502 Help Wanted-Office Clerical

CUSTOMER SERVICE

Customer Service Representative needed to interact with customers in person and on the phone. Also CSR will handle customer complaints, track and trace orders, use a cash register, and perform other miscellaneous clerical duties. Good verbal and written communication skills are required. Overtime is offered when needed. Starting pay $6.50 per hr. We offer a good benefits package as well as advancement potential. If interested, please call or stop by American Photo, 27431 Schoolcraft, Livonia, MI. 48051

CUSTOMER SERVICE/ OFFICE ASSISTANT

Full-Time & Part-Time

Beautiful photography studio, in business for 65 years, offers cordial environment in a relaxed but busy atmosphere. Qualified candidates will possess excellent communication and phone skills, as well as a professional demeanor. Call or send resume & salary requirements to:

Edwards Wedding Photography
26200 Telegraph Rd
Southfield, MI 48034
Phone# (248) 948-9500
Fax# (248) 948-9648

CUSTOMER SERVICE

Northville, Plymouth Area. Motivated, have great phone skills, and data entry experience? Are you the first person in the office? Exceptional hrly. $8+/hr.

Express Services
248-474-6007 Fax 248-474-6833

CUSTOMER SERVICE

Immediate part time opening (11:00pm to 5:00pm preferred) for a detail oriented individual who wants to work has good customer skills. Responsibilities include handling incoming sales calls, database input and running database reports. Individual must be self motivated, have an extensive knowledge of Windows and Word, and have strong attention to detail. Gateway Inc., 37562 Hills Tech Dr., Farmington Hills, MI 48331. Fax: 248-553-1962.

CUSTOMER SERVICE

Fast-paced, rapidly expanding Troy insurance published seeks full-time account representative to manage client relationships, process certificate requests. Looking for enthusiastic person who likes to talk to customers and prospects. Must be very detail-oriented, computer literate and experienced phone work. Some computer experience preferred. Hourly position, very competitive salary. Call Marketing Department, Hours: 9-5. Excellent benefits, casual office environment. (248) 583-6594

CUSTOMER SERVICE $9.50/Hour

Held desk/call center in Dearborn. Excellent customer service skills and PC - Windows experience required.

PHONE: (313) 591-6414

PRO STAFF

EOE.

CUSTOMER SERVICE PROBLEM SOLVERS

Candidates for these positions are offered:

- Ongoing training to improve their skills
- Cross-trained training
- Positive atmosphere and career opportunities
- Choice of location
- Paid holidays and vacations
- Long or short term assignments
- Day or evening assignments
- No sales responsibilities

Call Carol today
Birmingham Livonia
646-7051 473-2931

Advantage Staffing

DATA ENTRY

Is part of our growing team. Quest Diagnostics is currently seeking to fill the following positions:

BILLING COORDINATOR 1

Requires 6 months billing experience. The successful candidate will make calls, research and client contacting.

DATA ENTRY OPERATOR

Requires a minimum of 55-60WPM keyboarding skills.

We offer competitive salaries & an excellent benefits pkg. For immediate consideration, please complete an application Mon-Thurs., 11AM-3PM (please come prepared for testing) at: Quest Diagnostics, 4444 Giddings Rd., Auburn Hills, MI
EOE M/F/D/V

DATA ENTRY

Farmington Hills. Minimum of 7,000 keystrokes per hr. Must have Windows experience. Evaluation hire. $8.50/hr.

Express Services
248-474-6000 FAX: 248-474-6833

DATA ENTRY

Needed, full-time for fast paced, team oriented office in Southfield. Experience preferred, familiarity with medical bills helpful. Must be able to work independently & pass clerical test. $7.50/hr. Please mail or fax resume to: Marianne Evans/Revenue Works
400 Galleria Officentre, Ste. 101
Southfield, MI 48034
Fax: (810) 354-4609

EOE/M/F/V

DATA ENTRY

Operators needed in Plymouth & Livonia. Full time, Temp to Perm. $7.50 to $8.50/hr.
ARBOR TEMPS: 458-1188

DATA ENTRY Part/Full Time

Mon., Tues., Wed., Thurs. days. Speed, accuracy a must. Pleasant smoke free Livonia office. Ask for Sandy Flapp. (248) 474-1800

DATA ENTRY PROGRAMMER

Full-time, permanent position available in Southfield. Applicants should be proficient in COBOL or similar language required. Must also have a working knowledge of PC's, MS Office software products, Windows, and communications. Will support marketing and technical activities, interact with customers, and must be able to work with little supervision. A self starter with excellent verbal and writing skills is necessary. Not an entry level position, but some OJT will be provided. Must be stable and reliable. Send resume with references to: Box #1623
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DATA ENTRY

Word Processor needed. Computer knowledge necessary.
Send resume to: P.O. Box 2544; Southfield, MI 48037

ENTRY LEVEL

Clerical Position. Full-time in casual office environment. Mail or fax resume to: Wetzel & Associates, 30101 Northwestern Hwy #100, Farmington Hills, MI 48334 Fax: 810-932-2632

ENTRY LEVEL

part time position for a busy office. $6. 00 per hr. 9-1pm, Mon-Fri. Call for appointment 810-540-0400

EXECUTIVE ADMINISTRATIVE SECRETARY

Bloomfield Hills real estate company seeks an experienced, organized individual, must be able to prioritize multiple tasks, transcription, good grammar/letter composition skills. Qualified candidate only. Must have experience in Word, Windows 95 & Lotus a plus. Send resume to: H.R.D., P.O. Box 902, Bloomfield Hills, MI 48303-0892

EXECUTIVE ASSISTANT PERSONAL RESIDENCE

Unique opportunity for polished individual to manage household along with clerical duties. Some travel involved. Must be willing to work flexible hours. Need great personality & people skills! $30-33K. Fax resume to Cindy Kirshner, fax 810-932-1214. Harper Associates, 29370 Middlebelt, Farmington Hills, MI 48334

EXECUTIVE ASSISTANTS IN DEMAND!
Must have Word, Excel and previous experience in an administrative assistant. The position is temp to hire and is located in Northville!
810-353-8220

EXECUTIVE ASSISTANT PART-TIME

Rapidly growing Downtown Royal Oak company has exciting position for a sharp individual who enjoys a fast paced environment. The ideal candidate will be well organized, poised & have proficiency in Microsoft Word, Excel & Power-Point. Send resume & salary requirements to: Paula Berger, Vision Information Services, 303 E. Main Street, Royal Oak, MI. 48067 NO TELEPHONE CALLS WILL BE ACCEPTED.

EXECUTIVE ASSISTANT

Incredible temp to hire career opportunity available at local international air freight company. Ideal candidate will have strong administrative background and excellent interpersonal skills. MS Word, Excel and Powerpoint required. Will report to V.P. of Sales/Marketing. Pays $24K once perm. Hours are 8:00am to 5:00pm.

OFFICE TEAM Administrative Staffing

OPEN HOUSE TUESDAY,

from 8am - 6pm
777 E. Eisenhower Pkwy., #300
Ann Arbor, MI 48108
313-995-5465
FAX 313-995-5292
EOE/Sunday Calls Returned

EXECUTIVE LEGAL SECRETARY

For Southfield law firm with experience in litigation and transactional work. Excellent skills required. Send resume to: Office administrator, P.O. Box 215, Southfield, MI 48037-0215 or fax 810-354-1422

FILE CLERK

Full time entry level position with benefits available. No experience necessary, but typing skills required. Livonia area. (313) 362-1311

GAL OR GUY FRIDAY

Multi faceted position to assist with fast growth company. Must have computer skills. Full benefit package available. Send resume to:
Personnel Department
1600 Crooks Rd.
Troy, MI. 48084

GENERAL CLERICAL

Weight Watchers in Farmington Hills seeks full-time Administrative help. Duties include answering phone and miscellaneous clerical duties. Must be computer literate/MS Word and have basic accounting knowledge, minimum 1 yrs. experience required. Qualified candidate will possess exceptional telephone manner and listening skills, enthusiasm, strong organization skills and pay keen attention to detail. Send resume and salary requirements to: GCRWR, P.O. Box 9072, Farmington Hills, MI 48333-9072

GENERAL OFFICE

Bury Farmington Hills property management office, real estate background & computer knowledge helpful, telephone skills required, ability to work independently a must. Ask for John: (810) 737-4002

GENERAL OFFICE - FULL-TIME

Computer literate, Quickbooks a plus. Pay commensurate with ability. Call Wendy at Race Technology. (313) 535-3400

GENERAL OFFICE

Full time for Westland office. Computer and typing experience required. Send/Fax resume to: Margaret, P.O. Box 80630, Westland, MI 48185. FAX: (810) 932-4021

GENERAL OFFICE
Two years experience. Data entry, telephone, answering phones. Good benefits. 401K. Send resume to: P.O. Box 310415, Livonia, MI. 48150 or FAX to: 313 937-1830.

GREAT SUMMER JOB

Phone receptionist/filing. Students welcome. Bingham Farms law firm. (810) 540-2741

HEATING/AIR CONDITIONING

TECHNICIANS needed for construction company. Must have experience in refrigerant recovery. Send resume to: D.T., Box 306, Southfield, MI 48037

HOT JOBS

Legal Secretary, Detroit	$35,000
Legal Secretary, Suburbs	$32,000
Legal Secretary, Litigation, suburbs	$30,000
Paralegal, Detroit	$31,000
Escrow Closers, Suburbs	to $30,000
Accountants, Suburbs	$30,000
Accountant, Detroit	$29,000
Accounts Receivable Clerks, Suburbs	$11/hr.
Systems Analyst/Computer Technician, Suburbs	$30,000
Administrative Assistant, Suburbs	$23,000
File Clerk, Detroit	$7.5/hr.

Accounting, Clerical, Technical, Temp & Temp-to-Perm Positions
All Fees Employer Paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(248) 649-3330
(248) 649-FAX 2

IMMEDIATE OPENING for SALES ASSISTANT/Office Manager. Excellent starting salary and benefits for experienced person. Mike. Nest (248) 354-0700

Don't Let them Ruffle Your Feathers!

So they want you to find a carpenter to repair the front of the building (where the cement truck drove through, trying to pour the new driveway), and the boss's favorite little pooch needs to be boarded for the weekend, you need some temp help...and you need it all now! Easy...just look in the Observer & Eccentric Classifieds for everything you need.
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OAKLAND COUNTY 810-644-1070
WAYNE COUNTY 313-591-0900
FAX YOUR AD 313-953-2232
INTERNET ADDRESS http://oe.online.com

HR Benefits Clerk

Arbor Drugs has an immediate full-time opening in Human Resource benefits area at our Troy corporate headquarters.

Selected candidates will assist with health care enrollment, bobs, disability, and worker comp claims and processing, includes tracking, follow up, and computer report generation.

Requires minimum 1 year of benefit or insurance billing experience. Data entry, telephone, customer service, computer skills all helpful.

Arbor Drugs offers an excellent salary/benefits package. Interested candidates should fax a resume to 810-637-1069 or mail to P.O. Box 7034, Troy, MI 48007. We are committed to workforce diversity.

Arbor Drugs

HUMAN RESOURCE RECEPTIONIST

Enthusiastic individual with excellent multi line phone/space skills. Must be computer literate and have prior office experience.

Technical Engineering Consultants
313-485-3900
Fax 313-485-4219

IMMEDIATE POSITIONS

- Legal Secretaries, 2 yrs. experience
- Receptionist
- Mortgage Processors

Must be computer literate and have min. 1 yr. recent experience. Fax resume today.
248-354-6366

INSIDE SALES/ CUSTOMER SERVICE

Manufacturing company in Plymouth seeks individual for full time position with heavy phone experience, customer service, data entry, excellent communication skills, knowledge of Windows and WordPerfect. Please send resume: 313-453-0690

TITLE INSURANCE Company

looking for energetic, hard working individual to fill several General Clerk positions for:

- Data Entry
- Final Policy Writers
- Microfilm Personnel
- Mail Clerks

We train. 40 hours a week. Please call:
Livonia area: (313) 425-2500

INSURANCE AGENCY - Clawson,

seeking Full/part-time experienced Personal Lines Customer Service Rep.
(810-280-1988

INSURANCE AGENCY looking for

full time experienced, licensed CSR with computer & commercial lines background. Please send resume with salary requirements to:
PO Box 51936, Livonia, MI 48151

INSURANCE CLAIMS

Reliance Insurance Company has an excellent career opportunity in its claims department. 1 year minimum experience required, 45 wpm typing speed, able to use copy machine, knowledge of PC helpful. High school graduate or equivalent. Excellent benefits including 401(k).

- Switchboard
- File Clerk
- Mail Room

Send resume along with salary requirements to:
B. Bateson
Reliance Insurance Company
3001 W. Big Beaver Suite 400
Troy, MI 48084
An Equal Opportunity Employer

INSURANCE

Large agency seeks commercial lines CSR with minimum 3 years experience. Must have excellent written and verbal communication skills. Proficiency in Word/Excel spreadsheet programs required. Licensed agent a plus. Send resume to: Personnel Dept., P.O. Box 8104, Southfield MI 48086-8104. EOE

JERRY BAKER'S Garden Catalog Co., in New Hudson is looking for dependable/motivated individual for MIS/Computer Support position. Must have at least an Associates Degree & experience in UNIX & WINdows 95 environment. Send resume & salary requirements to: Personnel Dept. PO Box 1001, Wixom, MI 48393

JOBS, JOBS, JOBS

DATA ENTRY - Troy, 9000 keystrokes, Temp to Perm. $8.50/hr.

ORDER ENTRY - Farmington Hills, Must be proficient in MS Word, Temp. to Perm. $8-$10/hr.

EXECUTIVE ASSISTANT - Auburn Hills, 8 week assignment starting 6-16. Must be proficient in MS Office package. Pay negotiable.

RECEPTIONISTS - Troy, Auburn Hills and Clarkston. Multi-line phones, general clerical using Word/Excel. All Temp to Perm. Pay negotiable.

LEGAL SECRETARY - Birmingham. Experienced or will train. Word Perfect/DOS. Pay negotiable.

OAKTEC
Professional Staffing Team
Farmington 810-848-0484
Auburn Hills 810-377-4070

LEGAL ASSISTANT

No experience required. 2 days per week beginning 7-1-97. Proficient in WordPerfect for Windows. Bloomfield Hills.
248-333-0404

LEGAL ASSISTANT

Southfield area general practice law firm. Needs people oriented person who desires highly responsible challenging position. Drafting, phone skills, mathematical skills, word perfect, 3 years office experience preferred. Smoke-free office. Fax resume to: 810-968-2211 or call 810-968-5333

JOBS OF THE WEEK

Executive Secretary to President to $75,000. 3-4 years executive level experience. Microsoft Office a must. Major suburban firm. Great benefits. Call Danielle.

Legal Secretary to $35,000 Litigation or real estate experience. Well known firm. Opportunity to advance. Benefits. Call Donna.

Paralegal/Legal Secretary to $32,000. Certified paralegal with family law background. Major Southfield law firm. Call Kathy.

Legal Secretary $31,000. Labor law or litigation experience. Friendly Troy firm. Immediate opening. Full benefits. Call Barb.

Administrative Assistant to $28,000. Commercial real estate experience a plus. Microsoft Word and Excel. Suburban. Call April.

Secretary $28,000
Work for Director of Corporate Communications. Some word processing. Good computer skills. Outgoing personality. Great benefits. Call Donna.

Accounts Receivable to $22,000. 1-2 years experience needed for suburban firm. Great benefits. Opportunity to advance. Immediate opening. Call Jodi.

Secretary/Receptionist $22,000. Well known firm has immediate opening. Microsoft Office experience needed. Great location. Call Kathy.

General Office $9 hourly. Variety spot with suburban firm. Answer phones, file, fax, good with figures, computer literate. Excellent opportunity. Call Jodi.
810-772-6760
or fax resume to: 810-772-1811
SNELLING PERSONNEL SERVICES

JOBS OF THE WEEK

RECEPTIONIST - 9 line phone. MS Word a plus. $7-8/hr.

ADMINISTRATIVE ASSISTANT - MS Word, Excel & Access. $11-12/hr.

DATA ENTRY - "Open Systems" computer. Manufacturing experience a plus. $7-9/hr.

SECRETARY - MS Word, Excel & Powerpoint. East and Westside. $9-13/hr.

Call 810-447-9890 or
Fax resume 810-447-9688
SNELLING PERSONNEL SERVICES

JOIN THE EXPOSURE PLAN

Have you always wanted the opportunity to take on the job experience of a major automotive company in Dearborn? If the answer is yes, let Bartech take your under their wing and make it happen for you! Become a "Bartech Exposure Team Member". All that's required is 1 year office experience and expertise in two or more software packages. Bartech offers fantastic benefits:

- Medical/Dental/Life Insurance
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Don't be left out! Come join today. Representatives are available to answer your questions and schedule you interviews immediately. Come join our team...THE BARTECH EXPOSURE TEAM!

BARTECH
313-271-5454
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LATE NIGHT WITH SNELLING

Tues. June 3 by appointment only & Wed. June 18

Great way to explore other career opportunities!

LIVONIA	313-266-9800
SOUTHFIELD	810-352-1300
TAYLOR	313-284-0777
AUBURN HILLS	810-373-7500

SNELLING
PERSONNEL SERVICES
EOE

LEGAL SECRETARY - Bingham Farms law firm, personal injury experience & WordPerfect required. Send resume to: P. Jackson, 30400 Telegraph, Suite 480, Bingham Farms, MI 48025 or fax to (810)594-0509

LEGAL

Integrity and 35 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.

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LEGAL SECRETARIES & RECEPTIONISTS

Experienced only for permanent & temporary placements. 1-5 day assignments available for top notch candidates.

JOANNE MANSFIELD - Law
Lawyers Plaza - Fourth Floor
755 W. Big Beaver
Suite 200, TROY, MI 48084
362-3430
FAX 248-362-4681

LEGAL SECRETARY

Birmingham amorphous law firm seeks plus Litigation experience required. Competitive salary and benefits. Please send resume to: Ms. Kelly, 401 S. Woodward, Suite #400, Birmingham, MI 48009.

LEGAL SECRETARY

Challenging position for experienced litigation secretary. Bingham Farms/Franklin Hills Law firm. Motivation experience preferred. Excellent benefits. Competitive salary.
Call 810-474-6050
Or FAX Resume to: 810-474-8429

LEGAL SECRETARY EXPERIENCED, PART-TIME

Needed for medium sized Troy law firm. WordPerfect 6.1 / 6.1, typing 60 wpm+, salary commensurate with experience. Send resume to: Legal Administrator, 601 W. Big Beaver 5th Floor, Troy, MI 48084

LEGAL SECRETARY - experienced,

part time, 19-20hrs/wk, Microsoft Word, for sole practitioner, Bloomfield/Birmingham area. 248-642-1181

★ LEGAL SECRETARY

For personal injury law firm in Southfield. Applicant must be experienced in auto negligence and/or personal injury practice and have excellent organizational skills. (810) 642-1000

LEGAL SECRETARY

for busy Troy law office. 3-5 years litigation experience. Smoke-free office. Send resume to: Secretary, Law Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY

For Livonia firm. Litigation insurance defense work. Salary negotiable. Full benefit package. Phone Mary, (313) 261-2400

LEGAL SECRETARY

Full time, 3 yrs. experience in Microsoft Word 6.0 experience required. Call Kim: (248) 540-3340

LEGAL SECRETARY

Farmington Hills law firm. Experience required. Salary negotiable. 248-851-8470

LEGAL SECRETARY

For partner in growing law firm in Troy. Experience desired in business, environmental & real estate transaction. Send resume to: Karen Mullinge, Heiner, Demorest & Mullinge, 888 W. Big Beaver, Suite 1400, Troy, MI 48084

LEGAL SECRETARY

For small Troy law firm. Experienced in federal & state litigation & business matters. Good salary based on skills & experience. Call Jan 248-643-7460

LEGAL SECRETARY

For medium-sized Southfield law firm. Experience in personal injury law desirable, must be proficient in WP 5.1. Some overtime required. Good salary & benefits. Send resume with salary requirements to: Office Manager, 17117 W. Nine Mile Road, Suite 1205, Southfield, MI. 48075.

LEGAL SECRETARY

For West Bloomfield law firm. Insurance defense and medical malpractice experience preferred. Windows 3.1 / WordPerfect 6.1 experience. Excellent organizational & typing skills necessary. Non-smoking office. Fax resume & salary requirements to Administrator: (810) 932-2008 or mail to P.O. Box 255052, West Bloomfield, MI 48325-5052.

LEGAL SECRETARIES

Garan, Lucow, Miller has an immediate opening for an experienced legal secretary in its Troy office. Must have at least 3 years experience in estate, and seek to handle heavy workload. WordPerfect windows a plus. Excellent compensation and benefits in an outstanding work environment. Send resume to:
Office Manager
1111 W. Long Lake Road
Suite 300
Troy, MI 48098
An Equal Opportunity Employer

LEGAL SECRETARY

Minimum of 2 yrs. experience in insurance defense litigation. Send resume to: 2301 W. Big Beaver, Suite 525, Troy, MI 48084
Or fax to 810-649-1822.

LEGAL SECRETARY

Needed for Farmington Hills law firm. Experienced only need apply. Litigation & grammatical skills and knowledge of WordPerfect 5.1. Fax 810-443-0516 or forward resume to: Personnel Department, Suite 300, 37000 Grand River, Bldg. 9300, Farmington Hills, MI. 48335

LEGAL SECRETARY

needed by medium size company mail or fax resume
Wolf Associates Group
3150 Livernois
Suite 200
Troy MI 48083
Fax: (810) 740-2737

LEGAL SECRETARY PARTNER POSITION

* * * * * *

Southfield P.I. firm seeks highly motivated, self-starter with proven track record of success. Must have litigation experience, knowledge of PC's. Excellent starting salary and benefits. Call (810) 642-0000
or Fax resume to (810) 642-9484

LEGAL SECRETARY - part time,

needed for small general litigation law firm. WordPerfect for Windows helpful. Reply by resume to: Attn: Maria, 2001 W. Big Beaver, #704, Troy, MI 48084

LEGAL SECRETARY / PARALEGAL

Immediate full-time opening for fast-paced one attorney law office in Southfield (general practitioner). Willing to train. Please respond to:
(810)559-4569

LEGAL SECRETARY

- tired of the same old routine? Small Farmington Hills law firm looking for Legal Secretary with 2-3 yrs. experience. Knowledge of Word Perfect 6.1 required. Flex hrs., competitive wages. Robins & Kotzebue, P.L.C.
(248) 553-4300.

★ LEGAL SECRETARY ★

Troy law firm, insurance defense litigation. Salary commensurate with experience.
810-649-7800

LEGAL SECRETARY TRAINEE

Interested in becoming a Legal Secretary? Insurance defense firm seeks secretary willing to be trained in the legal field. Ideal candidate must have excellent organizational & typing skills, familiar with WordPerfect 5.1/ Windows 3.1. Fax resume & salary requirements to Administrator: (810) 932-2008 or mail to P.O. Box 255052, West Bloomfield, MI 48325-5052.

LEGAL SECRETARY

WR Irish, Sand Lake area. Call 11658 Farmington Rd. Livonia, MI 48150

LEGAL TRANSCRIPTIONIST

Windows, 12-5P, non-smoking small & busy plastic surgery office. Salary commensurate experience. Fax resume: 248-355-1811

LIMO SERVICE seeks office manager - computer literate, salary negotiable. Send resume to: 4772 Tara Ct., W. Bloomfield, MI 48323

LOVE TO TYPE/ CHAT ON THE PHONE?

Come join the staff at Tradin' Times Magazine, we have a fun & challenging position for you. I know you want to know what it is, it's part of my team while making great money. Paid vacation, 401K, health & life insurance reimbursement, 401K + lots more.
248) 476-7355
Nick in Sales Office.

MAIL PERSON
Needed for busy Birmingham law firm. Full time, Benefits.
Call Mike: (810) 645-2440

OFFICE ASSISTANT - Receptionist, light bookkeeping, accounts payable/receivable, general office support. Troy. Fax resume to: (810) 619-0255

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502 Help Wanted-Office Clerical

METRO DETROIT cadillac dealership looking for experienced GM dealer cashier. ERA experienced preferred. Please send resume to PO Box 700737, Plymouth, MI 48170

mortgage

OPERATIONS SUPPORT ASSISTANT

InterFirst, a Division of Standard Federal Bank, one of the nation's leading mortgage lenders, has the immediate opening available for a secretarial support professional within our Operations Group.

Responsibilities of this position include:

- Word processing internal and external correspondence and reports
- Answering telephones/referring callers to appropriate staff members
- Gathering/compiling data for weekly reports
- Maintaining appointment calendars for managers
- Assisting in the preparation of MUPIT System Enhancement Reports
- Plus performing other required office functions, such as filing and mail distribution

The candidate we select will possess a high school diploma and at least 6 months of experience working in an office environment. This individual must also have a sharp attention to detail and a professional attitude. Typing skills, Microsoft Word or Word-Perfect experience and Lotus proficiency a must.

We offer an excellent compensation and benefits package. Conveniently located in the 777 Building, we provide free parking along with easy access to I-94. Interested candidates should send their resume, including salary requirements to:

InterFirst
A Division of
Standard Federal Bank
Attn: Human Resources Dept.
777 E. Eisenhower
Suite 700
Ann Arbor, MI 48108-3258

InterFirst, A Division to Standard Federal Bank, is an Equal Opportunity Employer, M/F/D/V.

LIVONIA CHURCH - seeks dedicated Christian to join the dynamic ministry team as office administrator. Excellent clerical skills in Microsoft Word and Publisher required. Must be detail oriented and have excellent people skills. Full-time salary and benefits. Send resume to St. Paul's Presbyterian Church, 27475 Five Mile Road, Livonia, MI 48154 or fax: 313-422-3845.

OFFICE ASSISTANT

CITY OF FARMINGTON HILLS
Part-time Office Assistant/ Receptionist in the Senior Adult Div. Required: general office experience and good public relations skills desirable; H.S. grad or equivalent; type 35 wpm; and have some computer knowledge. Hourly rate: $6.50. 20-24 hrs. per week. Apply in person or in writing to:
Personnel Department
City of Farmington Hills
31555 W. 11 Mile Road
Farmington Hills, MI. 48336
E.O.E.

OFFICE ASSISTANT

For Livonia accounting office. General office duties required. Part time hours, flexible. Call Sue: 313-427-7100 Or fax resume to: (313) 427-9660

OFFICE ASSISTANT for manufacturers rep., approximately 3 days a week. Phones, order taking, paper work & follow-up. West Bloomfield location. (810) 932-8660

OFFICE ASSISTANT

Fast-paced international staffing firm, looking for a dynamic office player for their downtown office. Must be able to juggle variety of duties including ringing phones, inquiries, and assessment of applications. Outgoing personality a must. $8-$10 per hour.

Fax resumes to:
MJJ, (313)963-0329

OFFICE COORDINATOR

Accounts payable/receivable. Windows. Peachtree accounting helpful. Full time/benefits. (248) 443-9530

OFFICE CLERICAL

Mid sized manufacturer seeks entry level person in Madison Hts office. Duties include data entry, posting cash, typing, filing and switch board relief. Good typing skills required. PC skills a plus. Good benefits. EOE. Send resume to: Box #1584
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE CLERK

Canton retailer is looking for an amiable, detail person to work full-time. Light computer, filing, handling money, customer service & processing invoices. Blue Cross, paid vacation & holiday. Call Cindy or Joe at: (313) 728-9600

OFFICE HELP

Fast paced steel service center is looking for an organized individual possessing a high level of accuracy skills. Duties will include data entry, billing, proofreading, answering calls from local vendors, and other duties as assigned. Hours are Mon.-Fri. 9:45am-5:45pm. Excellent fringe benefits package. Apply in person: CSC, 3600 Auburn, near Plymouth and Levan, Livonia.

OFFICE HELP - general duties looking for an organized individual possessing a high level of accuracy skills. Duties will include data entry, billing, proofreading, answering calls from local vendors, and other duties as assigned. Hours are Mon.-Fri. 9:45am-5:45pm. Excellent fringe benefits package. Apply in person: CSC, 3600 Auburn, near Plymouth and Levan, Livonia.

OFFICE HELP - Part time, Weds. 1PM - 5 PM, Every other Sat. 9 AM - 5 PM. $6.25/hr. Oak Park.
(810) 542-2026

Office Manager

Troy marketing and design firm has an immediate opening for an Office Manager. Ideal candidate will have administrative background, including payroll processing, accounts payable and receivable functions and benefit administration. Must be self-motivated, highly organized and possess excellent communication skills. Working knowledge of employment law and supervisory experience preferred. If you possess these skills and are familiar with Macintosh computers, please send a resume and salary requirements to:

Insite Marketing
and Design Group, Ltd.
ATTN: O.M.
2145 Crooks Road, Suite 200
Troy, MI 48084
Or fax to (248) 614-6355
We are an EEO Employer

OFFICE MANAGER

We are a successful regional CPA firm with offices in Southfield and Macomb counties seeking an Office Manager for our Southfield location. The key position is responsible for the day-to-day management of all office functions including, but not limited to, facilities management, ordering supplies for both of our locations, maintenance of office staff, supporting the professional and clerical staff, vendor relations and communications. The successful candidate is a person well versed in all levels of personnel from shareholders to staff, possess excellent skills in problem solving, organization, good common sense, and the ability to juggle multiple priorities. If you are qualified, please send us your resume and salary expectations to:

ATTN: FRCOM
Follmer, Rudzewicz & Co., P.C.
26200 American Dr.
PO Box 5004
Southfield, MI 48086-5004

OFFICE POSITION

Full-time. Answering phones, filing & billing. Redford area. $7/hr to start. 313-535-8880

Office Positions

Innovative mortgage bank has positions for individuals with computer knowledge, excellent communication skills, ability to handle a high volume of customer work in a fast paced environment, and a desire to work and learn. Interested candidates should send a salary requirement to Sherry Peat - Human Resources, Metro Mortgage Group, 6632 Telegraph Road, Bloomfield Hills, MI 48302. (248) 972-5060.

OFFICE HELP - Light clerical, answer phones. Full or part time mornings. Personable. $6-$9/hr. Farmington Hills. Send resume or fax: Box 230222, Livonia, MI. 48153

ORDER ENTRY

Part-time, 9:30am-1:30pm, & 1:30pm-5:30pm. Must have 1 year office clerical office skills helpful. $7.50/hr. Troy area. Call (248) 362-6200

PART TIME RECEPTIONIST needed for evenings & weekends for busy Farmington Hills real estate office. Must-line phone system with voice mail. Must type 45wpm. Please call Colleen at 248-851-8600

OFFICE SUPERVISOR

Transtar Industries, Inc., Ohio's largest transmission parts distributor, has an opening in our Livonia, MI location, for a bright, aggressive, take-charge individual to assume the following duties: customer service, cash management, credit checks, accounts receivable, report analyses and a wide variety of support activities.

The position offers growth potential. Office Manager, based on performance.

If you are a self-starter, enthusiastic and willing to accept responsibility, contact Joe Esperanza at: 1-800-321-6830 ext. #242.

Part-Time

RECEPTIONIST/ TYPIST 12:30PM-4:30PM

Seabury & Smith (a March & McLennan Company) in Farmington seeks a part time receptionist/typist for our expanding operation. The individual will work 12:30 PM to 4:30PM, Mon. to Fri. performing receptionist, clerical and typing duties. Good typing skills necessary.

We offer an excellent salary, 401(k) plan, and a pleasant work environment with an industry leader.

Fax resume:
(313) 271-9311
or send resume to:

SEABURY & SMITH
4 Parklane Blvd.
Dearborn, MI 48126
An equal opportunity employer

PART-TIME - 15 to 20 Hrs. per week. Send resume to: Barnes Fax 430-7200, mail to: Royal Oak, 48073, fax: 248-549-4333

PATIENT ACCOUNTS CLERK

Horizon Health System, a healthcare organization with offices in Southfield, is currently seeking a Patient Accounts Clerk with Central Reservations Office. The individual needs to be familiar with insurance companies, refund processes, adjusting patient accounts, and deal entry. Qualifications: high school, a high school diploma. Experience using CRT, calculator, computer and some computer knowledge.

Qualified candidates may submit resume for consideration to:

HORIZON Health System
Human Resource Dept.-CSO
26100, and enclosed envelope to:
P.O. Box 8153
Southfield, MI. 48086-8153

An affiliate of Henry Ford Health System

An Equal Opportunity Employer

PAYROLL/ACCOUNTING CLERK

Immediate opening for individual with some payroll experience, full-time. Excellent benefits and working environment. Non smoking office. Apply in person at:
Joe Parian Chevrolet
28111 Telegraph Rd. Southfield

PAYROLL/ACCOUNTING

Plymouth firm seeking an experienced take-charge individual, highly strong PC & accounting skills. Full time with benefits. Send resume & salary requirements to:
P.O. Box 70204
Plymouth, MI 48170
or apply at:
City Transfer
15001 Fogg St.
Plymouth, MI

PAYROLL CLERK

Medium sized, engineering company needs a clerk to assist in computerized payroll processing.

- Detail oriented
- 1 to 2 years experience
- Computer literate
- Ten key adding machine

Send resume or apply:
Routh Industries
11915 Market Street
Livonia, MI 48150
313-591-1010
FAX 313-591-4333
An Equal Opportunity Employer

Attention Students!

If you're looking for a summer job, place your free ad today.

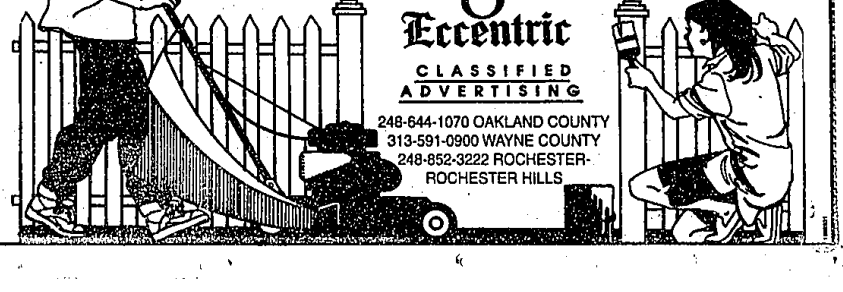
On Sunday, June 8, Thursday, June 12 and Sunday, June 15, we will publish free ads of a maximum 5 lines for students looking for employment.

Call (313) 591-0900 or (248) 644-1070 today and place your free five-line ads.

Explain what kind of job you're looking for and what experience you've had.

Attention Employers!

Check our classified section on June 8, 12, and June 15 for that teen you need to work for you this summer.



This newspaper hereby offers the opportunity for young persons seeking employment to list their first names only and skill, however we assume no responsibility for the nature of jobs offered or negotiations between applicants and prospective employers. These are the responsibility of the parties involved.

Observer & Eccentric
CLASSIFIED ADVERTISING

248-644-1070 OAKLAND COUNTY
313-591-0900 WAYNE COUNTY
248-852-3222 ROCHESTER-ROCHESTER HILLS