Part time position available 5-6 hours per day, Monday through Friday, starting late May or early June. Must be organized, detail oriented, able to work independently and take pride in a job well done. Please FAX or mail resume to:
Debbie Kolesky, Review Works
4201 Bloomfield Hills Pkwy, Ste 101
Bloomfield Hills, MI 48304
FAX (810) 354-4609
EOE M/F/D

CLERICAL CAREERS
OUR RECENT EXPANSION HAS CREATED OPPORTUNITIES for individuals seeking A REWARDING CAREER IN THE CLERICAL FIELD
Is clerical experience?
We'd provide the best training in the industry
We also offer:
• Dental
• Vision Medical
• Prescription coverage
• 40 Hour Work Week
• Life Insurance
• Paid Vacations
• Profit Sharing
Apply within
ART VAN FURNITURE
27775 NOVI ROAD
(Across from 12 Oaks)

CLERICAL CUSTOMER SERVICE
NOVI
Word processing/secretarial duties, non smoking office, part full time, possibility of overtime, outgoing manner for a large office. Must have excellent clerical experience, computer, telephone skills required. Cute Typist Secretary experience helpful. Send resume and salary requirements to:
Box #2519
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CLERICAL - ENTRY LEVEL
For Ann Arbor area. Filing, typing, sending and phones. Calculating skills, attention to detail and knowledge of Lotus. Fax resume with salary requirements to:
(313) 971-1135

CLERICAL
Full time position open. Non smoking, clean environment. Light phones, data entry. Benefits. Call for info
810-738-8700

CLERICAL HELP
Casual construction office. Entry level position, phones, filing, typing. Flexible hours. Ann Arbor. Send resume to Overhead Door West, 2001 Dalton, Walled Lake, MI 48390
(810) 669-5860

CLERICAL
Northville District Library seeks applicants for circulation services. Permanent part time including evenings and 5 hrs. Description/application available upon request or stop by: Marilyn Harmon, Head of Circulation, Northville District Library, 215 W. Main St., Northville, MI 48167-1596
An Equal Opportunity Employer

CLERICAL OPENING
Canton area. Full time, willing to train. Computer knowledge helpful. People friendly and team player a must. Send resume to: Box 2080, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48151

CLERICAL, part or full time. Flexible day hours. Ask for Stacey, 810-665-0978

Clerical Job Opportunities
If you are dependable & hard working and are looking to work at a professional office setting, we have a variety of opportunities available
•SECRETARIES
•WORD PROCESSORS
•SWITCHBOARD
•RECEPTIONISTS
•DATA ENTRY CLERKS
•CUSTOMER SERVICE
•FILE CLERKS
We offer vacation & holiday pay & a generous bonus. Please call for an appointment today!
temp
810 583 9500 Madison Hgts
810 653 8600 Rochester Hills

CLERICAL PART-TIME
Busy Northville headquarters has a part time entry level position available to help open and process mail. Must be dependable and organized. Hours 10:00 am - 2:00 pm. Hourly rate $6.00/hr. Please call Justine at (810) 380-1700 to set up an interview.

CLERICAL - Part time or summer to assist with general office duties. Growing company, fast paced environment. Knowledge of automotive supplier. Send resume to Marilyn, P.O. Box 364 Farmington MI 48332

CLERICAL - PART TIME
Transamerica Life Companies in Troy has immediate opening for detail oriented clerical person with Microsoft Word experience (general office duties). Call Jan Schwab 810-643-1577

CLERICAL
Part time clerical position for general office duties. Knowledge of DOS Windows, word/processing, data entry and general office skills required. Excellent client contact, organizational & telephone skills. Salary range $7 to $8 per hour to start. Respond to Attn: Clerical Position P.O. Box 113 Plymouth, MI 48170 No EOE

CLERICAL RECEPTIONIST
ENTRY level career opportunity with SE Michigan's AT&T independent representative. Ideal candidate will have clerical experience, customer service, word processing and computer skills. Salary $14K + DOE plus bonus plus 401K plan, profit sharing, and full medical dental benefits package. Call Sandy 29450 Haggerty Rd. Farmington Hills or call Laura at (810) 553-0350 ext. 202

CLERICAL WORKERS
Clerical positions available. Flexible hours. Data entry, operators, bookkeepers & CSRs. Many available immediately.
TEMP TEAM
EXPRESS SERVICES
313-467-3450 FAX 313-467-1638

CLERK
Hertz Equipment Rental Corporation is seeking a Branch Clerk for their Detroit, MI branch. Responsibilities include warranty claims, minimal filing and some computer work. Pleasant telephone manner and general office experience is a plus.
Competitive salary and comprehensive benefits package. For prompt consideration please send your resume to:
Branch Manager
HERTZ EQUIPMENT RENTAL CORPORATION
28300 Goddard Road
Romulus, MI 48174
Equal Opportunity Employer M/F

CLERK
One of Michigan's largest Temporary Help agencies is looking for a motivated individual to work for a busy Redford office. This is a PERMANENT full time position. Duties include answering phones, filing, interviewing applicants, verification after eligibility. Call Renee for more information
(313) 534-9959

CLERKS
RECEPTIONISTS
SECRETARIES
Permanent positions, temp-to-hire $7.25 $10 per hour depending on experience. Many positions available located on the east and west sides. Office and computer experience a must. Call for immediate appointment
Kelly Services
Seeking Personnel Services

CLOSING/ESCROW SECRETARY
Farmington Hills Real Estate Office seeks an experienced Closing Dept. for a Closing Secretary/Escrow Clerk. Must have some experience & require strong customer service. Positive attitude, excellent communication skills, ability to work in a fast paced environment. Positive candidate processing closing documents, entry level computer, light typing, fax, file maintenance. Can assist in answering phones. For further information call
MARIE
(810) 855-8130
From 4:00PM to 5:00PM

CLOSING SECRETARY
real estate/investment company seeking an experienced closing company or comparable escrow experience. Applicant must have good computer typing knowledge and have excellent telephone communication skills. Salary with benefits. Call Jeanie
(810) 208-1400

BENEFIT ANALYST
The Detroit office of a large international brokerage, compensation and human resource consulting firm has an opening in its 401 (k) administration department. Applicants for this position must have a 4-year degree in an emphasis in computer science, MIS or related field. Strong personal computer skills including knowledge of Excel and DOS/Lotus 1-2-3 spreadsheet programs required. If you are self-motivated, and looking for a career, mail your resume and salary requirements to:
Office Administrator
P.O. Box 43979
Detroit, MI 48243

CONSTRUCTION FIELD OFFICE CLERK
Oak Park. Fax resume to 810-967-4618 or call, 810-967-4607

CONTRACTOR RELOCATING to Royal Oak seeks experienced Secretary proficient in Windows, Word Perfect and Lotus. Send resume to 2094 Cass Lake Road, Keego Harbor, MI. 48320 or call 810 683 8240

COURT REPORTER - full, part time marketed for South Oakland County. Experience preferred
(810) 350 1367

CUSTOMER SERVICE REP
needed full time for 11am-8pm shift. Excellent benefits program. Apply in person at 30785 Grand River, Farmington Hills (810) 478 7030

CUSTOMER SERVICE REP
Busy customer service department in Troy office has full time position for individual with clear, defined voice & good phone manners to process service requests. Applicant must be experienced in working accurately with computer. Call Bev Pratt at 313-965-9100, Ext. 6003
An Equal Opportunity Employer

CUSTOMER SERVICE
Local Paper Merchant seeks energetic self motivated person to learn Customer Service business. Experience preferred but not required. An outstanding opportunity for growth and advancement
Send resume to
P.O. Box 7112
Bloomfield Hills, MI 48302

CUSTOMER SERVICE REP
Transportation Department of Computer Firm looking for reliable customer service rep. Experience preferred. Professional phone manner required, working knowledge of Windows & Word Perfect. Please call 810 855 8300 or FAX 810-855-4838

CUSTOMER SERVICE
Fast paced Troy newsletter publisher needs full time customer service rep to handle incoming customer calls & requests. Looking for enthusiastic person who enjoys helping customers. Must be detail oriented, organized & self motivated. Hourly position, no commissions. No out of pocket expenses. Excellent benefits, casual work environment
(810) 583 1449

DATA BASE/ ADMINISTRATOR SPECIALIST
3-5 years experience in data input and management with proficiency in Access, Adobe 7.0 experience a plus. Excellent computer skills to include Microsoft Word and Powerpoint. Superior telephone and customer service skills required. Salary Commensurate. Fax resume to Speed North/ American Diabetes Supply, 28000 Telegraph Rd. Suite 2255, Southgate Farms, MI 48025. Or fax to 810-433-1095

DATA ENTRY CLERK
Growing headquarters seeks full time experienced data entry clerk to perform a variety of clerical duties as well as back up receptionist. Ideal candidate will have 2 years experience. Potential advancement for the right person. Pleasant working environment. Call to set up an appointment at 810-347-7000 Ext. 3
Attn: S. Lawson, 21800 Haggerty Rd. #300, Northville MI 48167
Fax (810) 380-3511

DATA ENTRY CLERK
Immediate full time position with growing Livonia based company for data entry clerk. Looking for a mature individual with excellent customer service skills. Must be reliable & detail oriented. Ideal candidate will have 10,000+ kph & previous experience in the data entry field. Call Sue for more information (313) 591-1100
ACRO SERVICE CORP

DATA ENTRY CLERK
Responsible for care management system input of prescriptions, assessments, care plans, phone calls, and preparing charts. Clerk will process billing for the Purchase of Service clients in accordance with Medicaid requirements. Minimum of an associates degree in accounting, business or related degree. Strong data entry, analytical and computer skills. Professional skills required. Interested parties should submit a resume & cover letter by June 1, 1996 to:
Director of CCS
Area Agency on Aging 1 B
29100 Northwestern Hwy
Suite 400
Southfield, MI 48034
An AA/EOE Employer

DATA ENTRY
Full time position for data management system input of prescriptions, assessments, care plans, phone calls, and preparing charts. Clerk will process billing for the Purchase of Service clients in accordance with Medicaid requirements. Minimum of an associates degree in accounting, business or related degree. Strong data entry, analytical and computer skills. Professional skills required. Interested parties should submit a resume & cover letter by June 1, 1996 to:
Director of CCS
Area Agency on Aging 1 B
29100 Northwestern Hwy
Suite 400
Southfield, MI 48034
An AA/EOE Employer

DATA ENTRY
Major brokerage firm needs your expertise for long term positions. Opportunity to add to your skills. Excellent benefits available. Call Auburn Hills, Southfield and Dearborn locations. Call Anne today
Livonia
Birmingham 473-2933
Advantage Staffing

DATA ENTRY OPERATORS
See our ad under classification 500
(313) 261-6220

Data Entry/Receptionist
Permanent part time, 20 hrs/wk, mouth area office. 10 key calculator skills a must. Full benefits package.
Call Tom: 313-459-5941

DESK TOP Publisher/Office Manager Good phone manner, reliable, organized, detail oriented, self motivated. 30 to 40 hours per week
810 253-3736

FRONT DESK Clerk needed/petitioners for retirement community. Also to work weekends in Lighthouse Restaurant. Please apply at Heritage Wood Retirement Co. Vinyard, 22800 Civic Center Dr., Southfield, MI

DISTRIBUTOR IN Novi needs full time person for Order Desk, phone & general office. Light typing skills. Call between 1-5pm 810-347-6600

DOWNTOWN BIRMINGHAM office seeking 1 temp/perm secretary with excellent grammar, proofreading & filing skills, experience with Word Perfect & Spreadsheet. Assistant to File Manager, good organizational skills for filing, data entry, telephone/phones and general office work. Send resume to Box 12280
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

TRUCK DRIVER
Must have a CDL class B w/hazmat. Please Call
(313)753-3463

ENTRY LEVEL Secretary/Clerk Temp needed for Rochester law firm. Please send resume to Human Resources (ADMASS), PO Box 5016 Rochester Hills, MI 48308

EXAMINER
Title insurance company looking for experienced full time examiner. Send resume to: Title One, 30 Burton Hills, Suite 201, Livonia, MI 48154

ENGINEERING SECRETARY
A Plymouth Stamping Company has an immediate full time opening. The position requires general secretarial duties, computer proficiency, ability to handle multiple tasks. Engineering background is a plus. Forward resume and salary requirements to:
Johnson Stamping Co
Attn: H. H. Ringling
9120 General Drive
Plymouth, MI 48170
E.O.E.

•PART TIME
EXECUTIVE SECRETARY
Must be adept at handling matters of confidentiality, know the Macintosh computer system, type at least 60 wpm, have previous experience and are content to work one day a week (Mon.) or two days (Mon. & Tues.) qualifications of the above items with your salary requirements.
EXECUTIVE SECRETARY
CO Halene
24200 Northwestern Hwy
Southfield, MI 48075
810-354-0412 FAX

EXECUTIVE ASSISTANT
Fast paced office in Southfield needs Assistant to do light bookkeeping and administrative work. Part time/full time. Must have computer skills & fax or send resume to L. Maas, 26211 Central Park Blvd., Suite 503, Southfield, MI. 48076. FAX 810-354-9621

EXECUTIVE LEGAL SECRETARY TO $32,000
Legal (real estate) or Executive secretarial. (property management) experience. Major suburban firm, lots of variety. Benefits include medical, dental, optical, 401K and more
Call April 810 645 9300
Staff Right Personnel Service

EXECUTIVE SECRETARY
Southfield based management and development firm seeks an Executive Secretary with experience. Benefits included. Send resume and salary requirements to D.L., P.O. Box 306 Southfield, MI 48037

EXECUTIVE SECRETARY
ASSISTANT
Reports to the CFO and CEO of a large national company in Oakland county. Position requires excellent communication skills must be able to interface with all types of executives from investors to the president, schedule appointments make travel arrangements etc. Computer skills a must. Must have excellent references, 5-8 years experience. USS
810-258-5111 FAX 810-258-8855

EXPERIENCED SURVEYORS for Telecommunications Department. Need individuals with good phone manner & pleasant telephone voice. Technical selling experience is helpful but not necessary. Salary commensurate. $7 $8/hr. non commission. (313) 416-2433

FILE CLERK
Brokerage firm in Downtown Birmingham has an immediate entry level position open. Full time Clerk. Hours: Very Mon-Fri. 12-5pm. Responsibilities: Light filing. 300 S. Bmingham, MI 48012
An Equal Opportunity Employer

FILE CLERK
Our Furniture Customer Service Department is seeking a File Clerk to assist in the daily filing of paperwork, forms, and the printing and distributing of customer reports and general paperwork. Candidate must be detail oriented and have a high degree of flexibility. High school diploma acceptable, some college preferred. 1-2 years computer entry preferred
Please send resumes
Office DEPOT
Human Resources
909 Sheldon Rd
Plymouth, MI 48170
Attn: Customer Service Manager, Furniture
Equal Opportunity Employer

FILE CLERK
Southfield Law firm needs reliable person for court filing and deliveries. Full time position. Must have reliable transportation. Call Mr. Weiner at
(810) 848-0000

FILE CLERK
Wholesale Distributor has immediate full time opening available for File Clerk. Must possess excellent math, phone & computer skills. Salary commensurate resume to P.O. Box 790 Belleville Mich 48112-0790

FILING CLERK - Part time. Needed for large automobile dealership. Possible full time for student. Good pay. Please contact Sherry at:
(313)453-7500

FILL YOUR RESUME WITH SUMMERTIME EXPERIENCE!
Long & short term assignments
At Clerical Plus Needed:
M5 Word and WordPerfect
Fax your resume
Call or fax your resume
Corporate Personnel Services, Inc.
Phone (313) 722-7990
Fax (313) 722-8132

FRONT DESK RECEPTIONIST
Receptionist needed for growing company in Southfield. Do you like people, variety and a busy environment? Read on! Job requirements must be able to type 40 wpm, have a pleasant voice. Will Perfect 6.0. Good phone manners. Strong organizational and Cheerful demeanor. At least 1 year minimum experience. Located in Troy. Hours are 8:30-6:00, Monday-Friday. For immediate consideration please call or fax your resume to
Consumer Market Analysts
Attn: Bob Kaufman
Troy, MI 48084
Fax (810) 614-8450
Telephone (810) 614-8400
Attn: Recruitment & Administration
• Marketing Research • Customer Service • Database Management

GENERAL CLERICAL
Looking for an aggressive & energetic person for temporary employment agency. Scheduling, some computer work. Must have phone skills. Part to full time
(810) 477 2820

GENERAL CLERICAL
Redford company looking to fill a permanent part time general clerical & customer service position. Computer knowledge & typing a must
Call (313) 532-2146

GENERAL OFFICE - Competitive pay, full benefits package. Plymouth area. Call Ann Arbor Staffing Group, Inc. (313) 336 9300

GENERAL Office, part time Mon-Fri, 11am-3pm. Typing, filing, light bookkeeping. Pleasant Canton area. 313-459-9000

502 Help Wanted-Office Clerical

GENERAL CLERKS
Full Time / Part Time
We are seeking energetic, hard-working individuals to work in our Farmington Hills Office. Positions involves preparing mortgage files for microfilming. Responsibilities include organizing documents, removing staples/paper clips, and filing of loans and files (up to 50 lbs). Qualified candidates should have good organizational skills and the ability to work in a fast paced production environment. Overtime is required office experience is a plus. Starting salary is $6.50/hr. We offer competitive benefit package. Qualified candidates should apply Tues Fri 9am to 4pm
For other available positions, please call our Job Opening Line 810-488-7 JOB
An Equal Opportunity Employer
M/F/D

GENERAL OFFICE/EXPERIENCED
Dependable mature individual for financial service company in Northville. Computer experience necessary. Send resume to Lincoln Financial Group, 2855 Coolidge Suite 206, Troy, MI 48084 or fax 810 649 3710 EOE

GENERAL OFFICE
For Redford machine shop. Various duties include light bookkeeping, follow up on outside process, etc. Computer experience (Checkbook program, Lotus, Word processing). Send resume to Box 164, 43422 W Oaks Dr., Novi, MI 48377

★ GENERAL OFFICE
Growing business needs dependable person who wants to make a difference. Experienced preferred. Organized and computer literate. Duties include sales, etc. $9 $11/hr Royal Oak area. Please fax resume to 810-435-3315 or call 810-435-2299

GENERAL OFFICE
Part time 25-30 hrs. per wk. Experience in clerical duties, typing, filing, computer knowledge. Non smoking office. Troy area. Call Marsha after 10:30 a.m. (810) 280-5888

GENERAL OFFICE
Southfield based property management seeks individual to assist office help. Computer knowledge is essential. Benefits included. Send resume and salary requirements to
D.L.
P.O. Box 306
Southfield, MI 48037

GENERAL OFFICE - Upbeat, energetic person to work in a fast paced office. Phone and data entry. Must BE!! a benefits, medical, 401K, 125 Plan & bonuses. Accepting applications Mon-Fri 8:30 to 2:30 at 31000 Industrial Dr., Livonia

HERE IT IS!
WE have an opening for our after-noon clerical/receptionist position in Livonia. Must be aggressive and have a pleasant telephone voice. Job is company that's on the move
Call Brian 313-513-8400

HEY HOMEMAKER!
Looking for a part time job? Busy real estate office needs receptionist/errand helper evenings & weekends.
Call Mr. Rader 313 261-0700
Real Estate Office

HIRING FOR:
•Automotive Assistants
•Receptionists •Data Entry
•Clerical
Troy (810) 649-4455
Southfield (810) 350-9777
Auburn Hills (810) 373-7181
Detroit (313) 393-1890
HUMAN RESOURCES/ ACCOUNTING $28,000
New office of growing world wide service company seeks individual to coordinate Human Resources activity and assist Controller with other duties. Excellent salary and benefits package. Call Kirk (810) 394-2500

Dependable Home Clerical
810-344-6700 Fax 810-344-6704

If you have experience at any level in Accounts Payable or Receivable, we are recruiting for permanent positions. Also in high demand, Southfield, Rochester and Detroit for Permanent, Temp-to-perm and Temp positions. We provide full Permanent placement services, and give first priority to our Temps
TEMP-TO-PERM
• Accounts Payable Clerk, long-term automotive firm, Southfield
• Payroll Clerk, ADP, Bloomfield Hills
• Full Charge Bookkeeper, Acc Rec Plus preferred, Warren
ACCOUNTANTS CORE
24901 Northwestern Hwy
Suite 818
Southfield, MI 48075
(810) 354-2410

IMMEDIATE OPENINGS
Farmington area. Computer Operations experience. Data Entry Operators. 9-10,000 alpha/numeric keystrokes.
Exceptional Pay Rate
Call today and apply!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

Inside Sales & Clerical
Dupont needed for growing mailing company. Southfield location. Pay commensurate with experience. Call
ProForce 810-352-1334

INSURANCE AGENCY in Dearborn Looking for experienced personal lines CSR. Commissions paid. Some flex hours available. 313-584-1234

LEGAL ASSISTANT/ SECRETARY
for senior partner in product liability/defense firm. Help manage case load, review client contact & various assignments for fast paced practice individual will work closely with attorneys, secretary. Knowledge of WordPerfect 5.1 & a minimum of 2 years experience required. Excellent salary & benefits. Send resume with salary requirements to
Law Offices
Attn C. Durgin
308 S. Washington, Ste 500
Royal Oak, MI 48067

LEGAL SECRETARY
Experience needed. Full time for small law office. Busy general practice. Must be familiar with word processing. (810) 624-4101
Or send resume to Michael W. Reede, Atty, 1038 E. West Maple, Walled Lake, MI 48390

LEGAL SECRETARIES
Downtown Detroit law firm seeks full-time "take charge" legal secretaries with minimum 2 years legal experience and strong litigation. Experience in litigation preferred, but not a must, but not required. Excellent organizational and interpersonal skills, as well as typing 50+ wpm are absolute requirements. Good salary/benefit package, also offered. Please mail resume and salary requirements to: Kitch, Drutchas, Wagner & Kennedy, P.C., Attn: Human Resources-LS, Woodward Ave., 10th Floor, Detroit, MI 48226

LEGAL SECRETARY
Experience needed for insurance defense practice. Excellent personal skills a must. Fax or send resume to
Lyons 380 N. Main St., Clarkston, MI
(810) 625-4017 Fax (810) 625-3380

LEGAL SECRETARY
Experienced for Royal Oak law firm. Knowledge of Word Perfect 5.1 or WordPerfect for Windows 6.1 a plus. Send resume to 315 S. Woodward, Suite 200, Royal Oak, MI 48067-3419 or fax (810) 541-3304

LEGAL SECRETARY
Established Bloomfield Hills firm has immediate opening for experienced Secretary with strong litigation background. Microsoft/Windows experience a plus. Good benefits. Salary commensurate with experience. Phone (810) 645-9400 ext 318

LEGAL SECRETARY
Experienced, professional secretary for commercial litigation practice. Minimum 4 years experience as a Legal Secretary with excellent organizational and interpersonal skills. Litigation proficiency mandatory. Strong verbal, organizational and technical skills, including WP Version 6.1. Good interpersonal skills with consultants and clients. Must be prepared to assume responsibility for a large workload. Demanding work volume for 2 attorneys. Competitive salary and benefits