EMPLOYMENT

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

6 Openings

- Professional Client in Farmington Hills
- $9-11/hr.
- MS Word & Excel Experience
- Temp Jobs
- Long Term Position

Call Today!!

Western STAFF SERVICES.
810-615-0660

ADMINISTRATIVE ASSISTANT

Alesse Inc., one of the nation's leading third party administrators of Worker's Compensation and Liability Claims, is seeking Administrative Assistants (Salary 15-19K) for its Claims, Medical Review and Auditing departments in Livonia.

Responsibilities include assisting manager in a variety of tasks, typing, correspondence/reports, and maintaining files. Requirements include six months to one year general office experience, Word and Excel experience, and strong organizational and communication skills. Claims handling experience or dictation skills a plus.

Interested parties should send cover letter, resume, and salary requirements to:

ALEXSIS, Inc.
Attn: HR-MF-AA
17197 N. Laurel Park Dr. #434
Livonia, MI 48152
Fax: (313) 953-4500

NO PHONE CALLS PLEASE

An Equal Opportunity Employer

ADMINISTRATIVE OFFICE ASSISTANT

Part-time 20 hrs/week. Great entry-level opportunity! Ideal candidate will possess 1 year office experience with standard office procedures. Excellent computer skills: Indexed Salary commensurate with ability and hours $20,000+ range. Please forward resume to:

Box #1350
Observer & Eccentric Newspapers
33251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE RECEPTIONIST

International trade company has opening for individual that possesses a great phone personality and communicate with clients worldwide. General office and some wordprocessing duties. MicroSoft office a plus. Will train.

Unlimited Recruiters
810-344-6700 Fax 810-344-6706

Administrative Secretary

Unique opportunity! Corporate headquarters seeks an experienced professional with Microsoft Office expertise. Professional appearance and attitude. Salary to 33K. Call/fax resume Gloria Bobrowski 810-932-1150 Fax 810-932-1214. Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

ADMINISTRATIVE SALES & MARKETING SUPPORT

Seeking a detail oriented, highly motivated, reliable support person with excellent office, grammatical, and written and oral communication skills. Interested in joining our advancing team. Market leading or customer service background a plus.

Innovision Technologies, Inc.
39555 Orchard Hill Place
Suite 100
Novi, MI 48375
FAX (810) 449-7694

ADVERTISING SALES: Full time position with established magazine. Must have excellent oral and written communication skills. College degree preferred. Salary and good benefits package.
Send resume to: A. F. P. Box 44K, Brighton, MI 48116

A Farmington Hills Marketing Company is in need of Customer Service Reps. Qualified candidates must have:

- 2 yrs. minimum recent customer service experience in a professional environment with a stable work history and verifiable employer references.
- Excellent diction, communication and grammar skills, both verbal and written.
- Experience with data base systems and accurate data input skills.
- Hours are from 3:00 pm-8:00 pm, Monday-Friday. Pay $8.00/hr.

"40 weeks assignment"

OFFICETEAM®
Specialized Administrative Staffing™

(810) 358-0222
fax: (810) 358-0941
28588 Northwestern Hwy
Suite # 250
Southfield, MI 48034
EOE

AGGRESSIVE NEW Title Company looking for experienced Processor/Closer. Call Sandy for confidential interview. 810-333-8075

AGGRESSIVE NEW Title Company looking for experienced Processor/Closer. Call Bobbie for confidential interview. 810-333-8075

AIRCRAFT RECORDS CLERK

for Trans Continental Airlines, Inc. Full time with Microsoft Word experience. Apply in person at 803 Willow Run Airport, Ypsilanti, MI 48198. Or call (313) 484-2435

AMERICAN YAZAKI Corporation-Research and Development facility, a leading automotive supplier, has full-time openings in our growing Research & Development company.

Office Support Assistant

Applicants must have a high school degree with 1-3 years clerical experience. Computer knowledge of WordPerfect 6.0 and Excel 5.0 is required. Basic job duties would include greeting visitors, answering switchboard, preparing reports and other miscellaneous clerical jobs as required.

If you are qualified, please submit your resume and cover letter listing your salary requirement. Applicants who do not submit these items will not be considered.

AMERICAN YAZAKI CORPORATION
R & D Division
ATTN: HRD-O&E
6600 Haggerty Road
Canton, MI 48187
M/F/D/V EOE

ANIMAL HOSPITAL

Seeks Receptionist. Must be dependable, have good communication skills and be able to juggle priorities. Team player-flexible, pleasant & tactful. Veterinary experience desirable but less important than people skills. Part time. Includes Saturday. Apply within: 25885 W. 8 Mile, Redford. 313-438-0809. Also accepting applications at Southfield Veterinary Hospital, 24130 W. 10 Mile.
810-356-0622

ART VAN FURNITURE

Due to expansion, we have several office positions available. Partial full-time flexible hours. Excellent benefits package available. Please apply within: 27775 Novi Rd., Novi

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ASSISTANT TO CONTROLLER

Farmington Hills real estate development firm seeking experienced, professional individual. Duties include invoicing, AR, A/P, cash deposits, month end reporting, light clerical. Should be experienced with Excel & Word for Windows. Please forward resume with salary requirements to: Controller, 31555 14 Mile Road, Suite 310, Farmington Hills, MI 48334

A TAX PREPARER / REVIEWER

For local CPA firm. Permanent tax season position. Minimum 5 yrs experience. Knowledge of Creative Solutions a plus. Fax resume with salary requirements to: 810-540-0755

A UNIQUE POSITION

with busy Limousine Service to answer phones, dispatch, market, accounting duties and/or secretarial duties. Send resume to: 4772 Ter's Ct. W. Bloomfield MI 48323

AUTO BILLER

Growing Detroit Dodge dealership needs experienced full time Biller. Excellent wages & benefits. Good opportunity for career advancement. Call Kathy at (313) 846-2511

AUTO DEALERSHIP needs hard working, organized, reliable office employee. Inventory, billing & lease dept. experience preferred. Mon-Fri (no Saturdays). Right pay for right person. Full benefits package. Immediate opening - Howe Park Lincoln Mercury Inc. Call Mary at:
313-453-2973 ext. 222

BANKRUPTCY/ FORECLOSURE SPECIALIST

Mortgage company seeking full or part time person with mortgage banking default management experience. Must be experienced in foreclosures, bankruptcies and all aspects of default management. Excellent benefits, flexible hours. Call Alice Franks.
(313) 953-4000

RECEPTIONIST

for Bloomfield Hills day spa & salon. Applicant must have phone & appointment making experience, some computer knowledge. Good salary & benefits package.
Call 810-332-3434

BILLER

Need highly motivated Biller for growing health care corporation. Person must possess experience in physician billing. Opportunities for advancement, competitive salary and benefits. Preferably FAX resume to 810-848-9109 or send resume to:

PHYCOR MANAGEMENT CORP.
34405 W. 12 Mile, Ste. 237
Farmington Hills, MI 48331
Attn: Nancy Fries

BILLING/DATA ENTRY

needed part-time (evenings available) for busy small Southfield law firm. Time slips, WP 6.1 Windows & 60 Bowpm required. Excellent hourly rate. Fax resume to: 810-354-0658 or leave message at: 810-351-0200

BIRMINGHAM REAL ESTATE COMPANY

Seeks secretary with light bookkeeping. Computer proficient. Part time, could expand to full time.

Call Suzanne
810-645-2500.

BOOKKEEPER - Accounts Payable/ Receivable & Payroll. Experienced. Solomon/Lotus helpful. Days. Excellent benefits. Cadre Tool & Die Garden City. (313) 427-4652

BOOKKEEPER - Full time. Experience necessary. 20411 W. 12 Mile #201, Southfield. Call Kashvi Accounting. 810-352-8520

BOOKKEEPER

Immediate opening. Full time. Benefits. Apply in person, Sterling Furniture, 15870 Middlebelt, Livonia. MI 48154. (313) 261-9690

BOOKKEEPER/ JR. ACCOUNTANT

for law firm & small business. Top pay for a skilled educated or experienced person to do Payables, Receivables, Cash Expenses, Posting, etc. thru Trial Balance. 20-25 Hrs per week, 9am-2pm daily. Send resume to: P. O. Box 360, Northville, MI 48167

BOOKKEEPER - Machine tool distributor. Farmington Hills. Must have experience & good computer skills. Immediate opening. (810) 442-9200 FAX: (810) 442-9607

CLERK Typists

Standard Federal Bank, one of the nation's largest savings institutions, has immediate openings for Clerk Typists at its main office headquarters in Troy.

The ideal candidate will possess typing skills of 40-50 wpm combined with well developed verbal and written communication skills. Familiarity with basic office machines and a minimum of six months office experience required. These positions offer a competitive salary and attractive flexible benefits package.

Please complete application at:

Standard Federal Bank Savings/Financial Services
Human Resources Dept.
2600 W. Big Beaver Rd.
Troy, MI 48084.

Equal Opportunity Employer M/F/D/V

Standard Federal

BOOKKEEPER

Farmington Hills Real Estate Development company seeks experienced Firm has immediate opening for an experienced Bookkeeper to handle all phases of multi-property portfolio including accounts receivable and payable, payroll and financial statements. We operate with Windows 95 and use WordPerfect, Lotus 1-2-3, Microsoft Office, LIBRA, and Great Plains Dynamic. An outstanding working environment with full benefit package awaits the successful candidate. For immediate consideration please fax your resume with salary history to Certified Realty, Inc. at: (810) 476-2345 or mail to: 38345 West Ten Mile Road Suite 300 Farmington Hills, MI 48335

BOOKKEEPER

Oakland county property management company seeking an experienced bookkeeper to handle commercial building & shopping center property management bookkeeping. Knowledge of LIBRA, WordPerfect & Lotus helpful. Send resume with salary requirements to: Tama & Budd, P.C., 32783 Middlebelt Rd., Farmington Hills, Mich 48334. Attention: Jeff

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BOOKKEEPER

We are one of Michigan's largest independent CPA firms seeking Full Charge Bookkeepers for our Southfield office. Candidates for these positions must have strong bookkeeping experience up through the trial/actual statements, along with good computer and communication skills. Minimum three years related experience in this position. Qualified candidates please send resume or call for more information:

FOLLMER, RUDZEWICZ & CO
Attn: HR
PO Box 5004
Southfield, MI 48086-5004

BOOKKEEPER - with experience in accounts receivable & payables, billing & payroll insurance & pension plan. Send resume to: P.O. Box 531117, Livonia, MI 48153

BUILDER'S SECRETARY

Accounting skills needed. Part/full time. Call early and late. (810) 524-8290

BUSY OFFICE needs dependable person, full time, days. Phone work, dispatch, typing. Computer skills a plus. Must have good command of the English language and good organizational skills. Send resume to:
1673 Star-Batt Dr.
Rochester Hills, MI 48309

CAREER OPPORTUNITY

Electronics company in Farmington Hills has numerous full time job openings. Entry level positions and up - willing to train! Any electrical assembly, PC board wiring, testing experience helpful. Blueprint reading is a plus. CALL TODAY!!

LIVONIA, 313-266-8000
DETROIT/NE ELD, 810-557-3900
TAYLOR, 313-284-0777
AUBURN HILLS, 810-373-7500

SNELLING.
PERSONNEL SERVICES

CAREER OPPORTUNITIES

Excellent opportunities are available in the Livonia area. We are looking for people with good attitudes and a desire to learn. Immediate, full-time openings available in:

- Administrative
- Data Entry
- General Office
- Reception
- Secretarial
- Human Resources

Please call for more information!!

PERFORMANCE PERSONNEL
"Performance Driven"

313-513-5823

CHIROPRACTIC ASSISTANT

Part time/afternoon, 20 hrs/week, M-W-F 1:45-7:00 pm. Saturday 11-4:30pm. Looking for an individual seeking long-term employment. Willing to train. Clerical skills necessary. 27327 Joy Rd., to block W. of Inkster Rd., Westland (313) 522-5301

CLERICAL ASSISTANT

Plymouth. Variety of duties. Must have excellent communication skills.
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

CLERICAL ASSISTANT/ RECEPTIONIST

Production Company in Southfield is looking for an outgoing person with two or more years related experience who enjoys variety in their work day. Responsibilities include phone skills, enjoys people and thrives on computers. Starter on entry-level salary, benefits package and a chance to grow. If you are interested and qualified, please send a resume and salary requirements to: JPI, Personnel Department, 21259 Melrose Avenue, Southfield, MI 48075 E.O.E.

CLERICAL

Established manufacturing company has an opening for a clerical position. Responsibilities include simple drawings, order entry, scheduling & expediting shipment, inventory control, etc. Minimum 1 yr high school diploma required. Must be computer literate.
(313) 326-1601

CLERICAL

Fast paced office. Bookkeeping/computer skills. Heavy phone volume. Days & evenings. Fax resume to: (810) 541-2523 or mail to:
Wildeck Appliances
PO Box 20181, Detroit, MI 48220

CLERICAL & FILE CLERK

Southfield insurance company seeking a full time person with knowledge of P/C insurance. CSR office experience & has ability to enter data into an IBM computer. Full benefits. Also seeking part time File Clerk, 3 days a week. Contact Mr. Manning.
(810) 352-7500

CLERICAL

Mail order company looking for ambitious people with good phone skills. Casual environment with flexible hours. AM/PM. Ideal for students or homemakers. Must like people & be willing to work in West Bloomfield or Commerce area.
Call Jaymie.
(810) 855-0362

CLERICAL OPENING

For construction firm. Part time, Mon-Fri., 8am-3pm. Various duties; computer/communication skills.
810-473-1100

CLERICAL/MESSENGER

Immediate opening for dependable person 18 or older to work part time weekdays as a general office clerk & messenger. Ideal for college student. Work a minimum of 20 hrs. per wk. Mon-Fri. Must have valid D.L. & proof of insurance & good driving record. $6 per hr. + 36¢ per mile. Mile/traffic free area. Call Nancy at:
(810) 352-3300

CLERICAL OFFICE

Looking for dependable & highly motivated person to work part time. General office duties in our Southfield office. Send resume & salary requirement to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL

Part-time, approximately 20 hours per week, Mon., Thurs. & Sat. General office duties at our Southfield Town Center location.
Call Jeanne
(810) 208-1400

CLERICAL, PART-TIME

for Troy law office. Flexible hours. Available immediately.
810-643-4700

CLERICAL POSITION

Available

Duties include: filing, photocopying, data entry, other duties as assigned. Human Resources (ADM 50), PO Box 5016, Rochester Hills, MI 48308

CLERICAL

Real Estate/Property Management Co., located in Southfield Town Center, has immediate opening for reliable individual with strong PC professional phone personality to 1st impression. Must be detail oriented. Accurate typing & filing required.
(810) 208-1555

CLERICAL/RECEPTIONIST

FARMINGTON Hills engineering office is in need of a full time Secretary. Experience with word processing and spreadsheet a plus. Benefits available. Interested applicants should fax resume: Pumps & Systems, 810-848-8444

SATURN

RECEPTIONIST/ CASHIER

Saturn facility seeking a dedicated, outgoing individual who's comfortable in a fast paced environment. Full time Receptionist/Cashier position. We offer excellent working conditions, health and dental insurance, paid holidays and vacations, 401K program. Apply in person at:

SATURN OF FARMINGTON HILLS
24730 Haggerty Road
Farmington Hills, MI 48335
(Haggerty Road, just north of Grand River)

CLERICAL/RECEPTIONIST

LIGHT bookkeeping. Telegraph/12 Hills area, public accounting office. Call
(810) 258-9220

CLERICAL/SECRETARIAL

Light bookkeeping. Word Perfect, Windows. Full time. $8-$25/hr.
(810) 795-4400

CLERK - Attorneys in Farmington Hills will train for their computerized office. Typing & spelling skills essential. Experience not required. Salary range $9 per hour with regular increases.
(810) 855-5552

COLLECTOR Of legal bad debt for law firm in Troy. Calls, skip tracing, etc. $8.50/hr. to start negotiable plus bonus. Call Mr. Hill
(810) 645-6170

COORDINATOR

Dynamic Health Agency seeks individual who possesses an love for customer service oriented personality, also strives for excellence. Responsibilities include: data entry, information & material tracking & customer satisfaction follow-up. Must be skilled at MS Word, Excel & Access. Competitive salary and benefits package. Salary & earnings to:

Human Resource Dept.
PO Box 1124
Royal Oak, MI 48068

COORDINATOR for personnel firm doing temp and temp placement. Learn the business from the ground up with opportunity for promotion. Salary commensurate with ability.
(810) 737-5600
FAX: (810) 737-5686

CUSTOMER SERVICE/ DATA ENTRY

Experience preferred. Resumes to: DMC, 32200 Orchard Lake Rd. Suite #104, Farmington Hills, MI 48334
(810) 539-3100

Customer Service Rep
Immediate Opening
Full time, Home office in W. Bloomfield. Typing & computer knowledge. Non Smoking building.

CUSTOMER SERVICE REPRESENTATIVE

Positions available in CSR Department. Call Julie, Mon-Fri, Northwest base salary, health care benefits, and retirement plan. Experience a plus. Will train motivated, career oriented individuals. Call Mon-Fri 8:30am-5pm.
(810) 544-9730

CUSTOMER SERVICE / RECEPTIONIST

Immediate position available, entry level customer service/receptionist. Pleasant working environment. Non-smoking. Must be proficient in Word and Excel a must. Must have excellent communication skills. Experience in data entry, sales, or customer inquiries. Business forms or printing experience a plus. Profit sharing and excellent benefits package. Send resume to:

17197 N. Laurel Park Dr., Suite 301, Livonia, MI 48152
Or Fax to: (313)953-3265

CUSTOMER SERVICE/ ADMINISTRATIVE ASSISTANT

Growing manufacturing company is looking for a dependable, detail oriented administrative duties. These will include: customer service, typing, filing and computer use (Windows). Ideal candidate will have experience in office setting and the ability to perform multiple tasks is necessary. Some manufacturing experience helpful. Forward resume with salary expectations to:

Customer Service
P.O. Box 5545
Plymouth, MI 48170
EOE

CUSTOMER SERVICE CAREERS

PROBLEM SOLVERS

Candidates for these positions are offered:

- on going training to improve their skills
- on going computer training
- career advancement opportunity
- positive atmosphere
- choice of benefits
- paid holidays & vacations
- long or short term assignments
- part time & evening assignments
- no sales responsibilities

Call Carol today
Birmingham
646-7601
Advantage Staffing

CUSTOMER SERVICE REP

needed full time for flexible schedule. Excellent benefits program. Apply in person at 30785 Grand River, Farmington Hills. (810) 478-7030

CUSTOMER SERVICE

person needed for fire protection position. Knowledge helpful. Erna Supply Co. Good benefits. Apply at Erna Supply Co., 29949 Beck Rd., Wixom.

CUSTOMER SERVICE

Well organized person with excellent phone and data entry skills. Duties include customer order entry and follow up. Excellent benefits package, positive wage and benefit package.

MOELLER MFG. CO.
43038 Plymouth Oaks Blvd.
Plymouth, MI 48170
(313) 416-0000
Fax (313) 416-2200

FULL TIME POSITION - for data entry clerk with strong bookkeeping background. Knowledge of Lotus helpful. Perfect needed for Southfield law office specializing in retail collections. Mail resume to: Attn: Office Manager, Suite 2300, Southfield, MI 48075. Or fax to 810-353-1447.

DATA ENTRY/CLERICAL

Full time. Assist with phones. Benefits. 3 years experience. Send resume to: S O S 2250 W. Maple Rd. Troy, Mich. Fax: 810-475-2564

DATA ENTRY

Growing companies in Plymouth & Livonia. Fast growth of data entry operators.

$8-$9 per hr.
ARBOR TEMPS 459-1166

DISPATCHER BOOKKEEPER
Beverly Office
Full or part-time.
(810) 624-8070

EARN EXTRA DOLLARS!!

Extra income for Christmas. Now looking for individuals to assist in a six month project from approximately Mid-December to the end of June. Qualified candidates must have computer and data entry skills. Our office environment will provide training, flexible working hours and a great team atmosphere. This is an excellent opportunity to earn additional income! Send resume to, or apply in person at:

691 North Squirrel Road
Suite 200
Auburn Hills, MI 48326
Fax: 810-377-8018

EARN HOLIDAY CASH

Kelly Services has 100 positions for customer service, light industrial, Days and evening shifts, flexible hours and days beginning Dec. 1.
Call today for your interview.

(810) 362-1180

KELLY SERVICES

ENTRY LEVEL SALES

Growing manufacturer - Building Products industry has need for additional Sales Representatives selling on lumber yards, glass dealers, home improvement contractors & builders. Some overnight travel involved. Salary, company car, cell phone, laptop & benefits. Prefer degree in Liberal Arts or Marketing. Other degreed candidates for these positions some sales experience considered. Send resume to: Entry Level Sales, 20775 Chesley Dr., Farmington, MI 48336 or Fax: 810-476-1475

EXECUTIVE ASSISTANT

Position for fast growing full service commercial real estate company. Assist top executives in a fast paced, intense environment. Excellent benefits & top performance compensation. Experience. Complete knowledge of Microsoft Word, Excel, Powerpoint & graphic packages, etc. Superior dictation & wordprocessing skills required. Real estate background preferred but not required. Send resume to:

Signature Associates
One Towne Square, Suite 1200,
Southfield, MI 48076
No phone calls please!

EXECUTIVE RECEPTIONIST

Southfield law firm seeking a high energy, professional receptionist. Ideal candidate will have experience with a high volume switchboard/voice mail. Basic general office duties including Word Processing is preferred. Must have great communications & organizational skills. Growth potential for the right candidate. Competitive salary and benefits package. Please send resume and salary requirements to: Box #1349
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

LEGAL SECRETARY

For 2 attorneys in law office. Non smoking, minimum 3 years law office experience in Real Estate, Corporate transactions and Estate Documents preferred. Excellent salary & perks and benefits. Fax Catherine 810-851-2651

EXECUTIVE SECRETARY

Required for Southfield firm. MS Word & dictation skills essential. If you possess a business demeanor, the ability to prioritize various duties & to work independently, please respond in writing to: Human Resources Dept., Box #1130, Bloomfield Hills, MI 48304

FAST PACED OFFICE

Phones, Receptionist, Microsoft Windows, Typing 50 wpm. Ann Arbor.
313-996-1882

FILE CLERK - for printing industry manufacturer. Full time, Monday-Friday position, excellent benefit package. Canton location. Call Stylecraft Printing (313) 455-5500

FILE CLERK

Full-time for personal injury law firm. Birmingham area. 810-258-6263

FILE CLERKS

RomuLus. File, copy, staple. 8am-4:30pm. No experience needed!
Call Kelly

EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

FILING CLERK

Part time for Detroit area physicians office. No experience necessary. 10-12 hours per week. Flexible hours. Send resume to CHC, PO Box 1825, Garden City, MI 48136-1825

FINANCIAL SECRETARY/ CLERICAL

Sharp individual for 20-30 hours per week. Capability of full-time typing (Wordperfect), copying, filing, light bookkeeping and/or resume experience. Send resume to: PMGM, 6137 W. Grand River, Suite 10, Brighton, MI 48116 or Fax to: 810-229-8927

FREE TRAINING!!!

ADMINISTRATIVE/ WORD PROCESSING POSITIONS

Multiple positions available for temp or perm positions. Full and part time positions available hours. Let our professional staffing service help you find the perfect job. We work for you!! Taking appointments now for day and now with extended hours for your convenience.

CALL TODAY
Auburn Hills, 810-373-7500
Southfield, 810-352-7300
Taylor, 313-284-0777
Livonia, 313-266-8000

SNELLING.
PERSONNEL SERVICES

GENERAL CLERK needed for busy Southfield law company. Computer knowledge, basic accounting helpful. Salary is negotiable depending on experience. Mon-Fri. 8:30-5:30. Call
810-375-4081

GENERAL OFFICE ASSISTANT

Required for large Farmington Hills law firm. Duties include typing, filing, telephone, and data entry. Good salary and benefits package. Fax resume to: Attn: Personnel Dept. 810-557-4532

FRONT OFFICE
personnel

Temp-to-hire position in Auburn Hills, responsibilities are answering busy phone, utilize MS Word for letters & reports, data entry in Excel & phone & team player. Pay range $15-18K. Ask about our late night on 11-6:00.

SNELLING PERSONNEL SERVICE
810-373-7500

General Office

Billy Bob's

expanding, fun, young individuals for general office/clerical, full or part time. Apply at Billy Bob's. Call Cindy or Bob. (810) 542-4263

GENERAL OFFICE CLERK

Experienced in accounts payable and/or payroll. Full time position with benefits in non-smoking environment. Please fax resume & salary requirements to:

Office Manager, 23156 Haynes, Farmington Hills, MI 48336-3337

GENERAL OFFICE

Dependable, responsible person needed to do billing, typing and general office. Please apply in person 1647 Inkster Rd., Garden City

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GENERAL OFFICE

Excellent for reliable person for variety of daily tasks. Must be neat and accurate. Computer ability helpful. Will train further. State full qualifications. Personnel Dept. 2921 Industrial Row, Troy, MI 48084

GENERAL OFFICE

Full time. Telephone experience required. Lotus preferred. Westland area. Fax resume to: Attn: Office Mgr. PO Box 85530, Westland, MI 48185 or FAX: 313 729-1620

GENERAL OFFICE

Full time Troy law firm. Duties include: answering telephone, filing, typing. Must have strong capacity that will best accommodate the needs of our firm. Good organizational skills and computer knowledge required. Send resume to:

Hinng Partner
2301 W. Big Beaver Rd
Suite 222
Troy, MI 48084

GENERAL OFFICE in Novi, full time clerical position. Duties include typing, filing, and customer service. Basic computer skills required. Contact Tracy at (810) 473-0608

GENERAL OFFICE

Knowledge of Accounts Payable & Accounts Receivable. Experienced with computerized software. Some clerical duties involved. $18,000/Yr. Benefits package. Call Claudia Foust (810) 689-0003

GENERAL OFFICE

Part-time. Some computer required. Training provided.
Call. 313-266-6055

GENERAL OFFICE

Part-time, Monday through Friday, in Farmington Hills manufacturing company. Bookkeeping experience helpful. Quiet office. Southfield Hills area. Send resume with salary requirements

Box #1351
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE

Wide variety of responsibilities in Novi. Weekends only. Call after 10:30 am
810-348-0632

GROUND FLOOR OPPORTUNITY!

WESTERN MICHIGAN'S #1 LENDER COMING TO LIVONIA

We are Seeking

★ LOAN ORIGINATORS
★ LOAN PROCESSORS
★ PROCESSING ASSISTANT

Experience a plus, but will train right person. Excellent compensation plan and support. Benefits package include health, life & dental insurance and 401(k). Competitive menu "A" paper programs, FHA, VA, & BCD paper. Call/send resume to. Bob Raher:

VANDYK MORTGAGE
CD Building, Suite 1
29200 VASSAR, SUITE 340
LIVONIA, MI 48152
810-473-8152

GROWING LOCAL CPA firm looking for a dependable person to work in its clerical office. Duties include typing, filing, answering phones, and data entry. Good salary & benefits.

Nemes, Allen & Co
30200 Telegraph, Suite 165
Bingham Farms, MI 48025

HUMAN RESOURCE ADMINISTRATOR

Farmington Hills industrial automation manufacturer seeks a high-energy individual to administrate every facet of its HR department including employee orientation, benefits administration, payroll, recruiting and employee relations. Responsible for roll, and maintenance of favorable and effective employee relations, human resource experience, knowledge of benefits administration, salary and benefits. Resumes: HR Asst., P.O. Box 424, Farmington, MI 48332-0424.
An Equal Opportunity Employer

HUMAN RESOURCES ADMINISTRATOR

Rapidly growing Oak Park company has immediate opening for a benefits, multi-state payroll, recruiting and employee relations specialist. Salary to $35,000/yr.
Call Karen 646-7663
Advantage Staffing

INSURANCE

Large agency seeks experienced individual to work CSR. Must know Microsoft Word & Excel. Licensed agent a plus. P.O. Box 5104, Southfield MI 48086-5104

INSURANCE - Personal Lines Customer Service Representative. Experience needed. Full time. Call Dave
810-459-9797

INSURANCE - Personal Lines Account Manager needed for Livonia agency with 3 yrs minimum experience. Salary open. Resumes to: 31107, Livonia, 48151 or fax resume to:
313-525-0957.

INVENTORY/SHIPPING

CLERICAL position for motivated, accurate and detail-oriented person. Knowledge of inventory, computer and shipping documentation preferred. Reliable car. 31251 Industrial Rd., Livonia, MI 48150

LAW, PARALEGAL'S & LEGAL SECRETARIES

Downtown, small firm needs 2 good ones. Great environment. Fax resume to: (810) 645-2734 or call (810) 645-0750

LEGAL SECRETARY

College graduate 3.5 or better, work for Farmington Hills law office. Good organizational and people skills. Non-smoker. Ask for Linda at:
(810) 737-8400

LEGAL SECRETARY

For personal injury law firm in Southfield. Minimum of 3 years experience.
Call. (810) 552-1000

LEGAL SECRETARY

Farmington Hills law firm is in need of your probate expertise. Out very busy probate department needs your legal organization skills & attention to detail. Work in attractive offices with pleasant people. Excellent salary & benefits. Send resume to Box 9057, Farmington Hills, MI 48333

LEGAL

INTEGRITY and 30 years of service is why the best law firms in the area trust us - you should too. For support staff job placement, perm and temp.

HILLSTROM & ROSS AGENCY, INC.
810-626-8188
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
753 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881

LEGAL SECRETARY/ASSISTANT

Minimum of 1 year experience. Exceptional typing skills. Word Perfect 6.0. Competitive pay. Farmington Hills. Call Cindy at (810) 851-9138

LEGAL SECRETARY

Busy Southfield law firm seeks a team player with legal experience and WordPerfect 5.1 working experience. Send resume and salary requirements to: Human Resources, 3000 Town Center, Suite 2700, Southfield, MI 48075

LEGAL SECRETARY

Experienced, part time Grandparent, Northwestern Highway law firm. WordPerfect 5.1; salary negotiable. Fax resume (810) 353-1831 or call (810) 353-1700

LEGAL SECRETARY

Experienced with good typing skills for pleasant Southfield law office. Amicable non-smoker. Salary based on experience. Excellent benefits package. Send resume to Richard B. Kepes, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY

For Southfield firm. Must have experience with insurance defense. Must be fast 5.1, typing 80wpm. Immediate opening. Call Sylvia: 810-352-5580

LEGAL SECRETARY

for Town Center Office. Corporate experience required. Full benefits including health and dental plans. Excellent working conditions and excellent salary. Please send resume to: Administrator, C/O 4000 Town Center, Suite 1500, Southfield, MI 48075. This is an immediate opening. No phone calls please.

LEGAL SECRETARY. For Birmingham law firm. Minimum 3 years experience. Word Perfect 6.0. Send resume to Office Manager, P.O. Box 1992, Birmingham, MI 48012-1992

LEGAL SECRETARY

Full time for small law office in Southfield. Negligence & Workers Comp experience required. Salary commensurate with experience. Fax resume to: (810) 355-2410
call (810) 355-2410

LEGAL SECRETARY

Full time for small law office in Southfield. Negligence & Workers Comp experience required. Salary commensurate with experience. Fax resume to: (810) 355-2410
call (810) 355-2410

LEGAL SECRETARY

For Livonia firm. Prior litigation experience required. Word Processing and strong organizational skills needed. Call Mary at (313) 261-2490

Legal Secretary

Full-Time position for self-starter with minimum 2 years litigation experience Word Perfect, shorthand, excellent typing & organizational skills required for fast-paced, non-smoking Farmington Hills law firm offering competitive and excellent working conditions. Call & ask for Lone Elam
(810) 855-6500

LEGAL SECRETARY

for personal injury law firm in Southfield. Approx. 1-2 years experience. Call Belinda. (810) 358-0111

LEGAL SECRETARY

For well located Southfield law firm. Insurance defense experience desired. Salary/benefits competitive. Fax resume with experience and ability. Fax resume with salary requirements to
(810) 352-6621

LEGAL SECRETARY

Full time Legal Secretary desired. Minimum 5 years experience. Competitive compensation, includes full benefit package. Please submit resume to Box #1332
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Needed for Troy Litigation Defense firm. Non-smoking, pleasant atmosphere, good benefits, salary commensurate with ability and experience. Contact Office Manager,
(810) 816-1330

LEGAL SECRETARY

No experience necessary. Will train. Good spelling & writing skills necessary. Call
(810) 352-7300

LEGAL SECRETARY
★PARTNER POSITION★

Southfield P1 firm seeks professional, people oriented secretary for busy partner. Applicant must be proficient in Word & Excel, have excellent communication and organizational skills. Must have medical malpractice/litigation experience. Pleasant surroundings. Excellent starting salary and benefits.
Call (810) 948-0000
or FAX resume to: (810) 948-9494

LEGAL SECRETARY

The law office of Clark Hill P.L.C. is accepting resumes for legal secretaries in its Birmingham office. 2 years legal secretarial experience required. Attractive benefit package includes, pension, 401K, medical, life. Please send resume with salary requirements to: Attn Personnel, Clark Hill P.L.C. 255 S. Woodward, 2nd Floor, Birmingham, MI 48009

LEGAL SECRETARY

Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:

- Competitive Salary
- Medical Insurance
- Life & Disability Insurance
- 401(k)
- Paid Vacation & Personal Days

Send resume with salary history to:
Legal Administrator
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY - 2-3 yrs. experience. Part-time 10-15 hrs/wk. Waterford area. Windows. Salary negotiable. Call 810-738-1313

LEGAL SECRETARY

4-5 days. Litigation experience preferred WordPerfect 6. Please send or Fax resume to: Office Manager, 30100 Northwestern Hwy., Ste 500, Farmington Hills, MI 48334 FAX: 810-851-9421

LEGAL

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LIVONIA

SECRETARY

Livonia Sales Office. Full time. Clerical & computer experience. Strong communication skills. Self motivated, take charge person. Send resume to: P.O. Box 5104, Southfield MI 48086-5104.

MAILROOM/MESSENGER needed for busy Southfield real estate office. 40 hours per week with some flexibility. Duties include: sorting incoming boxes up to 40 lbs and miscellaneous office duties. Good driving record required and knowledge of metro area required. Salary based on plan, medical and dental benefits, and 401(k) plan. Hourly plus mileage. Please send resume to:

M. Broswell
P.O. Box 267
Southfield, MI 48037

MARKETING ADMINISTRATOR

Self-motivated individual needed for the position of Marketing Administrator for a sales office. Experience in automotive preferred. Proficiency in WordPerfect & Excel required. Please send resume with salary requirements to: Box 1350, 21650 Melrose, Suite 11, Southfield, MI 48075, Attn: Paula

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MARKETING SECRETARY

Southfield commercial real estate firm seeks marketing assistant for their brokerage department. Candidate must have strong knowledge of software programs and scanning devices. Strong phone skills. Great answering skills are also required. Duties will include: preparing marketing brochures, maintaining database, preparing proposals and letters, representative packages, support and coordinate marketing programs. Excellent benefits package to include medical, dental and 401(k). Please send resume with salary requirements to:

M. Fisher
P. O. Box 267
Southfield, MI 48034

MEDICAL RECEPTIONIST

Part-Time/12 hrs per week

Physical Therapy Company is looking for a dependable individual for our Southfield office.

- High School Grad or equivalent
- Clerical skills preferred

Please send resume with salary requirements to: Human Resources, 26555 Evergreen Ave. Penac, MI 48342 or Fax (810) 333-0276 or call (810)