EMPLOYMENT

502 Help Wanted-Office Clerical

Scott Shepherd
seeking full time CUSTOMER SERVICE REPS for our Service Department. Applicant must be proficient in Data Entry, possess excellent communication skills, and be able to work in a fast paced environment. Please apply at 977 E. 14 Mile Rd., Troy or call Sharon Stewdorf at (810) 589-1103

CUSTOMER SERVICE/ TELLER
Permanent part/full time
Our top three priorities at Sterling are looking for energetic individuals to fill West Bloomfield area openings. Candidates must have 6 months year experience and customer contact experience. $8.25/hr to start, plus bonuses and 401K. Call Tonya today - 646-7062
Advantage Staffing

CUSTOMER SERVICE
Service Department requires additional full time Dispatcher for Independent Farmington office due to expansion. Requires professional phone skills. Some computer experience helpful. Benefits package & 401K profit sharing plan offered. Contact Rob at (810) 478-0005, ext. 215

CUSTOMER SERVICE
Industrial manufacturer seeks sales & service person 5 yrs customer service experience. Salary & bonus. Send resume to
Sandy Giacomin
30251 Stephenson Hwy
Madison Hts., MI 48071
810-585-6400, ext. 235

CUSTOMER SERVICE REPRESENTATIVE
A national restaurant, gourmet, frozen foods has an immediate opening for a customer service position requiring between 1-2 years experience. Non-smoking environment. Must possess strong communication skills, typing, 10 key & math aptitude. Experience in telemarketing, or handling customer inquiries required. Fast paced office environment. Call for consideration, fax or mail to:
Customer Service
24470 Indoplex Circle, Ste 102
Farmington Hills, MI 48335
or fax at 810-476-8020

CUSTOMER SERVICE SUPERVISOR
Michigan's largest window covering manufacturer has immediate, organized customer oriented person to head up our customer service group. Ideal candidate will have 5 years customer service experience. Responsibilities include over-seeing daily customer service, follow up, problem solving & reporting to management. Must have supervisory skills. Previous window covering or home decorating, & telemarketing experience helpful. Benefits include health insurance & 401K plan. Send resume with salary expectations to: House of Blinds & Décor, 23000 W. 8 Mile Rd., South-field, MI 48034, Attn: Human Resources

CUSTOMER SERVICE REP.
Needed for South Lyon office location. Full time position Monday thru Friday. 5 hours on Saturdays. Qualifies applicant must have 1 year experience. Full time position Monday thru Friday. 5 hours on Saturdays. Qualifies applicant must have 1 year experience. Pleasant working environment. Excellent benefits package. Call Mr. Rader at 313-941-0700 Ext. 3

CUSTOMER SERVICE REP
Experienced, accurate typing, some data entry
Contact Gene at 313-451-6300

CUSTOMER SERVICE REPRESENTATIVE
Farmington Hills - High tech industrial distributor has immediate openings for aggressive, high energy, motivated individuals for customer service. Examples: oral and written communication skills, ability to multi-task and work at least two years customer service experience to include pricing, quoting, order expediting, prioritizing in high volume industry. We offer competitive salary and great benefits package. Send resumes: Human Resource Administrator, 28470 Orchard Lake, Farmington, MI 48332-0434. Equal Opportunity Employer

CUSTOMER SERVICE REP
needed full time for 11am-8pm shift. Excellent benefits program. Apply in person at 20785 Greenfield, S. Southfield

CUSTOMER SERVICE
PPOM is expanding and is looking for clerical support staff available for our Customer Service Dept. who have background in medical billing or health insurance industry. Phone experience a plus. We offer excellent benefits package with reimbursement. Send resume to:
Naomi Ashel
PPOM
29566 Northwestern Hwy
Suite 300
Southfield, MI 48034
No Fax 810-367-2418

CUSTOMER SUPPORT
We are seeking an energetic, enthusiastic individual with problem solving abilities. Ideal candidate should have excellent telephone, computer and/or customer service experience. Please send resume to:
Mike Bilewski
31800 W. 10 Mile
Suite 314
Southfield, MI 48075

DATA ENTRY CLERK
The Southfield location of a large CPA firm seeks a Data Entry Clerk for their Tax Department. Knowledge of computers. Call Mondays and Tuesdays. This is an entry level position with some accounting knowledge and maturity. Ideal candidate will have the ability to work alone. Send resume to:
ATTN: LINDE
Follmer Rudzewicz & Co., P.C.
25800 Northwestern Hwy., Ste. 500
Southfield, MI 48076

DATA ENTRY OPERATORS
See our ad under Administration 800
(313) 261-6220

DATA ENTRY
person needed full time for national real estate company. Candidate must have some typing experience and spreadsheet experience. Please send resume with salary requirements to:
Research Director
9000 Telegraph Rd., Suite 800,
Southfield, MI 48075
FAX: (810) 357-0823

DATA ENTRY
To 89.50/hr.
Temp/Perm
ARBOR TEMPS. 484-1186

EXECUTIVE ASSISTANT
seeks up-beat career. Break public relations and marketing firm with creative work environment. Ideal candidate possesses ability to help executive with personal & business affairs. MS Word, Macintosh, excellent & precise skills essential. Knowledge of Finance helpful. Unlimited growth potential. Send resume to: Human Resources, 29777 Telegraph, Suite 2700, Birmingham, MI 48025. OR FAX TO - 810-540-7684

502 Help Wanted-Office Clerical

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

EXECUTIVE ASSISTANT
Needed for mid-size accounting firm. Must be flexible, dependable and able to accommodate changing job demands. Position offers high level of responsibility for professional person able to work well with others under high pressure situations. 4 years experience with Windows, WordPerfect, Lotus required. Shorthand a plus. Send resume: P.O. Box 250125, West Bloomfield, MI 48324

EXECUTIVE ASSISTANT
busy Middlebelt office seeks ambitious, small self starter with exceptional organizational skills. Office is varied and fast paced. Non smoking building. Send resume to: 37874 Avon Lane, Farmington Hills 48331

EXECUTIVE LEGAL SECRETARY
For managing senior partner of dynamic mid size Farmington Hills law firm. Very experienced, educated professional, self-motivated, self-starter. Corporate and civil litigation. Excellent salary, benefits, opportunities. 810-626-5000

EXECUTIVE POSITION available, Bloomfield Hills location. Lotus 5.0 Windows & WordPerfect 6.1 Windows desired. Apply to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXECUTIVES ASSISTANT
If you are at least 18 years of age or older, have great organizational skills, able to manage more than 1 task at a time, friendly, fast learner, and a team player, then you have what we are looking for.
Responsibilities include organizing, typing, filing, telephone, following up, problem solving & reporting to management. Must have supervisory skills. Previous window covering or home decorating, & telemarketing experience helpful. Benefits include health insurance & 401K plan. Send resume with salary expectations to: House of Blinds & Décor, 23000 W. 8 Mile Rd., Southfield, MI 48034, Attn: Human Resources

BENEFITS
- $7.50 an hour to start +
- Paid vacation +
- Paid holidays +
- Insurance allowance +

Call Brian for interview:
(810) 355-0477

EXECUTIVE SECRETARY/ BOOKKEEPER - for entrepreneur with several businesses. Applicant must possess good organizational & bookkeeping skills. Great salary & benefits package. Please send resume to: Mason, Ash & Co., 30200 Telegraph Rd., Suite 160, Bingham Farms, MI 48025. Attn: TAM

FAST PACED office, phones, receptionist, Microsoft Windows, Word, Rent Cen. Troy, Sterling Hts. 313-398-1862

FILE CLERK
Experienced Paralegal, 20 Lotus Computer skills. Contact Lee (313) 272-2550

FILE CLERK - filing for the payroll & payables department, daily deposits & special projects work. Full time position with benefits package. Send resume to Office Manager, 43211 Helm, Ste C, Plymouth Twp., 48170-6023

FILE CLERK - for busy Livonia office. Entry level. Will train. 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 all levels of management. Computer system an asset. Salary range depending on experience. Please send resume and salary requirements to:
Human Resources
28470 Orchard Lake Rd.
Farmington, MI 48332-0434
Equal Opportunity Employer

GENERAL CLERICAL
Farmington Hills company seeking bright, ambitious, organized person to add to their office staff. Responsibilities include: light bookkeeping, switchboard, light typing and assisting with weekly check run. Candidate must work well in a fast paced, high volume environment. Please send resume with salary requirements to:
Box #2761
Observer & Eccentric
36251 Schoolcraft Rd.
Livonia, MI 48150

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 excellent benefits. Call Christine M.F. 9am-3pm (810) 471-6400

GENERAL OFFICE - for auto dealership in Southfield. Average typing. Full time, good benefits. Call Larry

GENERAL OFFICE - Full or part-time for embroidery co. in Westland. Answering phones, filing, word processing & receiving. Call 810-862-0028

GENERAL OFFICE
Part-time 20-30 hrs per wk. Experience in clerical duties, typing, filing, computer knowledge. Non-smoking office. Troy area. Call Marsha after 10:30 a.m. (810) 680-5882

GENERAL OFFICE
Permanent, part time, 1 to 5pm daily. Good typing skills & computer experience helpful. Troy area
(810) 689-9440

GENERAL OFFICE/RECEPTIONIST
Rapidly growing Rochester Hills firm has an immediate opening for a bright individual with medical/dental background to fill full time entry level position. Microsoft Word & Lotus experience a must. Individual must have a strong eye for detail. Position offers excellent health benefits, competitive wages & a non-smoking, team oriented atmosphere. Please contact Tom or Lisa (810) 852-0991 or fax resume to (810) 852-0887

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

GOOD COMPUTER skills. Microsoft Word, Quick Books. Letter writing skills a plus. Some telemarketing. Starting pay $7.50/hour. 810-642-8130

HEY HOMEMAKER!
Looking for a good part-time job? Busy real estate office needs receptionist/word/data/ helper evenings & weekends.
Call Mr. Rader 313-941-0700
Real Estate One

502 Help Wanted-Office Clerical

HIGH-LEVEL WORD PROCESSOR
Must have experience on AS400 and be familiar with LAN (Local area network). Used for invoicing, pricing and total being. Good customer service skills needed also. Great salary plus benefits.
Call For Interview!
CALL FOR DETAILS!!
313-266-8600
LIVONIA

SNELLING
PERSONNEL SERVICES

HUMAN RESOURCES ADMINISTRATOR
Set yourself up to grow, others will help you. Use your high energy, they ask for help with PC software, you check out talent with ease and understand how compensation should work. LET'S TALK if you have a bachelors degree, employment experience, know what you want, helpful & desire to "learn a lot" send your resume to
Box #2783
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HUMAN RESOURCES ASSISTANT
Expanding restaurant franchise headquarters seeking part-time Human Resources Assistant to provide administrative and clerical support in a professional office setting. Ideal candidate will possess excellent organizational skills, flexibility and be looking to add valuable HR experience to their resume. Keyboard experience a must (Word and Excel a plus).
Please send resume to Human Resources, Schlotzsky's Restaurant, 26913 Northwestern Hwy., Suite 600, Southfield, MI 48034. EOE

HUMAN RESOURCES GENERALIST
Fast paced medical support company seeks an energetic, organized and experienced HR Assistant. Recruitment, benefits, payroll and employee relations. 5 years HR experience, AS/400 and ADP software. Great benefits, including 401K.
Fax or send resume to
HR Director
Diagnostic Self Care
11583 Farmington Rd
Livonia, MI 48150
Fax 313-261-9640

IF YOU'RE LOOKING FOR:
- Flexible Schedule
- Temp to Hire
- Great Benefits
- 10+ Excellent Pay

CALL

Troy: (810) 649-4455
Southfield: (810) 350-0777
Auburn Hills: (810) 373-7181
Detroit: (313) 393-1890

Immediate job opportunities! Service oriented telephone interviewers needed to conduct consumer and business research studies in the Farmington Hills area.
NO SALES INVOLVED!!
Paid training and flexible hours (Mon.-Fri., 4pm-10:30pm + Sat 10am-6pm or Sun 12pm-5pm). Excellent working conditions and light keyboarding required. $7.75 per hour
KELLY SERVICES
810-471-2050
810-960-5538
EOE

INSURANCE CLAIMS
Career opportunity with personal lines and commercial claims person needed. Excellent compensation and benefits package. Send resume to: Box #2759
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

INSURANCE
Experienced senior commercial lines account representative for servicing large accounts. Salary commensurate with experience. Send resume to Hylant Group, P.O. Box 5104, Southfield MI 48086-5104 EOE

J.H. BENNETT & CO., INC.
A leading distributor of industrial fluid power products is seeking an individual for the position of:
ACCOUNTS RECEIVABLE COORDINATOR
Responsibilities include: accounts receivable, collections & various other accounting functions. Computer knowledge & basic accounting skills are preferred.
COMPENSATION
- Salary
- Medical and Dental Benefits
- Flexible Benefits Plan
- Liberal Employee Benefits

EOE
Please send resume in confidence to J.H. Bennett & Co., Inc.
P.O. Box 9
Novi, MI 48376-0029
Attn: Accounting Manager

KEYPUNCH OPERATORS
We are looking for experienced full time operators for our day and afternoon shifts in Livonia. Call Industrial Corp. today for an appointment
313-422-8000

THE LEGAL TEMP, INC.
Legal Staff Assignments
Available Now!
Temporary - Permanent
LT, INC.
Also Hiring Now!
Word Processors
Legal Secretaries
(810)353-3296
Fax resume to (810) 353-0386

Legal Secretaries
The Moonbeams
To Where Miracles Happen
Let your star shine brightly at PAL
Join the divine team of "smart people" who have been rewarded with heavenly assignments
Too good to be true, permanent jobs and part time jobs provided by an elite group.
Pal Personnel At Law
Judged The Best
3000 Town Center, #2030
Southfield, MI 48075
Fax 810-358-0338
E-mail smartgirl@aol.com
Phone 646-THE TEMP

LEGAL SECRETARY
experienced for Royal Oak law firm. Knowledge of probate helpful and knowledge of Windows 6.1 a plus. Send resume to: 313 S. Woodward, Ste 200, Royal Oak, MI 48067-3419 or fax: (810) 541-3304

502 Help Wanted-Office Clerical

LEGAL
INTEGRITY and 30 years of service is why the best law firms in the area trust us - you should too. For PROFESSIONAL job placement, perm and temp.
HILLSTROM & ROSS AGENCY, INC.
810-643-9766
FAX 810-626-8434

LEGAL SECRETARIES
Experienced only for permanent & temporary placements. 1-5 day assignments available for top notch candidates
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 208, TROY, MI 48084
810-362-3430
FAX 810-362-4661
ALL FEES
EMPLOYER PAID

LEGAL SECRETARIES For Bloomfield law firm. One Litigation/real estate/corporate, and one litigation. Minimum 5 years experience in necessary. Word for Windows experience helpful. Excellent skills required. Send resume to: Law Administrator, PO Box 215, Southfield, MI 48037-0215. or call 810-355-5200

LEGAL SECRETARY
Experienced. Part time. Flexible hours. General practice firm in Bingham Farms. Kim (810) 645-6236

LEGAL SECRETARY
Full time position for multi-jurisdictional defense litigation firm. Excellent benefits package. Send resume to: P.O. Box 2040, Farmington Hills, MI 48333

Legal Secretary
For personal injury law firm in Southfield. Minimum 2 years experience. Must be proficient in Word for Windows. Call (810) 552-1000

LEGAL SECRETARY
for Bloomfield Hills general practice firm. Must have 3-5 years experience. Knowledge of WP. Excellent working conditions. Salary commensurate with exp. 1750 S. Telegraph, Ste 300 Bloomfield Hills, MI 48302 or Fax 810-335-3344

LEGAL SECRETARY
For Southfield law firm with estate planning experience and one advanced computer skills. Call Office Administrator at 810-355-5200

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. Salary commensurate with exp. & benefits. Excellent working conditions. 810-855-6500

LEGAL SECRETARY
For a busy Southfield practice in Bingham Farms. Experience good organizational, computer and typing skills necessary.
Phone 810 258 0600
or Fax resume to (810) 258 2750

LEGAL SECRETARY
Full time for insurance defense firm located in Royal Oak. Minimum of 2 yrs. legal secretarial experience required. Knowledge of WordPerfect 5.1. Send resume to Cheryl Dugan 32 W. Lincoln, Royal Oak, MI 48067

LEGAL SECRETARY for 22 attorney firm in Bloomfield Hills. 5 years experience required. Salary commensurate with ability. Send resume & salary requirements to:
Office Manager
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY for medium sized Southfield law firm. Experienced only need apply. Duties include preparations & typing of legal pleadings, document & correspondence. Responsible for preparing client billings. Must be familiar with Word for Windows. Salary commensurate with experience. Call Janet Lawrence at (810) 16765 W. 12 Mile Rd., Southfield, MI 48076

LEGAL SECRETARY
General practice firm in Plymouth seeks full time secretary. Typing experience required. Knowledge (Word Wind 1995 preference a plus). Salary commensurate with experience. Please fax resume to:
Carol (313) 453-1108

LEGAL SECRETARY
Immediate positions available. Present law firm experience required with solid legal secretarial experience. Must possess excellent typing skills speed (min. 75wpm). Advanced knowledge of WordPerfect 5.1 Some knowledge required. Good pay & benefits for qualified applicants. Please send resume to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave. Suite 101, Bloomfield Hills, 48304 Fax 810-645-1568

LEGAL SECRETARY
Must have 5 years litigation experience, computer skills, WP 5.1, and minimum 2-4 day week. Competitive salary. Call (810) 258-8444

LEGAL SECRETARY needed for small Troy insurance defense firm. Minimum 3 years experience. WP 6.0. Please call (810) 689-3820

LEGAL SECRETARY needed for growth oriented, fast paced, non-smoking, pleasant atmosphere, good benefits, salary commensurate with ability and experience. Contact Office Manager, (810) 816-8280

LEGAL SECRETARY
Needed for energetic, growth oriented Birmingham firm. Must have excellent grammar, typing, transcription and organizational skills. Experience in litigation, corporate and real estate especially preferred. Competitive salary and benefits. Please send resume to:
Box #2778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Southfield personal injury law firm has full time position available with knowledge of Word Perfect 6.1 Windows. Will pay for experience & commensurate salary. Call (810) 355-0000 or Fax resume at (810) 352-0868

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced Secretary with excellent skills. Minimum 65 wpm, accuracy. Expertise in WordPerfect Salary commensurate with experience. Benefits included. Please send resume to: Rich, Dalton & Kohn, 3000 Town Center, Suite 480, Southfield, Michigan, 48075

LEGAL SECRETARY
Troy patent/litigation firm seeking Legal Secretary experience in litigation required. Send resume to:
Box #2781
3001 W. Big Beaver
Ste. 624
Troy, MI 48084
or Fax to (810) 649-3081

502 Help Wanted-Office Clerical

LEGAL SECRETARY with computer skills needed for general practice firm in Farmington area. Knowledge of Windows a plus. Salary commensurate with experience. Fax resume to Anita at 810-544-8737

LEGAL SECRETARY
With a minimum of 2 years exp. Must have excellent typing. Apply at Bloomfield Hills Bingham Farms area. Excellent salary and benefits package. Call Ms. Lynn (810) 645-6236

LEGAL SECRETARY
Well respected Livonia law firm looking for intelligent & energetic person to fill secretarial position. Best motivated. Please send resume to Mary Mallon, 29200 Schoolcraft, Livonia, MI 48150-1362

LEGAL SECRETARY
2 yrs litigation exp. Supervisor required. Excellent salary & fringes 810-354-2500

LEGAL TEXT PROCESSOR
Needed part time for Troy law firm. 20 hrs/week. Excellent typing skills. Knowledge of WP 5.1 and legal experience required. Send resume to Office Manager, 2001 W. Big Beaver, 900, Troy, MI 48084

MANAGER'S ASSISTANT
For self storage in Livonia. 2 days per week. Office work, light light maintenance. Call (810)476-6444

MARKETING COORDINATOR
Triad Performance Technologies, Inc. a training and consulting company, is looking for a self-motivated, multi-talented and energetic marketing support staff person. Qualifications: Qualified candidates must have 2 yrs. experience in working in a sales and marketing support position, have excellent interpersonal writing and time management skills. Responsibilities include coordinating development of marketing collaterals, arranging public relations activities, sales calls and a variety of other administrative tasks. Experience using Microsoft products a must. Please send resume, salary requirements and resume to: 30101 Northwestern Hwy., Suite 330, Farmington Hills, Mich. 48334

NATIONAL SECURITIES FIRM seeking highly motivated sales assistant to work with Senior Financial Advisors in Bloomfield Hills in the capacity of Assistant. Experience in the industry helpful. Excellent opportunity for a career type person. Salary open. Phone (810) 647-0000. FAX (810) 433-8372. Resumes to Pat Vassallaki

NOVI FAST-PACED Company. Immediate opening. Full time receptionist and general office. Phone skills necessary. Detail oriented ability to handle various tasks. Excellent pay and benefits. 810 348 8150

OEM Secretary
Temp to Hire position
OEM experience required. Service inside sales computer.
ARBOR TEMPS 459 1166

OFFICE ASSISTANT
For large cleaning service. Full may be part time. Computer & phone skills required. Call for details
AMERICAN FREEDOM CLEANERS
(810) 473 9300

OFFICE ASSISTANT
Dearborn company seeking motivated person to join our office team. Duties include Computer and communication skills a must. Send resume to:
Human Resource Manager
1537 Monroe
Dearborn Heights 48124

OFFICE ASSISTANT/Receptionist needed for an insurance company. Located at 13 Mile & Telegraph. Mature, reliable, dependable & some computer skills helpful. 810 540 9330

OFFICE ASSISTANT
Use your typing skills of 50+ wpm to assist our sales department with database input and various office tasks. Knowledge of Windows 3.1 and Microsoft Word for Windows 6.0 a plus. Flexible part time position or full time. Starting at $6.00 per hour to dependable motivated candidate. Please call Susan at (810) 258-7151, Mon.-Fri., between 8:30 & 5:00 pm to discuss your qualifications

OFFICE ASSISTANT
Small insurance agency. Hours flexible. Must be familiar with Word. Salary $8/hour. 810 455 6570

OFFICE ASSISTANT/TILE CLERK
Full time for Bloomfield Hills law firm. Assist in general office duties, copying, calendaring, taking filing and deliveries. Immediate opening $6.00 per hour. Send resume to: Office Manager, 300 E. Long Lake Road, Ste 200, Bloomfield Hills, MI 48304

Dependable Recruiters
810 344-8700 810 344-8704

OFFICE CLERICAL
position for retail cellular store. Responsibilities include: Customer processing, answering phones, shipping and receiving, merchandising. Competitive compensation package. Mail or Fax resume to: GCS, 3784 Rochester Rd., Troy, MI 48084. Fax 810 524 9742

OFFICE/CLERICAL
Radford machine shop. Various duties including light bookkeeping, follow-up on outside process, inventory control, shipping & receiving program. Looking for a motivated person. Please Send resume Box 164, 43422 W. Delta Dr., Novi, MI 48377

OFFICE HELP wanted. Duties include answer phone clerical, learn other office equipment. Computer available. Flexible hours. Call Ron Weiss or Dan (810) 585-7080

OFFICE MANAGER
for private high school. Organizer, social skills, strong knowledge of computer systems and proficiency in WordPerfect 5.1 and a must. Send resumes to: Box 2752
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

OFFICE MANAGER
Southfield law firm office manager who is knowledgeable and experienced in office operations. Strong computer and organizational skills required. Send resume and salary requirements to: Box 2783
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE POSITIONS
Full time entry level positions available in our Southfield office. Day shift. Must have minimum 1 yr. previous office experience. Excellent math ability & 10 key calculator skills required. Excellent benefits. Send resume including salary requirements to: Attn: General Office, P.O. Box 5091, Southfield, MI 48086

502 Help Wanted-Office Clerical

OFFICE PERSONNEL
Seeking dependable individual with a background in permanent benefits for the administration of pension benefits for over 90,000 pensioners of a major automotive manufacturer. Ideal candidate individual should have 2-3 years general personnel experience. Excellent verbal communications & interpersonal skills required. Ability to speak knowledge of DOS & Windows & knowledge of WordPerfect. Excellent salary and benefits package. Resumes may be sent by June 30, 1996 to:
Office Personnel Opening
P.O. Box 9052
Dearborn, MI 48121

ORDER DESK - Farmington Hills manufacturer for well organized, energetic person with excellent office, phone & computer skills. Must be able to communicate with public. Recent experience in manufacturing office helpful. Benefits paid vacation & holidays, salary commensurate with experience. Call Mon Tues Thurs 8 PM 9am 3pm - 810-473-9305

ORDER DESK
Full time. Position open immediately. Call Jerry at (810) 478-7250 Newburgh Rd., Livonia MI 48150

ORDER EDIT
Livonia area firm seeks experienced individual for its Customer Service/General Office area. Computer literate, knowledgeable in commercial math & general office skills. Typing required. Salary DOE. Benefits include adding of customer orders. Fax resume to Ann, Attn: General office duties. Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PARALEGAL
Southfield. Excellent career opportunity for experienced Litigation Paralegal. Demanding work with considerable responsibility in case load and project management. Emphasis in the areas of condemnation law and general corporate litigation. Full benefit package and excellent working environment. Salary commensurate with experience. Telephone for interview. (810) 358 2090

PART TIME Telephone Assistant/Receptionist. Flexible hours, salary 20 plus hours (am 12:30pm Computer project 1:30 pm-5:30pm) Call Carol Sanders at the Library Network. Wayne Mi 313 326 6910

PART TIME SECRETARY
wanted for busy real estate office in Plymouth. Responsibilities include telephone, light bookkeeping, word typing, light computer work and general office duties. Please call Gary Jones or Michele at

REMERICA
HOMETOWN II REALTORS
313-453-0012

PART TIME SECRETARY
needed for vocational program. Light general clerical. Friday Call 810-474-9973

PAYROLL SPECIALIST TRAINEE
$8.50/HR
TEMP-TO-HIRE
Our client is seeking several choice for their West Bloomfield headquarters. Qualified candidate will have 1-2 years previous payroll experience, professional customer service skills and a strong work ethic. Some payroll knowledge helpful, company will provide training. Top company benefits.
810-650-5690
ACCOUNTANTS USA®
A Division of Western Staff Services

PERSON NEEDED to help process sales orders for rapidly growing company. Full time. Pleasant phone work. $6.25 per hour. Call (313) 534-0071

PROCESSING ASSISTANT
Bloomfield Hills title insurance company has immediate openings for qualified candidates to assist in processing real estate transactions. Ideal candidate will be detail oriented and knowledge of title insurance helpful. Salary commensurate with experience. Excellent benefits package. Please fax resume to: Human Resources Manager, 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 administrative project support including budgeting and billing functions. The ideal candidate will be self motivated, detail oriented and supervision is be able to interact with all levels of employees. Minimum 2 years accounting experience, real accounting background is required. Interested candidates please submit resume & salary requirements in confidence to:
Clayton Environmental Consultants Inc.
41650 Gardenbrook Rd, Ste 155
Novi, MI 48375
Fax (810) 347-0229
EEO AA/M/F/H/V

PROJECT ADMINISTRATOR
Looking for someone who is detail oriented? Requires Windows, Excel, Word Perfect 5.1, Lotus 1-2-3, full time position. Excellent hourly wage for qualified candidate. Send resume to: Karen O'Connor, 39303 Country Club Drive, Suite A50, Farmington Hills, MI 48331

PROJECT COORDINATOR
WANTED! Enthusiastic person to schedule/coordinate in-store projects for a fast paced, growth company. Responsible for interacting with retail stores & vendors and communicating program requirements. Must have college degree and 2-3 years business/marketing experience. Must be detail oriented, able to meet deadlines and able to work in a fast paced environment. STRONG computer skills (WordPerfect/PowerPoint/Lotus) required. Salary in mid 20's. Please send resume/salary history to:
ACTMEDIA, INC.
Office 7364
3100 W. Big Beaver
Troy, MI 48084-3163
No phone calls, please
EOE M/F/H

QUALITY CONTROL/TECHNICAL SUPPORT SPECIALIST
Quality control/Technical Support Specialist position for a nation wide company based in Rochester. Salaried position with excellent benefits. Mon Fri 8am 5pm - overtime when needed. COBOL required for soft ware testing, telephone support skills, windows PC experience helpful. Approx experience & plus. Send resume Attn Personnel, P.O. Box 1540, Rochester, MI 48308

RECEPTIONIST
A busy Westland real estate office is seeking part time receptionist. Must have pleasant personality and good phone skills. Hours will be available Monday thru Friday Call for an interview 313-326 2000

502 Help Wanted-Office Clerical

RECEIVING/BILLING CLERK
Uniquorce Worldwide Inc. has an immediate need for Receiving/Billing Clerk. Must have computer skills with data entry experience and good communication skills. Must be able to lift release. Warehouse experience a plus.
In addition to competitive salary, Uniquorce offers a comprehensive benefits package.
To apply for this position, please submit resume to
HUMAN RESOURCES
UNIQUORCE
2737 S. ADAMS ROAD
ROCHESTER HILLS MI 48309
EOE M/F/V/D

RECEPTIONIST/Accounts Receivable Full time. Benefits. Growth potential/exc $8.50 to start. Michigan Business Systems 810-356-2300

RECEPTIONIST
Arcadia Health Care has an opening for a full time receptionist to cover the switchboard from 7a.m. to 4p.m., Monday through Friday. Must have a minimum of 1 year previous receptionist experience. Excellent phone reception skills, and a positive work attitude. The position pays $4.50 per hour plus complete benefit package. For more information please contact:
ARCADIA HEALTH CARE
340 East Big Beaver Road
Troy, MI 48083
810-740-1440
JCAHO Accredited
EOE/ADM

RECEPTIONIST/BOOKKEEPER
For Birmingham law office. General office duties Farmington Hills area. Sales program. 810) 646-7177

RECEPTIONIST
Busy Bloomfield Hills Lake Firm. Hours 8:30am - 5:30pm. Computer input skills a plus. Excellent salary & benefit package. Call 810-645-6118. Ext. 1206

RECEPTIONIST/CLERICAL
High energy person is needed for our busy south side in quick paced environment. Duties include switchboard, typing, filing, data entry, etc. Good math aptitude & people skills a must. WordPerfect & Lotus Skills. Please send resume to
Personnel Department, PO Box 701394, Plymouth, MI 48170-0964
An Equal Opportunity Employer

RECEPTIONIST/CLERICAL WANTED FOR AFTERNOONS
LIGHT BOOKKEEPING, PHONE DUTIES, FILING, ETC. UP TO $8.50 HOUR DEPENDING UPON SKILLS. CALL 313-261-8110 OR FAX 313-261-8117

RECEPTIONIST/ CUSTOMER SERVICE
Manufacturing company in Plymouth seeking individual with heavy phone experience, customer service experience, excellent communication skills, knowledgeable of WordPerfect 5.1, Windows 3.1 & Windows. Send resume to
Box #2512
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Custom home builder in Bloomfield looking for full time help. Requires good communication and office skills. Please send letter or resume to Nelson Homes, 31700 Telegraph Road Suite 120, Bermingham, MI 48025

RECEPTIONIST
Do you love answering the phone professionally, organized and good at some data entry? Then we have a job for you. Full 25 hrs with benefits. Please send resume to Office Manager, 45211 Helm Ste C, Plymouth Twp 48170-6023

RECEPTIONIST
Dynamic, growth oriented company seeks full time receptionist. Highly motivated individual with the following qualifications:
- PC experience
- Pleasant voice
- Knowledgeable & experienced in good phone etiquette

We offer an excellent benefit program. Call Lauren 810-543-1666

RECEPTIONIST
Experienced Receptionists needed for various 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 - for private rehabilitation company to answer switchboard, type letters, do personnel clerical duties. 1 yr experience preferred. Send resume to P.O. Box 530306, Livonia, MI 48153 or call 810-474-2783

RECEPTIONIST
For Southfield law firm. Knowledge of multi line phone system & WP 5.1. Prior experience in law office preferred 810- 552-1000

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

RECEPTIONIST FOR Troy law firm. The successful candidate will be highly organized, have an excellent phone manner and will be eager to assist other staff members. Word Perfect for windows experience desired. We offer a pleasant work environment and excellent fringe benefit package. Opportunity for advancement. Send resume & salary requirements to: Human Resources Manager, Fax 810-362-3290 W. Big Beaver Rd., Suite 310, Troy, MI 48084

RECEPTIONIST
FOR high paced, energetic office. 8hr hour with good benefits. Excellent phone and Word Perfect skills a must. Please send resume to:
Lastra West Radiation Clinic, LLC
30600 Telegraph Rd., Suite 4166
Bingham Farms, MI 48362

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham Bloomfield area office. Enthusiastic friendly person able to handle busy switchboard and schedules of busy professionals! Send to:
Ms. Martha Schrader
Box 3B, Birmingham MI 48008

RECEPTIONIST
FULL time at Southfield law firm. Light filing involved. Send resume or letter to
Alexander & Angelos
29777 Southfield
Suite 2631
Southfield, MI 48034
No phone calls please!

RECEPTIONIST
Good typing & communication skills. Benefit community. Monday thru Friday, 8:30-4pm (810) 333-2810

502 Help Wanted-Office Clerical

RECEPTIONIST
Growing Farmington Hills company seeking friendly, accurate person to fill entry level clerical position. Good typing skills and phone manner required. Knowledge of Lotus a plus.
Forward resume to
Personnel Department
Packing Material Company
27280 Haggerty Rd. Ste C10
Farmington Hills MI 48331

RECEPTIONIST
Immediate opening in professional firm. Responsibilities include: bright, energetic, entry level person handle 4 line telephone, voice mail system. Some computer duties and accurate typing. Contact
Marie Jozwiak (810) 354-1300
Fax (810) 352-3612
ALLMETICA FINANCIAL
29100 Northwestern Hwy
Suite 400
Southfield, MI 48034

RECEPTIONIST needed part time (evenings and weekends) for Wabeek Country Club in Bloomfield Hills. Experience with multi line telephone system, filing, and word processing skills preferred. Must be a congenial oriented personality, essential. Hourly rate of $6.00 to start. Must memorize with experience. Please call Carrie at Wabeek Country Club (810) 855-0700

RECEPTIONIST NEEDED full time for busy Warren office. Must have good typing skills, related & possess good telephone skills. Knowledge of computer knowledge required.
(810)437-7051

RECEPTIONIST/OFFICE MANAGER
Self motivated enthusiastic people skills. Nights & Saturdays full time & benefits. Send resume to 4726 Grosvenor Ct. Commerce Twp MI 48382. The Works Salon & Mens Spa (810) 669 1130

RECEPTIONIST/OFFICE HELP
Young industrial distributor seeks motivated individual to answer phones, gen. office duties. Accounting background a plus. Contact Ann Marie, Office Manager, 3194 Old Farm Lane Walled Lake MI 48390 or fax to 810-624-