502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

WE CARE! - At Plante & Moran, LLP, "We Care" is our guiding philosophy. If you seek a challenging new opportunity with in a team oriented & professional environment, Plante & Moran is your answer, this is an excellent opportunity for energetic candidate with good secretarial experience who have excellent organizational & communication skills. Ideal candidates will be proficient in MS Word, Excel & PowerPoint. General support responsibilities include, but are not limited to, coordinating meetings, travel arrangements, maintaining calendars, maintenance of records, filing, heavy client contact, correspondence & dictation, environment, pay & benefits. For immediate consideration, please forward your history, cover letter & resume to: Job #3421-A1, P.O. Box 307, Southfield, MI 48037-0307, Fax: 248-352-8018, or e-mail careers@plante-moran.com.

PLANTE & MORAN, LLP

One of Fortune Magazine's Top 100 Companies To Work for in America!
Equal Opportunity Employer

ADMINISTRATIVE ASSOCIATE

The Polk Company, one of the nation's largest and most well established market information firms has a full time, high visibility, administrative support opportunity in our Livonia office. Position serves as an integral part of our well-known City Directory division. Responsibilities include: scheduling, correspondence and communications, travel arrangements, report creation, tracking of business performance information, ordering office supplies, and phone/reception coverage.

Successful professional will be attentive, accurate, highly articulate, conscientious, resourceful and possess 2 years experience with MS Word, Excel, PowerPoint and a minimum of 2-4 years in an administrative or secretarial.

Competitive pay program including base pay with quarterly and annual bonus opportunities, medical, dental, vision, paid time off, 401K and pension.

Send/fax resume to:
THE POLK CO.
37001 Industrial Rd.
Livonia, MI 48150
(248)728-7599
Attn: GTAA
Equal Opportunity Employer

POLK

Administrative Assistants

1 permanent opening
2 temporary (3-6months) openings

The TRW Automotive Electronics Group is looking for candidates to fulfill the responsibilities of providing administrative support - directions, meetings, project development personnel. Responsibilities include word-processing, significant presentations, projects, organizing and scheduling meetings via e-mail, arranging video conference, making domestic and international travel arrangements and itineraries, and answering telephones.

Requirements for this position include a minimum of three to five years of secretarial experience, and skills in preparing customer and executive presentations, including charts and graphics. Strong computer skills in MS Word, PowerPoint and Excel are also required. Associate's degree in a related field, or equivalent experience preferred.

Please send resume and cover letter to:

TRW Automotive Electronics
Attn: Kristen Farrington
2475 Research Drive
Farmington Hills, MI 48335
Fax: (248)442-6484
Email: farrink@trwmp.ttuhw.com

TRW

Equal Opportunity Employer

NEED TO SELL YOUR CAR...

— Truck, RV or Boat? Place a classified ad in the Observer & Eccentric and generate sales results at affordable rates!
FAX YOUR AD
734-953-2232
INTERNET ADDRES
http://observer-eccentric.com

JERRY BAKERS Gardening Catalog in New Hudson is looking for Customer Service Reps, Inside Sales, Warehouse pay raises. Mothers & students, we will work around your schedules. Must have good phone skills, type 40 wpm & be comfortable with computers. Call Vicki at 248-437-2000, ext. 237 to set up an interview.

LEGAL SECRETARIES-Strong legal/legal asst. exp. with excellent comp. skills. Downtown Pontiac Hills, MI 48341 (313)962-0565 Fax (313)962-2571. Dorothy Day Personnel.

LEGAL SECRETARY - Full time, Northville Pl/Med Mal Firm. Minimum 5 yrs. experience. WP 6.1 preferred. Fax resume & salary requirements to: (248)348-2662

LEGAL SECRETARY
Southfield Law firm located in the Town Center seeks experienced legal secretary. Word Perfect 7.0 and/or MS Word. Competitive salary and benefits. Flexible hrs. Please mail or fax resume to: Kelly M. Hayes, 2000 Town Center Suite 2700, Southfield, MI 48075. Fax: (248)354-3105.

LEGAL SECRETARY
Up beat, aggressive, successful, established Brighton law firm, seeks highly skilled and experienced Legal Secretary for firms growing practice. Send resume to: Cafi Lazarus
- P.O. Box 572, Brighton, MI 48116

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

Textron Automotive Company, a global, full-service supplier to the automotive industry, and a multi-plant division of a Fortune 100 Company, currently has an opportunity for an Administrative Assistant at our Corporate Headquarters in Troy, MI.

In this position you will perform a broad mix of secretarial and administrative duties including making appointments, receiving and scheduling visitors and phone calls for supervisors, maintaining and controlling confidential files and records, and creating PowerPoint presentations.

Our ideal candidate will have 3 years of executive secretarial experience and a high school degree (some college preferred). Excellent communication and PC skills including PowerPoint and Microsoft Word, as well as strong typing and dictation skills are also required.

We offer a full fringe benefit package. Salary is commensurate with experience. Please forward your resume to: Textron Automotive, Attn: JUEAA, 750 Stephenson Hwy., Troy, MI 48083. Fax: 248-616-5748.

TEXTRON

An equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

We are currently looking for an Administrative Assistant to work in our Wixom Office. Candidate will act as a key support person to our Real Estate Manager and Property Manager. Primary responsibilities will include such administrative duties as data entry, composition of correspondence, answering telephones and coordinating meetings/appointments, etc. Individual will also be involved in learning all aspects of the real estate development and leasing process from concept through building completion as well as tenant satisfaction.

The individual we seek will be an enthusiastic self-starter who has the ability to successfully handle a variety of duties simultaneously. PC proficiency in Microsoft Word and Excel is must. Working knowledge of desktop publishing and/or CAD experience helpful. Superior verbal and written communication will be needed, as is the talent to deal effectively and professionally with office personnel and outside contacts.

If you meet our qualifications, we would like to hear from you. For consideration, please send your resume along & cover letter with salary requirements to:

DART
Human Resources - 494A
500 Hogsback Road
Mason, MI 48854 EOE

ADMINISTRATIVE ASSISTANT
PLYMOUTH

DiverseyLever, a world leader in cleaning and sanitizing products and services, seeks a proven individual who will provide overall supply chain and operational administrative support. This is not a traditional administrative role, but rather a place for someone to contribute to the overall department function.

Responsibilities include project and special event coordination, creating monthly reports, maintaining HR, recruiting and training information, scheduling travel arrangements, and providing other administrative support as needed. Proficiency in Lotus and Microsoft Office, including presentation preparation, and ability to handle multiple projects are required. Excellent communication and problem-solving skills are a must. Associate's degree a plus. The ideal candidate must be a team player and an innovative thinker.

Please send/fax your resume with salary requirements to: DiverseyLever, Human Resources, 14490 Sheldon Rd., Suite 210, Plymouth, Mi 48170, Fax: 734-414-3309.
No phone calls, please.
We value a diverse workforce.

DiverseyLever
WE TAKE CARE EVERYWHERE

ADMINISTRATIVE CLERK

Position available in property mnnagement office for an extremely organized and detail-minded individual with excellent typing skills, telephone and customer relations. Professional appearance a must.
Full time position Mon. thru Fri. & every other weekend
Box #1707
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
For growing Southfield legal office. Experience preferred but will train right person. Excellent phone &organizational skills a must. Proficiency w/Microsoft Word. Salary commensurate with experience. Full benefits available. Fax resume to Kathy at: (248)357-4936

LEGAL SECRETARY
For Tel-12 area. Need to know WordPerfect, work fast, be well organized and handle pressure. Call Judy at: (248)645-1700

LEGAL SECRETARY
Downtown Detroit defense law firm seeking competent, smart highly reliable individual with experience & good computer skills. Competitive salary & benefits. Please fax resume to: Office Manager, 810-775-2020

LEGAL SECRETARY
For Farmington Hills law firm. Litigation & corporate/transactional experience required. Fax resume to: 248-442-0518 or forward to: Attn: Kim, 37000 Grand River, Suite 350, Farmington Hills, MI 48335

LEGAL SECRETARY
Highly dedicated, ambitious individual with superb word processing (MS Word & WP) and organizational skills needed for established Northwest Livonia office. Additional computer and office skills helpful. Attention to detail required. Prior legal experience is helpful but not necessary for person with requisite skills & attitudes. Call: 734-953-0200

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

DTE ENERGY SERVICES, a fast-growing developer of energy projects, has an immediate position available for an Administrative Assistant to work in our Ann Arbor, MI headquarters. Great potential for future growth and advancement. We offer a competitive salary with incentive opportunity, and an excellent benefits package, including 100% company-paid health and dental plans, 401k plan with company match, 3 weeks vacation, educational assistance, and more.

This is a responsible position supporting a team involved in financial and accounting activities. This position reports to the Vice President and Chief Financial Officer and provides support to a team of financial professionals. Responsibilities include word processing, creating presentations in PowerPoint, designing and maintaining spreadsheet in Excel, typing, filing, answering phones, scheduling meetings and processing mail.

Candidates should have a minimum of 3 years of experience in executive level administrative activities in a corporate environment. Demonstrated knowledge of word processing and computer software applications, including MS Word, advanced level Excel and advanced level PowerPoint is required.

SEND, E-MAIL OR FAX RESUME TO:

HUMAN RESOURCES
P.O. BOX 464
ANN ARBOR, MI 48107
Fax: (734) 668-0056
E-mail crekala@dtees.com

Equal Opportunity employer

ADMINISTRATIVE COORDINATOR

Johnson Controls, Inc., Automotive Systems Group, the world's leading supplier of automotive seating and interior systems, is seeking an Administrative Coordinator. The successful candidate will have 3-5 years' experience in the secretarial arena as well as strong communication (both oral and written), organization, and time management skills. Ability to manage multiple tasks is must. Candidate must be proficient in the Microsoft Suite package and have accurate typing skills. High School diploma is required; associate's degree or higher is desired.

Forward resume to:
Johnson Controls, Inc.
Automotive Systems Group
P.O. Box 8010, Plymouth, MI 48170
Attn: NOE 030504
Fax: (734) 254-6558
Please include job code on all correspondence. No phone calls or agency referrals, please.

EEO/AA Employer

ADMINISTRATIVE/OFFICE/ACCOUNTING

Custom Home Builder's office in Farmington Hills is seeking a self-motivated individual that can handle multiple tasks. Experience required in the following areas:
- Working knowledge of Ms Office, Word 7.0
- Lotus 1-2-3 or Works
- Bookkeeping/Light Accounting
- Strong Communication Skills
- Knowledge of Quick Books helpful but not required

Hours: 9-5:30, Mon. thru Fri., $12/hr, plus benefits. Please fax resume to 248-737-3049 or mail to: HSCH, 32781 Middlebelt Road, Suite B, Farmington Hills, MI 48334-1770.

ADMINISTRATIVE POSITIONS AVAILABLE IMMEDIATELY!

High level Administrative Assistants needed in the Livonia, Farmington & Southfield areas. Knowledge of Microsoft Office is needed. Openings in great companies for temporary and permanent positions. Resumes, tests and interviews are required. Call today for an appointment.

Adecco
THE EMPLOYMENT PEOPLE
(248) 442-7800
(734) 525-0330
EOE Never a Fee

ADMINISTRATIVE SECRETARY

to $32,000 - Friendly Southfield firm, Microsoft Word a must. Lots of variety. Opportunity to advance. Immediate opening. Call April 810-772-8760. Snelling Personnel Services

LEGAL SECRETARY for Tel-12 area. Must know Word Perfect, handle pressure, work fast and be highly organized. Call Judy: (248)645-1700

EXECUTIVE ASSISTANT
Minimum 10 yrs. experience. Strong letter composition, grammar, computer & telephone skills. Shorthand & steno preferred. EXCELLENT income & benefits. Southfield Hills. EOE. Fax: (248) 594-1169

FILE CLERK - Full time for Farmington Hills, law office. Call Dana/Ellen: (248)855-6500 or fax resume: (248)855-6501

OFFICE ASSISTANT
★★★★★★
Full time entry level position available at large financial institution. A/P experience or education required in addition to excellent telephone and organizational skills. Knowledge of MS, Excel & Word helpful. Fax resume,- w/salary requirements to:
(734)522-8296
or Call Sandy at
(734)522-3700 Ext. 248

RECEPTIONIST
Full time for small law firm in Bloomfield Hills. Fax resume to: (248)901-8482

RECEPTIONIST
FULL-TIME (temporary needed for West Dearborn oral surgery practice. Experience preferred. Call 313-562-1515

502 Help Wanted-Office Clerical

ADMINISTRATIVE SECRETARY
FINANCIAL & MARKETING SERVICES

Long term positions in Southfield for your career. Openings in Detroit and suburbs. Long term and temp to hire. Competitive pay, skills and experience important. Call Sandra
Birmingham - 248-646-7662
East Side - 810-228-9641
Livonia - 248-473-2931

Administrative Assistant Secretary
Must be proficient in all phases of Microsoft Office and possess the ability to adapt to other software. Send resume to: FRMC Controller, 32300 Northwestern, Ste. 215, Farmington Hills, MI 48334. Fax: 248-851-0268. Email: cathye@frmg.com

ALL AROUND office position. Must know keyboard. Part & full time positions. Farmington Area. Call 9am-5:30pm. 248 478-6851

AUTO ACC/REC CLERK
CRESTWOOD DODGE
(734)421-5700

AUTO BILLER

Plymouth area dealer in looking for a New Car Biller with Dealership experience. Opportunity for advancement. BC/BS and 401K.

Applications and resumes being accepted at:

JAGUAR OF TROY
1815 Maplelawn (Troy Motor Mall)
Call: (248) 614-3175
Fax: (248) 643-9261
Attn: Lavonne

AUTO DEALER has an immediate opening for a

PAYROLL CLERK

Part-time. Flexible hours. Experience preferred. Call Sue Thomason.
BOB JEANNOTTE PONTIAC GMC TRUCKS
14949 SHELDON ROAD,
PLYMOUTH
(734) 453-2500

AUTO DEALER OFFICE MANAGER

Plymouth area Import Dealer is looking for a person with dealer experience to manage accounting office. Ideal candidates must have knowledge of all sections of the office. Resumes are being accepted at:

JAGUAR OF TROY
1815 Maplelawn (Troy Motor Mall)
Phone: (248) 614-3175
Fax: (248) 643-9261
Attn: Lavonne

AUTO DEALERSHIP

has an immediate opening for an entry level clerical person. Full benefits package. See Sharon Rowe, 40875 Plymouth Road at Haggerty, Plymouth.

Lou Sobi Lincoln
(734)453-4600 1-800-335-5335

AUTO DEALERSHIP needs hard-working, complementious cashier. Auto dealership experience preferred - right pay for the right person. Full benefits - immediate openings. Hines Park Lincoln Mercury Inc. Call Jennifer at:
(734) 453-2973 ext. 269

AUTO DEALERSHIP
Service Cashier/Switchboard position open at our new location in Farmington. Ask for Dimmer Lincoln-Mercury, Kathy
(248) 474-3170

Automotive
CASHIERS
Full & part time positions. Flexible schedules available. Day/evening/weekend hours. Apply to Cathy Scott 734-697-2500

Automotive
OFFICE CLERICAL
Due to our growth,,,we have an immediate opening in our general office. Duskind candidate will be able to work in a fast-paced environment. Compensation based experience. Excellent benefit package.
Call Cathy Scott 734-697-2500

Automotive
SWITCHBOARD OPERATORS
Full & part time positions. Flexible schedules. Day/evening/weekends available. Apply to Teresa Snider 734-697-2500

AUTO SWITCHBOARD OPERATOR
CRESTWOOD DODGE
(734)421-5700

BI-LINGUAL SECRETARY
We are looking for someone with a positive attitude. Must be bilingual (German/English). Duties include word processing, light translation, organizing files and making travel plans. Must be proficient with Microsoft Office. Must have work permit. Please send resume to:
2107 Crooks Rd.
Troy, MI 48084
Attn: Human Resources

BILLING CLERK
Michigan's leading provider of services to post-acute care settings is looking for a full-time, self-motivated billing clerk for our dental department. Responsibilities include processing dentician's charts, billing & routine clerical duties. Computer knowledge a plus. Please apply in person or mail: Valley, 21555 Melrose, Ste. 24, Southfield, MI 48075 (off 8 Mile & Lasher)

MULTI-SITE PROPERTY MANAGER
Growing Property Management company seeking qualified person to manage multi-site office/commercial buildings in southeastern Michigan area. Experience in property management, lease administration, tenant coordination and tenant relocation a must. Skyline and excel knowledge helpful. Send resume and salary requirements to: Director of Commercial Properties, P.O. Box 255005, West Bloomfield, MI 48325 or Fax: (248)865-1633. Equal Employment Opportunity

MANAGEMENT ASSISTANT
Growing Property Management company in needs of an enthusiastic, energetic self-starter to assist the commercial property management division. Excellent growth opportunity. Candidate must be good with computers, organized and possess excellent communication skills/tenant relations. College degree a plus. FAX or send resume to: Director of Commercial Properties: P.O. Box 255005, West Bloomfield, MI 48325 Fax: (248) 865-1633
An Equal Opportunity Employer

LEGAL SECRETARY for growing Southfield legal office. Experience preferred but will train right person. Excellent phone & organizational skills a must. Proficiency w/Microsoft Word. Salary commensurate with experience. Full benefits available. Fax resume to Kathy 248-357-4936

502 Help Wanted-Office Clerical

BILLING PERSON

Need efficient Billing Person for busy Troy office. Full benefits. Send resume to: Dept. 2000, Box Rd. Troy, MI 48084 Attn: Mike (248) 244-9700

BILLING SOFTWARE
with accounting background & general office duties. Full-time position for Civil Engineering firm in Livonia. Forward resume with references to: Box #1783
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER

Farmington area insurance agency has position open for experienced Bookkeeper. Mon-Fri, 8-5. Benefits. Pleasant working office of 10 people. A/R, A/P, G/L, on computerized accounting system.
Fax resume to: Office Manager: (248) 478-6540

BOOKKEEPER

Farmington Hills office has immediate position for experienced Bookkeeper. Candidate should have general knowledge of payroll, posting accounts payable, billing and payroll through computerized accounting system. Competitive benefits package.
Send resume to: Controller
23070 Commerce Dr.
Farmington Hills, MI 48335
Or fax: 248-471-0662

BOOKKEEPER

For Livonia Area retail business. 20-30 hours per week, flexible schedule. Relevant experience required. Please mail or fax resume to:
Robert Scheuer, CPA
30230 Orchard Lake Road, Ste. 250,
Farmington, MI 48334
Fax: 248-855-4192

BOOKKEEPER - for Novi construction office. A/R, A/P, G/L, computer experience required. Must be organized, able to work with minimal supervision. Please send replies to: Box 45106 c/o The South Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178.

BOOKKEEPER / GENERAL OFFICE

Part-time, possible full-time. Quickbook experience required. Southfield area. 1-800-321-6860

BOOKKEEPER

Knowledge of Payroll, Financial Statements, computer wise. 15-20 hrs./week. Call:
BOOKKEEPER
P.O. Box 400
Birmingham, MI 48012-0403

BOOKKEEPER/ OFFICE MANAGER
For residential builders office in Troy area. (810) 997-0231.

BOOKKEEPER- PART TIME
Must have basic computer knowledge (preferably with Quick Books). Flexible hours & days. Perfect for retiree or person with school children. (248) 788-9662

BOOKKEEPER
Part-time bookkeeper needed with real estate experience and Timberline a plus. 20-25 hrs./week. Responsibilities include G/L and schedules, bank reconciliation, land contract pay-off statements. Must know Microsoft Word and Excel. Send detailed resume along with salary history to: Herman, PO Box 458, Bloomfield Hills, MI 48303-0458.

BOOKKEEPER
(Property Management)
Birmingham Real Estate Broker seeks highly organized and productive self starter to perform accounting operations and assist with property management. Must have accounting experience with A/P, G/L & Bank Recs. desired. Send resume with cover letter stating salary requirements, career goals and available commencement date. Fax to (248)642-4210
Ms. Keith
P.O. Box 1156
Birmingham, MI
48012-1156

BOOKKEEPER/ SECRETARY
Detail-minded person needed 4 days per week in property management firm. Benefits included. Responsibilities include accounts payable & general ledger. Should have experience with PC-based accounting programs spread-sheets, and WordPerfect. Send resume & salary history to Schein & Co., 1717 17 W. 9 Mile Rd, Suite 1535 Southfield, MI 48075, or fax to (248) 424-7971.

BOOKKEEPER/SECRETARY
2 days/week, flexible. Good salary. Must be computer literate (Quicken, Quick Books & Works). Telegraph & Orchard Lake area. Call 248-932-3650, Fax: 248-332-4419

BOOKKEEPERS
TO $11.50/Hr.
AP/AR
Temp to Perm
ARBOR TEMPS 459-1156

OFFICE ASSISTANT for non-profit agency located in downtown Farmington. Dependable flexible person for many office tasks. Computer knowledge; word/excel/light accounting. Excellent benefits, good benefits. Call Cindy M (248) 478-0670

OFFICE ASSISTANT
Filing, phone, computer work. Part & pack order, 9 to 5. Mon-Fri. 313-534-0071

OFFICE CLERK
Full time Livonia Retailer is looking for a detail oriented person to work in a friendly office atmosphere. General office skills with ability to handle multiple tasks. Light computer (wst train) Health plan/dental, 401K, paid vacation & holidays. Call Pat or Tom Mon - Fri, 11am-5pm (734) 427-7310

PART-TIME/EXPERIENCED
LEGAL secretary for busy general practice law firm. Send resumes to Harris & Lirenski, 622 E. Grand River Ave., Brighton, MI 48116. Please no phone calls.

PHONE RECEPTIONIST. Full time, immediate opening. Retirees welcome. Woodland Manor, Maybee, (517)546-5122

PROFESSIONAL SALES oriented individual. Excellent working conditions. Good phone skills and willingness to meet clients. Possible starting $ + bonuses depending on experience. Fax resumes to State Farm Insurance. Attn: Alisa at (313) 875-3182. Phone (313) 875-3172

502 Help Wanted-Office Clerical

Bookkeeper Trainee

$8.00/Hour + incentives. Good math aptitude. Farmington Hills. Call Mr. Conklin:
248-476-7447, ext. 119
Or fax resume: 248-476-6849

BOOKKEEPING CLERK
Tony Bank
General Ledger Knowledge
Office and PC Skills
Call Sue: 248-540-0909 or
Fax resume 248-649-1858

CAREER MOVE?
Top-of-the-line opportunities available for first class professionals! Numerous openings for Executive Secretaries in Southfield, some prefer light bookkeeping as well. Overload, OTR! excellent positions for experienced Administrative Assistants, Salaries to $40K. Great benefits may include fully paid medical, dental, optical insurance.

Hunger Staffing
Fax resume to: Gloria
Fax 248-932-1214; 932-1207
www.harper-jobs.com

★ CLERICAL ASSISTANT
for Novi office.
Full time with benefits. Telephone & computer experience required. Fax resume to Sue at 734-462-3501.

CLERICAL ASSISTANT
Entry level-Full Time position available for individual with General Clerical Skills. This would be the opportunity to gain further experience assisting with A/P, A/R, Payroll and other office procedures. $20,000 per year plus benefits. Call: 248-476-7600 ext. 100 or fax resume to: 248-478-6066

CLERICAL ASSISTANT
Farmington Hills organization seeks a full-time entry-level clerical assistant. Faxing, filing, copying, excellent customer service skills. Computer proficiency helpful.
Please call 1-248-553-0028

CLERICAL ASSISTANT
Our growing insurance/credit agency is growing and we need energetic individuals to fill our Clerical Assistant & ASSISTANT openings. Customer service skills and basic computer knowledge helpful, but not required. Pleasant work environment, with competitive wages and benefits. Send resume/salary requirements to: CRIS Information Services, 17177 N. Laurel Park Drive, Suite 416, Livonia, MI 48152. Attn: C. Miner.

CLERICAL/ CUSTOMER SERVICE
Excellent organizational, phone & appointment setting skills required. Must like dogs & work with pet customers. Benefits include major medical, dental & prescription coverage. Livonia area. Call for appointment.
734-513-2630

CLERICAL/DATA ENTRY
Part-time
experience helpful.
Call Ellen: (248) 559-0200

CLERICAL

Excellent opportunities in Farmington and Royal Oak for experienced clerks.

PICO Resources

Apply to:
2800 W. 14 Mile Road
Royal Oak, MI 48073
(248) 435-4100
FAX: (248) 435-4117
EOE M/F/V/H

CLERICAL - Farmington Hills insurance agency needs general clerical person. Filing & light computer. (248)626-9735

CLERICAL
Fast paced Oakland County property developer requires the right person with strong clerical, accounting and computer skills, including word perfect and Lotus. Responsibilities include telephone, correspondence, bank reconciliations, accounts payable, accounts receivable. Call Cathy: good driving record. If you enjoy something different every day, then forward resume to: Box #1723
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL - Full & Part ttl position available. Typing & phone skills up to $300/wk, benefits apply: Contact Ellen at:
248-723-5550
Universal Welch & Jewelry Co.

CLERICAL
Large insurance agency seeks clerical assistant to perform administrative duties. Must be proficient in MicroSoft Word & Excel. Requires excellent verbal and written communication skills. Send resume to: Personnel Dept., P.O. Box 5104, Southfield, MI 48086-5104 EOE

CLERICAL POSITION
full time, Mon-Fri, Plymouth/Northville area 734-420-1200

OFFICE MANAGER
For private mental health clinic in Northville. Full time, flexible hours Call: 248-348-1100

PART- TIME Clerical - Green Oak Township is seeking a person for permanent part-time employment to work in the Building Department. Some computer skills are necessary. Hours 12 to 5 p.m. Wage to be start $8.50 per hour. Please send resume (applications are available) Green Oak Township Clerk's Office, 10789 Silver Lake Road, South Lyon, MI 48178 EOE

OFFICE HELP wanted - 40 hr. week, 8am-5pm. $6/hr. to start. (517) 548-7458 9am-5pm.

OFFICE MANAGER
For private mental health clinic in Northville. Full time, flexible hours Call: (248) 348-1100

OFFICE MANAGER
For private mental health clinic in Northville. Full-time, flexible hours. Call: (248) 348-1100

LEGAL SECRETARY
Bloomfield Hills law firm. 3 days week. 3 yrs. experience in litigation & knowledge of Word Perfect 7.0 and/or MS Word preferred. Salary commensurate with experience. Please mail resume to: May, Simpson & Strong, PO Box 1134, Bloomfield Hills, MI 48304-1134 or fax to: 248-646-9500

AUTO ACC/REC CLERK
CRESTWOOD DODGE
734-421-5700

502 Help Wanted-Office Clerical

CLERICAL - PART-TIME
High School diploma and experience for busy behavioral health Residential/Outpatient clinic. Typing, phones, computer literate. Please call Shelly, Oakdale Recovery Center, Monday-Friday, 9:30am-5pm at 734-397-3066. EOE

CLERICAL POSITION AVAILABLE
Fast growing investment management firm seeking reliable, motivated candidate for entry level administrative position. Candidate must have good computer skills with Word, Windows 95 & Data Entry proficiency. Send resume, salary requirements to: Personnel Director, 3683 Telegraph Rd., Ste. 100, Bloomfield Hills, MI 48302

CLERICAL/RECEPTIONIST
Position at local dentist's office. Professional Appearance. Fast paced environment, high profile position. Excellent telephone and written communication skills a must. Computer experience required. Proficient Word & Excel preferred. Salary commensurable with experience. Immediate position. Health benefits, 401K plan. Call, ask for Katherine. (248)547-7541

CLERICAL
Small Farmington office needs your strong phone skills and attention to detail. Competitive salary and excellent benefits package. Send resume to: 1200 Farrow, Ferndale, MI 48220

CLERICAL WORKERS
Many west suburban opportunities. Secretaries-$10, Administrative Asst-$12, Data Entry-$7.50+, CSRs-$9, Accounting Clerks-$8, Excel & Word, Big-ell Evaluation hire.
EXPRESS SERVICES
734-467-5450 Fax 734-467-1638

CLERICAL
Work part-time for an established property management company located in Southfield. Galleria Officentre. Dependable, flexible person - we need your help! Call (248) 355-5777 Or Fax (248) 355-3779

CLERICAL
You are computer literate, personable, detail oriented and capable of working well, with and without supervision. You are also tired of commuting and enjoy a small busy office setting. Send resume, references and salary requirements to:
The Barfield Group
6854 Roslyn
Livonia, MI 48150
Fax: 734-458-5176
Phone: 734-458-7555

CLERK I / TYPIST I
$19,216 - $26,004
Be a high school graduate or GED; AND have 6 mos. clerical experience. Top pay for positions, must type 40 CWPM.
For application materials
CONTACT: Oakland County Personnel Department, 1200 North Telegraph Rd., Dept. 440, Pontiac, MI. 48341-0440.
248-858-0530
http://www.co.oakland.mi.us
An Equal Opportunity Employer

CLERK/RUNNER NEEDED
For Oakland County law firm. Must have reliable transportation. Will handle court filings, extensive copy jobs, and other office duties. Experience a plus, but not required. 20-40 hours per week. Respond to: Office Manager, Hertz, Schram & Saretsky, P.C., 17003 Telegraph Rd., Ste. 300, Bloomfield Hills, MI 48302 or by Fax (248)335-3346.

CLERKS NEEDED
Romulus & Taylor (no experience needed). $6.60/hr. Data entry $7.50+/hr. Need good attention to detail. Evaluation hire.
EXPRESS SERVICES
734-467-5450 Fax 734-467-1638

CONTRACT ADMINISTRATOR
Review & process machine purchase orders; record, track and release orders for department. Coordinate with internal departments. Assoc. Degree in Business Administration, 2 yrs. general office procedures, customer service oriented, proficient in MS Office. Strong organization and communication skills, detail-oriented. Medical, dental, life, 401K. EEO Employer. Send resume to Barbara Bloch, 14600 Keel St., Plymouth Twp., MI 48170 or Fax 734-459-4382

CORPORATE RECEPTIONIST
$30,000
Opportunity for professional and financial growth. Position requires a self-motivated individual with excellent people skills. Word and Excel experience desired to assist with a variety of support activities.
Diversified Recruiters
248-344-6700 Fax 248-344-8704
Call For Other Openings!

CREDIT ASSISTANT
Operate within AS400 System. Must possess knowledge in Windows 95 or 98, Excel or Lotus & Word. Must have business/cash application experience. Excellent benefits package. Send resume to: Credit Department, 1231 Farmington Rd., Livonia, MI 48150

★ADMINISTRATIVE★ ASSISTANT
Property Management company in need of an enthusiastic, energetic, self starter to assist the growth. Excellent growth opportunity. Candidate must be good with computers, organized and possess excellent communication skills/tenant relations. College degree a plus. FAX or send resume to: P.O. Box 255005, West Bloomfield, MI 48325 Fax: (248) 865-1633
An Equal Opportunity Employer

SERVICE COORDINATOR
To schedule cases for busy home care agency in Brighton. Excellent communication, organization & clerical skills required. Attention to detail & recall skills a must. Excellent pay & benefits. Family Home Care. (810)229-5683

ACCOUNT SPECIALIST/ ACCOUNTS PAYABLE
Openings in Mixture fast growing automotive supply co. Must be detailed, organized and motivated. Benefits, competitive salaries. Send resume to: HR, PO Box 1030, Farmington, MI 48332 Fax: 248-442-9717

ACCOUNTING ASSISTANT
Successful construction co. in need of assistant for accounts receivable & various office related activities. Excel, Lotus, WordPerfect, Microsoft Word essential. 3-5 yrs. exp. Benefits. Send resume & salary requirements to: Acct. Asst., PO Box 248, Troy, MI 48099

502 Help Wanted-Office Clerical

CSR/EXPEDITER
Farmington Hills.-Fast accurate data entry & excellent phone skills. $10/hr.
EXPRESS SERVICES
248-474-5000 Fax 248-474-6033

CSR - N. suburbs, good comp. & typing skills, enthusiasm & willingness to learn. To $12/hr.
Call 992-0555 or fax 992-2571
DOROTHY DAY PERSONNEL

CUSTOMER SERVICE Dept. seeks conscientious, focused person with computer experience. Please send or fax resume to: CMC Telecom, 28530 Orchard Lake Rd., Suite 100, Farmington Hills 48334-2967
Fax 248-539-3039

CUSTOMER SERVICE Rep - insurance office W. Bloomfield. Full/part-time. W/I train. Call Peter & hypng skills: 248-626-2652

CUSTOMER SERVICE
Troy insurance office. Full time entry level. No experience needed. Call Sandy: (248) 362-5897 John R, Troy, MI 48098

CUSTOMER SERVICE REPRESENTATIVES
To $10/hr.
Temp to Perm
ARBOR TEMPS 459-1166

CUSTOMER SERVICE
Energetic, customer service oriented, thorough and mature individual with Excel and Microsoft Word experience needed. As a large, growing liquor & wine distributor, we offer a competitive salary, an excellent benefit package plus a chance for advancement.
Send resume & salary history to:
FAX: Human Resources
313-867-2550
MAIL: Human Resources
373 Victor Ave.
Highland Park, MI 48203

CUSTOMER SERVICE OPENINGS
• Customer Assistance - Temp to hire, Livonia and Troy
• Customer solutions, Auburn Hills and Troy, Inbound only. Automotive and insurance.
• Market Research - evenings, Troy, Plymouth and Southfield
• Receptionist - personal contact with customers. Long term.
• Telers - positions in Detroit and Sterling Heights
• Credit/Collections - medical claims and insurance. Farmington & Detroit
Call Celeste today
Birmingham - 248-646-7663
Clinton Twp. - 810-226-9642
Farmington 248-473-2933
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE
Needed for growing, well established cutting tool manufacturer. Responsibilities include quoting tools per customer print; processing customer orders; interface customers, outside sales force, customers, engineering and manufacturing. Must be able to handle multiple tasks, be team oriented, and have excellent communication skills. Ideal package includes medical, dental, 401K and profit sharing. No phone calls. Send resume and salary requirements to:
STARCUT SALES, INC.
23461 Industrial Park Drive
Farmington Hills, MI 48335
Attn: Patricia Downes-HR
Fax: (248) 474-9516

Customer Service
Multi-national equipment leasing company seeks individuals to fill customer service oriented positions that are responsible for interfacing with vendors/customers across the U.S. addressing their concerns and resolving issues. Excellent communication skills required. Previous customer service experience preferred. $10-$11/hr. + BONUS. Benefits, 401(K) & 401(A) available after 1 yr. Interested candidates please forward resume to: Job Code VSR2-0321990E, P.O. Box 3049, Farmington Hills, MI 48333-3049 Fax: 248-737-0487

Customer Service Representative
Proper Snacks, a Farmington Hills based company, is looking for a full-time Customer Service Rep who has a pleasant phone manner and is very customer oriented. Must be computer literate with working knowledge of Excel and MS Word with accurate data entry skills. Excellent healthy benefit package. Interested applicants, send resume along with salary history to:
Human Resources
31111 Industrial Road
Livonia, Michigan 48150
EOE M/F/V

DATA ENTRY
Be appreciated and we'll paid in full. Work in a pleasant atmosphere of expanding company. Temp to hire. Call Dale
Birmingham: 248-646-7663
Clinton Twp. 810-226-9642
Farmington 248-473-2933
ADVANTAGE STAFFING

ADMINISTRATIVE ASSISTANT
$35,000
Opportunity to work with a talented team of professionals. This is a highly visible position which requires interaction with senior executives and management. Ideal candidate will possess strong organizational and administrative skills with experience in Word and Excel.
Diversified Recruiters
248-344-6700
Fax: 248-344-8704
Call for other Openings!

502 Help Wanted-Office Clerical

CUSTOMER SUPPORT ASSISTANT
Full-time administrative position requires excellent clerical, organizational & customer service skills. Comprehensive benefit package. Call First Aid Products 800-968-2214 or fax resume 248-615-6140

Osten Health Services
EOE M/F/V/D

DATA ENTRY/CUSTOMER SERVICE for Southfield distributor. Must be energetic & organized. Friendly work environment, good benefits. Send or fax resume & salary requirements to: BFS, PO Box 360, Southfield, MI 48037 Fax: 248-353-6316 bfsmark@aol.com

DATA ENTRY

Medical Copy Service has a full or part-time position for Data Entry in our Southfield office. Responsibilities include typing, filing, and processing mail. Apply in person thru April 2, from 9am-4pm or mail resume to: MCS, 29777 Telegraph Rd., Suite 3010, Southfield, MI 48034 Or fax: (248) 352-0003

DATA ENTRY SUPERVISOR - Temp to Perm position if necessary. Salary is open. Send resume to: HR Supervisor, PO Box 400, Farmington, MI 48332-0402

DATA ENTRY
$10/Hr.
ARBOR TEMPS 459-1166

DO YOU love to work with people?
ARE YOU Customer service oriented?

Henry Ford OptimEyes has a full-time position available in our Detroit Main Campus office for a "can-do" candidate who has great organizational skills. We are looking for a friendly smiling face to greet patients, answer phones, perform basic office duties and more. This front desk position offers a complete benefits package. If you are interested in this exciting opportunity, call our Tony at: (248) 557-3674

ELEMENTARY SCHOOL SECRETARY part-time. Send letter or resume to: P. O. Box 810, Birmingham, MI 48012

Engineering Records Analyst

Calsonic North America, Inc. is a leading automotive supplier and a division of a $2.5 billion worldwide corporation. We have an immediate opening for an Engineering Records Analyst at our Corporate headquarters facility in Farmington Hills.

Responsibilities include providing records support to our product engineering staff in areas relating to drawings