## 502 Help Wanted-Office Clerical

COME IN & PICK YOUR JOB!
WORD PROCESSORS
SECRETARIES
RECEPTIONISTS
CUSTOMER SERVICE
DATA ENTRY
ACCOUNTING CLERKS
Long and short term assignments available! Great pay, bonuses, insurance and holiday pay.
Livonia, 313-266-8600
Southfield, 810-352-1300
Ann Arbor, Hills, 313-973-7300
Taylor, 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

COURIER
Fleger, Fleger & Schwartz
Full time law firm. Must have reliable car & good driving record. Call Julie (810) 355-5535

Scott Shepherd Partners
is seeking full-time CUSTOMER SERVICE REPS for our Service Department. Responsibilities include general 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 Jim Bowman, Resident at: (810) 549-1100

CUSTOMER RELATIONS
Full and Part Time
Evening schedule available
America's fastest growing companies are adding to their team. Build your career with modern high tech training. Personal growth and promotion to different jobs and higher pay. Temp to perm available. Ideal candidates have
• excellent written & oral skills
• personal customer contact experience
• decision making capability
• typing 25 wpm
Troy, Auburn Hills and Farmington locations. Call Carrie
Bloomfield Twp. Livonia
646-7161 473-2933
Advantage Staffing

CUSTOMER SERVICE/ COLLECTIONS
Use your phone skills and customer service abilities in the Fortune 500 co. Auburn Hills and Plymouth Positions. Pay rate and temp to perm available. Credit department experience a plus. We will train you. Call Cherie today.
Birmingham Livonia/Farmington
646-7620 473-2933
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE
PageNet, the world's largest wireless communications company, is searching for Customer Service Representatives with proven customer service skills. Responsibilities include: Processing orders, Data Entry, Customer Service, Collections, Cross Selling, Retention, Research, Reporting, Administrative duties. Excellent salary, benefits, 401K, bonuses, and more. Qualified candidates should have 1-2 years of customer service experience, previous computer experience & strong oral & written communication skills. Please mail or fax your resume to:
PageNet
Attn: HR-CSR
33533 12 Mile Rd. #300
Farmington Hills, MI 48331
Fax: 810-488-3000
EOE - M/F/D/V

CUSTOMER SERVICE REP.
for Rochester insurance agency. Full or part-time. WP. Plan to be here mature & friendly. (810) 656-1655

Custom home builder searching for Administrative Assistant. Serious candidates must have a working knowledge of windows based software and computer experience. Duties are varied and include both administrative meeting with home owners for selections. Salary and benefits competitive. Send resume to: Homecraft Development Company, 31700 Middlebelt, Suite 100, Farmington Hills, MI 48334 or fax to 810-737-2444

DATA ENTRY
If you can type 35 wpm you can earn $19.50 an hr. 65 wpm and earn $16 an hr. Flexible hours M. Monte before noon 810-737-6977

DATA ENTRY OPERATORS
Immediate positions available on the afternoon shift at our Livonia technical center for experienced data entry operators. Must type 10,000 keystrokes required. Please call employment office, pay & benefits avail. Qualified candidates call for appointment, please call (313) 261-8220

DATA ENTRY Part-time evs & Sats. Dental Bio-Medical Lab, 32000 Northwestern Park Dr., Farmington Hills. Call Carla after 7:30pm. 810-471-4111

DATA ENTRY person, experienced, for busy Southfield office. Full time. Looking for dependable person with good attendance record, with a fast paced work environment. Females, if qualified, call Rob 810-543-6100

DATA ENTRY/RECEPTIONIST
Entry level to 3 yrs. experience. Livonia office. Must type at least 45wpm. Mon. thru Fri. Hours 7:30am-3pm, 8am-4pm. Benefits.
Call Michelle 313-422-1818

DATA ENTRY
$9.50/hr.
ARBOR TEMPS: 459-1166

Distribution Clerk
Full-time position 10:30 a.m. to 7:00 p.m. Monday through Friday with Wednesday off. Must be self-starter in a fast paced environment, with excellent phone skills, basic computer skills, knowledge of Lotus 1-2-3 or Excel. Excellent company paid benefits package. Apply between 8:30 a.m. and 4:30 p.m.
Metro Ferry
31111 Industrial Rd.
Livonia, MI 48150
EOE

EMPLOYMENT TRAINING ASSISTANT (PART-TIME)
Proficient in WordPerfect 5.1, typing, enabling & grammar skills. Excellent phone & people skills. 8a/hr. Hours 11am to 3pm. Must have good driving record. Call Pat
810-354-6167
(Hearing Impaired Relay Number) 810-354-4831
EOE/M/F/H/V Drug free workplace

EMPLOYMENT TRAINING ASSISTANT (PART-TIME)
Proficient in Lotus 1-1-3, strong accounting/bookkeeping background, good telephone & people skills. 8a/hr. Hours 8:30am-12:30pm. Must have good driving record. Call Pat
810-354-6167
(Hearing Impaired Relay Number) 810-354-4831
EOE/M/F/H/V Drug free workplace

ENTRY-LEVEL GENERAL OFFICE/ LIGHT DATA ENTRY
Positions immediately. Call for interview appt: (810) 476-7744

## 502 Help Wanted-Office Clerical

ENGINEERING SECRETARY
Duties include routine typing, print distribution, maintaining departmental status records and handling daily telephone communications. Requires typing skills of 50 wpm minimum, usage of Microsoft Word, Excel, access, and good language skills. Requires mechanical aptitude to assist handling busy customer technical service environment. Neat appearance and interpersonal skills are a must for a small office environment. Send resume to Dravoite Inc. Attn: Human Resources, P.O. Box 805, Wayne, MI 48184-0805

EXCELLENT OPPORTUNITY
Bloomfield office seeks full time, flexible, experienced person who enjoys diversity. Duties to include receptionist backup, typing, filing, computer room organization and other. Send resume to P.O. Box 7112, Bloomfield Hills, MI 48302

Executive Secretary
To $35K. Light bookkeeping. Solve legal/medical. Wordperfect 5.1 Troy area. Call Barb McComas.
Linda Weston Personnel
Phone (810) 643-0076
Fax (810) 643-6119

EXECUTIVE SECRETARY/ ADMINISTRATOR
Recent college grad or 3 yrs. experience Microsoft Pro Systems plus Must have word processing (Lotus 1-2-3 a plus). Salary.
STAFFING SPECIALISTS, INC
810-473-3220

Executive Secretary
For professional business
Livonia area. Call: 313-421-5544

FAST PACED Birmingham law firm looking for self-motivated & professional individual who has some experience in Legal Collections. Job includes collection calls, and preparing legal pleadings on a computer. Full time, plus benefits. Call V.T. at (810) 645-6170

FAST PACED office, phones, receptionist, Microsoft Windows, Word, Pen Can, Troy, Sterling Hts. 313-396-1652

FILE CLERK
for Southfield law firm for court filing & delivery. Must have own car & insurance. Full-time employment. Call Mr. Warner 810-948-0000

FILE CLERK
Full time. For general practice physicians office in Livonia. 8:30am-1pm, Mon-Fri. Filing, copying, answering phones. Minimum age 18. No benefits. Apply in person at: 9216 Middlebelt Rd., between Joy & W. Chicago

FILE/GENERAL OFFICE CLERK
needed for Farmington Hills law firm. Requirements include: Excellent computer helpful, we offer computer skills. WordPerfect 5.1 a plus. FAX (810) 476-0518 or bring resume to 37000 Grand River, Ste. 350, Farmington Hills, MI 48335 or call Ken at (810) 442-0510

FILE PERSON
Part time for MD office. Suitable for college or high school student
(810) 540-6178

FRONT OFFICE MANAGER
With at least 2 years experience for a luxurious Downtown Detroit hotel. Please send resume to
Box #2990
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL CLERK
To process mail and assist in answering phones for Troy office of nationally recognized mortgage lender. Part time hours available. Excellent salary. Send resume to Ross Babbom, Branch Mgr., 2073 W. Big Beaver, Ste. 305, Troy, 48084

GENERAL OFFFICE
duties. Accounting helpful. Small Plymouth office. Full time. 313-455-7590

GENERAL OFFICE/CLERICAL
for Southfield law firm. Excellent phone skills and knowledge of Microsoft Word necessary. Experience required. Contact Andrea to (810) 354-1140

GENERAL OFFICE CLERK
Fast paced steel service center is looking for an individual to assist in many clerical duties in Purchasing Dept. Job requires organized, accurate and conscientious person who works well with others. Excellent benefit package. Apply in person only: Contractors Steel Company, 28555 Orchard Lake (near Plymouth & Levan) in Livonia.

GENERAL OFFICE
Diligent individual with business letter experience. Ability to detail & professional manner who is looking to grow with an expanding Livonia firm. Computer experience required. Call 313-522-2910 or Fax resume to 313-522-1222 (EOE)

GENERAL OFFICE - full or part time, bright, ambitious person willing to learn for Farmington Hills manufacturing office. Personal phone makers, computer literate, general clerical work, some experience needed, salary negotiable, paid vacation & holidays, call Mon., Tues., Thurs & Fri. 9-3 810-478-1745 ext 228.

GENERAL OFFICE
Light bookkeeping and general office for Troy location. Call
(810) 649-1810

GENERAL OFFICE - Permanent part time. Duties include answering phones, & some computer work. 25 hours per week, possibility of more weekends $5.50 to start. (810) 476-5300

GENERAL OFFICE
RECEPTIONIST/DATA ENTRY
Microsoft word and Excel experience required. Knowledge of Windows helpful. Benefits and 401(k). Send resume and salary requirements, or apply in person to:
ANSON MOLD
7779 Ronda Rd. St.
Canton, MI 48187

Southfield management firm has an immediate opening. Experience with purchase orders, inventory and accounts/payable helpful. Must have some computer knowledge. Send resume to General Office, P.O. Box 308, Southfield, MI 48037

GIRL FRIDAY
Needed at Bloomfield Hills auction firm. Part time. Totally flexible hours. Word Processing skills NOT required. Approx. 18 evenings & 4-6 Saturday mornings per year. No benefits. Send resume to: Kristine Boos, 420 Enterprise Ct., Bloomfield Hills, MI 48302 or Fax 810 332-6370

INSURANCE OFFICE
Secretary. Part time experience preferred, flexibility desired.
Call: (810) 399-1115

LAW OFFICE ASSISTANT
Full/part-time for law firm. Willing to work with class schedule. Send resume, 525 N. Woodward Ave., Ste 1000, Bloomfield Hills, MI 48304.

PARALEGAL
Busy Southfield plaintiff personal injury firm seeks experienced paralegal. Automobile background preferred. Full time position with full benefit package. Please respond by fax: 810-350-1066, or mail to: GOIA, Attn: Adriana, 29566 Northwestern Hwy., Suite 444, Southfield, MI 48034.

EXECUTIVE
LEGAL SECRETARY
For Bloomfield Hills personal injury firm. Minimum 5 years experience required. Substantial salary & fringes.
(810) 364-2500

LEGAL-EXECUTIVE SECRETARY
Successful, upbeat, busy, mid-size Oakland county law firm seeking professional legal-executive secretary (minimum 5 litigation & bankruptcy). Must be proficient in WordPerfect. Respond to: Office Manager, P.O. Box 2068, Bloomfield Hills, MI 48302-7813.

## 502 Help Wanted-Office Clerical

LEGAL
INTEGRITY and 30 years of service is why the best law firms in the area trust us. Call today! Ask for PROFESSIONAL job placement, perm and temp.
HILLSTROM & ROSS AGENCY, INC.
810-626-8188
FAX 810-626-8434

LEGAL SECRETARIES
Experienced only for permanent & temporary assignments. 1-3 days assignments always available for top notch legal positions
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881

LEGAL SECRETARIES
7 OPENINGS
Experience with litigation, bankruptcy, workers comp, medical or general backgrounds. Call Barbara at PERSONNEL SYSTEMS 459-1166

EXPERIENCED LEGAL SECRETARY
For busy Bingham Farms law firm specializing in litigation. Full time. Motivated, organized, flexible and dependable. Word Perfect/Windows 95. Salary commensurate with experience. Benefits available. Send resume to Office Manager 30700 Telegraph Rd., Suite 2475, Bingham Farms, MI 48025 or Fax to 810-644-6344

LEGAL SECRETARY
Southfield law firm seeks person with strong litigation skills, knowledge of WordPerfect 5.1. Salary/benefits competitive with experience. Resumes to Personnel Manager, 300 E. Maple, #238, Birmingham, Mich. 48009

LEGAL SECRETARY
Bloomfield Hills Law Office has a full time position available for an experienced (1-3 yrs) legal secretary. Paid vacation, holidays, and medical benefits provided. Word Perfect 5.1 experience a plus. Good salary.
Contact Marcy at: (810) 858-2443

LEGAL SECRETARY
Downtown Detroit law firm seeks legal secretary with at least 3 years litigation experience. Experience with computers helpful. We offer competitive salary & benefits. Send resume & salary history to Office Administrator, Berry Moorman King & Hudson, 600 Woodbridge Place, Detroit, MI 48226. No phone calls please

LEGAL SECRETARY
experienced representing insurance defense firm. Send resume to Lynne, 380 N. Main St. Clawson, MI 48017 or fax 810 588-3380

LEGAL SECRETARY experienced - 7 yrs. experience, computer knowledge preferred. Call Sue, 810-355-5200 Telegraph. Call (810) 335 5220

LEGAL SECRETARY, full time for small law office in Southfield. Negligence and workmans compensation experience desired. Salary commensurate with experience. (810) 355-2410

LEGAL SECRETARY
For Livonia office. Must be knowledgeable in WordPerfect, have excellent organizational skills and be able to handle phones. Salary commensurate with experience.
Call. (313) 953-0200

LEGAL SECRETARY
For Troy firm. Must have 2 years experience in defense litigation and strong typing skills. Send resume to Kimberly Ann Crosby, Cousineau, 2101 W. Big Beaver #500, Troy, MI 48084. Or call: (810)649-1330

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Some corporate experience required. Salary commensurate with ability. Good benefits and salary requirements to:
Office Manager,
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
for Bloomfield Hills practice. Minimum 2yrs law experience. Knowledge of WP. Excellent working environment. Must resume to Albert Holtz 1760 S. Telegraph, Ste 208, Bloomfield Hills, MI 48302 or Fax: 810-335-3346

LEGAL SECRETARY for busy Troy law office. 2-3 yrs. litigation experience, knowledge of Word Perfect. Salary commensurate with experience. Benefits available. Send resume to: Secretary, 19785 W. 12 Mile Rd. #200, Southfield, MI 48076

LEGAL SECRETARY
Full time for Senior partner in Litigation firm located in Royal Oak. Knowledge of WordPerfect 5.1 a plus. Send resume with salary requirements to:
322 W. Lincoln
Royal Oak, MI 48067
Attn. Administrator

LEGAL SECRETARY
Full time, for small Novi litigation law office. Experience preferred. MS Word. Good salary. Please send resume to Rohl & Associates, 27780 Novi Rd., Suite 250, Novi, MI 48377.

LEGAL SECRETARY
Full-time with strong litigation background desired. Minimum 5 years experience. Competitive compensation includes full-benefit package. Submit resume to: Box #2998 Observer & Eccentric Newspapers 36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY for small Troy law firm. Position requires 3 to 5 years of personal injury litigation experience, disciplined work habits, & strong people skills. Salary for position starts at $28,000 (14.35/hr.) per year plus medical, may be higher based upon experience & skill level. Call Mary at (810) 643-9494 or fax resume to (810) 643-7786.

LEGAL SECRETARY
Full or part time for Southfield plaintiff personal injury law firm. 2 or more years experience required with good organizational skills. Auto negligence background helpful. Excellent salary and 401k, health care. Send resume to: GOIA, Attn: Adriana, 29566 Northwestern Hwy., Ste. 444, Southfield, MI 48034 or Fax: (810) 350-1066

LEGAL SECRETARY NEEDED
for Bingham Farms firm. Minimum 3 yrs experience in litigation defense. WordPerfect 5.1 preferred. Send resume to: Attn: Cheryl, 30100 Telegraph Rd., Suite 250, Bingham Farms, MI 48025.

LEGAL SECRETARY
Part-time, Tuesday & Thursday, Wordperfect 5.0, 60wpm. Bingham Farms area. (810) 645-6600

## 502 Help Wanted-Office Clerical

LEGAL SECRETARY-LITIGATION TROY
Growing mid-size law firm offers excellent opportunity for experienced litigation secretary to work with other legal secretaries in litigation and municipal law team. Need excellent typing skills and knowledge of word perfect with time entry, court rules, scheduling and docket control. Organizational skills are important. Send resume to: Jane Hannah, Chad, Fifth Floor Corporate Center, 201 West Big Beaver, Troy, 48084-4160 or FAX (810) 528-2773

LEGAL SECRETARY
Mid size downtown Detroit plaintiff's law firm seeks talented Legal Secretary for a busy desk. Requires litigation experience, excellent secretarial skills, and WordPerfect 5.1. Competitive salary & benefits package. Send resume to:
Laura Jones, Helman, Lone, Downing, Schneider & Simpson
2300 First National Building
Detroit, MI 48226
or Fax to: (313) 961-5875

LEGAL SECRETARY
needed for busy small Southfield law firm specializing in personal injury & business litigation. WP 5.1, 60wpm, excellent salary & benefits. Experience required. Excellent salary & benefits package. Fax resume with salary requirements & cover letter available. Fax resume to: 810-354-0858 or leave message at: 810-354-0855 ext 25

LEGAL SECRETARY/PARALEGAL
Part or full time, minimum 5 years experience. Salary commensurate, plus bonuses, etc. Call Arlene
810 559-0077, fax 559-0790

LEGAL SECRETARY
Small Ingham firm in Farmington Hills seeks part time secretary for partner. Approx 25 hrs/week. Experience with Word Perfect 5.1 & Windows. Excellent working environment. Fax resume & salary requirements to: Linda Domke at 810 932-5201.

LEGAL SECRETARY
Southfield law firm seeks Legal Secretary with 3 to 5 years of legal secretarial experience. Smokefree office. Full-time w/excellent benefits & salary. Please mail or fax Send resume to
Farm Administration
Center #909, Southfield, MI 48075

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401 k plan
• Paid Vacation & Personal Days
Send resume with salary history to:
Jerry Rabinowitz
801 W. Big Beaver Rd. Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
Wanted for Bloomfield Hills Medical Practice Products Liability defense firm. Must be experienced and able to work independently in an extremely busy and fast paced office. Send resume to: Donna Winne, 3883 Telegraph, Suite 103, Bloomfield Hills, MI 48302. No phone calls please.

LEGAL SECRETARY
Wanted for Bloomfield Hills Medical Practice Products Liability defense firm. Must be experienced and able to work independently in an extremely busy and fast paced office. Send resume to: Donna Winne, 3883 Telegraph, Suite 103, Bloomfield Hills, MI 48302. No phone calls please.

LEGAL
THE VERDICT IS IN
TEMP Take Your Pick
TEMP TO PERM Helpful, Friendly, Everyday
PERM When Can You Start?
Pal Personnel At Law
Judge For Your Best
3000 Town Center, #2030
Southfield, MI 48075
Fax: 810-358-0235
E-mail: palpersl@aol.com
Phone: 888-THE TEMP

LIBRARY CLERK
20 hours/week. September-May. Participate in Oakland County Library. Experience with MS Windows/Word Perfect required, library experience and/or an background in library helpful. Send letter of application, resume, names of 3 references by Aug 20 to Judy Dyke, Crandon Library, 6500 Crooks, Troy, MI 48098. Bloomfield Hills, MI 48303-0801. EOE

LIGHT CLERICAL
A great office job with the ability to work well with people are all you need in this customer service position. Both full & part time hours are available.
FUTURE FORCE SERVICES, INC.
25245 Five Mile Rd. - Redford
(313) 532-7666

LOOKING FOR outgoing individual with 5 years office experience. Experience to support receivables, collections & payables. Must be Windows/Excel, 40 clock & mouse & numbers! Good phone manner & music? Call and ask for Lisa at
(810) 684-1215

MAILROOM/MESSENGER
needed for busy Southfield real estate management firm. Must be able to work flexibly. Job requires daily driving, lifting boxes up to 40 lbs and occasional office duties. Good driving record required and knowledge of metro area helpful. Liberal vacation plan, medical and dental benefits, and 401(k) plan. Hourly plus mileage. Please send resume to:
M. Breitwell
P.O. Box 707
Southfield, MI 48037

MANAGER OF INFORMATION SERVICES
Southfield office with 35+ employees seeking a highly motivated individual to direct, experienced individual to manage, maintain and offer training for its computer systems. We will be developing a network environment for our 12 PC's running DOS/Windows for Word Processing and about 960 which includes a secondary solaris system on a Unix platform. We are looking for an enthusiastic individual with keen sense of mission who can assist us in planning for the future. We offer a professional environment providing excellent salary with benefits package including 401K, Master Medical, Dental, Optical, Prescription Drug, Life and LTD.
Please submit confidential resume and salary requirements to:
Diane Beaume,
Human Resources Manager
Office of the Chapter 13
Standing Trustee
26555 Evergreen Rd. Suite 1100
Southfield, MI 48076

MARINE POLLUTION CONTROL
Has an immediate part time clerical positions available. General office experience. Weekends & holidays. Ideal for pleasant professional telephone manner. Must: Call Shelly: 313-849-2670 for more details. EOE

MARKETING ASSISTANT
Company seeks creative candidate to out together sales plans, training classes and sales promotions. Duties include working on materials, coordinating sales meetings, visiting clients. Strong computer skills and knowledge of Graphics a plus.
Fax: 810-344-8700 Fax: 810-344-8701

MATURE PERSON, part-time receptionist, 20 hours, no evenings or weekends. Minutes for a

MEDICAL COLLECTOR
Immediate full time position available for an experienced medical collector. Must have medical knowledge and customer service skills. Must have high school diploma or equivalent & a plus. Excellent benefits. Please fax resume, including salary requirements to: 313-513-5830, attn: Annette

MEDICAL RECORD ASSISTANT
For diagnostic radiology firm. Hours will be 10am-7pm.
Call:
(810) 737-4808

OFFICE ASSISTANT needed. Section & experience preferred. Resume required. Fax to: Contact Ms. Gallo, (313) 961-3188

## 502 Help Wanted-Office Clerical

MESSENGER/FILE CLERK
for Southfield law office. Duties include court filings, deliveries, general clerical and phone. Previous experience preferred. 8:30am-5pm, Mon-Fri. Some overtime. Fax resume to J. Pavlet, 810-357-7486

ACCOUNTING/ ADMINISTRATIVE ASSISTANT
Office Depot
The Floor Covering Division is looking for an Accounting/Administrative Assistant to provide support to Administrative Coordinator and the Accounting Department.
The Primary Qualifications of this person are:
• 3+ yrs Accounts Payable & Billing experience.
• Excellent math aptitude
• Experience using a menu driven program.
• Ability to follow written and verbal instructions.
• Organized, detail oriented and problem solving skills.
• Strong oral & written communication skills.
• Must be able to prioritize & handle multiple tasks.
• Typing skills - minimum speed 40-50 wpm with extensive keyboarding.
• Proficiency in using Windows, Microsoft Excel & Word.
• Excellent customer service skills.
Minimum education requirement: High Diploma, or GED equivalent.
This full-time position offers a full benefits package including medical, dental, 401K, tuition reimbursement & opportunity for advancement.
Interested applicants can mail or fax resume with salary history, or apply in person at:
909 N Sheldon Rd
Plymouth, MI 48170
Attn: Human Resources
For directions call: (313) 207-1440
Fax: (313) 207-5783
EOE/M/F/H/D

OFFICE ASSISTANT
Entry level position for senior housing complex. Applicant to have 5 months to 1 yr. office experience. Typing, computer skills helpful. Call Sharon at Drugs, 21116 Bridge Street, Southfield, MI 48034

OFFICE ASSISTANT
Knowledge of Windows & WordPerfect. Must type 70+wpm. Part-time Reply to 19785 W 12 Mile, Ste 144, Southfield, MI 48076

OFFICE ASSISTANT
Small Accounting firm in Birmingham. Assume sales kits, mailers, do shipping. Light bookkeeping helpful, plus. Fax resumes to Martha: 810-647-1858, phone: 810-647-5408

OFFICE CLERICAL
Full time. Call Gary Apple in person to Detroit Bio-Medical Lab, 23955 Freeway Park Dr., Farmington Hills or call: (810) 471-4111

OFFICE CLERICAL
Part-time for filing & light clerical work with general office. Computer experience required. Send resume & salary history to: Office Manager, P.O. Box 2068, Bloomfield Hills, MI 48302-7813

OFFICE/CLERICAL
Seeking motivated individual to fill fast paced position. Filing, data entry and filing skills. WP 5.1 helpful. Full time. Full benefits. Apply within.
BILL BROWN PRINTING, INC.
32222 Plymouth Road
Livonia, MI 48150

OFFICE CLERK
Full time position for a mature individual in our Accounting Department. Membership dues, billing, data entry. Jenny or Helen at (810) 338-1333

OFFICE CLERK
Southfield CPA firm is looking to hire full-time and part-time office clerks. The position requires filing, storing mail delivery, running errands and more. If this professional environment is for you, please send resume to

ATTN: STOG
Follmer, Rudzewicz & Co
26200 American Dr., Ste. 500
PO Box 5004
Southfield, MI 48086-5004

OFFICE EMPLOYEES NEEDED
Buy Ann Arbor contractor is seeking bright, enthusiastic people to handle wide variety of responsibilities. Interested persons should have outstanding skills in Lotus, Windows & Word Processing. Knowledge of accounting and payroll a plus. Professional phone demeanor and ability to remain calm under pressure and deadlines necessary. Send resumes to:
Box #2966
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150-1118

OFFICE MANAGER
Excellent phone etiquette, organization & typing skills a must. Bookkeeping experience helpful. Send resume to: hrs@weak-healthe. Send resume to: C. Semaska, 30600 Telegraph, Suite 1724, Bingham Farms, MI 48025

OFFICE MANAGER
needed for busy vehicle rental office. Must be able to handle multiple functions including financial statements & payroll, computer skills. Full benefits package included. Please send resume & salary requirements to: McDonald Rent-A-Car, P.O. Box 305, Northville, MI 48167

OFFICE PERSON
Full time for busy, fast-paced, industrial office in Troy. Must be organized, with EXCELLENT phone skills, data entry, typing, computer, copying, phones, assisting purchasing agent, and general office duties.
Call: (810) 280-0630
or FAX: (810) 280-0520

OFFICE PERSON
needed for Oak Park office. Some bookkeeping helpful, not necessary. Early A.M. hours. Down Lodge, 30950 Five Mile, Livonia. 313-427-2900

OFFICE PERSONNEL - full time, for Plymouth based distribution company. Experience required in operation of sales office. Computer knowledge helpful. Excellent benefits package. Organizational skills are a must. Contact Ann 313-453-4255

ORDER DESK
Southfield based distributor has immediate opening for well organized, detail oriented person with good phone skills. Must have ability to learn our product, enter orders into system, and process paperwork efficiently. Excellent computer and word processing experience required. Salary based on experience. All benefits available. Excellent working conditions. EOE. Send resume to: Personnel, P. O. Box 5034, Southfield, MI 48086 or fax to 810-352-2224

ORDER PROCESSING CLERK
Small manufacturing company. Customer invoicing, purchase orders, general office duties. Computer duties, Peachtree Windows a must. Send resume to: PO Box 0128, Farmington, MI 48332

PARALEGAL
for Farmington Hills law firm. Professional with prior office experience & a degree by June of 1997 preferred. Will train. Good organizational skills, attention to detail & eager to learn. WordPerfect skills desired. Work in a collegial setting with friendly people. Send resume to: JM, Box 7057, Farmington Hills, MI 48333.

PARALEGAL
For Senior Partner
Southfield Plaintiff Personal Injury Firm seeks Paralegal with 1-2 years experience. Automobile negligence background preferred. Excellent salary & benefit package. Send resume to: Box #2998 Observer & Eccentric Newspapers 36251 Schoolcraft Rd.
Livonia, MI 48150

PART TIME SECRETARY/ INSIDE SALES
Part-time for fast-paced sales organization. Varied, interesting, challenging work. Typing/computer experience. WordPerfect DOS knowledge if must. Mail resume to: Brooks Equipment Company, 1000 Telegraph Road, Bloomfield Hills, MI 48301. No Phone Calls please.

## 502 Help Wanted-Office Clerical

PAYROLL/HUMAN RESOURCES ASSISTANT
An Aerospace Manufacturing Company is in need of an individual to join our fast paced environment. The ideal candidate will have 3 years experience in payroll, preferably related reporting through W-2. The position will also be responsible for human resources functions to include, workers comp, benefits, COBRA, MESC, FMLA, Cobra, Insurance Adm. and other record keeping duties.
Please send resume with salary requirements or apply in person to:
MOELLER MFG.
30700 Bain Rd.
Wixom, MI 48393
Attn: HRP

PAYROLL PROCESS ACCOUNTS PAYABLE
Long term opportunity with international firm Detroit, Auburn Hills and Livonia locations. Must have international experience preferable. Call Sandra at
Birmingham Livonia/Farmington
645-7651 473-2933
Advantage Staffing

PAYROLL PROCESSOR/ DATA ENTRY
Payroll service company seeks full time payroll processor. Good computer, math skills and attention to detail. Ability to pay attention to detail very important. Send resume to:
P.O. Box 250125
West Bloomfield, MI 48324

PAYROLL SPECIALIST
Livonia based payroll services company seeks qualified individual for payroll processing. Responsible for entire payroll hours, generate payroll for multiple clients, PC payroll system with Cendant. Requires prior payroll experience. Cendant preferred. Ability to process large volume of payroll information weekly. Strong attention to detail. Outstanding customer service and communication skills. Self motivated, a team player, with the ability to adapt to frequent changes. Qualified applicants, please fax Resume to: Pat Pro Inc. 313-953-5068

PERSONAL ASSISTANT
to top producing real estate broker. Creative and well organized self starter with ability to handle multiple priorities. Salary commensurate. Call 810-348-3000, ext. 234 or fax resume and salary to 810-347-1169. Attention: Florence

PERSONAL LINES CSR
Citizens on line experienced desired, knowledge of Windows & Lotus helpful. Benefits based on experience.
(810) 293-9558

PROCESSING ASSISTANT
Bloomfield Hills insurance company has immediate opening for processing assistant in processing real estate transactions. Experience reading contracts and knowledge of title requirements a must. Solid customer service skills; typing 40wpm. Benefits. Fax resume to: Jeanette Kaplan, 313-647-4303. An Equal Opportunity Employer

PURCHASING ASSISTANT
experienced in computer entry, buying materials, and coordinating support with broad purchasing background. Excellent benefits. Send resume with wage requirements to Purchasing Manager or apply in person to:
US INDUSTRIAL TOOL
15101 Phoenix Dr.
Plymouth, MI 48170

REAL ESTATE office looking for Receptionist/Clerical. Real estate experience helpful. Please fax resume Walkowicz, ERA COUNTRY RIDGE REALTY 810-624-4300

IMMEDIATE OPENING for a Receptionist. This entry level position is ideal for an enthusiastic person with the ability to handle a multi-line phone system. Prior or national company experience preferred. Salary commensurate with ability. Call Ann at 48390. Attn: Personnel or fax to:
(810) 669-6401

Scott Shepherd Partners
is looking for someone professional & friendly to fill a part-time Receptionist position. Apply at Plymouth: 43608 W. Oaks Dr., Novi, MI

RECEPTIONIST
AASTROM BIOSCIENCES, INC. a growing biotechnology and medical device company in Ann Arbor, has an immediate opening for a Receptionist to greet our callers and guests in a courteous and professional manner. The position will handle the central phone system, distribute and conduct general secretarial duties including mail, fax, copying, filing, and correspondence. Knowledge of general office programs for Mac and IBM platforms is helpful, essential with at least two years' prior office or receptionist experience. Please send or fax your resume to:
AASTROM BIOSCIENCES, INC.-HR
P.O. Box 376
Ann Arbor, Michigan 48106-0376
FAX: 313 665-0487
AASTROM Biosciences, Inc.- is an Equal Opportunity Employer

RECEPTIONIST -
Auto Liquidators seeking motivated person with excellent communication skills to greet customers, type, file, and perform other duties. Send resume with salary requirements to:
Fax resume to: Barbara Kenig c/o POS, 810-354-7850

RECEPTIONIST - busy Downtown public relations firm in Bloomfield Hills has opening for a part time receptionist. Individual needs to be able to work 25hrs/wk, Mon. thru Fri. Duties include light typing, answering phones, assisting purchasing agent, and general office duties.
Call (810) 280-0630
or FAX: (810) 280-0520

RECEPTIONIST
Busy, Birmingham real estate office looking for a part-time position as Receptionist. Please call Jackie or Shawna at Ralph Roberts Real Estate.
810-647-7100

RECEPTIONIST/CLERICAL
FAST paced administrative office. Part time position. Must have pleasant very busy phone system in a professional and courteous manner. Working knowledge of WordPerfect and Lotus. Ability to manage multiple tasks. Must be detail oriented. Experience. Submit your application/resume to: Westfield Insurance Company, 36137 W. Warren, Westland, Phone: 313-722-6100, Ext. 151, FAX 313-728-9741

RECEPTIONIST/ CUSTOMER SERVICE
Immediate. Competitive salary & benefits for sporting goods manufacturer. Send resume: 1815 Axtell, Troy, 48084

RECEPTIONIST/CUSTOMER SERVICE
Experience - Detail - Immediate position in Southfield area.
Call (810) 557-9600

RECEPTIONIST / DATA ENTRY
Major medical supply distributor seeks friendly outgoing person. Full time, 8 to 5pm. Previous telephone experience helpful. Excellent benefits. Send resume to: Medoptics, 2440 Joel Atlin Jones Church, 31742 Enterprise Dr., Livonia, MI 48152.

RECEPTIONIST / DEBT MANAGER
Full time for busy Bloomfield Hills office in Farmington Hills & Birmingham. Call Ted. (810) 932-1122

RECEPTIONIST / EVENT COORDINATOR
Seeking individual with strong communications and organizational skills. Duties include telephone, scheduling and greeting clients. Will train on company's computer system.
810-344-8700 Fax 810-344-8701

RECEPTIONIST
For engineering service. Full-time. Typing. Call Kay. (810-647-7990

## 502 Help Wanted-Office Clerical

RECEPTIONIST - fast paced real estate company needs, mature receptionist. Must possess pleasant voice, some computer skills helpful. Must be a self-starter. Evening hours. Ask for Mitch or Ellen at
(810) 626-8700

RECEPTIONIST / FILE CLERK
Full time. Light typing & light filing for Southfield law firm. Please forward resume to: Office Manager, 30200 Civic Center Drive, Suite 203, Southfield, MI. 48076

RECEPTIONIST
For busy Livonia insurance agency. Good telephone skills & light computer work. Call 313-462-9650

RECEPTIONIST
for small Southfield law firm. Experience preferred. Dependable transportation required. (810 557-1808

RECEPTIONIST
for a Col automotive supplier. Full time, non smoker preferred.
Call 810-471-5071

Receptionist
for busy Bloomfield Hills firm. Must have experience with multi line phone system; prior law office experience helpful. Good salary & benefit package. Mail resume to: GGA, Attn: Janice, 28588 Northwestern Hwy., Ste 444, Southfield, MI 48034; or call: (810) 350-1066

RECEPTIONIST - Front Desk - Experience preferred. Afternoon shift, 12:30 to 8:30. Mon thru Fri. Franklin Rd in Southfield. Some benefits.
(810) 213-0210

RECEPTIONIST
Full time position requiring excellent telephone manner and a multi line system. Must be self motivated, dependable, organized & enjoy answering phones, filing, typing, & data entry. Computer skills are necessary & we offer a competitive salary & benefit package. Please send resume with salary requirements to: 25335 Interchange Ct., Farmington Hills, MI 48335 Attn: Medical or call:
810-477-4699

RECEPTIONIST: Full time with benefits. Mon.-Fri., 8-4, $6.00/hr. Enthusiastic, positive attitude for fast paced environment to handle agency's many inquiries from vendors and other duties. Apply in person at: St. Vincent Home, Sarah Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48334. (Corner of 12 Mile & Inkster Rd., entrance #1)
EOE

RECEPTIONIST
Full time, 4 day week. Salary plus benefits. Good phone skills & computer experience a must. Excellent opportunity a real plus! Advancement opportunities for a team player with a good attitude. Responsibilities include: Payroll, & salary requirements to: P.O. Box 51363, Livonia, MI 48151

RECEPTIONIST - Full-time, benefits, paid holidays. Must have excellent phone & typing skills. Fax resume to Eurotech Design. 810-588-5696

RECEPTIONIST
Full or part time. Southfield area. Good pay & benefits. 810-540-0900

RECEPTIONIST
FULL or part time for Birmingham personal injury law firm. Excellent working environment.
Call Kim at: (810) 644-4529

RECEPTIONIST
Full-time. Benefits. General office. Accounting helpful. Call Ann at: Manufacturers Dr., Westland (Cherry Hill & Newburgh). (313)729-5700

RECEPTIONIST
Insurance agency at 12 Mile & Farmington Hills seeks full-time receptionist including clerical duties. Non-smoking office. Hours: 8am-4