

**02 Help Wanted-
Office Clerical**

**HUMAN RESOURCES
ASSISTANT**

use Inc., a leading third party
istrator of Workers' Com-
ensation and Liability claims,
as a highly motivated Human
Resources Assistant in a fast
ed Human Resources
artment.

entry-level position is respon-
sible for processing salary
ons, conducting new hire ori-
entations, testing job applicants,

offer an excellent salary and benefits package, which includes medical, dental, vision, life insurance, and a 401K plan. Interested parties should fax or e-mail resume, and salary requirements to:

ALEXIS, INC.
ATTN: KM-HRA
87 N. Laurel Park Dr. #434
Livonia, MI 48152
FAX: (313) 953-4500

No Phone Calls Please
Equal Opportunity Employer

INSURANCE AGENCY
Open to Processing Receptionist

INSURANCE
 FI-LINES Rochester agency
 es data entry person with com
 interface and Apped Systems
 es preferred Liberal salary
 es health insurance & retri
 plan. Cal (610) 652-6060

INVENTORY / MEDICAL
 CLERICAL
 years accounting & inventory
 ol. We are looking for a sell
 er with excellent telephone s
 ar with orders & inventory co
 Responsible but will vary
 rs, stocking, obtaining quotes,
 & typing orders and pers
 ing. You'll love this, Pat

JEWELRY OFFICE POSITION

Experienced preferred. Operational skills a must. Ability to handle multiple tasks & computer skills necessary. We offer excellent benefits including profit sharing, vacation 401k & more. Please send or fax resume to

MURRAY'S
ON PLYMOUTH RD
27207 Plymouth Rd
Bloomfield, MI 48302

JOBS OF THE WEEK

ADJ. SECRETARY to \$34,500-
education, real estate, corporate or
planning experience. Challeng-
ing and diversified duties. Sub-
stantive. Call Donna.

ADJ. SECRETARY to \$33,000-
management Southfield firm. Real estate
experience needed. Lots of variety.
Benefits. Call April.

ADJ. SECRETARY to \$30,000-
staff product liability or personal
injury experience. Friendly suburban
firm. 35 hour week. Call Sam.

ADJ. SECRETARY to \$30,000-
known firm. Can firm. Litigation
experience plus good sales qualified.
35 hour week. Call Ron.

CUSTOMER SERVICE
\$25,000 2-3 years experience
competitive benefits
Full benefits Cat Danette

ACCOUNTING SPECIALIST
\$24,000 1 year accounts
experience
or Farmington Hills firm
Great
Cat April

SECRETARY, \$24,000
Entry Southfield firm M/S Word
Excel 1 year office experience
Opportunity to advance Donna

**ACCOUNTS PAYABLES
RECEIVABLES**
\$20,000 1 year property manage-
ment background Skyline or M/S
experience Southfield area April

ASSISTANT TO \$12 HOURLY
Word Good office skills Lots of
Suburbs Call Jack

RECEPTIONIST \$9 HOURLY
ent desk position Good office
puter skills Friendly upbeat per-
ality Call Danette

**810-772-6760 or FAX RESUME
TO 810-772-1811**
Snelling Personnel Service

**LATE NITE
WITH SNELLING**
Feb 4th and Feb 19th
Open until 8 PM
Sat Feb 15, 10 AM - 2 PM
Flexible hours for anyone looking
to make a career change and

CALL TODAY!!!
LIVONIA 313-765-9600
SOUTHFIELD 810-352-1300
BURNING WATERS 810-373-7500
TAYLOR 313-284-9777



SNELLING.

PERSONNEL SERVICES

PLACEMENT CONSULTANTS
EMPLOYMENT part time, 16 hours for
every employer in downtown Fl.

LEGAL ASSISTANT
Experienced labor litigation legal assistant needed for large Detroit law firm. Degree, certificate and computer skills required. Please send resume to Legal Assistant Coordinator, 100 W. Jefferson Ave., Suite 900, Detroit, MI 48226.

SSOR
comp bills using the EDS
healthcare setting with a
detail. (job code: 1569)

al bills in accordance with
year of claims processing
es, and attention to detail.

T
mail, sorting bills, copying,
turned, with a stable record

