This Classification Continued from Page D12.

502 Help Wanted-Office Clerical

DATA ENTRY
Operator, (10,000). Keyboarding needed to work full time position in Financial area. The right candidate will have some Accounting Payable knowledge and typing of 30 to 40 wpm. $8/hr.
Call PAID
The SAME week you WORK!
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

DATA ENTRY
Person needed full time for Clerical position in Company. Candidate must have some data Entry and spreadsheet experience. Please send resume with salary requirements to:
Research Director
2000 Town Center, Suite 500
Southfield, MI 48075
FAX (810) 351-0523

DATA ENTRY
Westlake Communications Inc. a Fortune 500 company has a position available for a full time Data Entry Specialist. The position entails computer data entry and clerical duties. Candidate has the ability to work in a fast paced environment is important. They must also have strong experience in accounting background preferred. The following skills are required:
Detail orientation
Ability to work independently
Ability to interface with good multi-task
Renegade knowledge preferred but not necessary
We offer comprehensive benefits and a positive working environment.
Please send your resume to:
Westlake Communications
30115 Telegraph Rd.
Livonia, MI 48150
Attention Jennifer Kolk
An Equal Employment Drug Testing Employer

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 employees. We offer excellent pay, free computer training and benefits. Call now!
Currently interviewing for
Receptionist
Knowledge of Ms Word & Excel 15 phone lines Salaries
General Clerical
Filing, light phones and typing 54 hrs.
Word Processor
Excellent typist with knowledge of Ms Word. $Salaries
Other jobs available.
• Data Entry
• Secretarial
• Many more temp to perm!
• Starting at $8/hour
PERFORMANCE PERSONNEL
313-513-5823

ENGINEERING ASSISTANT
Livonia engineering firm seeks individual with mechanical aptitude and organizational skills. Long term employment opportunity.
STAFFING RESOURCES
(810) 737-1711

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

EXECUTIVE ASSISTANT
Fast paced Livonia firm seeks well organized individual with ability to work for top executive. Requires excellent interpersonal, oral & written communication skills, computer skills with extensive knowledge of Word & Excel. Minimum 5 years experience in a professional office environment with high volume responsibilities. Qualified applicants please Fax resume to:
313 971 3587

EXECUTIVE ASSISTANT
Move up your career. Small public relations and marketing firm with creative work environment seeks resourceful assistant to help manage all aspects of business activities. MS Word Macintosh, Client & people skills essential. Knowledge of Internet helpful. Unlimited growth potential. Send resume and Fax Work Assist. 555 S. Woodward, #753 Birmingham, MI 48009
OR FAX TO - 810-540-7324

EXECUTIVE LEGAL SECRETARY
For managing senior partner in dynamic law firm in Farmington Hills area. Very experienced, educated professional skilled at word processing, knows Corporate and civil litigation. Excellent salary, benefits, opportunities. 810-626-5000

EXECUTIVE SECRETARY, To $35,000 Bilingual (German) Work for President of major Detroit area, excellent skills. Computer literate suburban. Call Kathy 810 772 6780
Sterling Personnel Services

502 Help Wanted-Office Clerical

EXECUTIVE POSITION available. Bloomfield Hills location. Lotus 3.0 Windows & WordPerfect 6.1 Windows desired. Apply to:
Box 82763
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXECUTIVE SECRETARY
To $40,000 Right hand to president Microsoft office. Top skills needed. Attractive area. Right personality. Call Debbie. 810-772-6780
Sterling Personnel Services

EXPERIENCED TELEMARKETERS
SURVEY sampling preferred $8 an hour FAX (313) 425-4809

FAST PACED office, phones, receptionist, Microsoft Windows. Non Smoker. Ken Clan. Troy Sterling Hts 313 398 1882

FILE CLERK
Experienced. Part time. 20 minute Computer suite. Contact Lisa (313) 272 2550

FILE CLERK - temp for the payroll & personnel department. Must be adept in special projects work. Full time hours with benefits. Send resume to Office Manager, 43211 Ham Site C Plymouth Twp. 48170 6023

FILE CLERK - for busy Livonia office. Entry level. Ideal for co op student. Full or part time. Midwest Door & Window 313 462 3500

FINANCIAL ACCOUNTANT
Needed for a dynamic growing retail environment. Full charge accounting skills to financial statements required and retail experience preferred. Ability to deal with an integrated computer system an asset. Salary range $25 $35K depending on experience. Plus attractive benefits package. Mail resume to:
4250 N. Woodward
Royal Oak MI 48073
or Fax to: (810) 549 0893

GENERAL CLERICAL
Farmington Hills company seeks bright, ambitious, organized person to add to their office staff. Responsibilities will include filing, switchboard, light typing and assisting with weekly checks run. Candidate must work well in a fast paced high-volume environment. Please send resume with salary requirements to:
Box #2751
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

GENERAL OFFICE EXPERIENCED
Dependable, reliable individual for financial service company in Northville. Computer experience helpful, salary. Send resume to: Lincoln Financial Group, 25925 Telegraph, Suite 206 Southfield, MI 48034 or fax 810-649-3710 EOE

GENERAL OFFICE - for auto dealership in Southfield. Average typist. Full time, good benefits. Call Larry 810-354-3300

GENERAL OFFICE. Full or part time secretary/clerk for in Westland. Answering phones, filing, some shipping & receiving. Call 810-852-0803

GENERAL OFFICE
Major retailer has an opening in their Financial Department for a temporary to take charge person with excellent verbal skills. Familiarity with computer credit. Mail or fax resume 23840 W 8 Mile Rd. Southfield MI 48037 Attn Lynn Ehrman. Fax 1-800-825-6929

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 am 810) 280-5888

GENERAL OFFICE
Permanent part time, 16-30 hrs daily. Flexible hours. Light clerical work. Pleasant office. Troy.
(810) 585 9440

GENERAL OFFICE/RECEPTIONIST
Racing growing Rochester Hills firm has an immediate opening for a college graduate with multilingual capabilities. Back ground in M fulfill time entry level position. Microsoft Word Excel Lotus experience a must. Individual must have strong attention to detail. Firm offers excellent health benefits, competitive wages & a non smoking work environment. Please contact Tom or Lisa (810) 852 0991 or fax resume to (810) 852-0997

GENERAL OFFICE
Royal Oak 3 to 4 days for general office position. Must Rep for office furniture. Clerical & customer service. Computer experience required. Resume only.
P.O. Box 422
Royal Oak, MI 48068

GRAPHIC DESIGN/TYPIST
Position available in fast paced Farmington Hills Corporate Office for independent creative employee. The person should possess skills in Microsoft Word, Excel Freehand, Quark Draw & have excellent knowledge of Microsoft Word & Excel or WordPerfect & Lotus 1,2,3. Excellent medical benefits, 401K, dental & more. Please call Mark, Mon-Fri, 9am-4pm at 810-851-9000 or send resume to HOS Services, 33468 14 Mile, Farmington Hills, MI 48331

HEY HOMEMAKER!
Looking for a great part-time job? Busy real estate office needs receptionist, entry level typing 8 weekends.
Call Mr. Radar 313-261-0700
Real Estate One

HUMAN RESOURCES GENERALIST
Fast paced medical supply company seeks an energized, organized and experienced HR Assistant. Recruitment, benefits, payroll and word processing. 5 years HR experience. ADPIA and ADP software. Great benefits, including 401K.
Fax or send resume to
HR Director
Deborah Self Care
11585 Farmington Rd.
Livonia, MI 48150
Fax 313-261-9840

502 Help Wanted-Office Clerical

HIGH-LEVEL WORD PROCESSOR
Must have experience on 5400 and be familiar with LAN (Local area network). Used for producing, and maintaining large documents. Excellent salary plus benefits.
Call For interview!!
CALL FOR DETAILS!!
313-266-8600
LIVONIA
SNELLING.
PERSONNEL SERVICES

HOT JOBS
Multilingual Executive Assistant $40,000 Entry level Programmer, $35,000 Sales Reps, base of $20,000 plus commission. User Support Specialist suburbs, $30,000 Executive Secretary, suburbs, $27,000 Legal Secretary, Detroit, $28,000 Receptionist, suburbs, $20,000 A/P A/R, suburbs, $23,000 Collections, Fast paced, $24,000 Tax Processor, suburbs, $21,000 Accounting, clerical, technical, temp and temp to perm positions. All fees employer paid
CALL OR FAX IN
M. BOOKSPAN & ASSOCIATES
(810) 649-3300
(810) 649-FAX 2

HUMAN RESOURCES ADMINISTRATOR
Set yourself up to grow others set you free! Have high energy, that's fun, help with PC software, you can pick out talent with ease and understand how compensation should work. LET'S TALK. At least a bachelors degree, employment experience a solid track record in HR and a desire to "learn" will send your resume to
Box #2783
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HUMAN RESOURCES ASSISTANT
Expanding restaurant franchise headquarters in Farmington Hills. Human Resources Assistant to provide administrative and clerical support in a professional office setting. Ideal candidate possesses excellent organizational skills, flexibility and will be looking to add valuable HR experience. Ability to type 40 wpm and experience a must (Word and Excel a plus).
Please send resume to Human Resources Assistant, Restaurant Services, 2663 Northwestern Hwy Suite 600, Southfield, MI 48034. EOE

IF YOU'RE LOOKING FOR:
•Flexible Schedule •Temp to Hire •Great Benefits •Q+ Excellent Pay
CALL
Troy (810) 649-4455
Southfield (810) 350-9777
Auburn Hills (810) 373-7181
Detroit (313) 393-4580

IMMEDIATE opening for Office ASSISTANT for beautiful Troy office serving top executives. Professional entry level position. Microsoft Word Excel Lotus experience a must. Individual must have strong attention to detail. Firm offers excellent health benefits, competitive wages & a non smoking work environment. Please contact Tom or Lisa (810) 852-0991 or fax resume to (810) 852-0997

INBOUND ORDER TAKING
How would you like to handle 3 major corporation accounts? Fast paced Canton company is seeking organized individuals who work well in a team environment as well as a friendly attitude. Starting pay $8.50-$7.50 per hr
Call Frank 313 416-6201 ext 301

INSURANCE CLAIMS
Career opportunity with growing agency. Experienced personal lines adjuster preferred. Excellent compensation and benefits package. Send resume to: Box #2729
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

JOBS! JOBS! JOBS!
SECRETARY - Waterford - to work for a non-profit organization. Must have data entry and scheduling coordinator for computer programs. WordPerfect 6.1 Dos $8-$9 hr
EXECUTIVE ASSISTANT
Pontiac-Waterford area for president in Microsoft Project, to set up time lines. Pay negotiable
ACCOUNTING CLERK - Troy - to handle Accounts Payable/Receivable. Accounting Degree preferred. $8.00/hr
PAYROLL CLERK - Madison Heights - $10/hr
SECRETARY Troy: Strong Excel and Microsoft Word $25,000 year
OAKTEC
Farmington Hills 810-888-0464
Auburn Hills 810-377-4070

KEYPUNCH OPERATORS
We are looking for experienced full time operators for our day and afternoon shifts in Livonia. Call Inside Corp today for an appointment
313-422 8022

LEASE ADMINISTRATION SECRETARY
For international commercial real estate company. Excellent organizational and detail skills required. Dependable self-starter. Real estate lease experience a plus. Salary DOE. FAX 313-674-4788 Attn: Carolyn Paradise. Send resume to Suite 450 Fisher Building, 3011 W Grand Blvd., Detroit, MI 48202

LEGAL/CLERICAL
Farmington Hills law firm seeks person to type letters. Good typing skills, attention to detail. (810) 851-1120

LEGAL SECRETARIES
For Southfield law firm. One Litigation/real estate/corporate, and one litigation. Minimum 5 years experience in research, word for Windows experience helpful. Excellent skills required. Send resume to Office Administrator, PO Box 315, Southfield, MI 48037-0315, or fax: 810-386-6200

LEGAL SECRETARY
Experienced for Royal Oak law firm. Knowledge of probate helpful and WordPerfect for Windows 6.1 a plus. Send resume to: 315 S. Woodward Ste 200, Royal Oak, MI 48067-2429 or fax: (810) 541-3304

LEGAL SECRETARY
Full time for bright individual defense litigation firm. Excellent benefits. Send resume to P.O. Box 3066, Farmington Hills, MI 48333

502 Help Wanted-Office Clerical

Legal Secretary
Large Southfield law firm in Southfield Minimum 3 years experience Must be proficient in WordPerfect 6.1
Call (810) 552-1000

LEGAL SECRETARY
Full time, fast paced, Corporate law firm in Southfield. Minimum 3 years experience Must be proficient in WordPerfect 6.1 Benefits include medical life 401K, pension plan, disability, paid vacation, well salary requirements to
Recruitment Personnel
Client HR PLC
255 S Woodward Ave Suite 100
Birmingham, MI 48009

LEGAL SECRETARY for small Southfield law firm. Experience preferred. Salary negotiable. Call Cheryl at 810-350-8220

LEGAL SECRETARY
Full time Farmington Hills office. Medical malpractice, personal injury, product liability defense. Minimum 5 years experience & WordPerfect Call (810) 489-1100

LEGAL SECRETARY
for Bloomfield Hills general practice firm. Minimum 5 years experience. Knowledge of WP. Excellent working conditions. Salary commensurate with exp. Mail: 1780 S. Telegraph, Ste 300 Bloomfield Hills, MI 48302 or Fax: 810-335-3346

LEGAL SECRETARY
For Southfield law firm with estate planning practice. Must have strong computer skills. Call Office Administrator at 810 350-5200

LEGAL SECRETARY
For labor and employment law firm. Word experience preferred. Excellent benefits and working environment. Send resume to Ms MacDougall 31780 Telegraph Rd. Suite 200, Bingham Farms MI 48025 or
FAX 810-540-8059

LEGAL SECRETARY - Full time for Real Estate Bingham Farms law firm. Requirements include thorough knowledge of Word for Windows, excellent typing and good organizational skills. Salary DOE. Send to: McWilliams 30200 Telegraph, Ste 467, Bingham Farms, MI 48025

LEGAL SECRETARY
Full time position with excellent with minimum 2 years experience. Word perfect, excellent typing skills and organizational skills required for fast paced, non-smoking Farmington Hills law firm offering benefits & excellent working conditions 810-855-6500

LEGAL SECRETARY
General practice firm in Plymouth seeks full time secretary 3 yrs. experience. Computer literate (Word Wind 1995 experience a plus) Salary commensurate with experience Please fax resume and salary to Carol (313) 453-1108

LEGAL SECRETARY
Must have 1-2 yrs. litigation experience. Good typing skills, WP 6.1 and Windows 3.4 dary essential. Salary DOE
LEGAL SECRETARY needed for small Troy insurance defense firm. 0-3 years litigation experience. Word 6.0 Please call (810) 689-3820

LEGAL SECRETARY needed for Troy litigation defense firm. Non-smoking environment offers excellent benefits, salary commensurate with experience and a friendly atmosphere. Contact Office Manager. (810) 816-8280

LEGAL SECRETARY
Needed for medium size law practice in Birmingham. Must have excellent grammar, spelling, punctuation and organizational skills. Minimum 3 yrs litigation experience and real estate experience. Competitive salary and benefits. Please send resume to
Box #2784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Southfield firm has full time position. Must know WordPerfect 6.1. Windows & have good organizational skills. Minimum experience (Chelsea program, Lotus, Word processing) Salary commensurate. Call Ms Ross 43422 W Oaks Dr., Novi, MI 48377

OFFICE HELP wanted. Duties include answer phone, clerical, team other office work. Advancement opportunity available. Floor covering experience helpful. Fax resume to Floor Fashions 2663 Wixom Rd., Novi, MI 48375

OFFICE MANAGER
for private high school. Organizational skills, knowledge of computer systems and proficiency in WordPerfect 5.1 are a must. Send resume to
Box #2752,
Observer & Eccentric Newspapers
36251 Schoolcraft,
Livonia, MI 48150

OFFICE MANAGER / PROJECT ASSISTANT
2 positions in Bingham offering consulting leadership development & project growth. Will be self motivated, creative individual for Business & computer experience required, education preferred. Part time position, flexible hours. Ideal for college student. Fax resume to Ms. Kazan 31780 Telegraph, Bingham, MI 48009

OFFICE MANAGER
Southfield law firm. Office manager and a knowledgeable and experienced in office administration. Strong computer skills and good skills required. Send resume and salary requirements for Box #2758
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE MANAGER
to handle reception, word processing & job coordination. Must be experienced. Call S. Dawn 810-822-4800

ORDER DESK - Farmington Hills manufacturer, for well organized, bright team player. Must be detail oriented, able to communicate with public. Knowledgeable in Word & Lotus preferred. Excellent benefits, paid vacation & holidays. Fax resume & salary history with experience. Call Mon Tues, Thurs & Fri. 9am-3pm 810-473-8300

ORDER DESK
Full time. Position open immediately. Apply in person. 13250 Newburgh Rd., Livonia MI 48150

ORDER EDIT
Livonia area firm seeks experienced person for its Customer Service/General Office area. Candidates should have good communication skills, grammar & phone office skills. Typing required. Accuracy a must. Duties include follow-up, maintenance, order follow-up, & other general office duties. Send resume to:
Box #2775
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ORDER ENTRY/ACCOUNTS RECEIVABLE CLERK
Distributor seeks clerk to handle order entry/accounts receivable. Full time with benefits. Send resume or fax to: Sales Manager, 1400 E Grand River #200-249, Brighton, MI 48116

PARALEGAL
Southfield Excellent career opportunity for experienced Litigation Paralegal. Demanding work with considerable responsibility in case and project management. Emphasis on Litigation and employment law, general corporate litigation. Full benefits package and pleasant working conditions in mid-size Town Center law firm. Telephone for interview
(810) 356-2080

PARALEGAL TO $30,000
3 years insurance defense experience. Excellent benefits, environment. Outstanding benefits package. Send resume to Kathy, (810) 778-9780
Sterling Personnel Services

PART TIME SECRETARY
wanted for busy real estate office in Plymouth. Duties include typing, answering a multi-line phone system, filing, light computer work and general office work. Please call Gary or Michelle at
REMERICA
HOMETOWN REALTORS
313-453-0012

502 Help Wanted-Office Clerical

MARKETING COORDINATOR
Triad Performance Technologies, a leader in the Employee Staffing Company, has an immediate opening for a multi-talented and energetic marketing assistant. Qualified candidates must have 2 yrs. experience in marketing, sales and marketing environment and have excellent interpersonal, writing, and time management skills. Responsibilities include coordination of development of marketing support materials, arranging public relations activities and events and a variety of other administrative tasks. Experience using Microsoft products is a plus. Please submit salary requirements and resume to 30101 Northwestern Hwy., Suite 330, Farmington Hills, Mich. 48334

MARKET RESEARCH
Grow & Company seeks - 9-5 shift - Monday-Friday Telesearching/outbound survey work. Pleasant environment. Must type 25WPM. Excellent salary. Contact Temp to Hire Tracy Location.
Call (313) 737-1711
STAFFING RESOURCES

NORRELL SERVICES is currently looking for experienced
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
for full time positions in Ann Arbor & Ypsilanti. Pay rate from $7.812 per hour. Benefits available.
For more information call
Norrell
(313) 981-3351

OEM Secretary
$11.814
Temp to perm position.
OEM experience.
Customer Service, Data Entry
ARBOR TEMPS 459-1188

OFFICE ASSISTANT
Dearborn company seeking motivated person to assist with daily office duties. Computer and communication skills a must. Send resume to
Human Resources Manager
1537 Monroe
Dearborn, MI 48124

OFFICE ASSISTANT, 18 hrs weekly. Troy Experience, Microsoft Works, filing and some light clerical duties. Call 810-879-2215

OFFICE ASSISTANT/Receptionist needed for an insurance company in Troy. Call Mike at 313-459-7000. Mature resume, dependable & some computer skills
810-540-9300

OFFICE CLERICAL
Company is seeking a highly motivated individual for professional office support. Ideal candidate should pay-roll, payables, etc. and customer relations. Good communication skills. Accounting skills required. Then on Ann Arbor.
810-344-8700 810-344-8704

OFFICE CLERICAL

ENTRY LEVEL clerical position. Accurate typing, spelling and reading comprehension. Pleasant phone manner. Send resume and salary requirements to: ATTN: MCLAIN RESOURCES DIRECTOR/SM, 23333 Commerce Dr., Farmington Hills, MI 48335-2764
An Equal Opportunity Employer

OFFICE CLERICAL
position for retail cellular store responsibilities include WordProcessing, answering phones, shipping & receiving. Full time, Mon-Fri. Competitive compensation package. Mail or Fax resume to CIS, 3794 Rochester Rd., Troy, MI 48084 Fax: 810-524-8742

OFFICE/CLERICAL
Redford machine shop. Various duties phones, light bookkeeping, follow-up on outside process, etc. Computer experience (Chelsea program, Lotus, Word processing) Salary commensurate. Call Ms Ross 43422 W Oaks Dr., Novi, MI 48377

OFFICE HELP wanted. Duties include answer phone, clerical, team other office work. Advancement opportunity available. Floor covering experience helpful. Fax resume to Floor Fashions 2663 Wixom Rd., Novi, MI 48375 Call 810-685-7080

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Livonia, MI 48150

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2 positions in Bingham offering consulting leadership development & project growth. Will be self motivated, creative individual for Business & computer experience required, education preferred. Part time position, flexible hours. Ideal for college student. Fax resume to Ms. Kazan 31780 Telegraph, Bingham, MI 48009

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36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE MANAGER
to handle reception, word processing & job coordination. Must be experienced. Call S. Dawn 810-822-4800

ORDER DESK - Farmington Hills manufacturer, for well organized, bright team player. Must be detail oriented, able to communicate with public. Knowledge in Word & Lotus preferred. Excellent benefits, paid vacation & holidays. Fax resume & salary history with experience. Call Mon Tues, Thurs & Fri. 9am-3pm 810-473-8300

ORDER DESK
Full time. Position open immediately. Apply in person. 13250 Newburgh Rd., Livonia MI 48150

ORDER EDIT
Livonia area firm seeks experienced person for its Customer Service/General Office area. Candidates should have good communication skills, grammar & phone office skills. Typing required. Accuracy a must. Duties include follow-up, maintenance, order follow-up, & other general office duties. Send resume to:
Box #2775
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ORDER ENTRY/ACCOUNTS RECEIVABLE CLERK
Distributor seeks clerk to handle order entry/accounts receivable. Full time with benefits. Send resume or fax to: Sales Manager, 1400 E Grand River #200-249, Brighton, MI 48116

PARALEGAL
Southfield Excellent career opportunity for experienced Litigation Paralegal. Demanding work with considerable responsibility in case and project management. Emphasis on Litigation and employment law, general corporate litigation. Full benefits package and pleasant working conditions in mid-size Town Center law firm. Telephone for interview
(810) 356-2080

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Sterling Personnel Services

PART TIME SECRETARY
wanted for busy real estate office in Plymouth. Duties include typing, answering a multi-line phone system, filing, light computer work and general office work. Please call Gary or Michelle at
REMERICA
HOMETOWN REALTORS
313-453-0012

502 Help Wanted-Office Clerical

PART TIME - Typing training material, simple computer data entry, interest in experimental learning helpful. Send resume & cover letter to: Elsie, care of Ms. Vass, 27349 Wendy Lane, Novi, MI 48374

PERSONAL ASSISTANT
Immediate opening for multi-skilled career-minded individual assist partner in law firm. Must possess great computer skills/Windows 95 and typing skills. Transcription a plus. Great opportunity for growth and responsibility. Fax resume and salary requirements to Wendy at 810-355-1809 or call 810-355-1421

PERSON NEEDED to help put and pack orders for rapidly growing company in Westland. Mon-Fri from 8-5. $5 per hour Call (313) 534-0071

Personnel
RECRUITING ASSISTANT
Lead firm in Farmington Hills is a leader in providing engineering and computer consultants to clients and industry. Seeks an entry level recruiting assistant in our growing technical division. Experience with Windows software and a desire to learn. We offer flexible hours on a part time basis, ideal for students. Hard workers with excellent organizational skills can tax or mail resume to:
Ann DG
Acro Service Corp.
17187 N Laurel Park Drive
Suite #165 Livonia, MI 48152
Fax (313) 591-1217

PLACEMENT COORDINATOR
Immediate opening for part time personnel at customer location. $10/hr. Ideal candidate will have sales opportunities (3) positions available: (1) 10:30pm - 7:30 am, Sun-Wed, (2) 8am-3pm Mon-Fri, Fri, Sat, & Sun, (3) 4pm-12am, Wednesday, Thurs, Fri, Sat & Sun. Ask for Alvin 810-557-2030

PROCESSING ASSISTANT
Bloomfield Hills title insurance company has immediate openings for qualified candidates to assist in processing real estate transactions. Experience reading title commitments and knowledge of title insurance helpful. Ideal candidate should possess excellent verbal skills. Competitive salary. Excellent benefits. Call Kathy for further information at 810-353-1808, ext 333 EOE

PROJECT ACCOUNTANT
National environmental consulting firm has an immediate opening for a full-time project accountant. The individual will be responsible for project accounting functions including invoicing and collections. The ideal candidate will be self-motivated and require minimal supervision & be able to interact with all levels of employees & clients. Computer skills are essential, accounting experience preferred. Interested candidates please submit resume & salary requirements to:
Clayton Environmental Consultants, Inc.
41660 Gardenbrook Rd #155
Novi, MI 48375
Fax (810) 344-2229
EEO/AA/M/F/H/V

PROJECT ADMINISTRATOR
Looking for someone to start immediately! Requires Windows, Excel, Word Perfect 6.1. Will train. Full time position. Excellent hourly wage for qualified candidates. Please send resume to: Kevin O'Connor, 36303 Country Club Drive, Suite A50, Farmington Hills, MI 48331

PROJECT COORDINATOR
WANTED! Enthusiastic person to work on corporate in-house programs for national marketing company. Responsible for interacting with vendors, data entry and coordinating incoming program requirements. Must have college degree and basic business/financial aptitude. Must be organized, able to work on many projects, and ability to work in fast paced environment. STRONG computer skills (Word/Excel/PowerPoint/Lotus) required. Salary in mid 20's. Please send resume to: Box #2753
ACTMEDIA, Inc
Office 7364
3100 W Big Beaver
Troy, MI 48084-3163
No phone calls, please
EOE M/F/H/V

RECEIVING/BILLING CLERK
Unisource Worldwide Inc. has an immediate need for Receiving/Billing Clerk. Ideal candidate should have data entry experience and good attention to detail. Ability to work in a fast paced environment is a plus.
In addition to competitive salary, Unisource offers a comprehensive benefits package.
To apply for this position, please submit resume to
HUMAN RESOURCES
UNISOURCE
2727 E ADAMS ROAD
ROCHESTER HILLS, MI 48309
EOE M/F/H/D

RECEPTION
A busy Westland real estate office is seeking part time Receptionist. Must display computer literacy and good phone skills. Must be available Monday thru Friday. Call Tony at 313-326-2000

RECEPTIONIST/Accounts Receivable Full time. Benefits. Growth potential. $6.50 to start. Call Mr. Business Systems 810-356-2300

RECEPTIONIST
Arcadia Health Care has an opening for a receptionist to cover the switchboard from 7a.m. to 4p.m. Monday through Friday. Must have minimum of 1 year previous receptionist experience, excellent communication skills, and a friendly attitude. This position pays $8.50 per hour, plus excellent benefit package. For more information please contact:
ARCADIA HEALTH CARE
340 East Big Beaver Road
Troy, MI 48083
810-745-1440
JCAHO Accredited
EOE/ADM

RECEPTIONIST/BOOKKEEPER
For Birmingham law office. General office duties. Familiarity with Time Slips program. (810) 646-7177

RECEPTIONIST
Busy Bloomfield Hills Law Firm. Hours 8:30am - 5:30pm. Computer input skills a plus. Competitive rate & benefit package. Call 810-645-8116, Ext. 1208

RECEPTIONIST/CLERK
Expanding company has new full time position available. Ideal candidate has professional attitude and appearance, good clerical skills, experience with traffic Microsoft Word helpful. Inquiries 8-5, Mon-Fri. Ask for Bob (810) 399-1400

RECEPTIONIST/CLERICAL
High energy, team player needed for small local non-profit. Quick learner a moment. Duties include switchboard, typing, filing, & general office. Good math aptitude & people skills a must. Contact is pre Benefits package. Send resume to:
Personnel Department, PO Box 701394, Plymouth, MI 48170-0854
An Equal Opportunity Employer

RECEPTIONIST/ CUSTOMER SERVICE
Professional company in Plymouth seeking individual with heavy phone experience, customer service, office skills, excellent communication skills, knowledgeable of WordPerfect 6.1, JRDC, 31700 Telegraph Road, Suite 120, Birmingham, MI 48025

RECEPTIONIST - Entry Level Phones, electronic Mail Received Mail, Word Processing. Call Mr. Bob, Birmingham, MI 48018-0026

502 Help Wanted-Office Clerical

RECEPTIONIST
Do you love answering the phone, processing incoming mail & light data entry? Then we have a job for you. Full time with benefits. Please send resume to: Box 2754
43211 Ham. Site C, Plymouth Twp.
48170-6023

RECEPTIONIST - Every other weekend & maybe 1 day/week. Ideal for retiree. Small rehearsal space Southfield
(810) 557-1221

RECEPTIONIST
Experienced Receptionists needed for temporary and permanent openings. Must have a pleasant phone voice and good customer service skills. Any computer skills are a plus. Call for an interview

"Ask about our cash bonus!"
CALL FOR DETAILS!!
313-266-8600
LIVONIA
SNELLING.
PERSONNEL SERVICES

RECEPTIONIST
Experienced Receptionists needed for temporary and permanent openings. Must have a pleasant phone voice and good customer service skills. Any computer skills are a plus. Call for an interview

RECEPTIONIST
Do busy construction office. Light typing. Good phone voice. Mail resume and salary requirements to
Box #2777
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
For Southfield law firm. Knowledge of multi line phone system & WP 5.1 Prior experience in law office preferred
810 852-1000

RECEPTIONIST
Southfield company seeking a polished Receptionist with 6 mos. experience. Knowledge Software helpful. Call for interview (810) 350 9777

RECEPTIONISTS
Receptionists needed with at least one year of receptionist experience (recent). Must be able to operate multiple line phones with 10+ extension capacity. Excellent experience appreciated. Proficiency in MS Word helpful. Pleasant working environment. Long and short term temporary assignments

OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy.
Suite 250 Southfield, MI 48034
(810) 358 0222
fax (810) 358 0941
EOE

RECEPTIONIST
Somehow Homes in Northville currently has a full time position available for a Cashier/Receptionist. Primary responsibilities include switchboard & customer service so we are seeking someone with outstanding people skills to join our office staff. We offer a dynamic work environment, excellent benefits and a starting rate of $8.50 to $8 per hr. Commensurate and bonus eligible if you are interested in this opportunity please call 313-453-3600

RECEPTIONIST
TYPING, filing and standard office duties. Starting pay $8/hour Canton area. Call Frank (313) 416-6201

RECEPTIONIST
with accurate typing skills (55-60 wpm) needed for fast paced profession medical research firm in Southfield. Front desk position for person with excellent verbal skills. Computer & word processing skills (WordPerfect preferred). Ideal candidate is Mature & Inquisitive. Call Nancy at (810) 352 3300 between 10am & 3 pm.

SALES ASSISTANT
Company seeking looking for aggressive, friendly, outgoing person to assist in all phases of sales rep. Competitive wage & benefit package. Contact Dorothy Call for details 810-553-9250

SALES ASSISTANT
Industrial manufacturer seeks sales assistant. Must have excellent Proficient on WordPerfect & Excel. Salary & bonus. Send resume to Sandy Gaudner, 30261 Stephenson Hwy., Madison Hts., MI 48071 or fax to 810-585-6400, ext. 235

SALES ASSISTANT
Major company is seeking a self motivated person to help rate multiple tasks in a Sales and Marketing Department. Clerical skills required. Duties include word processing and customer contact.
Call Bobbie
810-344-8700 810-344-8704

SALES ASSISTANT/ RECEPTIONIST
Part to full time position. Duties include assisting sales staff with scheduling appointments, receptionist & typing administrative work. Ability to work solo hrs. a must. Experience helpful. Ask for Ron (810) 363-1010

SALES REP - Outside Sales. Experience with temporary employees preferred. Fax resume to Staff Point, company Full benefits. Salary + commission.
AD SERVICES (810) 569-3630

SALES SECRETARY
Full time position in sales office requires word processing experience received with good typing & telephone skills. Excellent benefits, present non-smoking office in Livonia. Fax resume to 313 513 0336

SALES TECHNICIAN ANALYST
Brass Craft Manufacturing Company, a Masco subsidiary, has an immediate opening Essential job functions include maintaining the forecast system, developing and running reports, analyzing sales trends using the AS/400 System Job requirements include a related Associate degree, minimum latitude, PC literacy, good communication skills both oral & written, and analytical & computer skills. For consideration please submit your resume to:
Brass Craft Manufacturing Co
Attn DV/HT
P.O. Box 8023
Novi, MI 48376-8023
Equal Opportunity Employer
No Phone Calls Accepted

SALON MANAGER
Friendly, outgoing Computer experience helpful. Manicure experience a plus. Full time Send resume to 28348 Ingersol Drive, Novi, Ml. 48375

SECRETARIAL JOB Typing, computer skills a must. Must have own transportation. Long term position. Please resume 810-932-6366 attention Bayo

SECRETARIES
A Southfield CPA firm is seeking an experienced and an entry-level professional secretary. Qualified candidates should have experience with word processing, spreadsheets, personalized applications, time & expense, Resume and team-oriented attitude required. Excellent pay & benefits package. If you desire to work in a professional environment, please forward your resume & salary requirements to:
Attn BFDH
Fellman, Rudnevsky & Co., P.C.
26600 Telegraph Road, Suite 800
Southfield, MI 48034

SECRETARY/ ACCOUNTING ASSISTANT
Windows experienced required. Full time position. Salary DOE. Mail to: P.O. Box 07988, Detroit, MI 48207 or FAX to: 810-867-3580

502 Help Wanted-Office Clerical

RECEPTIONIST / SECRETARY
Permanent part time. Must have strong receptionist skills and typing knowledge of WordPerfect 5.1
810-557-2757

RECEPTIONIST/SECRETARY
Livonia Property Management Company. Typing 55wpm. Fast paced. Phone skills mature. Experienced person immediately. Salary $17,500 (313) 427-7200

RECEPTIONIST/SECRETARY
A friendly, reliable team member. Filing, answering phones. Windows Excel, Word Perfect 5.1 & 10 key experience preferred. Send resume to Engineering Technology 17450 Fair Detroit, MI 48212-1908

RECEPTIONIST/SECRETARY
35-40 hours per week with 401K, health insurance, and other benefits. Typing & computer skills helpful. Reply only. Rock Materials Co. 27280 Haggerty Rd., Suite A8 Farmington Hills, MI 48331

RECEPTIONIST / SECRETARY
Full time front desk position for a busy manufacturing company. Duties include: Answering 9 line phone system greeting customers & certain typing & computer skills. Word Perfect & Excel a plus. Benefits available. Send resume to:
Hahn Electrical Corp. Attn HR
14557 Keel St.
Plymouth, MI 48170

RECEPTIONIST/SECRETARY
National manufacturer needs detail oriented person with smooth phone voice, answer phones, type, file, fax & mail. PC experience a plus. Pleasant working office. Good pay & benefits. Send resume & p