502 Help Wanted-Office Clerical

CORPORATE PERSONNEL SERVICES
HAS 20
IMMEDIATE OPENINGS FOR
Receptionists/Secretaries
Data Entry Clerks
Word Processing Secretaries
Legal Secretaries
APPLY IN PERSON
TUESDAY, JUNE 4, 1996
FROM 9:00 - 3:00
753 W. BIG BEAVER RD
SUITE 122
(TOP OF TROY BLDG.)
(JUST W. of I-75)
TROY

CUSTOMER SERVICE
Industrial distributor seeks dynamic sales & service person. 5 yrs customer service experience. Salary & bonus. Send resume to Sandy Giacomini, 30261 Stephenson Hwy., Madison Heights, MI 48071
810-585-6400 ext. 235

CUSTOMER SERVICE REPRESENTATIVE
Brass Craft Manufacturing Company has an immediate opening. Essential job functions include order entry, order processing as well as working with distributors and customer service & main. Vacturer's rep agencies. Job requirements include 2 yrs Customer Service experience, 1 year computer experience, computer literacy, strong communication & interpersonal skills, positive interpersonal skills, being highly motivated & flexible to changes in manual conditions. A related Associates degree is preferred. For consideration please submit your resume to Brass Craft Manufacturing Co Attn: DVCS, P.O. Box 8032 Novi, MI 48376-8032 Equal Opportunity M/F/H/V No Phone Calls Please

CUSTOMER SERVICE.
$25,000. Two suburban positions, experienced in a manufacturing environment. Excellent Opportunity to advance. Full benefits package. Call Debra 772-6766
Snelling Personnel Services

CUSTOMER SERVICE, $27,000.
Automotive background, good people skills. Major Engineering Firm has immediate opening. Full benefits Call Denise (810) 772-6766
Snelling Personnel Services

CUSTOMER SERVICE/ TELLER
Permanent part/full time
Our top friendly serving clients is looking for energetic individuals to fill West Bloomfield re-opening. Candidates must have 6 months cash handling or customer relations experience. $8.25/hr to start, plus benefits and 401K. Call Sandy at (810) 626-7062
Advantage Staffing

CUSTOMER SERVICE REPS
Full-time and part-time entry level positions available in our office. 8 a.m. - 5 p.m. Mon-Fri and 7:00 a.m. to 3:30 p.m. Friday. Ideal candidate requires 10 key paid production for order entry. Pleasant phone manner and customer service experience a must. Excellent company paid benefits package for full-time positions. Apply between 8:30 a.m. and 4:30 p.m., Mon-Fri
Melody Farms
31111 Industrial Rd
Livonia, MI 48150
EOE

CUSTOMER SERVICE REP - full time for Warehouse Distributor, agency Experience helpful 810-661-1330

CUSTOMER SERVICE Rep - full time, experienced preferred, will train. Good phone skills. Will train. No Smoking (810) 626-2652

CUSTOMER SERVICE
Troy based company has immediate openings for customer Service. Duties include taking phone orders and performing custom service. Ideal candidate must type 35-40 wpm, have excellent verbal and communication skills, and be people oriented. We offer: Paid benefits. Call Joan, Mon-Fri, 8:30am-2:30pm at (810) 362-5060 Ext 225

CUSTOMER SERVICE REPRESENTATIVE
Fortune 100 company supplying the automotive supplier industry in Troy has an opening for a customer service division for order & data processing
• Associates Degree or equivalent
• PC & typing skills
• Working knowledge of Microsoft Word & Excel
• Excellent phone skills
• Problem solving & follow-up
Send resume to
P.O. Box 12738
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
Call (313) 258-FIRE

DATA ENTRY/CLERICAL
Professional environment, customer contact, through telephone and mail plan. Send resume to MCP Sales, Inc. 37000 Grand River Ave. Ste 384, Farmington Hills, MI 48335

DATA ENTRY CLERK
Computer keyboard experience. Part time, evenings, 5:30 PM to 9:30 PM, thru Fri. some Saturdays. Call Medicline at (313) 397-5201

DATA ENTRY CLERK
Position is open for a computerized billing department. Some computer experience required. Ideal candidate will medical insurance billing experience a plus but will train. Good interpersonal skills. Please fax resume to DPCDE, 2050 N. Woodward, Ste 110, Bloomfield Hills, MI 48304
An Equal Opportunity Employer

DATA ENTRY
computerized order entry position hrs are 1:30pm-9:30pm. Training to be provided. Prospective candidates should have excellent typing skills, have entry & general office clerical functions. Both preferably gained in a medical setting & benefits. Mail resumes to: Commonwealth Industries, 5900 Commerce Drive, Detroit, 48209

DATA ENTRY
Gain experience in the new department of a major financial institution. Long or short term positions available in Auburn Hills, Southfield and Downtown. Call Anne today
Birmingham Livonia
646-7646 473-2933
Advantage Staffing

DATA ENTRY
To $9.50/hr.
All shifts. Temp to Perm
ARBOR TEMPS 458-1166

ESTIMATOR TRAINEE
TO $35,000 Yearly. Automotive background, heavy computer experience. 24 year stable company. Subsidize benefits. Details. (810) 772-6730
Snelling Personnel Services

EXAMINER
Title insurance company looking for experienced full time examiner. Send resume to: Title Source, 33300 Five Mile, Suite 201, Livonia, MI 48154

EXECUTIVE RECEPTIONIST
Real Estate Development corporation in Bloomfield Hills has immediate opening for full-time Executive Receptionist. Candidate must handle variety of duties: Word for Windows and Excel experience required. Great opportunity for advancement. Send resume and cover letter stating goals and available salary range to: Mr. Jack Lappin, 200 E. Brown St., Suite 101, Birmingham, MI 48009

EXECUTIVE SECRETARY
TO $40,000. Right hand to President. Microsoft office and Excel. Heavy paid overtime. Automotive. Great Benefits. Quick hire. Immediate opening. Danielle, (810) 772-6760
Snelling Personnel Services

EXECUTIVE ASSISTANT
TMP Worldwide, a leading full-service communications company providing unique advertising strategies with a global reach, is seeking a goal-oriented professional who will strive in a fast-paced environment.
The ideal candidate will perform advanced administrative duties, establish and maintain files, and prioritize and coordinate multiple tasks. We require 2-5 yrs experience with PC literacy in Microsoft Word and Lotus. Exceptional communication skills with sensitivity to confidential information is a must.
If you want to join a visionary company that is changing all an unparalleled rate, forward your resume or cover letter to:
TMP Worldwide,
Attn: H. Jenner, 1250 Rochester Mid. Rd., Troy, MI 48083
No phone call or walk-ins, please.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
$32,000. Legal (Real Estate) or Executive secretarial, (property management) experience Major Troy firm. Benefits. Apply (810) 772-6760
Snelling Personnel Services

EXECUTIVE SECRETARY
Experienced executive secretary, for an eight physician Ophthalmology Office.
Generous and comprehensive benefit plan. Computer experience required. Send resume to: Mr. Pirsch, Administrator, Franklin Eye Consultants, 30275 Northwestern Hwy., Suite #100, Southfield, MI 48034

EXPERIENCED TELEPHONE SURVEY VOICE Need individuals with good phone etiquette & pleasant speaking voice. Telemarketing experience is helpful, but a good work ethic is required. $7-8/hr, not commission. Call Debbie 772-6766
Snelling Personnel Services

FILE CLERK/DRIVER
Looking for conscientious person for a Farmington Hills Radiology office sorting a file and has experience necessary. Some driving required/clean record
Call after 10:00 (810) 932-5104

FILE CLERK for law office. Duties include filing, copying, light typing, answering telephones & errands. Hours will be from 10am to 6pm. If interested please send resume with salary requirements to Amy, 2301 W. Big Beaver Rd., Suite 777, Troy, MI 48084

FILE CLERK
Part-time (24 hrs/wk). Accounts payable experience with working knowledge of PC. Preferably AS/400 exposure to office systems (microfilm & fiche, 10 key calculator, copier, etc. Respond to Human Resources, Dept. FC, 29200 Northwestern Hwy., Southfield, MI 48034

FILE CLERK
Wholesale Distributor has immediate full-time opening available for File Clerk. Must possess excellent math, phone & communication skills. Send complete resume to P.O. Box 780, Belleville, Mich. 48112-0780

FORECAST TECHNICIAN
Brass Craft Manufacturing Company has an immediate opening. Essential job functions include: maintaining the forecast system, developing and running engines, and the statistical reviews of the AS400 system. Job requirements include a related Associate degree, 2-3 years experience, good math aptitude, PC literacy, good communication skills both oral & written, and a positive interpersonal skills. For consideration please submit your resume to:
Brass Craft Manufacturing Co
Attn: DVFT
P.O. Box 8032
Novi, MI 48376-8032
Equal Opportunity M/F/H/V
No Phone Calls Accepted

FRONT DESK - chiropractic staff needed in downtown Farmington. Part time, morning & evening hours available. Only the best, most qualified need apply. Call (810) 474-6767

FRONT OFFICE
FEE PAID - $25,000
*Only in July, Aug, Sept. Troy corridor career for a "people person" with a couple years in the business world. P.C. windows experience and administrative talents. 30-5 hours, complete benefit package and promotable opportunities. Rush! The CAREER agency since 1953
Dorothy Day Personnel
Farmington, MI 48024
(810) 649-8797 649-2498

DAY

GENERAL CLERICAL
Redford company looking to hire a permanent part time general clerical & collection position. Computer knowledge & typing a must. Call (313) 258-FIRE

GENERAL CLERICAL
Looking for an aggressive & energetic person for temporary employment agency. Scheduling some computer work, must like phonework. Part to full time. (810) 477-2820

General Office
Building contractors office located in the Greenfield/12 Mile area.
Call (810) 559-5580

GENERAL OFFICE CLERK
Busy Farmington Hills office has an immediate full time opening for a General Office Clerk. Computer experience a plus. Excellent phone skills required. Mail Cross Reference. Call Christine M.F., 9am-3pm (810) 471-5400

GENERAL OFFICE CLERK
CPA firm is seeking a general office clerk for both our Southfield and Bloomfield locations to assist with tax distribution, relief of paperwork (ROLM SYSTEM) and other clerical duties. Must be professional and have excellent communication skills. Please indicate which location is preferred. Great salary and benefits to interested, long term candidate. Mr. Jury, PO BOX 891, Southfield, MI 48037
EOE

GENERAL OFFICE
entry level position, full or part time. Good people skills & phone skills. Typing essential, knowledge of computer important. Call Mon-Fri, between 10-3 810-474-7801

GENERAL OFFICE/EXPERIENCED
Dependable mature individual for financial service company in Northville. Computer experience necessary. Send resume to Lincoln Financial Group, 28551 Cockburn, Suite 206, Troy, MI 48084 or fax 810-348-3710 EOE

GENERAL OFFICE - for auto dealership in Southfield. Average typing, full time, good benefits. Call Larry (810) 354-3300

GENERAL OFFICE HELP
Experienced. Pay negotiable. 30 hrs Walled Lake area.
(810) 624-5060

GENERAL OFFICE
Need full time responsible person for 1-person office. All aspects of the office necessary. Call 8am-4pm to set up interview 313-535-2700

GENERAL OFFICE
Mon-Fri, 8am-5pm daily. Good typing skills & computer experience helpful. Troy
(810) 583-9440

GENERAL OFFICE
Small company seeks motivated person for answer phones, do light typing and filing. Organizational skills helpful. Main responsibility requirements to: 20712 Robinson, Farmington Hills, MI 48336

GENERAL OFFICE
Southfield based property management firm has openings for general office help. Computer knowledge is essential. Benefits included. Send resume and salary requirements to:
P.O. Box 308
Southfield, MI 48037

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

High Level Secretary
Secretaries needed with heavy MS Word, Excel, Arts Pro, & Graphics (Harvard Graphics/PowerPoint) experience. 3 years recent experience and a professional demeanor a must. Temp to Perm assignments.
RECEPTIONISTS
Receptionist needed with at least one year of receptional experience (recent). Must be able to operate multiple line phones with 10+ extension. Sales experience preferred. Appreciated. Proficiency in MS Word or WordPerfect (windows) a plus. Long and short term temporary assignment

OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy.
Ste. 250, Southfield, MI 48034
(810) 358-0222,
fax (810) 358-0641
EOE

HOT JOBS
•LEGAL SECRETARIES, Suburban & Downtown spots. To $40,000
•International Debt Secretary, suburban, $27,000
•Elective closing Officer, Suburban, $27,000
•Accounts Payable Clerk, suburban, $25,000
•Executive Secretary, suburban $26,000
•Health Sales Rep, suburban, $25,000
•Payment Secretary, suburban, $25,000
•Office Supplies Clerk, downtown, $8/hr
•Accounting, clerical, technical temp and temp to perm positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

Human Resources
Human Resources Office/ Secretarial Assistant
Hospice of Michigan (HOM), an agency focused on providing hospice care at home for terminally ill patients and their families with offices located throughout Michigan, has an immediate opportunity located within our Corporate Human Resources Offices.
This position is responsible for providing HR assistance to the Vice President of Human Resources, the Corporate Director, employment and employee relations staff. Provides first person HR customer service contact, and various HR secretarial and office support functions as assigned.
Requirements include previous secretarial or office experience within a Human Resources department, or corporate, or administrative office environment, proficiency in Windows, WordPerfect, and other computer software applications, Preparation towards an an Associates or Bachelor's degree in Human Resources, Business Administration, or related discipline preferred.
Qualified candidates are encouraged to submit a resume, including SALARY EXPECTATIONS in confidence, by no later than
Wednesday, June 12 to
CORPORATE DIRECTOR, HUMAN RESOURCES
Hospice of Michigan
16250 Northland Drive
Suite #212
Southfield, MI 48075
Resumes ONLY
No Phone Calls Please
An Equal Opportunity Employer

If you have experience at any level in Accounts Payable or Receivable, we are recruiting for permanent, Temp-to-perm and Temp positions. We provide full Permanent placement services, and give first priority to our Temps
TEMP-TO-PERM
• HRD/Payroll coordinator, Birmingham, Competitive salary to $32K
• Accounts Receivable Clerk, Detroit service firm. To $23K
• Accounts Payable Clerk, Farmington Hills. To $20K
TEMP
• Cost Accountant, Farmington
• Full Charge Bookkeeper, thru October. Northville
• Assistant Bookkeeper, Troy, 6 months
• Administrative/Bookkeeper, Southfield
• Billing Clerk, Southfield
• Accounts Payable Clerks, automotive firm, Southfield & manufacturing firm, Livonia
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 315
Southfield, MI 48075
(810) 354-2410

Insurance Claims Supervisor
Career opportunity with large agency. Insurance background. Excellent compensation and benefits package. Send resume to
P.O. Box 42726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

INSURANCE
CUSTOMER SERVICE REP
Experienced Property/Casualty Lines. Multi office independent agency Rep needed for Detroit, Lincoln Park & Livonia offices. Competitive salary & benefits. Call Mr. K for appt 810-615-4747

JOHN HANCOCK OFFICE in Southfield is looking for a full time Administrative and a Telephone Receptionist. Computer and math skills a plus. Excellent benefits. Call 810-559-0600

LANDSCAPER
Experienced. Landscape/lawn service industry. Call (810) 661-1100

LEGAL ASSISTANT/ SECRETARY
for senior partner in product liability defense firm. Help manage caseload, travel, client contact & various assignments for trial preparation. 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 cover letter to:
Lew Orfales
Attn: C. Durgan
306 S. Washington, Ste. 500
Royal Oak, MI 48067

LEGAL SECRETARIES (2)
For Bloomfield law firm. One for Litigation, the other for Estate Planning and corporate. Minimum 5 years experience in litigation. Word for Windows experience helpful. Excellent salary and benefits package. Send resume to: Personnel, Kalman Lons Doerring Schneider & Simpson, 2300 First National Building, Detroit, MI 48226, or fax to (313) 961-8475

LEGAL SECRETARY
Experienced for Royal Oak law firm. Knowledge of products liability and WordPerfect for Windows 6.1 a plus. Salary commensurate with experience. Call Mr. Jacobs, (810) 541-3304

LEGAL SECRETARY
Clerical
Defense litigation office of major insurance company in Troy has open positions for highly motivated professionals to assist attorneys with office duties such as typing court documents and correspondence, organizing files, and maintaining schedules. Qualified candidates will possess high skill level and minimum one year of legal background (base court rules and procedures) required.
Citizens Insurance Company of America is a progressive growth company with a full benefit package including cash-balance pension plan, employee paid medical, 401(k), and education reimbursement. Qualified candidates should direct resumes and salary requirements to:
CITIZENS INSURANCE COMPANY OF AMERICA
Attn: Ned Disney
Clerical
900 Wilshire Drive
Suite 200
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
Downtown Detroit corporate tax firm is seeking a Legal Secretary with minimum 5 years corporate litigation experience. Duties must be top-notch. Excellent benefits. Salary DOE. Send reply to Box 42726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Established Bloomfield Hills law firm has immediate opening for experienced Secretary with corporate background. MicroWord/Windows experience a plus. Good benefits. Salary commensurate with experience. Phone (810) 645-9400 ext. 316

LEGAL SECRETARY
Experienced, for Southfield law firm (mrd litigation), latest technology, very stable environment, excellent benefit package. Mature, dedicated and hardworking. 810-626-500

LEGAL SECRETARY
Experienced for busy Southfield plaintiffs personal injury firm. Salary & benefits commensurate with experience. Contact Mrs. Raven. 810-552-8500

LEGAL SECRETARY
EXPERIENCED Competitive wages and benefits. Send resume: Attn: Human Resources, P. O. Box 1750, Farmington Hills, MI 48331 or FAX 810-646-8375

LEGAL SECRETARY
Experienced or entry level for work in large intellectual property law firm in Bloomfield Hills. Excellent organizational skills and knowledge & Word Soft Word or WordPerfect. Benefits available. Mail resume to the Attention of Lorraine Box #2727
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Experienced, professional secretary for commercial Human Resources Law firm Corp Law firm. Minimum 4 years experience as a Legal Secretary. Excellent references and stable employment history. Litigation proficiency. Preparation towards an an Associates or Bachelor's degree in Human Resources, Business Administration, or related discipline preferred.
Qualified candidates are encouraged to submit a resume, including SALARY EXPECTATIONS in confidence, by no later than
Wednesday, June 12 to
Administrator, P.O. Box 371, Bloomfield Hills, MI 48303-0371

LEGAL SECRETARY
For senior member, Southfield 20+ attorney law firm. Min. 2 yrs legal experience. Experience in personal injury law desirable. Must be proficient in WordPerfect 5.1. Some overtime required. Competitive salary. Good benefits. Send resume & salary requirements to: Office Manager
Box #2561
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
For busy Southfield Bloomfield Law Firm. Experience required. Excellent benefits. Salary negotiable. Send resume to P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY, full time for small law office in Southfield. Negotiable salary and benefits. Computer experience desired. Salary commensurate with experience (810) 355-2410

LEGAL SECRETARY
Full-time position for self-starter with minimum 5 years litigation experience. Perfect, excellent typing & organizational skills required for fast-paced non-smoking Farmington Hills law firm offering benefits & excellent working conditions. 810-855-6500

LEGAL SECRETARY
Full time for municipal attorney in Troy firm in Bloomfield Hills. Experience & good organizational skills. Benefits. Send resume to: Box 3040, P.O. Box 2068, Farmington Hills, MI 48333

LEGAL SECRETARY
Full time for large suburban defense litigation firm. Excellent benefits. Send resume to P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY - Full time for Real Estate Brighton Farms law firm. Requirements: 3/5 yrs litigation. Thorough knowledge of WordPerfect 5.1, excellent typing and proofreading & personal skills. Send resume to: T. Mayhew/Mills, 30200 Telegraph, Ste 467, Bingham Farms, MI 48025

LEGAL SECRETARY
For 22 attorney firm in Bloomfield Hills. Must commensurate with ability. Send resume and salary requirements to:
Office Manager
300 E. Long Lake Rd., Ste. 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
Litigation Experience?
WordPerfect 5.1?
Need Great Benefits?
Contact Us!
Send resume to: Personnel Dept., 320 E Maple Rd, Box 238, Birmingham, MI 48009 OR Fax resume to (810) 644-1637

LEGAL SECRETARY
Legal & computer experience required good skills necessary.
(810-258-0600
Or Fax to 810-258-2750

LEGAL SECRETARY
Large law firm located in Northern Suburbs seeks a legal secretary with minimum of 3 yrs experience. Must possess excellent typing skills and be able to type 80 wpm. Excellent salary & benefits. Call
Dynamic People
810-615-7600
or fax resume to
810-615-7605

LEGAL SECRETARY
minimum 2 years experience in personal injury practice. Substantial salary & benefits. (810) 354-2500

LEGAL SECRETARY
Mid-size downtown Detroit plaintiffs firm seeks person for Estate Planning for a busy desk. Requires litigation experience, excellent secretarial skills and WordPerfect 5.1. Competitive salary, excellent benefits. Send resume to Personnel, Kalman Lons Doerring Schneider & Simpson, 2300 First National Building, Detroit, MI 48226, or fax to (313) 961-8475

LEGAL SECRETARY needed for Troy litigation defense firm. Non-smoking pleasant atmosphere, good benefits, salary commensurate with ability and experience. Contact Office Manager, (810) 818-8260

LEGAL SECRETARY
Needed for Birmingham law firm. Must have excellent grammar, typing, transcription and organizational skills. Minimum 3 yrs (preferably in domestic) experience. Competitive salary and benefits. Please send resume to:
Personnel Dept. 810-642-0333

LEGAL SECRETARY-PART-TIME
Legal Secretary with general practice in WP 5.1 for small Bloomfield office, will either 5 short days or 4 full days per week. Must have 3-5 years of personal & vacation days 401K/profit sharing plan. Send resume to: Legal Administrator, 801 W. Big Beaver, Ste. 500, Troy, MI 48084

LEGAL SECRETARY
Part time 2-3 days/week, Southfield firm. Some experience necessary. Call Laura (810) 352-4100

LEGAL SECRETARY - Southfield plaintiff law office. Minimum 2 years litigation experience. Must have excellent office skills. Salary commensurate with experience. Send resume with salary requirements to: Box #2561
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive salary
• Medical Insurance
• Life & Disability Insurance
• 401(k)
• Paid Vacation & Personal Days
Send resume with salary history to: Legal Administrator, P.O. Box 1874, Troy, MI 48099
Equal Opportunity Employer

LEGAL SECRETARY
Troy based manufacturer is seeking Legal Secretary. Experience in litigation and Word Perfect required. Patent experience helpful. Send resume to
Attn. Susan
3001 W Big Beaver Ste 624
Troy, MI 48084

LEGAL SECRETARY
with 2 yrs experience in medical malpractice defense. Call Ann at Call 810-649-1330 or fax resume to 810-649-1622

LEGAL SECRETARY
2 Attorney Farmington Hills general practice firm. Fax resume to 810-569-8363 or call 810-569-8860

Mailroom

DISTRIBUTION SUPERVISOR
Standard Federal Bank has an immediate opening for Distribution Supervisor in the Troy headquarters. This position requires a thorough knowledge of WordPerfect and Lotus, and good math ability. Responsibilities include the preparation of all reports and printed output, monitoring hours worked of all distribution applications and assisting with mainframe jobs. Duties include training, developing and assigning of staff to facilitate the logging and distribution of reports and other departmental procedures.
We are prepared to offer a competitive salary and benefits package. Qualified applicants may apply in person Monday Friday 9:30am-3:30pm or send resume to
Standard Federal
Savings/Financial Services
Human Resources Department
2500 West Big Beaver Rd.
Troy, MI 48084
Equal Opportunity Employer

MARKETING ASSISTANT
Transamerica Life Companies in Troy is looking for a Marketing Admin person with invaluable Life insurance background helpful. Experience with Word, Powerpoint & Excel a must. Benefits
Call Jan Schmidt 810-649-1577

MORTGAGE COMPANY Needs D.E. Underwriter for FHA/VA and Conventional loans. Fax resume to Mike or Cheryl (810) 353-5700

MORTGAGE PROCESSORS
Experienced. Uniquely fast-paced Mortgage Company expanding offices is now accepting applications. Competitive salary, genuine benefits, great working atmosphere!
Call Lorna Kelmer at
810-433-3617 X262
or fax resume to 810-433-3646

NATIONAL MANAGED Healthcare Organization, has positions open due to expansion

QUALITY ASSURANCE REP
Human Resources/QA seeking. Duties include design and execution of test plans, test strategies and test scripts.

CUSTOMER SUPPORT REP Prior software product support experience preferred. Excellent communication and organizational skills required

SYSTEM SUPPORT OPERATOR
Requires a thorough understanding of DBase, Lotus 123, and WordPerfect. Candidate must have technical aptitude to support in house software products. Prior computer support experience required. Associates Degree a plus.

Please send resume and salary requirements to Personnel, Medriver Services, 30777 Northwestern Hwy., Suite 300, Farmington Hills, MI 48334

NOVI, BUSINESS support services has a permanent full time clerical position. Duties include ability to answer multi line phones, computer literate, good grammar & speaking a pleasant personality with mature attitude. 68-510 per hour. Call Ann Willing to train. Hours 10am-6pm Mon-Fri (810)344-0099

NOW HIRING!!
OFFICE STAFF
Local Medical Office is looking for dependable people for the following duties
• Data entry
• ACCOUNTS PAYABLE CLERK
• LIGHT TYPING RECEIVING
Full and part time positions available. Apply at Halder Enterprises, 24293 Telegraph Rd, Southfield, MI 48034

OFFICE ASSISTANT
For large Oakland County Fall medical dental & life insurance $6 to start, full time. Computer & phone estimates a plus. Call Ann
AMERICAN FREEDOM
CLEARITIES
(810) 473 8300

OFFICE ASSISTANT
For charitable organization. Computer literacy a must, able to handle many duties. Fax resume or mail resume to Kadima, 29431 Southfield Rd., #1, Southfield, MI 48076

OFFICE ASSISTANT
For fast-paced mortgage financial finance company in Farmington with Clerical and/or sales experience preferred but not necessary. Salary negotiable. Pay based upon experience and ability.
810-536-9000, ext. 560

OFFICE ASSISTANT - Person experienced in shipping, receiving, and word processing skills. Knowledge of benefit programs helpful. Competitive wage based on experience. Resumes to Box #2740
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ASSISTANT
Dynamic Real Estate office seeks part time Assistant. Needs phone and excellent word processing skills (Windows). Flexible degree and hours schedule. Contact Mel or Clare for an interview at (810) 855-7500. Or send resume with cover letter 27777 Franklin Rd. Ste #490, Southfield, MI 48034

OFFICE CLERICAL
Radford machine shop. Various duties phones, light bookkeeping, follow-up on outside process, etc. Computer experience (Checkbook) helpful. Lotus, Word processing). Non smoker. Send resume Box 164, 43422 W Oaks Dr., Novi, MI 48377

OFFICE/CLERICAL
Need responsible, organized individual for fast growing Vehicle division of Major Insurance Company. Duties: documents, fax, phone, and a variety of other tasks. Must be computer literate, detail oriented, have a sense of urgency to get the job done! Please send resume to: SHIFCO 30955 Northwestern Hwy., Suite 300, Farmington Hills, MI 48334

OFFICE CLERK
Farmington Hills law firm is looking for a detail oriented individual to work in addition to general office duties. We need your good attitude, ability to multitask, and a willingness to learn and help others. Full time, excellent benefits. Send resume to P. O. Box 9057, Farmington Hills, MI 48333

OFFICE HELP full time, depend able for Livonia wholesale grocery company. Duties include phone/fax/copy, some computer work. Call Joe 810-471-2131 (313) 462-3254

OFFICE MANAGER
For small construction company. Accounts receivable/payable, job scheduling, etc.
Fax resume to (810) 684-5331

OFFICE MANAGER - For a growing national wholesale company. Good edge and employee motivation skills. 5 person office. Send resume with desired compensation to 13035 Hiawatha Rd, Detroit, MI 48238

OFFICE position in Troy. Light bookkeeping, billing, general clerical duties. Computer literate, good telephone & math skills. Send resume w/salary requirements: PO Box 991, Troy, MI 48099-0991

OFFICE SUPPORT person for sales/production office. Experience with MS Office. Heavy sales & traffic, busy phones, computer entry, filing and some Administrative Assistant duties. Health & dental insurance available. Forward resume or apply in person at Dept. HS, 34039 Schoolcraft, Livonia, MI 48150

RECEPTIONIST/ ASSISTANT to President
Homebuilding & Land development firm. Motivated, professional, personable individual with 2-3 years office experience a plus. Please fax resume & salary requirements to 810-643-9311

RECEPTIONIST
Birmingham Pediatric office, 2 to 3 days per week & 2 to 3 days per week. Computer experience preferred. Call Jan at Sterling, (810) 645-1737

RECEPTIONIST/CLERK TYPIST
Farmington Hills law firm seeks self starter with knowledge of WordPerfect for Windows 6.1 helpful. 810-855-2110

RECEPTIONIST/ CUSTOMER SERVICE
D.G.C. Optics has immediate openings for someone with excellent phone skills, well organized, good attitude, good grammar, and a strong customer service background. Professional less stress than most aggressive company. Available days only. Benefits package, paid holidays, full benefits package. D.G.C. Optics offers you wonderful career opportunities. To apply, fill out an application and bring to Mark Sportsman, Pres. Oaks Mall or send resume to D.G.C. Optics 19400 W. Eight Mile, Southfield, MI 48075. Attn: Personnel

RECEPTIONIST/ CUSTOMER SERVICE
Fantastic Front Desk opportunity for individual interested in Customer Support work. You will be working directly with the office and sales staff of this international advertising company with LOCAL offices in Southfield.
Candidates will have good telephone manner and with excellent communication skills with aptitude for follow up. We offer benefits
ASK FOR JULIE
810-358-3030
800-935-0083

RECEPTIONIST
DEARBORN HEIGHTS Dental specialty office is seeking an experience, friendly, considerate, self motivated full time Receptionist. Prior trained and computer literate a plus. If you feel you possess these qualities, please call and leave message
810-960-1125

RECEPTIONIST
EXPERIENCED with good typing skills. Pleasant phone voice. Office Ambiance non-smoker. Salary based on experience. Excellent benefits. Send resume to Richard D. Kegels P.O. Box 2207, Southfield MI 48037-2207. All replies confidential

RECEPTIONIST
Experienced, needed for professional practice. Part time 3 days per week. Call 313-425-5200

RECEPTIONIST - Farmington Hills real estate developer requires temporary (6 weeks). Must be sharp requires good phone skills, general office Call Mon - Fri 9am-5pm, ask for Joyce. (810) 855-8110

RECEPTIONIST/FILE CLERK
Southfield law firm has a full time position. Duties include filing, answering phones and entry level paralegal duties. FAX resume 810-355-0809

RECEPTIONIST
for Livonia area Dialysis Hospital. Approximately 30 hours per week, days & evenings. Must be pleasant, reliable & a non-smoker. Experience preferred
313-421-1800

★RECEPTIONIST★
Full time position needed for busy upscale Birmingham-Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedules of busy professionals! Send resume to
Realtors
Box 39, Birmingham MI 48009

RECEPTIONIST
FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious & energetic person to be responsible for Multi-line Phone System in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing & general office duties.
Must be organized and have the ability to assist & support several individuals at a time. Call Debbie at (810) 737-9000

RECEPTIONIST
PART-TIME, Birmingham, Mon-Fri. At counseling center in Westland. Send resumes to: Probest Management, Inc., 7031 Orchard Lake Rd., Suite 204, W. Bloomfield, MI 48322

RECEPTIONIST
PART time Mail-gate ad agency seeking reliable individual with pleasant phone skills and working knowledge of Windows 6.0. Up to $10.00 hour for qualified candidate. Afternoons (2:30 to 5:30 Send resume to
Valle & Company,
26812 Northwestern Hwy
Southfield, MI 48034
ATTN: Receptionist

RECEPTIONIST
Professional needed for corporate office in Farmington Hills. Must have multi line phone experience. Light typing and computer skills required. Ideal candidate must be able to work in very fast paced office
313-455-4400 x 203

RECEPTIONIST/SECRETARY
Permanent part-time. Must have strong verbal skills & working knowledge of WordPerfect 5.1. Call Mr. Rader 313-261-0700

RECEPTIONIST/ SECRETARY
Fast paced office in Bingham Farms seeks bright individual with professional phone & computer skills, daily calls & great customers between 3-30wpm. Ideal candidate will have strong personable communication skills & demonstrate dependable punctual attendance. Typing 50 wpm & machine dictation experience required. Salary commensurate with competive wages & paid health, dental, vision, life insurance & 401k matching. Send resume & wage history to: Human Resources, P.O. Box 3039, Birmingham, MI 48012-3039

RECEPTIONIST/SECRETARY
KNOWLEDGE of Microsoft Word, 25 words per minute. Flexible day time hours. No benefits. $8 per hour
RECEPTIONIST/SECRETARY
NEEDED for publishing company in Southfield. Must speak Spanish. Fax Mail Merge desired. Typing 60 WPM. Pleasant phone manner. Fax or mail resume to: Mr. Mangan, Human Resources Wards Communications, 3000 Town Center, Suite 2750, Southfield, MI 48075

RECEPTIONIST
Southfield company seeking a polished Receptionist with 6 mos. experience. Send resume to Receptionist. Call for interview (810) 350-9777

RECEPTIONISTS
POSITIONS require exceptional phone skills and good clerical duties. Interface with executives & shareholders. National multi-million dollar company - very professional. Must have excellent references.
UNLIMITED STAFFING SOLUTIONS, INC
(810) 559-8611
FAX 810-258-8895

RECEPTIONIST
TOP COMPANIES! TOP PAY!
Professional needed for corporate office in Farmington Hills. Must have multi line phone experience. Light typing and computer skills required. Ideal candidate must be able to work in very fast paced office
Call Mr. Lucille Pruss
(810) 737-8700
Fax (810) 737-8705
Lathrup Village, MI. 48076

SCHOOLCRAFT COLLEGE
Livonia, MI 48152
Secretary A-Learning Assistance Center
Full-time, Grant funded secretarial position. Provide secretarial support and clerical support and, where required, direct other clerical or student employees in the performance of office functions. Minimum qualifications include: high school graduate with some college credit business courses, one or more years of secretarial experience, accurate typing (60 WPM), transcription (100 WPM), and ability to operate standard office machines and computer (Microsoft Word).
Interested applicants please call (313)462-4405, (313)462-4406, or (313)462-4407 and leave a message including your complete name, address and phone number. An application will be mailed to you. Applications must be received by no later than 5:00pm on Tuesday, June 18, 1996
AA/EOE

RWD
RECRUITING/ADMINISTRATIVE ASSISTANT
RWD Technologies, Inc., is a rapidly expanding technical services firm focused on improving human performance for a broad range of Fortune 100 companies. Our work in Michigan is conducted by a unique team of over 50 consultants who provide performance based instruction and a full range of support to engineers and plant personnel.
We are currently seeking a Recruiting/Administrative Assistant to support our Recruiting Coordinator in our Michigan office. The successful candidate will possess the following qualifications
• Excellent interpersonal & communication skills with experience assisting and supporting clients
• Ability to manage multiple and changing priorities
• A high priority for organization and attention to detail
• Experience with windows-based word processing database management applications
• Reputation for delivering consistent results in a fast-paced environment
• Past experience working in a highly professional environment
• Ability to work independently and initiate actions
Our candidate of choice will work closely with our Recruiting Coordinator in the facilitation and administration of our recruitment and interview process
RWD is employee-owned with outstanding growth opportunities for all employees. Please send your resume and salary requirements in complete confidence to
RWD Technologies, Inc.®
Attn. Lucille Pruss
2700 Hamlin Road, HRE-072, Suite 302
Auburn Hills