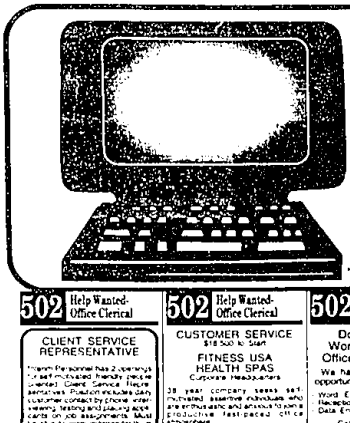

Our Classifieds are now on the INTERNET!

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

CLIENT SERVICE REPRESENTATIVE
Insurance Personnel has 2 openings for self-motivated friendly people oriented Service Representatives. Position includes daily contacts by phone, maintaining records, reviewing, testing and placing application cards on job assignments. Must be able to work independently in fast paced environment. Open mind is a must. Mail to: Insurance Personnel, Attn Advertising, Previous customer service experience helpful. Excellent benefits package. Send resume and salary requirements to:
INPERSN Mgr PO Box 221
Livonia, MI 48151
or fax to: 810-775-7365

CLOSING/ESCROW SECRETARY
Farmington Hills Real Estate Office has opening for paid Closing Secretary. Duties include Closing Escrows and Escrows. Must have some experience & require minimum supervision. Other duties include preparing closing, typing, filing, telephone, computer skills a plus. Fax resume to: MARIE (810) 855-8130 From 4:00PM to 5:00PM

COPYWRITER/ ACCOUNT EXECUTIVE
An agency here doing it's own thing and looking for a student with an Art and Executive copywriter with 3-5 years experience. Must be able to understand and assimilate technical data. Must have a creative flair that can move in client's direction. Fax your resume with cover letter and samples to: (810) 362-2355

COURIER CLERK
Part Time - 30 hours, Drivers Exchange program & a Company vehicle. Must have valid driver's license, insurance, knowledge of metro area required.
Apply in person resume to: 26600 Telegraph Road, Suite 140, Southfield, MI 48034 or fax to 810-827-7550

CUSTOMER LIAISON to $30,000
Opportunity for person with wide contact skills to work for Detroit area Utility location and has many contact with customers. Must have computer skills and GEM. Salary plus full benefits. Company vehicle. Call Jeanette at Olsten Staffing Services 313-875-4306

Overshifted Recruiters
810.344.6700 Fax 810.344.6704

CUSTOMER RELATIONS
Part time - Full Time
Flexible Schedule Available
America's fastest growing companies are looking for a few good people. Build career with modern high tech training. Personal growth & promotions from entry level jobs and higher pay. Temp to perm available. Qualified candidates have:
• Excellent oral and written skills
• Personnel business contact experience
• Decision making capability
• Typing 25 wpm
Southfield, Farmington & Troy local some Call Centre
Birmingham Livonia
646-7661 473-2933
Advantage Staffing

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

CUSTOMER SERVICE
person for property management firm. Computer literate, receptive attitude needed. Resume with salary requirements to: Office Manager P.O. Box 2480 Farmington Hills, MI 48333

CUSTOMER SERVICE REP.
Farmington Hills manufacturing and industrial distributor seeks reliable Customer Service Rep. 2 years experience in catalog sales, excellent communication and customer organizer personnel but not necessary. Temp to perm. $25,000/yr
OAKTEC
Employment Resource Center
Farmington Hills 810-458-0464
Auburn Hills 810-377-4070

CUSTOMER SERVICE
General office, $6.50 an hour Livonia area. I-275 & 96 Call (313) 421-1000

CUSTOMER SERVICE, $28,000 Automotive background. Good people skills. Farmington Hills firm. Opportunity to advance. Call Denise 810-772-6760 Snelling Personnel Services

CUSTOMER SERVICE, SECRETARIAL & DATA ENTRY SKILLS NEEDED
Long Term & Summer Opportunities Available
MS Word, WordPerfect Skills A Plus!
Call Today
For Your Appointment
$7.50-$8.50 an hour
Corporate Personnel Services, Inc
(313) 722-7990

CUSTOMER SERVICE/ TELLER
Permanent part/full time
Our top three banking clients is looking for energetic individuals to be based in Bloomfield Hills location. Candidates must have 6 months cash handling and customer contact experience. $6.25/hr to start, plus benefits and 401K. Call Terry today - 646-7662
Advantage Staffing

CUSTOMER SERVICE/ SCHEDULING
Telephone and computer skills necessary. Excellent benefit package. Salary commensurate with experience. Send or fax resume including salary requirements to: 810-901-0502 or mail to Wolverine Supply, 21277 Bridge St., Southfield, MI 48034 (810) 352-8800

CUSTOMER SERVICE
$15.50 to start
FITNESS USA HEALTH SPAS
Corporate Headquarters
28 year company seeks self motivated, energetic phone worker who are enthusiastic and anxious to work in productive fast-paced, client centered environment.
WE SEEK:
• Minimum 1 yr Customer Service experience in an office environment
• Strong communication skills (written and verbal)
• Ability to multi-task
• Ability to handle multiple phone lines
• Excellent problem solving skills
WE OFFER:
• Life and health care coverage
• Paid holidays and vacations
• Tuition Reimbursement
• Health Club Membership
Call Ms Shamoun (810) 737-7200

CUSTOMER SERVICE REPRESENTATIVES
Full time
We are CCX one of the fastest growing companies in the Trans Oceanic Industry today. Our Sales Center located in Romulus MI is expanding our limited success creating exciting opportunities for Customer Service Representatives. The selected candidates will handle a variety of customer service functions, including sales & retention calls and customer assistance.
CCX pays less than the valued employees with an excellent starting salary and comprehensive benefits package. Candidates must be willing to work flexible hours and shifts including weekends, holidays and overtime. Ideal candidates will possess a high school diploma or equivalent, 1 year customer service experience, and a pleasant telephone manner.
Qualified candidates may fax their resume to CCX Sales Center Attn: Talent Manager, 6000 Middlebelt Drive, Romulus, MI 48174 FAX (313) 729-0316
CCX is an equal opportunity employer
CCX CON-WAY CENTRAL EXPRESS

Lightening Fingers? Key-in with Olsten!!
Looking for experienced Data Entry Operators. Demonstration Early morning hours. Excellent starting wage. Call Olsten Staffing Services 810-875-4306
Olsten Staffing Services

DATA ENTRY CLERK
Positions available for computerized billing department. Some computer experience required. Data entry and medical insurance billing experience a plus but not mandatory. Good interpersonal skills required. Resume to OPHCSE 2050 N. Woodward, Ste 110 Bloomfield Hills, MI 48304
An Equal Opportunity Employer

DATA ENTRY CLERKS
Sorters and Document Processors
Needed for Major Banking Firm
All Shifts &
Weekends Available
Must be familiar with 10-key and have some data entry skills.
$6.00-$7.50 an hour
Great Opportunity For Summer And Beyond!
Corporate Personnel Services
(313) 722-7990

DATA ENTRY CLERKS
Up to $10/Hr
Qualified applicants will possess:
• Up to 6,000-10,000 keystrokes
• Professional appearance and manner
• 1+ yrs experience
• Medical background helpful
Applicants call 810-355-1155 or fax resume to 810-355-3065 for appointment or interview

DATA ENTRY
Come join the 1995 Michigan Quality Leadership Award Team! We have a challenging full time opportunity in our Documentation Department. The selected candidate will be responsible for processing and preparing documentation for leasing transactions.
Previous data entry experience required. Good communications skills and organizational skills needed. Microsoft Word and Excel a plus. Some evening hours and required College degree preferred.
If you are self-motivated and able to work independently and prefer that supervision in a team environment, please send your resume and salary requirements to:
Dana Commercial Credit
P.O. Box 7011
Troy, Michigan 48007-7011
Attn: Human Resources Dept.
We are an equal employment, affirmative action employer

DATA ENTRY
person needed full time for personal injury estate company. Candidate must have some data base and spreadsheet experience. Please send resume with salary requirements to:
Research Director
2000 Town Center, Suite 800,
Southfield, MI 48075
FAX (810) 267-0823

DATA ENTRY
To $9.50/hr.
At shifts. Temp to Perm.
AMERICAN TITLE#8 468-1108

DESK TOP Published Office Manager. Good phone manner, reliable, creative, good memory, small enriched. 30-40 hrs/wk. 810-223-3738

502 Help Wanted-Office Clerical

Do you have Word Processing/ Office Experience?
We have part & full time opportunities waiting for you
Word, Excel, WordPerfect, Lotus Manufacturer Data Entry
Call today and apply
ADIA
The Employment Market
(810) 442-7800

DO YOU Like to Talk?
Are you a good listener that has some computer knowledge? Southfield Marketing Firm is seeking Professional individuals to do Business to Business Telemarketing. This full time day position requires good communication skills, computer knowledge and telemarketing sales experience. Call now for an appointment
EMPLOYERS (810) 353-7050
An Equal Opportunity Employer

Do you need a flexible work schedule? Immediate job opportunities! Service oriented individuals needed to conduct consumer and business research studies in the Farmington Hills area.
NO SALES INVOLVED!!
Paid training and flexible hours! Excellent communication skills and light keyboarding required. $7.75 per hour
KELLY SERVICES
810-471-2050
810-960-5539
EOE

DO YOU WANT A JOB?
Or, do you want a GOOD job? We are taking applications for all types of clerical positions. We need DEPENDABLE people. We offer excellent pay, free computer training and benefits. Call now!
Currently interviewing for:
Receptionists
Knowledge of Ms Word & Excel 15 phone lines $8/hour
General Clerical
Filing, light phones and typing $8/hour
Word Processor
Excellent knowledge of WordPerfect or MS Word $9/hour
Other jobs available:
• Data Entry
• Secretarial
• Many more temp to perm!
• Starting at $8/hour
PERFORMANCE PERSONNEL
Performance Driven
313-513-5823

YAZAKI EDS ENGINEERING, INC. is a leading automotive supplier has an immediate full-time opening available for an
Engineering Assistant
Applicants must have an Associate's Degree or 1-2 years of college Experience with WordPerfect and Excel required. Duties would include maintaining purchase order system, purchasing parts from subcontractors, billing, tooling and other clerical duties as needed. Must have previous office experience. This is an hourly position.
If you are qualified, please submit your resume and cover letter listing your salary requirements. Applicants who do not submit these items will not be considered.
Yazaki EDS Engineering, Inc.
Attn: Human Resources Dept.
6800 Haggerty Road
Canton, MI 48187
M/F/D/V EOE

ESTABLISHED MATERIAL HANDLING COMPANY - in Dearborn has a career opportunity available for a motivated individual to join fast paced, sales/construction office. Ideal applicant must be organized, have computer knowledge, good typing skills, and excellent communication skills and phone manner. Knowledge of the construction industry a plus. Responsibilities will include project management, scheduling of projects and service company. Will also handle customer service. We offer a competitive salary and benefit package including 401k plan. Please send resumes with salary requirements to: Material Handling, P.O. Box 217, Dearborn, MI 48121-0217 or fax to 313-336-0284

EXECUTIVE ASSISTANT
with excellent typing, math and communication skills. Great opportunity for highly-motivated individual with ability to handle multiple jobs in a fast paced environment. Resume with salary requirements to: Office Manager, P.O. Box 2480, Farmington Hills, MI 48333

EXECUTIVE ASSISTANT
Growing western suburban international tiny manufacturing company seeks experienced individual with excellent communication & organizational skills including typing, dictaphone, good math aptitude & appreciation of fun, fast paced environment. Salary & benefits commensurate with experience. Please send resume with salary requirements to: Controller, P.O. Box 701384, Plymouth, MI 48170-0864

Executive Assistant
Full time executive assistant needed for local outage. Responsibilities include clerical tasks and administrative tasks for two managers. Strong Microsoft Office skills, excellent verbal and written communication skills, organizational, data management and planning skills required. Occasional overtime. Excellent benefits. Submit resume with salary requirements to: Personnel Office, Attn: E.A., Walsh College, 3656 Livernois Road, Troy, MI 48007-7006. EOE

502 Help Wanted-Office Clerical

EXECUTIVE LEGAL SECRETARY
For managing senior partner of dynamic mid size Farmington Hills law firm. Many experienced, educated professional, administrative responsibilities. Salary commensurate. Excellent salary, benefits, opportunities. 810-626-5000

EXECUTIVE SECRETARY
Experienced executive secretary for an eight physician Obstetrics/Gynecology Office. Generous and comprehensive benefit plan. Computer experience required. Send resume to: Mr. Peach, Administrator, Franklin Eye Consultants, 29275 Northwestern Hwy, Suite #100, Southfield, MI 48034

EXECUTIVE SECRETARY
TO $40,000 Microsoft office. Right hand to President. Major suburban law firm posting. Great benefits. Call Danielle 810-772-6760 Snelling Personnel Services

EXECUTIVE SECRETARY
in Southfield. Must have great communication skills. WP, Excel & Book keeping. Fax resume to 810-352-8009

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
Are you an organized, cheerful self-starter, bright, dependable & master of Search & Seizure? If so, we need your computer skills include a knowledge of Word 95 send us a letter outlining your skills & the relevant experience. We are one of the area's best known advertising agencies and you will work for the president & executive VP. Send your qualifications to: Box #2749
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXPERIENCED SECRETARY
needed for Southfield law firm. Billing knowledge & plus. Must be computer literate. Please send resume to: Office Manager, Hoffert & Associates, PC 300 Town Center, Ste 2990 Southfield MI 48075

EXPERIENCED TELEPHONE SURVEY extreme preferred $8 an hour (313) 416-2433 (313) 525-4909

FAST PACED office phones, receptionist Microsoft Windows Pen Computer Troy. Starting Hrly 313 398-1862

FILE CLERK
Brokerage firm in Downtown Birmingham has an immediate entry level position open for a File Clerk. Hours are Mon-Fri 9 to 2 pm. Respond to B.B. P.O. Box 3008 Birmingham, MI 48012
An Equal Opportunity Employer

FILE CLERK - filing for the payroll & payroll accounting department. Daily deposits in Downtown Birmingham. Call for appointment. Send resume to: Office Manager, 415211 Main Ste C Plymouth Twp 48170 6623

FILE CLERK - Part time
Flexible hours. Heavy filing
Farmington Hills
(810) 626-6220

FILE ORDERS for magazine publishing company. Some data entry. Flexible hours. Call Jeanette Adecco Temp Services 810-477-5860

FLEET ADMINISTRATOR
Corporate auto leasing company seeks individual to perform administrative duties for our company's new fleet vehicles. Good typing skills entry/computer skills required.
10 Minute Personnel
810-344-6700 Fax 810-344-6704

FORECAST TECHNICIAN
Breaks Craft Manufacturing Company has an immediate full time opening. Job functions include maintaining the forecast system, developing and maintaining models, and the statistical refining of the ASAP system. Job requirements include a related Associates degree 2-3 years experience, good math aptitude, PC literacy, good communication skills both oral & written and a strong interpersonal skills. For consideration please submit your resume to
Breaks Craft Manufacturing Co
Attn DV/FT
P.O. Box 8032
Novi, MI 48376-8032
Equal Opportunity Employer
No Phone Calls Accepted

FULL CHARGE BOOKKEEPER
Full time for staffing company. DAC-Easy Accounting. Lotus a plus. Fax resume & salary requirements to: Walsh Lewis (810) 960-3232

GENERAL CLERICAL ASSISTANT
Full time opening to perform filing and copying duties. Must have excellent reading skills to file documents accurately. Send resume to: Human Resources, Service Personnel Department 26999 Schoolcraft Road Southfield, MI 48076

GENERAL CLERICAL
Full time Southfield Law Firm Call Marlin 810-353-1811

GENERAL CLERICAL
Farmington Hills company seeks bright, ambitious, organized person to add to its team. Responsibilities include filing, switchboard, light typing and assisting with special projects. Candidate must work well in a fast paced environment. Great environment. Please send resume with salary requirements to:
Box #2751
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

GENERAL CLERK
Expanding home care agency is looking for a dependable person for various positions. The preferred candidate will have a minimum of one year clerical experience, strong computer skills, typing skills, telephone experience required and able to work some overtime. Knowledge of medical terminology is desirable. Competitive pay with benefit package offered. Contact
ARCADIA HEALTH CARE
810-740-1440
JCAHO Accredited
EOE/ADM

GENERAL OFFICE Assistant - Real estate office in Southfield. Organized, detailed with accounting & computer skills a plus. 810-352-3300

GENERAL OFFICE
Career opportunity to work for international firm in Southfield. Lotus & Windows experience preferred. Competitive salary, benefits after 90 days. Fax resume to 810-557-1888 or mail to HRMS, 1800 W Big Beaver, Ste 220, Troy, MI 48084

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 & Blue Cross experience. Call Christina M-F, 9am-3pm (810) 471-5400

GENERAL OFFICE DUTIES
Full time, afternoon/evening for Counseling Center. Send resume to: Patricia Ashkouti Counselor Consulting Services 25500 W 12 Mile Rd. Suite 5200, Southfield, MI 48034

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

GENERAL OFFICE
Part time 25-30 hrs per wk. Experience in clerical duties, typing, filing, phones. Advertising agency located office Troy area. Call Marsha after 10:30 a.m. 810-362-5888

GENERAL OFFICE
Permanent part time. 1 to 5pm daily. Good typing skills & computer experience helpful. Troy
(810) 583-9440

GENERAL OFFICE/RECEPTIONIST
Busy Southfield Law Firm has an immediate opening for a college graduate with strong interpersonal & financial background to fill full time entry level position. Must speak Spanish. Excellent communication & must individual must have a strong eye for detail. Excellent salary & benefits: benefits, competitive wages & a non-smoking work environment. Please contact Tom or Lisa (810) 652-0991 or fax resume to 810-652-0687

GENERAL OFFICE
Royal Oak Law firm seeking general office position. Manuf Rep for office furniture. Must have organized skills. Computer experience required. Resume only
P.O. Box 422
Royal Oak, MI 48068

GENERAL OFFICE
Small company seeks motivated person to answer phones, do light typing and filing. Organizational skills helpful. Mail resume w/salary requirements to: 20717 Robinson, Farmington Hills MI 48336

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

GENERAL SECRETARY
Temp to hire. $10 per hour. Northern suburban company offering a relaxed atmosphere and full benefit package on permanent conversion is in need of a person who can handle a variety of duties. Must Call for appointment (810) 799-3450
Snelling Personnel Services

GRAPHIC DESIGN/TYPIST
Position available in fast paced independent creative employer. The successful candidate will possess a graphic design in Pagemaker, Corel Draw & have the capability to convert Microsoft Word & Excel or WordPerfect & Lotus 1,2,3. Excellent medical benefits, 401k, dental & life. Please call Molly, Mon. Fri., 9am-4pm at 810-661-9600 or send resume to HDS Services, 33468 14 Mile, Farmington Hills, MI 48331

• GREAT OPPORTUNITY •
Full time office assistant for Lathrup Village computer company. Mon - Fri 9am to 5pm. Starting at $6.50 per hour
(810) 559-5700

HELP!
HELP, Just is starting, after several years of loyal, dedicated and efficient service our Controller/Office Manager has accepted a more challenging position in another field. She has worn several weeks hats in our complex department for timely and accurate financial reporting. She is our right hand, computer software guru. She is a great trainer and delegator, makes time to assist other employees with their problems. Boy, we are sure going to miss her. If you think you are the person to fill her shoes, and would enjoy a rewarding but challenging job in a fast paced, growing, power sports store, please fax resume to:
ROBINAU POWER SPORTS
Attn: Jeanette
Dearborn Hts, MI 48127
(313) 278-5000

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

HIGH-LEVEL WORD PROCESSOR
Must have experience on AS400 and be familiar with Word (Lotus or Wordperfect). Used for invoicing, pricing and total billing. Good customer service skills needed. Great salary plus benefits.
Call For Interview!!
CALL FOR DETAILS!!
313-266-8600
LIVONIA
SNELLING
Personnel Services

HUMAN RESOURCES
A national company located in Westland has an excellent opportunity in their HR Department. Must be able to handle a multiple of tasks and complete light computer work. Call now for an interview.
PERFORMANCE PERSONNEL
Performance Driven
313-513-5823

INSURANCE AGENCY in Plymouth/Northville area needs full time person for Clerical Position. Knowledge of Word Perfect. Call (313) 459-1200

502 Help Wanted-Office Clerical

HOT JOBS
Legal Secretary, Detroit, $35,000
Multi-lingual, Administrative Assistant & Secretary To $40,000
Legal Secretary, Suburbs, $28,000
Excise officer/Secretary, suburbs, $28,000
Administrative Assistant, suburbs, $27,000
Accounts Receivable, suburbs, $25,000
Accounts payable, suburbs, $24,000
Legal Secretary, Detroit, $27,500
Human Resources Assistant, Detroit, $25,000
Part time Clerical, suburbs Flex hours
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

IMMEDIATE opening for OFFICE ASSISTANT for beautiful Troy office serving top auto clientele. Professional demeanor and strong interpersonal skills are a must.
Call Ms. Bronsing (810) 680-8602

INSURANCE CLAIMS
Career opportunities with large agency. Experienced personal lines and commercial claims person needed. Excellent compensation and benefit package. Send resume to: #2720
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INSURANCE CUSTOMER SERVICE REP
EXPERIENCED ONLY
needed for Property/Casualty Lines for busy Livonia insurance agency. Some sales background.
Call Carol (810) 477-3500

INSURANCE OPPORTUNITY
for quality CSR at small agency in Bloomfield Hills. Experience preferred. Resumes to: 1100 N. Woodward Ste 114 Bloomfield Hills, MI 48304 or FAX to 810-258-6833

INVOICE PRICING
with computer entry experience. Liberal benefits including 401k, health, etc. Apply Mon Fri
(810) 775-8200
NATIONAL LUMBER CO
24595 Greenfield, Warren

JOBS! JOBS! JOBS!
ADMINISTRATIVE ASSISTANT
Rochester based contract management using Microsoft Project. Must have extensive experience. Pay negotiable
PAYROLL CLERK - Troy
$9.10/hr - Temp to perm
ACCOUNTING CLERK - Troy
Accounts Payable/Receivable Associates Degree preferred $8.00/hr Temp to perm
RECEPTIONIST/Word Processing
Walled Lake Light Word & Excel $8.00/hr Temp to perm
OAKTEC
Employment Resource Center
Farmington Hills 810-458-0464
Auburn Hill 810-377-4070

SECRETARY
Southfield personal injury law firm seeks Secretary 3 years Personal Injury experience preferred. Salary $27K-$30K plus benefits. Fax resume to 810-352-6254

Clerical

LEGAL SECRETARY
Defense litigation office of major insurance company in Troy has open positions for highly motivated, professionals to assist attorneys with office functions such as typing court documents and pleadings, calendaring deadlines, and keeping schedules. Candidates must possess high school diploma and minimum one year of legal background plus court rules and procedures required.
Citizens Insurance Company of America offers a rewarding career, company-flexible benefit package including cash-balance pension plan, 401(k) plan, tuition assist, AD&D, and education reimbursement. Qualified candidates should direct resumes and salary requirements to:
CITIZENS INSURANCE COMPANY OF AMERICA
Attn: Neil Dainey
Manager
900 Wilshire Drive
Suite 202
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
Experienced Secretary for law firm. Knowledge of probate helpful and WordPerfect a plus. Resume & salary history to: 318 S. Woodward, Ste 200, Royal Oak, MI 48067-3237 or fax to 810-541-3304

LEGAL SECRETARY
EXPERIENCED Competitive wages and benefits. Resume: Attn: Human Resources, P.O. Box 1750, Birmingham MI 48012
or FAX 810-644-8375

LEGAL SECRETARY
Established law firm seeks experienced secretary for our Southfield location. Strong experience in litigation/personal injury required. Must be organized and accurate, possess good communication skills and display a strong work ethic. Salary commensurate with experience. Please mail resume stating salary requirements to:
Bernstein & Bernstein, 3000 Town Center, Ste. 1801 Southfield, MI 48075. Attn: Sharon Lovelace

LEGAL SECRETARY
Full-time position for well-starter with minimum 2 years experience. Strong typing skills required. Ability to organize. Small settle required for fast-paced, non-smoking, Farmington Hills law firm offering excellent benefits & pleasant working conditions. 810-858-8800

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

502 Help Wanted-Office Clerical

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

LEGAL SECRETARY
for Troy attorney. Must have knowledge of all office procedures 60 WPM, good phone skills
Call (810) 643-1160
or fax resume to (810) 637-9737

LEGAL SECRETARY
Full time Farmington Hills office. Medical malpractice, personal injury, product liability defense. Minimum 3 yrs experience & WordPerfect Call (810) 489-1100

LEGAL SECRETARY
Full time with strong litigation background desired. Minimum 5 years experience. Competitive compensation includes full benefit package. Please submit resume to
D. Perry
505 N. Woodward
Suite 2300
Bloomfield Hills, MI 48304

Legal Secretary
for small Berkenstadt law firm in Franklin/Lot Building in Detroit. Must be experienced in Word Perfect & have excellent typing, administrative & communication skills. Blue Cross & Workers Comp experience helpful. Salary commensurate with experience. Send resume to:
Legal Secretary, 15245 Garfield
Allen Park, MI 48101

LEGAL SECRETARY
for Bloomfield Hills general practice firm. Minimum 3yrs. law experience. Knowledge of WP. Excellent working conditions. Mail resume to: Albert Hortz, 1750 S. Telegraph, Ste 300 Bloomfield Hills, MI 48302 or Fax 810-335-3346

LEGAL SECRETARY
For a busy family law practice in Bingham Farms. Must be organized, good organizational, computer and phone skills necessary.
Phone (810) 258-0800
or Fax resume to (810) 258-2750

Legal Secretary
For personal injury law firm in Southfield. Minimum 3 years experience. Must be proficient in WordPerfect 5.1
Call (810) 552-1000

LEGAL SECRETARY
LEGAL SECRETARY - Full time for Real Estate Bingham Farms law firm. Requirements include thorough knowledge of WordPerfect 5.1, excellent typing and good organizational skills. Word Perfect & Excel McWilliams, 30200 Telegraph, Ste 467, Bingham Farms MI 48025

LEGAL SECRETARY
Immediate positions available, patient law area. Experience preferred but willing to train with solid legal secretarial experience. Must possess excellent typing & word speed (min. 75wpm). Advanced knowledge of WordPerfect 5.1. Some overtime required. Good pay & benefits for qualified applicants. Please forward resumes to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave., Suite 101, Bloomfield Hills, 48304
Fax 810-645-1568

LEGAL SECRETARY
Must be proficient in WordPerfect. Oversee entire office workflow. Preferred Salary commensurate with experience. Bingham Farms law firm. Contact Chris at (810) 646-5070

LEGAL SECRETARY - Small South field personal injury firm. Experience in personal injury required. Excellent salary & benefits. (810) 354-2500

LEGAL SECRETARY - Southfield plaintiff law office. Minimum 2 years experience with workers comp. Some excellent office skills. Salary commensurate with experience. Please fax letter with resume to Box #2708
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY, Southfield personal injury firm seeks individual with minimum 2yr P.I. experience. Must have excellent communication & organizational skills. Salary commensurate with experience. Send resume & salary requirements to: Mandel & Deutsch, 29800 Bella Chesterfield, 25605 W 12 Mile, #1000 Southfield, MI 48034-1611

LEGAL SECRETARY TO $30,000
Ideal for supervising Wayne County well known suburban firm. 35 hour week. Contact Judi, 810-772-6760
Snelling Personnel Services

LEGAL SECRETARY TO $35,000
Prominent firm Litigation experience preferred. Call Judi Immediate opening. Quick hire

LEGAL SECRETARY, $29,000
Real estate experience plus good organizational skills needed for this Bloomfield firm. Full benefits. Quick hire. Call Donna 810-772-6760
Snelling Personnel Services

LEGAL SECRETARY
Large metro Detroit law firm seeking Legal Secretary. Minimum 5 years experience required. Send resume to:
Attn: Susan
3001 W. Big Beaver
Ste. 624
Troy, MI 48084
or Fax to (810) 649-3081

LEGAL SECRETARY with paralegal skills needed for general practice firm. Troy area. Minimum 3 years experience. Fax resume attention Anita to 810-644-0737

LEGAL TYPIST / RECEPTIONIST
Small, busy Royal Oak law firm (Ferg, court runs, errands, accounting, computer) experience required. Excellent phone presence, outgoing, ability to take on multi-tasks, organized. Please respond to:
Baker & Gordon, 217 S. Woodward
Suite 202, Royal Oak, MI 48067.
Attn: Maggie

Let us work for you
KELLY SERVICES
has immediate openings working part or a financial institution in the Belleville and Ann Arbor areas.
We offer 4 shifts including weekends only, long-term assigned full time opportunities along with excellent pay and bonuses. Call today for an appointment if you have the experience in the following:
• Data Entry
• Bank Tellers
• Mail Clerks
313-957-5255
Equal Opportunity Employer

MODELING AGENT - Southfield agency. Good pay. Typing skills needed. Flexible hours.
(810) 569-9675

502 Help Wanted-Office Clerical

Customer service/ receptionists sought for top veterinary referral hospital. Outstanding customer service skills required for Full & Part-time positions. Excellent compensation package available for right candidates. High quality environment and benefits. M/Th 2:00 W 11 Mile Rd., Southfield, MI 48076 or call 810 354-6080

MAJOR CORPORATION in Livonia seeking
ACCOUNTING CLERKS
- Data entry skills & strong math skills required
- $8 $8.50 per hr
Temporary to Permanent Assignment
Call today and apply
ADIA
The Employment Market
(810) 442-7800

MAJOR FOOD company is seeking a part time Secretary. Strong computer skills (Word & Excel) along with good organizational and communication skills. Box #2757
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEMBERSHIP PROJECT MANAGER
Southfield based association serving the engineering and automotive industries has opening for person with PR and marketing experience with strong interpersonal skills, and strong computer skills including Word Perfect for Windows, and database programs. Forward resume to
100 Renaissance Center, 34th Fl.
Detroit, MI 48243

PARALEGAL
Southfield Excellent career opportunity for experienced Litigation Paralegal. Demanding work with considerable responsibility, in case and project management. Emphasis in the areas of condemnation law and general corporate litigation. Full benefit package and excellent working conditions at mid-size Town Center law firm. Telephone for interview (810) 358-2000

PAYROLL/BENEFITS CLERK
Five years payroll experience in fully computerized environment. 840/401k and EEO experience required. Minimum 2 years benefits experience. Non-smoking environment. Send resume with current salary to:
V.P. Finance
P.O. Box 1
Southfield, MI 48086-5141

PAYROLL CLERK
High school graduate. Full time. This is a permanent position (numerous job applicants need not apply). Good computer skills required. Ability to type essential. Ability to pay attention to detail very important. Must have own transportation. Please apply by sending your resume to:
P.O. Box 250125
W. Bloomfield, MI. 48324

PERSONNEL COORDINATOR RECEPTIONIST
We are looking for an outgoing enthusiastic, person to work in our Livonia office. You must be a people person, & able to work under pressure in this fast paced, fun filled position with a growing company. Please send resume & salary history to:
RODDY
TEMPORARY SERVICES
777 E. Eisenhower, #102
Ann Arbor, MI 48108

PROCESSING ASSISTANT
Bloomfield Hills title insurance company has immediate opening for qualified candidate to assist in processing real estate transactions. Experienced reading title commitments and knowledge of title requirements a must. Good customer service skills, ability to work in team. Benefits. Call Kathy for interview at 810-645-9700 or 810-353-1806, ext 333 EOE

PROFESSIONAL RECEPTIONIST
Experienced in Windows, taking letters & memos. Hours 8:00 a.m. to 4:00 p.m. Temp to perm. Farmington Hills area. Wages dependant on experience
Contempra
810-563-9600 ... Madison Hgts

PROJECT COORDINATOR
WANTED: Self motivated person to schedule/coordinate in store programs for national merchandising company. Responsibilities include: Must have college degree and basic math skills. Computer literate. Must be detail oriented, able to meet deadlines and handle stress in fast paced environment. STRONG computer skills (Word/Excel/PowerPoint/Outlook). Salary commensurate. Please send resume/salary history to
ACTMEDIA, Inc
Office Manager
3100 W. Big Beaver
Troy, MI 48084-3183
No phone calls please
E.O.E. M/F/H

PURCHASING ASSISTANT
Opportunity to join growing company and assist buyers with orders and departmental administration. Good clerical skills & data entry background desired
810-344-6700 810-344-6704

RECEPTIONIST
A busy Westland medical office is looking for a person with exceptional people skills. Must have pleasant personality and good phone skills. Must be available Monday thru Friday. Call Terry at 313-326-8003

RECEPTIONIST/BOOKKEEPER
To work in Plymouth area office Weekdays 10:30-4:30pm. Telephone experience and computer skills necessary. $7.50/hr to start. (313) 459-8090

502 Help Wanted-Office Clerical

ORDER ENTRY
Building products distributor needs computer data entry/switchboard relief person. Must be detail oriented & possess good math skills. Please send resume to:
Reliance Window & Door Company
2000 Haggerty Rd.
West Bloomfield, MI 48322
Attn: HP
EOE

PARALEGAL
Bankruptcy and Reorganization
Plunkett & Cooney, P.C. is seeking a paralegal for its new Bankruptcy and Reorganization Department, Bloomfield Hills. Requirements are:
• Minimum of three (3) years paralegal experience Bankruptcy experience is a plus!
• Bachelor degree and paralegal certificate from a university program preferred. Paralegal training required.
• Excellent verbal and written communication skills
• Strong organizational abilities
• Computer literacy
If you are qualified and interested in working in a quality, conscious, team setting that offers professional development and a competitive salary and benefits package, please send your resume and salary history to:
Plunkett & Cooney, P.C.
243 W. Congress, Suite 900
Detroit, MI 48226
Attention: D.Z. Kerry

PARALEGAL
Large Detroit law firm seeks an environmental/litigation paralegal. Qualified applicants possess a BA or BS in related field, and strong computer skills including Word Perfect for Windows, and database programs. Forward resume to
100 Renaissance Center, 34th Fl.
Detroit, MI 48243

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