502 Help Wanted-Office Clerical

Clerical

REPUBLIC BANCORP MORTGAGE

As one of Michigan's top residential mortgage lenders, Republic Bancorp Mortgage Inc. is looking for a great assistant to the Mortgage Banking department in an need of some special help on a part-time basis. Hours are flexible, Farmington Hills location, competitive pay. Please send your resume or just stop by the office.

REPUBLIC BANCORP MORTGAGE, INC.
ATTN: Human Resources/PT
31155 Northwestern Highway
Farmington Hills, MI 48334
FAX: (248) 932-6513
EOE/AA

CLERICAL ASSISTANTS

Please see our display ad under Mortgage in the General section of today's paper.

InterFirst

CLERICAL - Birmingham fast paced growing firm needs individual who has Word experience, knowledge of power phones, open mail, general office work. $8.50 an hr. Call Pat.

CLERICAL/BOOKKEEPING
Immediate full time opening. Must be professional, efficient & detail oriented. Type 45 words/min, knowledge of computer experience required. Light bookkeeping duties. Competitive salary & salary requirements to: EETCO Accounting, 17117 W. 9 Mile Rd., Suite 537, Southfield, MI 48075.

CLERICAL
Brighten Your Future With Masterson Personnel!!
- Data Entry (6000+ Keystroke)
- Receptionist to $8.00
- Customer service to $9.00

plus Responsible for $12.00

If you're looking for a career change call us at: 313-677-2000*

CLERICAL-FULL time seasonal position available in our Customer Service office, phone skills & basic computer knowledge a must (248) 588-3600

Clerical

ONLY THE BEST NEED APPLY!!!

An exceptional opportunity position exists in our Farmington Hills sales office for a person with fast accurate typing skills, has a lot of people and enjoys doing three things at once.

If you like a demanding and diversified position which includes data entry using Lotus 1-2-3, talking on the phone, assisting customers, answering telephones, some accounts payable/receivable work - THIS IS THE JOB FOR YOU! Must have computer skills. Good starting salary + interested candidates send resume to:

Box #2282
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
EOE M/F

CLERICAL

Opening in our marketing department, requiring excellent clerical skills and pleasant telephone manner. You will be preparing documents & contacting clients and potential clients by phone & mail. Must have thorough knowledge of Word & Excel. PC knowledge a plus. Full-time with complete benefits package. Call (248) 932-1000 or e-mail resume to: prothenry@ETcompanies.com

CLERICAL OPPORTUNITIES

Source One Mortgage has immediate clerical openings for individuals looking for a challenging opportunity.

Qualified candidates should possess the following skills:
- Data Entry
- Strong Ten Key Ability
- Typing 35 wpm
- Previous Banking Experience a Plus

Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package.

Qualified candidates should send/fax resume or apply Mon-Fri:

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48334
FAX 248-488-7121

Or for other available positions please call our Job Opportunities Hotline at...248-488-7 JOB

Equal Opportunity Employer M/F/D/V

CLERICAL PART TIME
For Southfield CPA firm. Computer experience required. Fax resume to 248-262-0500 or call 248-262-9243

*CLERICAL - Part time inventory, typing, phones and light computer. Excellent wages. Flexible hours, weekends off. Pleasant welcome. T. Lawton 810-356-2222

CLERICAL PEOPLE
With some computer experience for temporary assignments. Call Temporary Personnel at: (810) 475-5180

CLERICAL
Several positions available. Must have experience in one of the following: customer service, data entry, word processing, or general office duties. Pay $8/hr. and up depending on experience. Call for an appointment: 313-525-4908

CLERICAL / WORD PROCESSOR
Immediate Part-Time Opening at busy Bloomfield Hills A/E firm for detailed individual with excellent analytical/verbal skills and word processing experience. Must be proficient in Clarisys or MS Office/Words. Knowledge of construction related experience a plus.
Send Resume to:
Office Manager
TMP Associates, Inc.
4200 Telegraph
Bloomfield Hills, MI 48303-0289
E.O.E.

- CLERK MESSENGER
Position for Bloomfield Hills Law Firm. Duties include deliveries, (local mail) and library filing. Copying etc. Must have dependable transportation. Pay is commensurate with experience. Call Personnel at (810) 258-6700

COLLECTIONS
Collections experience and AR background are ideal for this position with this Farmington Hills industrial distributor. Duties are varied and include collections, OEM experience a plus. Proficiency in MS Word/Excel required. Competitive salary and benefits. Send resume: HR/JR, P.O. Box 697, Farmington, MI 48332-0697

COMPUTER COMPANY seeks part-time clerical. Interesting position offers, long term career potential. Call Teresa (248) 626-5300

502 Help Wanted-Office Clerical

COMPUTER OPERATOR
Troy CPA firm needs mature, responsible energetic individual with strong organization skills, full-time for our computer payroll processing department. Computer data entry experience required. Payroll experience a plus. Send resume to:
Personnel Director, 6905 Rochester Rd, Troy, MI 48098.

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 accounts and purchase agreements, processing accounts payable invoices and checks, interacting with accounting clerks and the mortgage companies, maintaining insurance records, obtaining insurance certificates, statements from vendors, and other related duties. Computer and experience required. Excellent wages and fringe benefits available. Send resume with salary requirements to:

Kathan Enterprises, Inc.
P.O. Box 2033
Southfield, MI
48037-2033

CORPORATE RECEPTIONIST
Service oriented position that works with companies around the world seeks a team oriented individual who is organized yet assertive to handle our phone traffic. Excellent communications and computer skills required.

Diversified Recruiters
248-344-0700 Fax: 248-344-6704

COURT 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 also consider part-time candidates. Please send resume to: Administrator, Mason, Steinhardt, Jacobs & Perlman, 4000 Town Center, Suite 1500, Southfield, MI 48075

CUSTOMER ASSISTANCE
BUSINESS TO BUSINESS
Selective temp to perm position. Service people that are at ease finding information and answering questions from a library of business customers. Experience and computer familiarity helpful. No sales. Phenomenal Benefits and Auburn Hills Long term. Days and afternoons. Call Celeste today.
Livonia Bentley
477-2931 646-7661

Advantage Staffing

CUSTOMER SERVICE
Jerry Baker Garden Catalog company looking for reliable, part-time telephone customer service representatives. We offer flexible hours, several shifts to choose from, 401K, profit sharing, fun & exciting work place. Competitive wage with excellent wage progression. To join our growing customer service team, call Vicki at: (248) 437-3000

CUSTOMER SERVICE REPRESENTATIVE
With good phone, organization & computer skills needed for manufacturing company. Benefits & 401k. Send resume to Human Resources, 8200 Schaefer, Ind. 4, Detroit, MI 48228 or FAX 313 491-5613

CUSTOMER SERVICE
Customer Service Representatives needed to interact with customers in person and on the phone. Also CSR must 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. Data entry is required when needed. Starting pay $6.55 per hr. We offer a good benefits package as well as advancement potential. If interested, please apply at North American Photo, 27431 Schoolcraft, Livonia, MI 48051

CUSTOMER SERVICE REPRESENTATIVE
Rapidly growing international plastic manufacturer with headquarters in Plymouth, MI is seeking a person with excellent/professional phone skills. Responsibilities include answering product questions, opening new customer accounts, recording account information and preparing product reports. Qualified candidates will have 2-3 years customer service experience, strong computer skills, and excellent communication. We offer excellent benefits with salary commensurate with experience. Forward resume + salary expectation to:

Customer Service
P.O. Box 6407
Plymouth, MI 48170
EOE

Fast growing company environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package.

Qualified candidates should send/fax resume or apply Mon-Fri:

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48334
FAX 248-488-7121

Or for other available positions please call our Job Opportunities Hotline at...248-488-7 JOB

Equal Opportunity Employer M/F/D/V

CUSTOMER SERVICE REPRESENTATIVE
PMH Claims processing, Inc., a dynamic growth-oriented company is seeking a Customer Service Representative. We are a high tech marketing services company located in Farmington Hills serving Fortune 500 companies. We provide ongoing administrative support for marketing programs and have high quality standards to maintain.
The ideal candidate will possess:
- High School Diploma
- 5 plus years in MS Word & Excel
- Ability to manage multiple tasks in a fast-paced environment
- Strong communication skills and attention to detail
- Experience in Customer Service

PMH offers an excellent benefits package, tuition reimbursement and career growth opportunities.
Qualified candidates send resume and salary requirements to:
Phil Carstensen
Attn: H R Mgr (CSR)
PO Box 2447
Farmington Hills, MI 48331-2487
or Fax 248-476-5303

CUSTOMER SERVICE
Plymouth Twp phones. Data entry. $8+/hr
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1538

CUSTOMERSERVICE/ GENERAL OFFICE
Rapidly expanding company needs energetic, detail oriented person for fast paced Customer Service Challenging environment, heavy phone work. Clerical skills needed. Fax resume to: 313-453-2442 Or Call Dan: 313-416-6003

CUSTOMER SERVICE
11:30 a.m. - 8:00 p.m.
1:30 p.m. - 10:00 p.m.
Customer Service Reps needed for afternoon shift M-F, some weekend hours. Inbound calls. Must have proven Customer Service experience. Entry level positions available. Training begins the second week in August
UNIFORCE
STAFFING SERVICES
248-646-7660

CUSTOMER SERVICE
Plymouth Center has an immediate opening for service department. Tracking of equipment and external phone work. Person should be well organized, detail oriented and have ability to learn our product and process to expedite work efficiently. PC knowledge and Word experience preferred. Training provided. Full benefit package. No phone calls. Send resume to: Pat Green, P.O. Box 5034, Southfield, MI 48076 or fax to 248-352-2242. An Equal Opportunity Employer

CUSTOMER SERVICE / Order ENTRY
Excellent opportunity for person experienced in industry to be responsible for inside sales at branch of National Organization. Must be confident, reliable, aggressive computer literate with excellent phone skills. Company offers competitive wages, medical (016) and. Clean office good neighborhood.
Reply to: General Manager
12874 Westmore
Livonia, MI 48150
FAX: 313-522-9102

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
Industrial Supply business distributor has an immediate opening for an individual with customer service background. Position includes order entry, order follow-up, form design, telephone reception, filing and other clerical duties. Position requires proficient WordPerfect skills and two years experience in customer service or sales support capacity. Competitive wage, full benefits and bonus plan. Send resume to: Human Resource Manager/CSR, P.O. Box 18189 Lansing, MI 48901-8189

Customer Service

Are You The Missing Member of Our Staff?

As our service coordinator, you'll be the main link to patients in our busy office. We are seeking an enthusiastic, customer focused person with pleasant phone voice who is multiple tasks oriented, has outstanding communication skills. Computer experience is a plus. Salary depending on experience and qualifications. We offer full benefits and fully paid training. Apply at any D & O Office or call Jeanneta at 800-289-3837 X 436

CUSTOMER SERVICE
Immediate full time opportunity available for fast-paced glass wholesaler in Livonia. Ideal candidate possesses excellent communication skills and has previous customer service experience. Position is temp-to-perm. Please call for more information.

PERFORMANCE PERSONNEL
"Performance Driven"
313-513-5823

CUSTOMER SUPPORT SPECIALIST
A leader in the automotive OEM industry is looking for a professional, energetic individual to provide analytical and support services to a sales/marketing group. Ideal candidate will have a minimum OEM exposure; cost estimating experience a strong plus. Responsible for product development of automotive OEM components including cost breakdown and justification, as well as for research and developing sales and marketing reports and studies. Must have a college degree plus 2 years experience in a similar position. The successful candidate will be assertive and good people skills so as to be able to interact with customers and internal personnel to challenge, justify and resolve issues. Must be organized and able to give detail attention to detail and be flexible to meet multiple/conflicting deadlines in a fast paced office. Proficient in mainframe and software applications (Microsoft and data base) a must. Excellent benefits; competitive salary. Send resume with salary requirements to:

HR Manager
P.O. Box 798
Novi, MI 48376

DATA ENTRY
Be a part of our growing team. Quest Diagnostics is currently seeking to fill the following positions:

BILLING COORDINATOR I
Requires a minimum of 50WPM. The successful candidate will make calls, research and client contacting.

DATA ENTRY OPERATOR
Require a minimum of 55-60WPM keying. Data entry experience.

We offer competitive salaries & an excellent benefits pkg. For immediate consideration, please complete an application form at 30 Twelve Oaks (please come prepared for testing) at: American Photo, 444 Goddard Rd., Auburn Hills, MI
EOE M/F/D/V

DATA ENTRY CLERK
Experienced, Accurate and Numerical. Full-time. Days/afternoon/midnight shifts available. Call 313-464-3170

DATA ENTRY CLERKS
Needed to work short-term and long-term assignments. The following skills are needed:
- 70 words kpsh
- alphanumeric
- numeric

UNIFORCE
STAFFING SERVICES
248-646-7660

Data Entry / Proofreaders
Fast growing company has full and part time positions available on day and afternoons shifts. Must be detailed oriented with data entry experience required. Excellent benefits package for full time employees. Send resume: Computer Methods Corp., Attn. Jeanne Stumpf, 13740 Merriman, Livonia, MI 48150 or FAX: 313-522-2705

DATA ENTRY
Several openings for Farmington Hills firm. Alpha & numeric. All shifts. Excellent hrly. $9/hr.
Express Services
248-474-5000 FAX: 248-474-6833

DATA INPUT
Service bureau in Farmington Hills is seeking individual with good math aptitude for mortgage transaction input. Mainframe experience. Call Nancy: (248) 553-3143

DEALER ACCOUNT COORDINATOR
Publisher seeking person to handle dealer accounts & service. Fax maintenance, typing & phone skills required. Computer work. Full time position. Contact Jeanette: (248) 477-0252, ext. 104

DENTAL RECEPTIONIST
Friendly Royal Oak office. 20 hours plus.
810-547-8730

EMPLOYEE BENEFITS insurance company looking for an enthusiastic, hard working, positive people person. Full time position with benefits. Experience preferred. Salary $8.50-$9.00/hr. Fax resume: (248) 398-2309 or call: (248) 398-2000

GENERAL OFFICE
People & task oriented person for fire protection company in Royal Oak. Phones, filing, misc. Word & Excel helpful. Full benefits. Write train. Salary negotiable.
810-548-8117 x 302

GENERAL OFFICE
Phones, Typing, Filing, WordProcessing, Spreadsheet experience helpful. Bookkeeping helpful.
Swad & Company, CPA's
38701 7 Mile Rd. Suite 245
Livonia, MI 48152

GENERAL OFFICE/Word Processing. Experience necessary. Immediate opening. Call: (248) 543-5600

GROWING WIXOM corporation seeking an organized individual with experience in data entry & accounts receivable. Individual should be detail oriented & deadline motivated. Send resume including previous job duties & salary history to: Personnel Dept., P.O. Box 1004, Wixom, MI 48393-1004

HEATING/AIR CONDITIONING TECHNICIANS needed for construction company. Must have experience in refrigeration. Salary based on experience. Call Rich at: P.O. Box 308, Southfield, MI 48037

TITLE INSURANCE Company looking for energetic, hard working individuals to fill several General Clerk positions for:
- Data Entry
- Microfilm Personnel (days: 8a-5p or nights: 5pm-10pm)
- Microfilm Puller & Refiler
- Tax Clerks

Will train, 40 hours a week. Please call Mark Kuiel: (313) 425-2500

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

502 Help Wanted-Office Clerical

EXECUTIVE ASSISTANT
NETRE, the fast growing, Southfield based, provider of Internet services has an immediate opening for a person with the excellent word and ability to provide the senior officers of the company with administrative support that includes; scheduling and coordinating meetings, correspondence, making travel arrangements, keeping records, etc.

Strong Micro-Office skills and experience with the Internet desired. Competitive standing pay, benefits and career opportunities with a highly successful organization.

Fax resume, and salary requirements, to Marty T at: (248) 362-2378 or e-mail to marty@netre.com

EXECUTIVE ASSISTANT
CEO of Southfield commercial real estate development firm has an opening for an experienced Executive Assistant. Job duties include, but not limited to: Word processing, scheduling, and other duties as assigned, and calendar management, and other duties as assigned. Salary commensurate with experience. We offer full benefits and fully paid training. Apply at any D & O Office or call Jeanneta at 800-289-3837 X 436

EXECUTIVE ASSISTANT
Rapidly growing systems integrator is seeking an Executive Assistant to the President and CEO. Excellent career opportunity for a responsible, computer literate, motivated individual. Must have a college degree in business or related field and three to five years experience in an administrative position. Must be proficient in Microsoft Office. Excellent benefits and competitive salary. Send resume with salary history to:

CLOVER
COMMUNICATIONS, INC.
41200 Plymouth Rd.
Novi, MI 48375
Attn: Debbie Mason-LAK
EOE

EXECUTIVE LEGAL SECRETARY for managing partner of Farmington Hills law firm. Civil litigation is the practice area. Very experienced, some college. Multi-administrative duties. Word Perfect 6.0 required. Excellent compensation package. Call (248) 626-5000

EXECUTIVE SECRETARY
Large company in Farmington needs top notch individual to assist VP. Many duties. Word experience. Salary - low $30's, full benefits.

Boyer Search Group
248-645-0002
24 Hour Fax: 248-645-0003
e mail: search.1500@aol.com

EXECUTIVE SECRETARY
Farmington Hills company needs high level Executive Secretary strong Word, Excel & PowerPoint. Minimum 5 year experience & good communication skills are a must. For consideration, please contact:

OFFICETEAM
Administrative Staffing
One Towne Sq. #1050
Southfield, MI 48076
248-358-0022
FAX: 248-358-0941
www.officeteam.com

FILE CLERK/ASSISTANT to staff Farmington Hills Law Firm. Full time with benefits. Must be dependable, neat and have a good work ethic. Farmington Hills, MI 48334-2516 Attn: Caroline or Fax: 248-851-2156

-FLEXIBLE HOURS-
Fast paced Birmingham/Bloomfield law firm seeks organized, detail-oriented, self-motivated person for 2 shifts/day (daytime position with flexible hours. Previous office experience, computer & typing skills a must!
Call 9 a.m. - 1 p.m. weekdays
Ask for Kristy (248)645-6200

FULL/PART TIME OFFICE POSITION
In Troy, related work experience, typing required. Call 810-649-1310

FULL TIME Legal Secretary needed for Southfield law firm. Must have college education, emphasis on litigation and family law. Call or fax resume to Eisenberg & Goldman
(248) 358-5500
FAX: (248) 358-9094

GENERAL CLERK/SUPERVISOR
Experienced in data entry. Good telephone skills. Heavy phone. Mature. Salary $16,000-$20,000 yr.
Call after 5 PM (313)454-6981

GENERAL OFFICE
Dependable, responsible person to do filing, typing and general office work. Part time, flexible hours. Immediate. 1577 Opdyke Rd., in the Bloomfield Hills Center Plaza. Mon-Fri, 9-6pm

GENERAL OFFICE for busy Ann Arbor Contractor. Duties include: Answering phones, payroll, job cost, general bookkeeping. Must be detailed oriented and accurate, phone skills, computer experience required. Fax resume with salary requirement to: 313 871-1135

general office

GENERAL OFFICE
Clerical assistant needed for busy office. Must be familiar with Windows based word processing and Spreadsheet applications. Fax resume to Carl: 248-988-0287 or Fax resume to 248-649-1886.

GENERAL OFFICE HELP
Part-time, Weds, Thurs & Fri, 5-8pm. Every other Sat., 9-7pm. 88 25/hour. Apply in person: Mount Clemens Pottery, Mon-Sat, 9-5. 810-542-2020

GENERAL OFFICE - organized person for general office duties. Must be detail oriented, accurate, computer literate. Salary, benefits, 401K. Full time, benefits. $8.50-$9.00/hr. Fax resume: (248) 398-2309 or call: (248) 398-2000

GENERAL OFFICE
People & task oriented person for fire protection company in Royal Oak. Phones, filing, misc. Word & Excel helpful. Full benefits. Write train. Salary negotiable.
810-548-8117 x 302

GENERAL OFFICE
Phones, Typing, Filing, WordProcessing, Spreadsheet experience helpful. Bookkeeping helpful.
Swad & Company, CPA's
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Livonia, MI 48152

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- Microfilm Personnel (days: 8a-5p or nights: 5pm-10pm)
- Microfilm Puller & Refiler
- Tax Clerks

Will train, 40 hours a week. Please call Mark Kuiel: (313) 425-2500

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502 Help Wanted-Office Clerical

HUMAN RESOURCES ASSISTANT
Rapidly growing consultant services organization in Southfield seeking a person with strong interest in human resources. Responsibilities include assisting with employee relations projects, basic word-processing, file maintenance, copying, faxing, research and other projects as assigned. We need someone with a strong desire to learn and participate in HR functions. BS degree in HR or related field preferred but not required. Some office experience required. Excellent verbal and written skills helpful. We offer an excellent benefit package and opportunities for professional growth.
Interested candidates should fax their resume to: Manager of Human Resources (248) 386-5301 or Mail to: Manager of Human Resources, 4000 Town Center, Suite 1100, Southfield, MI 48075
EQUAL OPPORTUNITY EMPLOYER

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

JOBS OF THE WEEK
ADMINISTRATIVE ASSISTANT
Microsoft Word and Excel
Rochester. $8-10/hr.

RECEPTIONIST
Microsoft Word. Growing company. Downtown. Temp to hire. Benefits. $8/hr.

RECEPTIONIST
Microsoft Word & Excel. Full Benefits. Upbeat. $7-9/hr.

CUSTOMER SERVICE
Entry level position and professional. $9-11/hr.

DATA ENTRY
Good Excel skills. Accurate typing. Benefits. $8-10/hr.
Call 810-447-9690
or fax resume 810-477-0088
SNELLING PERSONNEL SERVICES

JOBS OF THE WEEK
Administrative Assistant
$28,000 to $35,000
6 positions. North suburbs and Plan Can't-do basic secretarial level experience. MicroSoft Office Suite and Word processor Word Perfect. Benefits. Call Darlene

Legal Secretary to $33,000
Several positions. Litigation, litigation, labor law, immigration, patent or corporate background. Excellent opportunity. Call Darlene

Administrative Secretary to $33,000
MicroSoft and Excel. Good organizational skills. Lots of variety. Great benefits. Call Denise

Sales Secretary to $32,000
MicroSoft Office. Automotive background a plus. Great benefits. Great location. Benefits. Call Danielle

Payroll Assistant to $30,000
ADP or Candeas background a plus. Major automotive firm. Quick hire. Benefits. Call Denise

Advanced Word Processor $30,000
3 years corporate legal experience. MicroSoft, Excel and Powerpoint Word perfect. Full benefits.
Call Barbara

Accounts Receivables to $26,000
A/R and collections experience. College a plus. Southfield area.
Call Denise

Administrative Assistant $12/hr.
Work in human resources department of major advertising agency. MicroSoft, Excel and Powerpoint. Lots of variety. Suburbs. Call Danielle

Receptionist $22,000
Friendly Troy firm. Good computer skills. Light phones. Great benefits. Quick hire. Call Darlene

General Office $/hr.
Large suburban bank. Some office experience. Great benefits. Great hours. Opportunity to advance. Excellent benefits. Call April

Call 810-772-6760
or fax resume 810-772-1811
SNELLING PERSONNEL SERVICES

KEY PUNCH OPERATORS
Experienced. Full & part time
Call (810) 559-0200

LATE NIGHT WITH LEGAL STAFFING
If you can't come see us during the day we have extended hours in the evening to accommodate your schedule. Entry level to Executive level positions.
CALL TODAY
BY APPOINTMENT ONLY
WEDNESDAY, AUG. 13th & TUESDAY, AUG. 26th
LIVONIA 313-266-8600
TAYLOR 313-284-0777
SOUTHFIELD 248-352-1300
AUBURN HILLS 248-373-7500

SNELLING.
PERSONNEL SERVICES

LEGAL ASSISTANT
Southfield area general practice law firm needs people oriented individual who desires highly responsible challenging position. Must have WordPerfect 6.1 literacy required. Salary commensurate.
Fax to 810-968-2211
or call 810-968-5333

LEGAL
Integrity & 35 years of service is why the top law firms in the metro area trust us - you should too. For support staff, job placement, perm and temp.
HILLTOP & ROSS AGENCY, INC.
248-626-8188
FAX: 248-626-8434

LEGAL SECRETARIES & RECEPTIONISTS
Experienced only for permanent & temporary placements. 1-5 days a week/permanent positions available for top notch candidates.

JOANNE MANSFIELD
LEGAL STAFFING
755 W. BIG BEAVER
SUITE 2100, TROY, MI 48084
248-362-3430
FAX 248-362-4881

LEGAL SECRETARIES
Bingham Farms law firm seeks an experienced legal secretary with litigation background. Experience & knowledge of Microsoft Word necessary. Excellent computer, organizational & professional telephone skills a must. Salary range $30,000-$35,000, commensurate with experience. Please respond to: Ms. MacDougall, 31780 Telegraph Rd., Suite 200, Bloomfield Hills, MI 48025 or Fax to: 248 540-9059

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Experienced for Bloomfield Hills Law Firm. Word Perfect 6.1 preferred. Must be self starter. Fax resume to 810-258-8745 or send resume to: Personnel Director, 1000 N. Woodward, Ste. 350, Bloomfield Hills, 48304

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

LEGAL SECRETARY
For personal injury law firm in Southfield. Bankruptcy experience must be experienced in bankruptcy and/or medical malpractice and have excellent organizational skills. Call (810) 557-1000

LEGAL SECRETARY for busy South field law firm. Experience required. Excellent benefits, salary negotiable. Call Mark Kaplan at (248) 557-7200

LEGAL SECRETARY - Full Time. Excellent typing skills. Efficient knowledge of WordPerfect. Call (313) 261-4700

LEGAL SECRETARY
Full time for Troy law firm. Experience in bankruptcy, real estate and legal experience required. Send resume to Office Manager, 888 W. Big Beaver, #200, Troy, MI 48084

LEGAL SECRETARY
For Southfield law firm with experience in bankruptcy, real estate and strong administrative and client communication skills. 3-5 years experience. Non-smoking office. Mail resume to: Administrator, 322 W. Lincoln, Royal Oak, MI 48067. Or Fax resume to: (248) 547-5296

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

ENTRY LEVEL POSITION FOR LEGAL SECRETARY - Eager to learn, hard worker, quick thinker. 60 wpm, must be dependable.
Fax resume to: (313)962-6211, or Mail resume to:
Law Offices of Deborah G. Ford
547 E. Jefferson Ave., Detroit, MI 48226

LEGAL SECRETARY
needed with a minimum of 2 years well people oriented individual. Experience in Bankruptcy and/or litigation. Proficient with WP 6.1. Please forward resume to:
Bankruptcy Department, PLC, 300 East Maple Road, Birmingham, MI 48009

LEGAL SECRETARY PART-TIME
The law office of Kenneth A. Rhead, P.L.C. has an immediate opening for a part-time Legal Secretary in the Birmingham office. Hours are 4 days per week, working in immigration law. Excellent benefits. Send or fax resume to:
Attn: Personnel
255 S. Woodward, 2nd Floor
Birmingham, MI 48009

LEGAL SECRETARY Partner Position
★ ★ ★ ★ ★ ★ ★
Southfield P.I. firm seeks highly skilled secretary. Applicants must be proficient in Word Perfect and have excellent communication and paralegal skills. Must have litigation experience. Pleasant surroundings. Excellent starting salary and benefits. Call (810) 948-0000 or Fax resume to (810) 948-0494

LEGAL SECRETARY/ RECEPTIONIST
2 attorney practice in Troy needs mature conscientious, reliable person. Must know windows 3.1 word 6.0. Must have computer, phone & typing skills. Send resume, legal experience, 40+ hours. Send resume Box #2116
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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

LEGAL SECRETARY - wanted for plaintiff/personal injury firm. Non-smoking office. Knowledge of Word 6.0. Send resume to: Frank Aiello, 24901 Northwestern Hwy., Suite 417, Southfield, MI 48037

LEGAL SECRETARY wanted to work for sole practitioner in friendly shared office, located in downtown Birmingham. General practice with emphasis on family law and business matters. Call John Anderson at: 248-540-7847

LOOKING FOR A CHANGE?
Would you like to work with a leader in the Powersports industry. We are accepting application to fill 2 positions:
* Bookkeeper
* Cashier/Service Department Operator
If you have experience in either of these positions, we have on-site training to help you meet our industry standards. Please apply in person or call Jeff Rosenau at 248-276-5000
Rosenau Powersports
24732 Ford Road
Dearborn Heights, MI 48127

LOVE TO TYPE/ CHAT ON THE PHONE?
Come join the staff at Trackin' Times Magazine, we have a fun & challenging position for you! I know you will enjoy being a part of my team while making great money. Paid vacations, Blue Cross/Shield, 401K + loan reimbursement, 401K + loss more.
(248) 476-7555
Ask for Kathy Lee Floor

MANAGEMENT COORDINATOR/ CLERICAL- Semi secretarial position available with large lessible management company. Excellent communications, typing, WordPerfect basic PC experience required. Call or Fax resumes to:
Call Fax:
(248) 932-9077
(248) 349-9158

** MARKETING ASSISTANT **
Professional clerical position seeking detail oriented, organized, friendly individual with expert oral & professional clerical skills for a non-smoking office. Experience in the financial services industry or insurance office preferred. MS Word, Excel & Windows 95 required. If you great concepts quickly, fax resume to: 248-305-8022.

MATURE PERSON, good secretarial skills, Royal Oak law firm agency. Detail oriented, organized, quick learner, WP 6.1 a plus. 248-398-5000

MESSENGER
FOR Southfield law firm. Responsibilities include deliveries and court filing. Call Mr. Kaplan at 248-557-7200 or fax resume to 248-948-9494

MIS CLERK
PERMANENT POSITION
$18,640. Service charge paid by the company. Centrally located organization has immediate need. Person will track all computer inventory and maintain a help desk. Knowledge of software and maintenance a must. Call for appointment 248-399-3450 or fax 24 hours 248-399-3539
Snelling Personnel Services

MORTGAGE PROCESSOR
Immediate opening available. Experience preferred. Fax resume to 248-851-3003, attn. Wendy

NEW HOME Builder/Assistant
Fast paced, detail oriented, outgoing person to assist sales manager for a new home Builder in Novi. Must enjoy light office work, some computer experience preferred. $ days, 12-5. Call: (248) 347-7853 or fax resume to: (248) 347-7815

OFFICE ADMINISTRATION
Organized, detail oriented, self-reliable, accounts payable & clerical duties. Mature and dependable! Full benefits. Fax resume to: 248-553-4603 Call: 313-865-4600

502 Help Wanted-Office Clerical

OFFICE ADMINISTRATOR
Progressive high technology Southfield company in Southfield is looking for an office administrator, excellent communication, Word Processing (MS Word & Excel) & organizational skills are required. We offer competitive salary and benefits package. FAX resume: Attn: Janet Walters at Compusat Technology, Inc.
248 223-1526.

OFFICE ADMINISTRATOR
Financial services firm seek responsible individual with excellent communication skills for 1 person office. Must enjoy working with customers & be service orientated, well organized & accurate. Address: resume to: Lorraine Jones, 20915 W. 7 Mile, Livonia, MI 48152
An Equal Opportunity Employer

OFFICE ASSISTANT
Clarenceville location. Spring head sales. Basic data entry knowledge required.
Call John at: 313-266-0555

OFFICE ASSISTANT For W. Bloomfield Law office. Full or part time. Variety of duties. Please call Alicia (248) 851-5000

OFFICE ASSISTANT
Part time, 3-5 days/week, 10am-4pm. Livonia area. Includes phones, filing, mailings & customer service.
313-422-8222

★ OFFICE ASSISTANT ★
light secretarial duties, good phone & computer skills, for Bloomfield Hills company near Oakland University. Great opportunity for STUDENTS! Part-time - Will work around schedule.
Call: (248) 253-9700

OFFICE ASSISTANT
Ad agency seeks a detail oriented office support person to assist administrative staff with typing, mailings, and telephones. 20 hrs/week. Must have some computer & phone skills. Send resume to: J.R. Thompson Co., 30 Orchard 217-C/A, Farmington Hills, MI 48333

OFFICE ASSISTANT
Great opportunity for a creative professional to prepare invoices, do light bookkeeping, maintain customer service customer inquiries and other office duties. Must have good phone manner, attention to detail. Growth potential! Must or has resume with salary requirements to: HR/SR, 31700 Telegraph Rd., Livonia, MI 48150 or fax to: (313) 522-1222

OFFICE ASSISTANT
PART-TIME
Looking for people contact and a variety of duties? We have an immediate part time opening for a detail oriented, who has good communication skills, works well with people, is detail oriented, and enjoys working in a fast paced work environment. Hours for this position are 2:00 pm - 6:00 pm, Mon thru Fri. Responsibilities include incorporation of new accounts, handling mail distribution, shipping and receiving of general office supplies, conference room/meeting set-up and other duties assigned. Ability to be assigned. Ability to organize priorities & communicate with various levels of secretarial staff in a professional manner required. Switchboard and reception experience preferred. Previous office experience a plus. Routine lifting of boxes and heavy objects as required in the performance of this job. RMT, Inc., is a leading environmental engineering company. If this sounds like an interesting opportunity to you, send a resume and cover letter with salary expectations to the following email or street address.
RMT, Inc., Attn: DEIS-10260, 1143 Highland Dr., Suite B, Ann Arbor, MI 48106
Chuck@rmtaam.rmt.com M/F/D/V

OFFICE CLERICAL, part time / full time. Experience not necessary, will train. MAACO AUTO PAINTING & BODY WORKS
Redford. 313 535-8050

OFFICE/CLERICAL POSITIONS
- Secretary/Receptionists
- Data Entry Specialists
- Switchboard Operators

Must have excellent phone skills & typing. Any computer experience is a plus. Call Kelly Services Professional Services, 27101 Plymouth Rd., Redford. (313) 937-5627

OFFICE CLERK PERM POSITION
$17,000. Service charge paid by company. Westside company offering fully paid benefits has urgent need. Office, data entry and phone skills a must. If you are looking for a home, the one is for you. Call PERSONNEL UNLIMITED appointments. 248-399-3450
SNELLING PERSONNEL SERVICES

OFFICE HELP
Full time, 7-8 hrs./day, for upholstery shop in Livonia. Interest in color/fabric preferred.
313-427-0918

OFFICE HELP needed. Full, part & flex time. (248) 545-2539

OFFICE HELP - RECEPTIONIST
Casual, fast-paced Livonia company needs Receptionist. Send or Fax resume to: Easy Dress, 13600 Merriman, Livonia, MI 48150
FAX (313) 422-3248

OFFICE / INSURANCE
Personnel company for Life and Health insurance brokers and clients. Good people skills, versatility, computer skills and pleasant cooperative outgoing voice. Knowledge of word always to progress with rapid change more important than experience. This is an excellent advancement opportunity.
Eastern Financial Group, Inc.
Over 42 years for stable service.
(248) 569-6300, 15999 W. Twelve Mile Rd., Southfield, MI 48076.
Come Ready To Work!

OFFICE MANAGER
Full charge office manager/bookkeeper/accountant needed. Established three smoking law firm in Bloomfield Hills has a key position open for full charge position. Duties include responsibility for maintaining the internal accounting system, payroll & tax returns of a firm & financial records for a computerized accounting software system. Send resume to Personnel Director, 2350 Telegraph Road, Ste. 250, Bloomfield Hills, MI 48302