502 Help Wanted-Office Clerical

CLERICAL
ART VAN FURNITURE is in need of full & part time clerical employees. Must be able to work evenings & weekends. Great benefit package. Apply within: 6300 Wayne Rd., Westland

CLERICAL/BOOKKEEPING
Immediate full time opening. Must be professional, efficient & detail oriented. Must know WP, spreadsheet & computer experience required. Light bookkeeping preferred. Send resume & salary requirements to ECCO Enterprises, 17117 W 9 Mile Rd, Suite 537, Southfield, MI 48075

CLERICAL
Highly organized individual needed part time to do statistical booking responsibilities, typing, filing and organization of project reports. Send resume to J. Meghune, 30000 Hyatt, Inkster, MI 48141 EOE.

CLERICAL
Opening in our marketing department, requiring professional clerical duties and pleasant telephone manner. You will be preparing marketing packages for clients as part of our customer service staff. Must have thorough knowledge of Word & Excel (Windows 95) Full time with comprehensive benefit package. Call 313-203-1023

CLERICAL PART-TIME position available in Birmingham Law Firm. Mon.-Fri./3pm-7pm. Fax resume to Jackie at 248-647-2778

CLERICAL
PART time (flexible) for casual Canton office. Typing of office work and answer phones. Apply in person Mon. thru Fri. 12:30 to 4:30 pm (313) 397-5041
An Equal Opportunity Employer

CLERICAL PERSON needed for office in Novi General office duties including filing and computer data entry. Call (248)350-6190

CLERICAL
We are seeking clerical help for our pre-School department. If you have some experience filing, you may be the person we are looking for.
We offer a relaxed work environment, competitive salary and excellent benefits.
If you are interested in joining our great team, send your resume to:
HGS American, Inc.
Attn: Human Resources - AT,
P.O. Box 7670, St. Clair Shores
MI 48080-7670

CLERK POSITION
Due to expansion, this successful company has an opening in its Accounting Department. Ideal candidate must have billing and accounts payable experience. Benefits include 401k and profit sharing
Diversified Recruiters 248-344-6700 Fax 248-344-6704

COLLECTIONS/ ACCOUNTS RECEIVABLE CLERK
Corections/accounts receivable clerk wanted for law firm. Office supplies. Aggressive person will place collection calls to customers, follow-up, resolve discrepancies, interface with customers, internal departments and reconcile accounts. Requires high school diploma, 2-3 years clerical, math & accounts receivable experience and knowledge of Excel and Word
Please send resume to
Box #2030
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

COMPUTER/ BOOKKEEPER
Position open in Farmington Rochester. Flexible hours. Call for appointment (248) 608-1110

Construction Bookkeeper/ Accounting
Needed for fast paced residential construction company. Ideal candidate should be well organized, self-motivated, and able to work independently. Duties include maintaining contracts and change agreements, processing accounts payable, accounts receivable, interfacing with purchasing and mortgage companies, and reconcile accounts. Requires 3-5 years construction experience and knowledge of Excel and Word
Please send resume to:
Box #2039
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CUSTOMER RELATIONS SOLUTION CONSULTANT
International service provider is adding to customer service. Experience analyzing and resolving a wide variety of business problems required. Long term assignment. Temp to hire possible. Starting rate is $10.00/hr. We are located in Auburn Hills, Southfield and Troy. Call Colleen today
Birmingham Farmington/Livonia
646-7661 473-2931

Advantage Staffing

CUSTOMER SERVICE
Looking for a pleasant, friendly & dependable person with excellent phone skills for a full time position starting at $9 per hour. Contact Tony at 248-350-0230

CUSTOMER SERVICE
Jerry Baker Garden Catalog company looking for reliable, part-time telephone customer service representative. We offer flexible hours, several shifts to choose from, 401K, profit sharing, fun & exciting work place. Competitive wages with excellent growth potential. To join our lively group call Customer Service at (248) 437-3000

CUSTOMER SERVICE
Customer Service Representatives needed to interact with customers in person and over the phone. Also CSR must have positive customer contact, track and trace orders, use a telephone, and be energetic and a team player. Fast-paced, dynamic duties. Good verbal and written communication skills are required. Overtime is required when needed. Starting pay $8.25 per hr. We offer a good benefits package as well as advancement potential. If interested, please apply at: North American Photo, 27451 Schoolcraft, Livonia, MI 48150

CUSTOMER SERVICE/Exceptional, large veterinary specialty & referral hospital is looking for full & part time help, open 7 days/wk, 24hrs/day. Requirements: strong communication skills, previous vet experience preferred, duties include data entry, payment collections, record management, switchboard operator. Benefits, contact 248-354-6400 ext. 206 voice mail employment line ext. 296

502 Help Wanted-Office Clerical

CUSTOMER SERVICE- Order entry- Excellent opportunity for person experienced in industry to be responsible for inside sales at branch of National Organization. Must be computer literate, aggressive computer literate with excellent phone skills. Company pay competitive wages, medical & life etc. Clean office good neighborhood. Reply to: General Manager 12874 Westmore, Livonia, MI 48150 or fax 313-522-9102

CUSTOMER SERVICE person needed for fast paced small insurance office. Bright, positive, responsible person. Call 810-437-3751 for appointment

CUSTOMER SERVICE
See Customer Service
Operation Assistant ad under
General Help Wanted
12500 Merriman, Livonia

Customer Service up to $10/hr.
- 30 Openings
- Farmington Hills
- Southfield
- Full Time

Must have light typing and good phone skills. Experience + plus! Temp-to-Hire, Long-term assignments. We offer prescription drug plan, dental coverage, vision services, direct deposit, 401K, stock purchase plan, bonuses
Call 248 615-0660
Western STAFF SERVICES.

DATA ENTRY CLERK - needed by the Area Agency on Aging 1-B for its Southfield office. Applicant must be age 55 or older and must have had a paid job within the last 12 months & live in Oakland County. Minimum typing speed of 35 wpm required. This is a part time/temporary position with part time hours. Assistance in obtaining the job will be provided. Call Mary Edgar at - 248-262-9215

DATA ENTRY Clerk- 50-55wpm skills, be accurate high spirited and able to handle stressful situations and learn quickly. Experience a must. Fax resume to 248-352-5336

DATA ENTRY - long term assignment for major automotive manufacturer in Livonia Call 464-7018

ETD TEMPORARY SERVICES
An Equal Opportunity Employer

DATA ENTRY
Needed immediately. Full time, permanent position at a fast paced team oriented office in Southfield. Experience preferred, familiarity with medical billing hospital. Must be able to work independently and data clerical test. $7.00/hr. Life, health and dental benefits. Please contact
Marianne Ewald, Fleet Services
400 Galleria Officentre, Ste. 101
Southfield, MI 48034
FAX: 248-354-4609
or Phone: 248-354-4600, Ext. 150
EOE/M/F/H

DATA ENTRY OPERATOR
Aetna US Health Care is seeking a data entry operator to actively participate in Life & Disability Administration. This position offers a challenge for a data entry operator with good communication & organizational skills. A medical background is preferred. We offer a competitive salary & comprehensive benefit package. Please send resume & cover letter to
Human Resources
Aetna US Health Care
26357 Northwestern Highway
Suite 240
Southfield, MI 48034
EOE - NO CALLS PLEASE!

DATA ENTRY SUPERVISOR
Full time, 40 hours. Experienced recruitment. Some on the job training. Call Trieva for appointment 248-559-0090

DEALER ACCOUNT COORDINATOR
Publisher seeking person to handle dealer accounts & inquiries. Has must behave typing & phone skills required. Computer work. Full time position. Contact Jeanette
(248) 477-6650, ext. 104

DETROIT-BASED CHILDCARE center seeks an Administrative Clerk with excellent office skills. Must have Windows 95, Microsoft Word and Microsoft Excel experience. We offer competitive salary and Fringe benefits. Send resume by Aug. 1st to PSRI, 28050 11 Mile Rd., Suite 220, Farmington Hills, MI 48336

EXECUTIVE/ADMINISTRATIVE ASSISTANT
Must be a self-starter and very organized. Experience necessary - data entry, dictaphone, Wordprocessing & one phone system, computer literate. Full time position. Fax resume 248-433-0911

EXECUTIVE ASSISTANT
Innovative automotive firm seeks individual with 1-4 years experience as an executive assistant. Must have excellent organizational skills, proficient in MS Word, Excel, and Access. Flexibility a must. Top salary plus bonus x, as well as full health benefits and 401K plan. Please send resume to:
P.O. Box 1182
Royal Oak, Mi., 48068-1182

EXECUTIVE ASSISTANT
Diverse and exciting assignments in a versatile working environment. Part time, Mon.-Fri. 8am-1pm. Excellent phone skills. Excel proficiency and letter writing abilities are necessary. If you are a team player with a positive attitude, please send resume and salary requirements to: P.O. Box 51343, Livonia MI 48151-5363.

EXECUTIVE LEGAL SECRETARY
Senior partner. Personal injury experience required. Substantial salary and fringes. (810) 354-2500

Executive Secretary
prestigious property development firm in Southfield. Must have WP & Lotus. Quickens a plus. $25-32K, great benefits, tuition reimbursement

Administrative Assistants
Small friendly sales office in Livonia is seeking a personable individual who can weather many hats. Lotus 123 & ACT! required. $24-32K
Call/fax resume to Gloria
810-232-1170, Fax 810-932-1214
Harper Associates, 29870 Grand River, Farmington Hills, MI 48334

EXPERIENCE NEEDED:
★ Bookkeepers
★ Payroll
★ Accounts Payable
★ Accounts Receivable
CONTACT US TODAY!
PERFECT PLACEMENT
20770 Greenfield Rd. Ste 112
Oak Park, MI 48237
Ph: (248) 968-8200
FAX: (248) 968 8235

502 Help Wanted-Office Clerical

EXPORT SECRETARY
Working knowledge of MSWord & Excel. Able to format business correspondence. Good organizational skills. Entry Trny.
HUMAN RESOURCES
(248) 553-7710

FILING CLERK/MESSENGER
for Town Center law firm. Prior law firm experience preferred. This full time position offers health insurance, life insurance, and disability insurance. Excellent starting salary for the right candidate. We are a smoke-free environment. Send resume to Administrator, Mason, Steinhardt, Jacobs & Perrant, 4000 Town Center, Suite 1500, Southfield, MI 48075.

--FLEXIBLE HOURS--
Part-time person needed for busy upscale Birmingham/Bloomfield real estate office. Typing and computer skills a must! Some phone responsibilities. Approximately 30 hours per week!
Call 9 A.M. - 1 P.M.
Ask for Kristy, (248) 646-6200

GENERAL OFFICE/ CLERICAL
Full time, Typing, filing & answering phones. Please send resume to: Office Manager, 20300 Civic Center Dr., Ste 203, Southfield, MI 48075

GENERAL OFFICE
Experienced, neat person needed. Full-time with benefits. Apply in person: 5899 Executive Dr. E., Westland
313-326-3010

GENERAL OFFICE
Person, full or part time working with computers. Full time benefits. West side company. (313) 451-0333

GENERAL OFFICE/ RECEPTIONIST
Immediate entry level opening, responsibilities include light typing & filing, answering phones and general office activities. Professional demeanor a must. We offer major medical, paid holidays and vacations and a pleasant working environment. Salary $16,500 to start. Please respond by mail to: MGA Detroit, 21415 Civic Center Dr., Suite 208, Southfield, MI 48076. Sorry, no calls please.

HEATING/AIR CONDITIONING TECHNICIANS needed for construction company. Must have experience in refrigerant recovery. Send resume to: D.L. Box 306, Southfield, MI 48037

HUMAN RESOURCE ASSISTANT - Large manufacturing company. Must have 2+ years Human Resource and clerical experience for busy office. Computer literate and good organizational and communication skills. Fax resume 248-352-1270

HUMAN RESOURCES ADMINISTRATOR
Joan Innovation Technologies, Inc., a premier information Technology Consulting Firm, and discover what you can become with an organization that encourages entrepreneurial spirit and rewards achievement.
We are seeking a detail oriented, highly motivated individual with excellent administrative, and written and oral communication skills. Must have 3-years office administration, with 2 years of human resources experience.
Innovation Technologies, Inc.
30555 Orchard Lake Road
Suite 100
Novi, MI 48375
Fax (248) 449-7654

IMMEDIATE CAREER OPPORTUNITIES
We have several full and part time positions to offer you!
- Administrative Assistant

Established Advertising company in Livonia seeks full time support. The successful candidate possesses strong computer and communication skills, proficiently with sales and marketing background. Temp-hire. Excellent pay!
- Office Coordinator

A take-charge, detail oriented person needed for a vertical blind distributor. If you're looking to work in a relaxed, and friendly atmosphere. This is the place for you. Temp-hire. $8/hr.
- Receptionist

A fast-paced atmosphere seeking experienced switchboard operator. Pay to match.
Please call today for an interview!!
PERFORMANCE PERSONNEL
313-513-5823

INSURANCE AGENCY needs personal lines CSR to work in our non-smoking Farmington Hills office. Experience needed. 248-478-4800

INSURANCE
Agency looking for a Service Representative and Administrative Assistant. Computer skills required-Word for Windows. Please send resumes to: ERG, PO Box 2365, Farmington Hills, MI 48333 Fax 248-855-8052

INSURANCE AGENCY
In Plymouth/Northville area needs full time for Clerical position. Call (313) 420-1200

INSURANCE - CSR
Full time. Experienced. Send resume to: Metro Agency, 32646 Five Mile Rd., Livonia, MI 48154.

502 Help Wanted-Office Clerical

INSURANCE CSR
Agency needs Personal/Commercial CSR. Computer experience necessary, competitive salary & benefits. Mail or fax resume to:
248-333-2504
Capital Insurance Group
1263 W Square Lake Rd.
Bloomfield Hills, MI 48302

INSURANCE
Large agency needs commercial lines CSR with minimum 3 years experience. Must have excellent written and verbal communication skills. Proficiency in WordExcel and database programs required. Licensed agent a plus. Send resume to: Personnel Dept. P.O. Box 5104, Southfield MI 48086-5104. EOE.

INVESTOR SERVICING PARTNERSHIP ADMINISTRATOR
Birmingham, MI based real estate investment firm seeks an experienced seeks applicants for a Partnership Administrator position. Individuals should have a Bachelor's Degree in communications/finance or five years work experience in an investor servicing partnership administration position and a thorough knowledge of Word Perfect, LOTUS, and Windows software packages. Salary range is $22,000-$25,000 with medical and profit sharing benefit package. Please submit resume by July 31st to: Box: 810-645-2154 or by mail to: Investor Service Dept. Lindenoy Inc., 1441 Daines Street, Birmingham, MI 48009
An Equal Opportunity Employer

JOBS AVAILABLE NOW!
PART-TIME EVENINGS
Clerical - Data Entry
Shifts: 3pm-7pm or 4pm-9pm
Great opportunity in the banking industry. Southfield area. Call NOW for an interview.
MANPOWER
248-740-3420

LATE NIGHT WITH SNELLING
If you can't come in at us during the day we have extended hours in the evening. Flexible schedule. Day schedule. Entry level to Executive level positions.
CALL TODAY
BY APPOINTMENT ONLY
TUESDAY, JULY 29th &
WEDNESDAY, AUG. 13th
LIVONIA.....313-464-8600
TAYLOR.....313-284-0777
SOUTHFIELD.....248-352-1300
AUBURN HILLS.....248-373-7500
SNELLING.
PERSONNEL SERVICES

LEGAL SECRETARY
Bloomfield Hills law office has full time position available for experience (1-3 years) Legal Secretary. Paid vacation, holiday, medical benefits provided. WordPerfect 5.1 experience a plus. Good salary.
Ask for Marcy. 248-855-2443

LEGAL SECRETARY
Experienced
Needed for Bloomfield Hills Law firm. Send resume to: Legal Series, 1750 S. Telegraph, Suite 301, Bloomfield Hills, 48302 or fax 248-253-1162

LEGAL SECRETARY
Experienced only. General practice, 3 days, flexible. Start $16 per hour. Farmington Hills. Fax resume to: (248) 539-5055

LEGAL SECRETARY
Experienced. Word for Windows 6.1, transactional & litigation. Competitive wages & benefits. Send resume: Attn: Personnel Manager, P.O. Box 1750, Birmingham, MI 48012 or Fax: 248-646-8375

LEGAL SECRETARY
full time for personal injury law firm in Birmingham office. Fax resume to: (248) 258-6047

LEGAL SECRETARY
Full time for Farmington Hills law firm. Must have good skills with experience in probate and trust matters. Send resume to: Kim, P.O. Box 9057, Farmington Hills, MI. 48333 9057

LEGAL SECRETARY
Full time position for suburban law firm. Good communication and computer skills a must. Fax resume to: 313-961-2580 or call for appointment at: 313-981-5300

LEGAL SECRETARY
For Farmington Hills Location firm. Minimum 3 years experience. Microsoft Word. Non smoking office. Full time position with excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills, MI 48333 OR FAX TO: 248-851-2158

LEGAL SECRETARY
Full time for share holder Real estate some knowledge of Word for Windows. Buzzel Long, Birmingham. Excellent salary/benefits. Call Joan (810) 258-1425

LEGAL SECRETARY
★ For personal injury law firm in Southfield. Fax resume to: (248) 557-1000
★ Applicant must be experienced in auto negligence and medical malpractice and have excellent organizational skills. Call (810) 552-1000

LEGAL SECRETARY
Full or part time for Birmingham employment law firm. Two years plus litigation experience required. Competitive salary and benefits. Please fax resume to: Attn: Kelly, 401 S. Woodward, Suite #400, Birmingham, MI 48009.

★★ **LEGAL SECRETARY** ★★
Great position for individual with strong secretarial skills. Word for Windows. Basic 3-5 years experience. Non-smoking office. Salary commensurate. Fax resume to Admin. 248-362-3322 W. Lincoln, Royal Oak, MI 48067. Or Fax resume to: (248) 547-5290

LEGAL SECRETARY - Immediate opening, downtown location, must know WordPerfect 7.0, type 65 wpm, know court procedures, hard worker, quick thinker.

ENTRY LEVEL POSITION For legal assistant. Must know WordPerfect, handle pressure, work fast & be self organized. Call Judy at: (248) 645-1700

LEGAL SECRETARY
Minimum of 3 yrs. litigation experience. Must be familiar w/medical terminology. To join our growing defense team, send resume to: 2301 W. Big Beaver, Suite 500, Troy, MI 48084. Or fax to 810-649-1822

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Mid-size law firm has opening in Downtown Pontiac, Litigation experience only, full benefits. Salary commensurate with experience
Fax resume to: (810) 333-7154
313-261-4510 or mail to:
Administrator, 33900 Schoolcraft,
Livonia, MI 48150

LEGAL SECRETARY
Part time legal secretary needed for prestigious law firm in Birmingham. (248) 540-2444

LEGAL SECRETARY
PARA LEGAL
Full/part time for litigation firm in Livonia. Experience preferred. Knowledge of WordPerfect 5.1. Fax or mail resume to: 29200 Vassar, Suite 630, Livonia, MI. 48152 or FAX: 248-477-9867

LEGAL SECRETARY
Part time 20 hrs/wk, Southfield Flexible schedule. Prepare mailings, file, inputs. 3 years experience minimum. Perfect Windows 6.1. Typing/filing. Non-smoking building
Call Sharon 248-354-0644
Fax resume to: Attn Margaret

LEGAL SECRETARY

Southfield P.I. firm seeks highly skilled secretary. Applicants must be proficient in Word Perfect. Must have excellent communication and organizational skills. Must have litigation experience. Must surround yourself with excellent starting salary and benefits. Call (810) 948-0000 or Fax resume to (810) 948-9494

LEGAL SECRETARY - Southfield family law firm. Must have 2-3 yrs experience. WordPerfect 5.1 preferred. Non-smoking building. Salary commensurate. Call Sheryl (248) 557-4888 Noon

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, 901 W. Big Beaver, Ste 500, Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
TROY LAW FIRM - seeks highly motivated secretary with working knowledge of litigation defense. Typing/typing WordPerfect. Dictation equipment.
Excellent benefit package, including paid vacation, sick days, personal days, life insurance, 401K. Salary commensurate with experience. Non smoking building.
Phone 810-641-1800 ext 3002 between 9am and 11am to schedule appointment or send resume to: Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098 Fax access: 810-641-3845

LEGAL SECRETARY
Troy law firm. Litigation experience required. Excellent salary, benefits & working environment. Send resume to: Administrator, P.O. Box 7037, Troy, MI 48007-7037.

LEGAL TYPIST
Full time for Troy litigation firm. Excellent typing skills, WP 5.1 and legal experience required. Send resumes to: Office Manager, 840 W. Big Beaver, #900, Troy, MI 48084.

MANAGEMENT COORDINATOR
Full time position available, excellent communications, typing, WordPerfect & basic P.C. experience required. Call (248) 349-9077 or write to: 24101 Novi, Rd., Ste. 202 Novi, MI 48375

MEDICAL BILLING ANALYST
Immediate full time opening with large medical laboratory. Previous experience in medical billing, computer skills required. Competitive wage & benefit package defined. Please send resume to: Cindy Caron, Billing Manager, 22555 Greenfield Rd., Suite 301, Southfield, MI. 48075.

MORE OPENINGS THAN PEOPLE
ADMINISTRATIVE ASSISTANT/ WORD PROCESSORS/ RECEPTIONIST
Temp positions available immediately. Great opportunities with some great companies. Positions ranging from entry level to executive level. Let us do the search for you!!
CASH AND REFERRAL BONUSES
Call today for an interview!
LIVONIA 313-261-8600
BLOOMFIELD 810-352-1300
TAYLOR 313-284-0777
AUBURN HILLS 810-373-7500
SNELLING.
PERSONNEL SERVICES

OFFICE ASSISTANT
Full time to handle phones, vendors and coordinate the production for Direct Mail Marketing Company in Wixom. (248) 624-5100

OFFICE ASSISTANT
needed for retirement community. General office duties, phone, computer, filing, leasing & marketing. (EOE) Full time with benefits. (313) 948-9000 or apply at: 25250 Eureka Rd., Taylor

OFFICE ASSISTANT
Nationally known management firm is looking for experienced Office Manager for a federally subsidized apartment complex. Duties to include typing, filing, telephone and people skills. Entry level position with excellent benefits. Apply Stay-Friday, 9:00am to 4:00pm. 810-682-3252
E.O.E. M.F.V.D.

OFFICE CLERICAL
For Birmingham Insurance agency. Full time. Good phone skills. Computer skills helpful. Salary commensurate with experience.
Ask for Patricia (248) 258-1110

OFFICE/CLERICAL POSITION
Full-time.
Hours & weekends.
Call: (248) 344-0660

OFFICE CLERK
Industrial distributor location in Farmington Hills has opening for general office person with computerized bookkeeping skills. Must be proficient with Excel. Inventory control experience preferred. Excellent benefits & a working condition. Send resumes to: Controller, PO Box 337, Farmington, MI 48332

502 Help Wanted-Office Clerical

OFFICE COORDINATOR/ SECRETARY
Michigan's largest CPA firm seeks a professional team leader for their Troy location. Duties include directing the work flow, mentoring and administrative team, wordprocessing of presentations, memos and spreadsheets, processing of spreadsheets, scheduling of meetings and other administrative tasks. Must have great communications/organizational skills and be self directed. Competitive salary and benefits. Send resume to Mr. Tansky, P.O. Box 981, Southfield, MI 48037 or fax 248-352-0018
An Equal Opportunity Employer

OFFICE HELP
needed part time Mon thru Fri. 10am-3pm. Must have good phone skills. $5.50/HR. Call Bob or Gary
(313) 584-0300

OFFICE PERSON
needed for full charge accounts receivable, typing, 40 hours Mon-Fri. 9-5pm. Downtown Detroit location. Call Linda, Tues & Thurs only at (313) 245-5131

ORDER TAKING/ ORDER ENTRY POSITIONS
- Part & full time hours available
- Mon-Fri. 40 hrs/wk
- Competitive Wages
- Extra Income
- Excellent Working Conditions
- Will Train
- Plymouth, Michigan location

Excellent opportunity to join a major building products manufacturer. Seeking dependable, service oriented individuals, self-motivated, who enjoy working in a fast pace environment. Please send resume to:
Masonite
45837 Port Street
Plymouth, MI 48170-6010

PARALEGAL
Downtown Detroit law office seeking experienced paralegal with experience in Medical Malpractice litigation. Bachelor's degree and Paralegal Certificate preferred. Qualified candidates please send resume to: Office Manager, 535 Griswold, Ste 1730, Detroit, MI 48226

PARA LEGAL
★ For personal injury law firm in Southfield. To work in area of medical malpractice & auto negligence. Call (810) 552-1000

PARALEGAL
SOUTHFIELD Plaintiff Personal Injury firm seeks Paralegal with a minimum of 2 years experience in handling Auto No-Fault cases. Good salary & and able to work in fast paced atmosphere. Fax resume to: 248-945-9494 Attn: Mr. Winton

PART TIME - Bloomfield Hills, Woodward Ave. Mon Wed Fri hrs 8:30-5. Word Processing, organized, efficient, friendly, fax resume to: 248-645-0749 or Call 248-645-0740

PART TIME/FLEXIBLE HOURS
Auto dealer seeking someone to Cashier/Schedule and process customer loans. Approximately 25 hours per week. Must be very dependable and reliable. We treat the right person.
Please send resume to
SNETHKAMP JEEP EAGLE
23951 Plymouth Rd.
Redford, MI. 48239
ATTN: Laura Mustand

PART TIME - Mon & Wed. 10am to 4pm. Fax resume to: PEACHTREE COMPUTER SERVICES. Accounts payable, receivable and billing. Retirees also welcome.
(313) 535-7033 Mon-Thurs, ask for Michael or Richard

PART TIME OFFICE ASSISTANT
Glacier Hills, Inc., a retirement community offering various levels of care for seniors, is seeking a part time office assistant for its Environmental Services Department. Hours are 12:30-4:30 p.m., Mon-Fri. Computer skills required. Applicant must be dependable and able to handle multiple tasks. Bookkeeping skills a plus. If you're a professional desiring a dynamic work environment, please complete the application at the Nursing Center reception desk or send a resume ATTN: Personnel. We are conveniently located near I-94, US 23, and M-14.
GLACIER HILLS
A Retirement Community
Ann Arbor, Michigan 48105
Glacier Hills, Inc.
1200 Earhart Road
Ann Arbor, MI 48105
(313) 769-5429

PART-TIME OFFICE person, light clerical, non smoker, good phone, some bookkeeping, some data entry. Compensation commensurate with experience. Monday - Thursday from 10am-5:30pm. Approximately 25 hours per week. Possibility of furniture located near 12 Oaks Mall. If interested call Sharon Ellis, Accountant or Bob Corbett. (248)349-4600

PART TIME RECEPTIONIST
Mondays and Fridays only. Your voice must be pleasant. Call Shelia for interview at (248) 799-6276

PART-TIME - 15 to 20 Hrs. per week. Mon-Fri. Light Office & accounting duties. Phone skills. FAX resume only: 248-540-3622. No phone calls.

PART-TIME
3 days, including Monday. Flexible hours. Duties include: assist in payroll, general office, filing, light bookkeeping. Fax resume to: Office Manager, 37485 Schoolcraft, Livonia MI 48150.

PATIENT REGISTRATION
Our rapidly growing network of Medical Centers has immediate positions available.
Ideal candidates will have medical office reception, registration or medical billing experience.
For position availability and instructions on how to apply, please call our Job Opportunity Hotline at: 810-424-3171 (press 3, then 2)
PROVIDENCE
Hospital and Medical Centers
Attn: Staffing Coordinator, Ste. 310
Southfield, MI 48075
EOE

ACCOUNTS PAYABLE CLERK
Experienced Accounts Payable Clerk needed. Apply in person:
MASSEY FERGUSON DETROIT
24600 Grand River, Detroit, 48219

502 Help Wanted-Office Clerical

PAYROLL/BENEFITS PERSON
Seeking a career oriented person for a full time position in busy office. Fast auto dealership experience a plus but will train the right person. Accounting knowledge a plus. We offer health insurance, 401K and more.
Stop by or send resume to:
Toyota Ann Arbor, Inc.
2867 Washtenaw Avenue
Ypsilanti, MI. 48197
Phone (313) 434-9600
Ann Vail

PAYROLL CLERK AUTOMOTIVE DEALERSHIP
needs a full time payroll clerk. Excellent pay and benefits. Please send resume to: 496 Ann Arbor Trail, Suite 205, Plymouth, MI. 48170.

PAYROLL CLERK
for multiple accounts using ADP software. Knowledge of payroll taxes, W2's, taxes & 2 years minimum experience. Full-time with benefits. Send resume & salary requirements to:
Office Administrator
45211 Helm, Suite C
Plymouth Twp., Mi. 48170-6023

PAYROLL
fast paced payroll service bureau has a position for a payroll specialist, the position requires a detail oriented individual with good customer service, math & computer skills. Interested applicants please fax: Pay Systems, 18000 W. 9 Mile, #302, Southfield, MI. 48075.

PLANNING/ ENVIRONMENTAL CLERK
The Charter Township of West Bloomfield is seeking qualified applications for this full-time position. This position involves a wide variety of tasks which requires excellent typing & clerical skills, operation of various office equipment & the ability to deal tactfully with the public. General minimum requirements are graduation from high school and completion of two courses in typing & a minimum of 1 year clerical experience. Salary $31,362.53 with excellent benefits package. Applications must be picked up at the Personnel Department, 4550 Walnut Lake Road. Deadline to apply is July 31, 1997.

PROGRESSIVE LIGHTHRUP Village CPA Firm seeking full time computer, clerical person with knowledge of basic accounting. Fax resume to: 810-552-1990 or mail to: Steven Hess & Assoc. PC, 27816 Schoenherr Rd., Lathrup Village, 48076

Property Management Bookkeeper
Needed for fast paced residential property management company. Ideal candidate should be well organized, self motivated and able to work independently. Duties include maintaining accounts receivable, interfacing with residents and managers, preparing daily bank deposits and other clerical duties. Computer experience required. Excellent salary and benefits package available. Send resume with salary requirements to:
Kaftan Enterprises, Inc.
P.O. Box 2033
Southfield, MI 48037-2033

Haden, Inc., a member of an international corporation that is a world leader in Industrial Paint Finishing Systems, has an immediate opening for a:
Receptionist
Qualifications Include:
Experience answering a multiline phone system.
(Rolm experience preferred)
Experience with Microsoft Word
Professional Appearance
Excellent Communication Skills
Benefits Include:
Medical Insurance, Dental Insurance, Short and Long Term Disability, Life Insurance, 401k Plan, Profit Sharing and Bonus Opportunity.
Please submit resume with salary requirements to:
Haden, Inc.
Attn: J. Marrott
1393 Pacific Drive
Auburn Hills, MI 48326
FAX # (248) 475-6344
EOE 1E M/F

RECEPTIONIST
Answering phones, light typing. Health insurance included. (248) 478-5000

RECEPTIONIST
BUSY Farmington Hills Accounting Law firm seeks receptionist with prior office and word processing experience. Must be willing to expand job description. Excellent benefits. Please send resume to Mary, 290 W Nine Mile, Suite 310, Birmingham, MI. 48009-3344 or Fax to: 248-540-2113

RECEPTIONIST/ CLERICAL
Person with excellent communication and people skills needed for Livonia Dentist office. Great hours & benefits opportunities. Call Kate
(313) 442-1112

RECEPTIONIST/CLERICAL
For Bingham Farms CPA firm. Flexible 20-25 hours per week. Phone relief. Some general office duties required. Light word processing & data entry. Wal Mart. Send letter of application or resume to:
Polk & Associates, 30700 Telegraph, #3450, Bingham Farms, MI 48025
Fax (810) 645-9344

RECEPTIONIST /CLERK
Give a smile to your voice? Friendly, energetic and helpful front-desk person needed for fast-paced service company. Some computer, typing and phone skills required. Excellent working environment. Dodge Caravan benefit package. Send resume to:
NTEX, 24700 Catch Dr.,
Farmington Hills, MI 48331-3414

RECEPTIONIST / CLERICAL
Full-time, 40-45 hrs/wk. Growing company seeking enthusiastic, highly motivated, team & detail oriented, quick learning, well-spoken, computer literate, energetic individual enjoying stress. Manage 8-line phone system, filing, light bookkeeping, computer experience required. $8/hr to start plus benefits. Send resume to: Alpine Batteries Co., Hill Dept., 11931 Dixie Street, Redford, MI 48239

RECEPTIONIST
For Livonia CPA firm, answering phones, scheduling, typing & word-processing and some bookkeeping experience. Send resume to:
Hill, Barth & Company
38701 7 Mile Rd., Ste. 245
Livonia, MI 48152

502 Help Wanted-Office Clerical

RECEPTIONIST/CLERICAL
WE are looking for a mature individual with a positive attitude and friendly personality who is dependable and has strong work ethic. Exceptional telephone skills are key. If you have these qualities and 1-2 years of experience in an office environment, please send your resume to:
Sacha Automotive
2107 Crooks Rd.
Troy, MI 48084
Attn: Human Resources

RECEPTIONIST/ CONFERENCE COORDINATOR
Join a top rated organization and use your excellent interpersonal skills to work, blast have superior communication skills, and have the pleasure when working with the public. Some general office experience and computer skills are a must.
Diversified Recruiters
248-344-6700 Fax 248-344-6704

RECEPTIONIST/ CUSTOMER SERVICE
Livonia office seeks career-oriented individual for telephone reception, customer service, and light bookkeeping.
Ideal candidate will be an outgoing individual who enjoys extensive customer service contact via telephone; will have experience with a wide range of computer software programs; and basic bookkeeping and clerical skills.
This career position offers an excellent compensation program, including medical benefits and 401k program. Fax or send resume to: Receptionist, Box 254, Troy, MI. 48099-0254
Fax: 248-953-2680 EOE

RECEPTIONIST - for busy Troy law firm. 1-2 years experience required. Please send resume to: Hunting Commmittee, 2301 W. Big Beaver Road, Suite 525, Troy, MI. 48084-3326.

RECEPTIONIST
For Eye Care practice advertising office. Full time. Growth potential for individual with excellent phone & computer skills. Julie: (248) 932-7100

RECEPTIONIST FOR small & growing Southfield law office. Answering phones, typing, etc. preferred. Send resume & salary/benefit requirements to: Office Manager, 20300 Civic Center Dr. #203, Southfield, MI 48076

RECEPTIONIST
FOR growth real estate development company now in Southfield and moving soon to Bloomfield Hills. Answering busy switchboard, greeting guests, etc. with warm secretarial skills. Excellent phone skills, professional appearance and attitude required. Minimum one year of experience with WordPerfect a plus. Send resume and salary requirements to: Personnel, P.O. Box 3098, Southfield, MI 48037-3098 or Fax to:
(248) 827-7550

RECEPTIONIST - for Podiatry office. Part time. Located in Southfield on 10 Mile & Greenfield.
Call (248) 559-4477.

RECEPTIONIST FOR real estate office, Bloomfield Hills. CALL EARTH CUBE REALTY INC (810)474-3303. Ask for Barbara Wallowitz

RECEPTIONIST - Friendly, Farmington Hills Real Estate Office is looking for a "PEOPLE PERSON" for weekends. Must type. This is a permanent/part-time position. Fax (248)851-6700

RECEPTIONIST
Friendly, mid-sized Bloomfield Hills law firm seeks full time receptionist. Good opportunity for person with excellent secretarial skills. Salary & full benefits package. Send resume & salary requirements to Sandy at: 248-644-2801

RECEPTIONIST - Full time for prestigious financial institution. Excellent salary, benefits and advancement opportunity. Sterling Mortgage, Farmington Hills. Call Cathy at: 248-553-3029 before Noon.

★RECEPTIONIST★
Full-time position at fast paced Troy dealership. Must have fast paced enced front-desk person with excellent phone skills & professional manner for multi-line phone system. Position involves some general office duties. Wordprocessing a plus. Excellent growth potential, benefits & salary for the right candidate. Fax resume: (313) 452-1313 or fax resume to: 313-452-1974

RECEPTIONIST
FULL time position available in Livonia Kitchen & Bath Center. Duties include: answering 12 phone lines, administration, accounting, computer tasks & customer service. Computer, multi-tasking and excellent phone experience a must. $8-$9.00/HR. Full benefits. Profit sharing plus growth potential. Fax or mail resumes to: Attn: Sherry, 520 Mercantile Rd., Livonia, MI 48150. FAX (313) 522-9987

RECEPTIONIST - Full time, reliable, personable. Some computer skills & phone manner for multi-line phone system. Position involves some general office duties. Wordprocessing a plus. Excellent growth potential, benefits & salary for the right candidate. Fax resume: (313) 452-1313 or fax resume to: 313-452-1974

RECEPTIONIST
FULL time Receptionist/Clerical position. Duties include operation of our switchboard, filing, greeting visitors, general filing, credit collection assistance, and other administrative duties. Experience with PC (MS Word and Excel) a major plus. Salary commensurate with skills and experience. For inter