EMPLOYMENT

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Part time position available for person with experience in computer data entry, light bookkeeping and word processing. Flexible hours. Please call, 649-1515 or
FAX resume to, 649-1735

ADMINISTRATIVE ASSISTANT
Sales office in Farmington Hills for exclusive N. Michigan resort. Answer phones, computer expertise, need terrific personality. $16-$17K. Contact: Amy Mezger 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging position for individual with strong administrative, organizational and communication skills. WordPerfect 5.1 and transcription skills required; supervisory duties for secretarial staff. Growth potential to Property Manager. Starting salary in the high 20's. Please send resume stating professional goals, along with available commencement date to: Ms. Harris, 250 Martin, Ste. 201, Birmingham, MI 48009

ASSISTANT - Real estate experience helpful. Diversified hours, good salary. Call Rachel for Details. 462-9800: pager 308-9698

ASSISTANT/SECRETARY for Realtor/Attorney. Full time. Must know WordPerfect. Prefer experience with mail merge. Errands. Bloomfield Hills office. $7 per hour. Call Russ Messina. 646-5000 ext. 282

ATTENTION
★ DATA PROCESSING
• Livonia area.
• Day shift, Mon.-Fri.
• $7-8/hr.
442-2255

ATTENTION: RECEPTIONISTS
Positions available immediately for experienced receptionists. Must be friendly & outgoing. Typing 45 wpm. Full & part time positions.
FUTURE FORCE
528-8454
NEVER A FEE!

AUTO BILLER
Dodge dealer looking for experienced car biller. Good benefits, 5 day work week. Call Cheryl for appointment. 474-6750
TOWN & COUNTRY DODGE, INC.
31015 Grand River at 9 mile
Farmington

AUTO BILLER
Farmington dealer in need of experienced new/used car biller. Excellent benefit package available. Apply in person Bob Sax Motor Mall. 35200 Grand River, Farmington Hills.

AUTO DEALER - needs full time service & parts cashier/warranty clerk. Dealership experience preferred. Apply in person at Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

AUTO DEALER NEEDS FULL TIME UTILITY PERSON
Must be able to learn switchboard/cashiering & data entry. Flexible hours Major benefits. Apply: 17000 Northville Road, Northville, MI or send resume to: 550 West 7 Mile Road, Northville, MI 48167

AVAILABLE Secretarial position. School hours: 9am-3pm. Requirements: type invoices (accuracy important), answer phone & file. Apply in person or resume to: 7780 Ronda, Canton, MI 48187, S off Joy, W of Haggerty.

BENEFITS COORDINATOR
$20-$22,000
FEE PAID BY COMPANY
Our client company needs an easy going team player with at least 2 years experience in workers compensation and cobra. Super friendly company with outstanding benefits. Call 644-4600.
SHELLING PERSONNEL SERVICES

BIRMINGHAM FRONT DESK
Optical co., busy phones,lots public contact, professional, 3 mos. temp.
TEMPSTAFF NO FEE 645-0900

EXPERIENCED BOOKKEEPER
Needed. Accounting skills, organizational skills. In charge of payables, receivables, payroll, quarterly reports, bank reconciliations & more. Great opportunity in growing business. Send resume to: Box 700
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Aggressive person needed to fill part time position in Novi area. Must have computerized accounts payable, accounts receivable and data entry experience. Minimum 3 years experience required.
Please send your resume to:
Box 668
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/CLERICAL
Part time, Tues & Thurs, 10-4pm. Full charge, mature person with knowledge of computers, bookkeeping & clerical skills. Orchard Lake/Telegraph area. 855-9653

BOOKKEEPER, FULL-CHARGE
3 yrs. experience. Must know payroll, sales tax, journal entry, bank reconciliations & books through trial balance. 561-6874

BOOKKEEPER- Full charge thru trial balance. Computer skills necessary. Permanent part time position for Southfield based construction company. Resume to: Box # 718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER, Full Charge
For Property Management Firm. Experienced, energetic good with people Bloomfield/Pontiac area. Call. 332-6500
Or send resume to:
MPI/DJR
P.O. Box 431720
Pontiac, MI, 48343-1720

BOOKKEEPER
Part time, for Royal Oak area company. Help answer phones, flex hours. 547-1210

BOOKKEEPER/Para Professional position available at Troy CPA firm. Prior experience in accounting and computer application required. Send resume with salary requirements to.
Vercnocke, DiFalco & Assoc.
3001 W. Big beaver, Ste. 522
Troy, MI 48084
or Fax 313-643-7194

BOOKKEEPER/SECRETARY
Small Livonia CPA firm needs part time person experienced with monthly write-up clients. Knowledge of WordPerfect a must. Send resume with salary requirements to: PO Box 2134, Livonia, MI 48151

BOOKKEEPER/SECRETARY
Must have bookkeeping experience. Professional computer & general office skills required. Fax resume: 313-855-9637 or call: 313-671-9200

BOOKKEEPER
Telegraph/12 Mile area. Accounting firm, experienced thru trial balance & financial statements, full-time flexible hours. 258-9220

Call Today!
SECRETARY
Major financial institution with multiple locations has immediate short and long-term openings. MS Word & +. Call Sheila 646-7662 - 799-3948
Uniforce Temporary Services

CEO PRESIDENT seeks Personal/Administrative Secretary. 10 yrs. experience min. Good salary + benefits. Send resume to: Box 690
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

BOOKKEEPER, Full/Part Time
Full charge Bookkeeper needed for small Southfield office. Trial balance, financial statements, payroll, Lotus 1-2-3 a must, Peachtree software a plus. FAX resumes to: 313 559-8070 or mail to: 29350 Southfield Rd., Ste. 33, Southfield MI 48076.
No phone calls please.

BOOKKEEPER PART TIME - Troy based advertising agency seeks individual to provide part time, full charge bookkeeping support. The position requires 4-5 yrs. computerized bookkeeping experience thru financial statements, Ad-Man Software experience preferred. 20-25 hrs. per week, flexible schedule. If interested please send resume & salary requirements to: Ms. Edison, P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiter for an equal opportunity employer.

BUSY Canton office is searching for aggressive, organized, detail minded individual. Typing, telephone & customer relation skills a must. Some weekends required.
Good pay, plus benefits.
Reply to box #678.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CHALLENGING & UNIQUE opportunity with busy limousine service. Answer phones, book runs, dispatch, and minor secretarial duties. Must be pleasant and enjoy being busy. Send resume to: 4772 Tara Ct., W. Bloomfield, MI 48323

CITY OF BERKLEY
Housing Clerk/ Code Enforcement Clerk
The City of Berkley is accepting applications for a full time Housing Clerk/Code Enforcement Clerk. Applicants should be experienced in complex clerical tasks and be able to work well with the public. Job duties include: computer data entry, secretarial work, typing, answering telephones, and extensive record-keeping and reporting.

Applicants must possess a high school diploma or equivalent, 3-5 years clerical experience preferably in local government. Considerable experience working with the public and computer/word processing experience, Typing 40 w.p.m.

Wage range is $21,790-$24,023

Applications may be obtained and should be submitted in person to the Office of the Assistant City Manager - Finance Director, 3338 Coolidge Highway, Berkley Michigan, and must be received no later than 5:00 pm, Friday, November 12, 1993

An Equal Opportunity Employer

ADISTRA is in need of applicants for the following positions with the skills and knowledge listed:
CLERICAL/PROCESSORS
• Detail oriented
• Excellent math skills
• Good phone manner and problem solving ability
• PC skills of 40-50 wpm
• Competency on 10 key calculator
DATA ENTRY
• Work 3:30 pm - 12 midnight
• Ability to punch 12,000 key strokes
• Work independently
Positions offer full benefits. Please forward resume to:
ADISTRA CORPORATION
Attn: Human Resources
101 Union
Plymouth, MI 48170
Equal Opportunity Employer

CLERICAL- An established fastener distributor is seeking experienced clerical help. Major responsibilities include; phone, reception, billing, filing, clerical. Computer/word processing skills required. Competitive salary & benefits. For consideration please rush resume to: Fastener House, 12671 Richfield Ct., Livonia, MI. 48150.

CLERICAL
Immediate opening exist for the following positions:
• Data Entry
• Word Processors
• Telemarketers
• Receptionists
• Secretaries
Full or part time, all locations. For consideration please fill out application between 10am-2pm at: 20300 Civic Center Drive, Suite 207, Southfield. Off Evergreen between 10 & 11 Mile Road, or fax resume to: 948-1833. For further information call. 948-1064

CLERICAL - monitoring office seeks mature, efficient person with typing, computer & telephone skills for this diversified position. Billing & customer communications experience a +. Approximately 25/hrs/wk. evenings, non smoking office. Call Kelly at S-A-L-A-R-M-S or 525-2767

CLERICAL
Novi based distributor seeks clerical coordinator. Accounting experience required. Organizational skills and efficiency emphasized. UNIX computer and PC experience a plus. Wage and benefits commensurate with ability. Send resume to: Manager, 41135 Vincenti Ct., Novi, MI, 48375.

CLERICAL
Our client with locations nationwide has an opening with their corporate sales department. Due to expansion, this fast paced office seek efficient, organized secretary with WordPerfect. Duties are varied in this growth opportunity position.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CLERICAL, PART-TIME. Data entry & filing. 20 hrs./wk. for Farmington Hills company. 489-6810

CLERICAL PERSON with payroll & computer experience for small office in Livonia. Some employment agency sales experience helpful. Call 513-9040 or 513-6120

CLERICAL PERSON needed for fast growing Troy based international corporation. Qualified candidate must have excellent organizational and communicational skills. WordPerfect experience, people & phone skills + handle multiple priorities. Call Kim 828-3290, Ext.424

CLERICAL POSITION
A Warren company needs someone with the following skills and will be interviewing for long-term assignment:
• Wordprocessing, WordPerfect 5.1 proficiency
• Typing 40-50 wpm
• Experience in A/P & A/R
• Filing
• Good telephone skills
Candidate needs to be self directed, requiring no supervision. Ideal for mature individual. Familiarity with Windows helpful.
Future Force
528-8454

COLLEGE STUDENTS & HOMEMAKERS...
• Assignments in Livonia
We need high production data entry operators to work 20 hours per week for morning, afternoon or evenings. These assignments could lead into 20 hour per week permanent positions.
Call Diane or Maureen for an appointment.
Livonia 522-4020
29125 Buckingham
Suite 4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

504 Help Wanted Office-Clerical

CLERICAL SUPPORT for property management office. Excellent verbal skills, accounts payable, word processing, non smoking office. 35/hrs/wk. $8.50/hr. Send resume to 27780 Novi Rd. #100, Novi, MI 48377

CLERICAL with Microsoft Word and Excel needed for long term assignment in Novi. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

CLERK, PART-TIME. Entry-level position. Telephone & clerical duties. Typing experience necessary. 4 hrs./day. Resumes to: P.O. Box 2770, Southfield, MI 48037.

CLERK TYPIST
A full time, entry level position for a self-starting, energetic, person with personal computer & typing skills. You will prepare and type quotes for our estimating staff. Good communication skills a must. Exposure to blue prints and machine shop surroundings would be helpful. Excellent benefit package.
Mail resume & salary history to:
Mr. Lee
Moeller Manufacturing Co.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170-2584

CLERK TYPISTS
Due to continued expansion we need clerk typists with WordPerfect, Lotus, accounting skills, excellent communication skills and the ability to work in a high volume environment. All positions are full time and include benefits.
Interested candidates send resume and SALARY HISTORY to:
Sherry Pilet, Personnel Recruiter,
FIRST SECURITY SAVINGS BANK,
2600 Telegraph Road,
Bloomfield Hills, MI 48302
An Equal Opportunity Employer

COLLEGE STUDENTS
EARN HOLIDAY $$$
Daytime temporary assignments! Computer experience and good communication skills. Call 355-7440
THE KPM GROUP

COMMERCIAL INSURANCE
Manager for small department in an independent agency. Multiple company experience required.
971-1000 or eves. 429-9222

CONGENIAL 2 person office in Novi needs person to handle clerical responsibilities. Word Perfect and/or Word Star literate. References required.
Call 953-2000
Voice Mail ☎ 7102

CORPORATE PERSONNEL SERVICES
is looking for:
CLERKS
DATA ENTRY OPERATORS
WORD PROCESSORS
(PAGEMAKER A+)
Call today for an appointment
No Fee 362-9696 E.O.E.

CORPORATE SECRETARY
Step up to a new level of professionalism with one of Detroit's most progressive employers. The Detroit Medical Center is a growing, $1 billion health care system offering advanced health care services and rewarding careers. As a result of our ongoing success, we have an opening for a Corporate Secretary in our Internal Audit Department located in Troy.

Candidates must possess a minimum of 2 years progressively more responsible work experience, excellent typing and communication skills significant word processing and spreadsheet experience including current working knowledge of WordPerfect, Lotus and other micro programs.

We offer competitive compensation & comprehensive benefits package

Qualified candidates should send resumes to:
The Detroit Medical Center
Human Resources Dept.
4201 St. Antoine, 9C-UHC
Detroit, MI 48201
An Equal Opportunity Employer

CUSTOMER SERVICE REP/ORDER DESK. Excellent verbal skills, typing and computer experience required. Some eves. until 8:30. Experience necesary. Fax resume 731-0670 or call Joann 739-4811

CUSTOMER SERVICE/Order Entry Clerk for Detroit manufacturer in Fenkell/Meyers area. Must be flexible & have excellent people & communication skills. Some computer experience preferred. Resume must have salary history and requirements to be considered. Send to: CUSTOMER SERVICE CLERK, P.O. Box 297, Novi, MI 48376-0297.

CUSTOMER SERVICE REP needed immediately for State Farm Insurance Agency. Full time. Will train. Send resume to: 29521 W. 9 Mile, Farmington Hills, MI, 48336.

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening in its Customer Service Dept. Some knowledge of basic office functions helpful. You should be organized, ambitious and possess a pleasant personality. Call Personnel 347-3689

CUSTOMER SERVICE/CLERICAL
Livonia distributor has full time permanent position. Order entry, invoicing, reception & general office. Must have high school education & experience. Apply in person Mon. thru Fri., AM SYN Cleanin Systems, 12110 Hubbard, Livonia, N. of Plymouth Rd. E. of Farmington.

CUSTOMER SERVICE/ SHOWROOM MANAGER
Busy Farmington Hills office seeks professional, detail-oriented person to assist in running our showroom. Home furnishing experience is a plus. Must be good dealing with people, have accurate typing and professional experience.
Call after 9:30am, 476-2981

DATA ENTRY- busy firm in Livonia is seeking responsible individuals for full & part time positions. Experienced preferred. 50+ wpm. Contact Kristine between 10-Noon, 462-2666

DATA ENTRY CLERK - Financial planning firm, flexible hrs. Approximately 20/hrs/wk. $5/hr. Rochester Hills 299-4060

CUSTOMER SERVICE
$7.00/HR
Join our West Bloomfield Headquarters in an exciting, fast paced, high visibility position in our Member Services Department.
We Offer:
• Complete training
• Excellent benefits, incuding life and health care coverage
• Paid holidays and vacation
• Tuition reimbursement
• Health Spa membership
You Need:
• Telephone and written communication skills
• Experience in customer service
• To enjoy helping the members of our nationwide chain of Health Spas
• 6 months clerical/office experience
Call Ms. Shamoun immediately!
FITNESS USA HEALTH SPAS
737-7200

DATA ENTRY CLERKS
NEEDED IMMEDIATELY!
10,000 + Keystrokes
Farmington area
$100 BONUS
Starts Tuesday
737-1711
TEMPORARY RESOURCES

504 Help Wanted Office-Clerical

COUNTERPERSON needed, full-time for downtown Birmingham store. Must be available afternoons & weekends. Excellent benefit package. Apply at: The Gramophone, 1560 S. Woodward, in Birmingham.

CUSTOMER SERVICE
Suburban marketing firm has openings for your communications skills. Flexible hours. Some computer experience a plus, will train.
Call Cora 473-2933
Uniforce Temporary Services

CUSTOMER SERVICE RESEARCH
Immediate Troy and Farmington openings with national marketing firm. Light typing. Will train. Flexible hours. Call Claire 799-3948
Uniforce Temporary Services

CUSTOMER SERVICE REP
Part-Time
Entry level position, flexible 6 hour shifts, 8am-6:30pm. Approximately 24-36 hours per week, which includes Saturdays. Position requires typing and 10 key pad production for order entry. Pleasant phone manner and customer contact experience a must. Interested applicants apply Mon-Fri 8:30am-12:30pm only.
MELODY FARMS
31111 INDUSTRIAL RD.
LIVONIA, MI 48150
E.O.E.M.F.D.V.

CUSTOMER SERVICE
We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day & some problem solving. Full and part-time positions are available. We offer a competitive benefit package. Qualified candidates should apply Mon. - Fri. 9am-pm
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI. 48334
(corner of 12 Mile)
Equal Opportunity Employer M/F/D

DATA ENTRY/ ACCOUNTING CLERK
Established employee benefit administrator seeks full-time Clerk who is detail oriented & has fast accurate numeric entry skills. Competitive wages & full benefits. Send resume & salary history to:
Personnel Manager
30700 Telegraph
P.O. Box 3039
Birmingham, MI. 48012-3039
Or fax to: 645-6004

DATA ENTRY CLERKS
Need experienced part-time data entry clerks - 8,000-10,000 keystrokes required in Sterling Heights area. Full time data entry clerks, word processors, receptionists as well in Macomb County.
Call for appointment today!
FUTURE FORCE
528-8454

DATA ENTRY CLERKS
Due to continued expansion we need data entry clerks with computer experience, typing skills, excellent communication skills, and the ability to work in a high volume environment. All positions are full time and include benefits.
Interested candidates send resume and SALARY HISTORY to:
Sherry Pilet, Personnel Recruiter,
FIRST SECURITY SAVINGS BANK,
2600 Telegraph Road,
Bloomfield Hills, MI 48302
An Equal Opportunity Employer

DATA ENTRY
Highest pay for your attention to detail for alpha and numeric input with national service firm.
Call Darlene 799-3948
Uniforce Temporary Services

DATA ENTRY PART TIME
Long term position for a large company located in Troy.
Hours 4:40-8:30pm.
CONTEMPRA
583-9500

DATA ENTRY
100 Openings
Long-term, full-time positions in Plymouth & Livonia areas.
$6/HR. TO START.
CALL TODAY!
WOLVERINE STAFFING
358-4270

DEPENDABLE, MATURE person needed to do filing, typing & general office work. Please apply in person: 1647 Inkster Road, in Garden City.

DESK PUBLISHER PART-TIME
Farmington Hills. Flex time available Harvard Graphics - Excel required. Call today.
737-1711
TEMPORARY RESOURCES

DISPATCHER/SECRETARY
Full or part time. Duties include typing, some computer, help getting our crews on the road, hard worker. Phone experience, dealing with employees and customers a must. Salary open. Apply in person: Accuair Heating, 32483 Schoolcraft, Livonia.

ENJOY BEING busy? We're looking for an experienced Legal Secretary for 2 partners of a Southfield defense firm. Excellent communication & clerical skills required. Must know WordPerfect. Please send resume & salary requirements to:
Lori Driggs, 4000 Town Center, Ste 909, Southfield, MI 48075

Excellent earnings
SECRETARY
Openings for experienced word processors. Candidates with Word Perfect or MS Word for Windows a plus. Long and short term openings.
Call Shana 473-2931
Uniforce Temporary Services

Experienced Switchboard Operators Needed
Must be proficient with WordPerfect. Long-term temporary positions in the Plymouth area. Call Darlene for an appointment: 522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

FAST GROWING Livonia based company seeks mature person with excellent phone skills for full-time entry level position. EOE.
Westside: (313) 477-5777

GENERAL OFFICE/PART TIME
Typing, filing, computer experience a plus. Flexible hours. Send resume to: C. Blair, PO Box 1800, Farmington Hills, MI 48333-1800

GENERAL CLERKS
Running copies
Troy & Detroit locations
All shifts available
$5 to $5.50 an hour
CALL TODAY!!!
SPENCER PERSONNEL, INC.
559-0110
"GOOD JOBS FOR GOOD PEOPLE"
E.O.E. NEVER A FEE

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
Must have full charge bookkeeping, excellent computer skills and good secretarial abilities. Will handle very confidential matters in executives absence. To $35K
962-0565
Dorothy Day Personnel
Serving Detroit & Suburbs
since 1953

EXECUTIVE SECRETARY
Major suburban corporation needs your recent experience and excellent skills. Candidates are expected to be highly motivated and know Word Perfect. Benefits and paid vacations. Call Sally 799-3946
Uniforce Temporary Services

FAST PACED office in Canton in need of enthusiastic receptionist with professional image, must have good typing & customer relation skills, approximately 30/hrs per week including some weekends.
Reply to Box #678
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK RECEPTIONIST/ SWITCHBOARD
Needed for company in Southfield. Pleasant personality & good communication skills. Light tying required. Competitive pay & benefits.

CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

GENERAL OFFICE Clerk/Computer Operator - Immediate opening in well established, fast-paced Auburn Hills contracting company. Full time person to complete 3-person non-smoking office staff. Duties include answering phone, payables/receivables, data entry. Send resume & salary requirements to: Office Manager, P.O. Box 214032, Auburn Hills, MI 48321 or fax: 313-299-0905

GENERAL OFFICE - Bookkeeping, typing, computer, full or part time. Excellent salary for qualified person. For appointment call 422-7090

GENERAL OFFICE/CLERICAL
Typing, filing, data entry. Students welcome. Part-time for Birmingham company. For appointment, call: 540-3131

GENERAL OFFICE/PART-TIME
9-2. Must type, have light computer skills and good phone manner. Fill out application at: Plymouth Construction Equipment, 41889 Ford Rd., Canton. Ask for Jack.

GENERAL OFFICE
Typing & math skills required. Some phone & computer work. Small busy Southfield office. Prime Mortgage Corp. Call Mrs. K. 355-7550

GENERAL OFFICE
Self motivated individual for fast paced office. Must type 60 w.p.m. and enjoy dealing with the public. J&D Auto Auction, 18000 Fullerton(I-96 & Greenfield). 837-0900

GENERAL OFFICE
Entry-Level
Duties to include: receptionist, typing, filing. Computer experience helpful. Willing to learn. Farmington Hills area. 313-471-2570

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

HELP!!!
A growing company in Livonia is looking for:
• Someone with Freight Billing and Accounts Receivable background (Minimum 2 years experience)
• Temp to Perm position
CORPORATE PERSONNEL SERVICES
362-9696
E.O.E. NO FEE

HELP! - We need an enthusiastic bubbly Receptionist for full time, will train. Must enjoy Rock 'N' Roll atmosphere. Please Call Sarah: 474-0810

HIRING NOW!
WordProcessors: $8-$12
Receptionists: $6-$8
Data Entry Clerks: $6-$8
Short & long term assignments
CONTEMPRA
563-5900 - Dearborn

LOCAL INSURANCE agency looking for Trainee Office help. Position includes typing, filing & phone skills. Great opportunity 313-661-1330

INSURANCE AGENCY in Northville needs customer service rep. Full time/part time considered. Non smoking office. Call: 349-2000

INSURANCE AGENCY HAS opening for part time general office help. Typing filing and good phone personality required. Casualty insurance and claim experience helpful. Call for appointment: 474-8550

INVESTMENT FIRM
Specializing in the institutional market seeking aggressive, self motivated individuals to become brokers. Small base, large commissions, will earn 6 figures plus income within several years. Series 7 beneficial but not necessary, will train. Send resume to: Multi Bank Services, LTD. 28411 Northwestern Hwy. Southfield, MI 48034

JOB OPENINGS
Livonia/Plymouth
WORD PROCESSORS
DATA ENTRY CLERKS
Top Companies
Top Pay
Top Benefits
Top Notch Service
ADIA PERSONNEL
525-0330

JOIN THE INFORMATION AGE!
CMA needs Customer Service Reps & Research Interviewers. Work 16-40 hours per week: day, evening & weekend shifts available. No outbound sales required. If you like working with customers, have a voice that should be in radio, type 45 wpm, and if you are ready for a challenge, call us at 637-1434 for an interview, stop by or write:
CMA, 2301 W. Big Beaver,
Suite 411, Troy, MI 48084

KEYPUNCH OPERATORS
Experienced only. 12,000 keystroke minimum. Days and afternoons available. Farmington. 474-1136

KEYPUNCH OPERTORS
Experience operators, familiar with Inforex Keyboard. Needed for day shift, Full/Part Time, Flexible hours, benefits. 478-5111

LEGAL CLERICAL
Full time, Troy, Moving to Farmington Hills Dec. 1, 1993. High volume paper office. Typing, computer & organizational skills a must. Salary, benefits negotiable. Call after 4:30pm. 637-3030

LEGAL SECETARY TRAINEE
Will train. Full or part time. Good typist. $220 a week to start. Downtown Detroit. 963-7755

LEGAL SECRETARY for insurance defense firm in Southfield. Word Perfect experience, with 80 wpm. Knowledge of LAWS a plus. Call Sylvia: 352-6580

LEGAL SECRETARY - experienced for Bingham Farms real estate/litigation firm. WordPerfect 5.1 necessary. Call Kathy 644-4433

504 Help Wanted Office-Clerical

LEGAL ASSISTANT
Needed for Troy law firm. Must be experienced in data base and document retention and have computer knowledge. Send resume:
SDP, 50 W. Big Beaver
Suite 400, Troy, MI 48084

LEGAL SECRETARIES
needed for non smoking law firm.
Trainee Secretary - recent high school graduate preferred with high academic skills.
Experienced Secretary - 1-5 years experience in litigation. Both must have computer skills & type 60-80 wpm. Send resume to: Barb, 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
for Troy law firm. Experienced, mature self-starter, computer literate. Please send resume to: Office Manager at 801 W. Big Beaver Rd., Suite #500, Troy, MI., 48084.

LEGAL SECRETARY
Experienced, with knowledge of WordPerfect 5.1 to work for Southfield defense firm, corporate benefit package. Fax resume 313-746-0081
Or call 746-0000

LEGAL SECRETARY wanted for Troy firm. Litigation experience and knowledge of WordPerfect necessary. Send resume to: 2301 W. Big Beaver, Ste. 222, Troy, MI 48084

LEGAL SECRETARY
For Southfield law firm. Must have minimum of 5 yrs. experience in Estate Planning, Corporate, & Real Estate law. Excellent Word Processing and organizational skills required. Wang Word Processing experience helpful. Please send resume to:
Office Administrator
P.O. Box 215
Southfield, MI 48037-0215

LEGAL SECRETARY
Full time, 2 years experience. Typing 65wpm, dictaphone, WordPerfect 5.1 experience required. Knowledge of bankruptcy helpful. Small Birmingham office. Salary based upon experience, benefits. If interested please send resume to Box 602:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Established Southfield law firm seeks experienced Legal Secretary with worker's compensation background. Detail-oriented individual must possess excellent computer (WordPerfect required), telephone and organizational skills. Please send resume & salary requirements to: Box 688
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Full/part time for maternity leave. Part time after that. Can start immediately. Southfield area. 352-1900

LEGAL SECRETARY
Experience necessary for personal injury litigation. Substantial salary. Fringes. 354-2500

LEGAL SECRETARY - for partner in plaintiff's personal injury law firm. Experience required. Salary commensurate with experience. Contact Pat 358-0999

LEGAL SECRETARY - Experienced for Bloomfield Hills litigation attorney. Salary & benefits commensurate with skills. Call Lori VanHove. 335-5000

LEGAL SECRETARY
2-8 YEARS
Seeking 2-8 yrs legal experience for partner position. Flexible hours available. Call/send resume: Arthur Thomas, 3000 Town Center, Ste. 2333, Southfield 48075. 355-4140

LEGAL SECRETARY
Nice personality and good skills. Litigation background sought for key position. Can interview weekends or evenings. Call/send resume: Arthur Thomas, 3000 Town Center, Ste 2333, Southfield 48075. 355-4140

LEGAL SECRETARY for small busy office, at I-275 & 7 Mile. We need a highly skilled person who can efficiently use WordPerfect and handle the telephone. Lotus & shorthand helpful. Excellent computer, grammatical and organizational skills required. Extensive experience is not a requirement. 953-0200

LEGAL SECRETARY
Southfield general law office specializing in plaintiff personal injury. Prior legal experience preferred. Good benefit package. Salary commensurate with experience. Please reply to: Box 732
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Prestigious downtown firms - 3 positions available. Litigation, corporate & health care. 2+ yrs. legal required and good comp. experience. To $26K & benefits
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LEGAL SECRETARY
$24,000
Medical malpractice or personal injury experience. Lots of variety. Opportunity to advance. Major suburban firm. Benefits include medical, dental, life, prescription, 401K, profit sharing, 2 weeks vacation/1 year, 12 paid sick days per years and more. Call Kathy. 772-6760.
SHELLING PERSONNEL SERVICES
772-6760

LEGAL SECRETARY
$27,000
Rare opportunity with permanent firm. Friendly environment. Beautiful new offices. 2-3 years corporate experience plus good skills qualifys you. Great benefits. Immediate opening. Call Donna 772-6760.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Non-smoking, entry-level position for downtown law firm specializing in debtor-creditor law, including bankruptcy & related areas. Up to 3 years office experience preferred; WordPerfect knowledge required. Salary commensurate with experience; health & life insurance offered. Send resume, including grade point average achieved during education (good grades required) to:
Office Manager
2600 Buhl Building
535 Griswold
Detroit, MI 48226

★ OFFICE HELP
Manufacturing company in Wixom needs office help. Duties would include: Purchasing & general administrative work. Experience with word processor & spread sheets are a plus. Apply at: Hoffmann Filter, 46968 Liberty Dr. in Wixom. 960-3010

OFFICE CLERICAL, Part time. 6-10 hours per week. Typing skills required. Respond 3pm-5pm ONLY. Call Michelle at: 358-5240

OFFICE ASSISTANT FULL-TIME. $10/hr.
Proficient in Telemagic, WordPerfect & word processing. We offer paid vacation, health insurance, 401K. Please submit resume with handwritten cover letter to:
Office Supervisor
21555 Melrose
Suite 24
Southfield, MI 48075

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be courteous and business-like with excellent telephone skills. Computer experience helpful. Lotus 1-2-3 and WordPerfect a plus. Will train. Excellent benefit package. Send resume to: Human Resources, Zattoff Seals & Packings, P O Box 488, Farmington, MI 48332-0486
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. E.O.E.

504 Help Wanted Office-Clerical

MAILROOM CLERK/ DATA ENTRY
Village Green Management, a leading national property management company, has an immediate need for a part time mailroom/file clerk to process incoming/outgoing mail and filing for the A/P department. Data entry experience helpful.
Call 932-2731 between 3:00 - 5:00 Monday - Friday if interested
An Equal Opportunity Employer

PART TIME
OFFICE/RECEPTIONIST PERSON
Flexible hours. Good office and phone skills. Good phone skills. Livonia. Call 525-0030

OFFICE ASSISTANT - Entry level position for insurance agency. Typing & related skills needed along w/ good telephone voice. Imco Corp., Box 5096, Southfield, MI 48086

OFFICE ASSISTANT
Experienced person with excellent office skills. Typing 65 WPM, shorthand 80 WPM. Good telephone etiquette, organized & be able to provide a variety of tasks with a positive attitude. Position is available immediately. Excellent benefits package. Please come in to fill out application at: Hotel St. Regis, 3071 W. Grand Blvd., Detroit, or FAX resumes to: 873-2574
An Equal Opportunity Employer

OFFICE CLERK, Full time. Must have typing, telephone, filing, some computer knowledge & be familiar with accounts payable & receivable. 968-5560

OFFICE CLERK
Steel broker seeking experienced Clerk. Qualifications include good math aptitude, cheerful phone voice, computer background, light typing, general office procedures, detail oriented. Some college accounting courses helpful or equivalent experience. Prefer person familiar with bulk metals. Immediate full time opening. Attractive non-smoking office. Snd resume with salary requirements to: Office Manager, Crown Steel Co., 7031 Orchard Lake Rd., Suite 302, W. Bloomfield, MI 48322 or Fax 313-737-4427

OFFICE GENERALIST
Must have a car. Company not accessible by bus). Good computer abilities. Dependable, able to handle diverse duties and work at a fast pace. To $8/hr.
962-0565
Dorothy Day Personnel
Serving Detroit & Suburbs
Since 1953

OFFICE HELP
Farmington Hills company looking for the right person to add to our staff! Some experience required, will train right person. Reliability, willingness to learn and an attention to details a must, word processing experience helpful. Please send resume or job experience to:
Personnel Manager, P.O. Box #518, Farmington Hills, MI 48335

OFFICE HELP-PART TIME, Mon-Fri 1pm-5pm. Light bookkeeping, typing, filing & phones. Livonia. Call between 9am-1pm. 591-6777

OFFICE MANAGER
Troy location. Supervise 4-6 office staff. Duties include invoicing, correspondence, assisting with customers etc. Basic computer skills required. Excellent salary and benefits. Respond in confidence to:
Box 734
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE
Retailer needs to increase rapidly in all areas of operations due to recent expansion. Full-time Clerical positions available in Cash Department, File Room, Accounts Receivable, Inventory, Accounts Payable & Accounting. Math & computer skills are a must. Part-time positions available in some departments. Now located in Livonia but possible headquarter move to Milford area. Send resume to: Box 638
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE SUPERVISOR MANAGER TRAINEE
for customer service oriented business located in W Bloomfield. $9 per hour. Send resume & salary history to: Accurate First Impressions, 6016 W Maple, Ste 700, W Bloomfield, MI, 48322

PART TIME - Good phone skills, Microsoft Windows a must, computer accounting a plus. Could lead to full time. 2 yrs. experience. 350-2444

PART-TIME RECEPTIONIST needed for Farmington office. Life insurance background helpful but not necessary. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

PAYROLL CLERK
Downtown company is seeking a payroll clerk. Applicants should have general accounting skills and basic word processing knowledge. Experience with the ADP package a plus. Position offers full benefits. Please send salary requirements and resume to:
Payroll Clerk
P.O. Box 737
Detroit, MI 48231

PERSONNEL ASSISTANT
Full service automotive prototype company in Livonia is seeking a self starting, goal oriented, human resource generalist with strong experience in employee benefits. Duties will include administration of insurance and other benefits, interface with payroll dept. Experience with unemployment and workers comp issues a plus. Growing company with offices in several states.
Send resume to:
Personnel
Attn: Betty Zink
P.O. Box 1095
Westland, MI 48185

Purchasing Assistant
Part time position ordering, shipping & receiving parts. Knowledge of electrical parts helpful. Filing, typing, data entry required. Send resume to: Dynalogic Engineering, 3265 Martin, Suite 106, Walled Lake MI 48390

Real Estate
CLOSING MANAGER
For busy builder in Novi. Must have knowledge of FHA & VA mortgages & be able to qualify buyers. Fax resume to: Mary Beth 661-9499

RECEPTIONIST
Are you looking for a challenging position with a growing company? If so, we want to talk to you about joining our team! We are a machine tool industry manufacturer in Redford who seeks a sharp, positive individual to fill an important front office position. Duties include: Answering multi-line phone system, departmental support, mail disbursement & misc. projects. Applicants MUST have pleasant-speaking voice, good math, English & computer skills, along with a PROFESSIONAL appearance & demeanor. Good opportunity for recent college graduate. Degree desired.

Please submit RESUME W/SALARY REQUIREMENTS to:
Dept. R-Human Resources
P.O. Box 40199
Redford, MI 48239

RECEPTIONIST/RECEIVABLES clerk for Property Management Company in Birmingham. Some computer experience necessary. Send resume to J. N., 280 N. Woodward, #407, Birmingham, MI 48009

RECEPTIONIST/OFFICE Help. Good phone skills. Must have own car. Farmington Hills area. 477-8200

RECEPTIONIST - PART-TIME for busy real estate office. Multi-line phone experience required. 1 to 5:30. Call Tina: 352-5000

504 Help Wanted Office-Clerical

LIVONIA manufacturing company needs a Receptionist to work Mon.-Fri., 7:45am-12:45pm. Experience a must. Offering $6.50-7/hr. Please call, L. Caves at: 513-1030

RECEPTIONIST
MODEL TYPE
Office management receptionist for public relations. Must have great attitude & dealing with people.
Call Monica 416-0610 or 459-7070

RECEPTIONIST/SALES SUPPORT
Farmington Kitchen Company seeking individual with plesant telephone manner & personality. Light secretarial duties. 25 hours/week. Call Dawn for appointment. 478-6688

RECEPTIONIST/SECRETARY
Outgoing & professional, WordPerfect/Lotus, variety, Birmingham.
TEMPSTAFF NO FEE 645-0900

RECEPTIONIST for small engineering design company. Must have excellent phone skills. Please send resume to: Box 662
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/ SECRETARY
For busy home health care agency in Canton. Must be able to handle in-coming calls, deal effectively with the public, and interface with management. Knowledge of WordPerfect strongly desired. To apply call Barb at 981-6820

RECEPTIONIST
Large professional health care service company, desires cheerful highly motivated individual to answer phones, take messages and perform some typing duties. Full time position, Mon-Fri. Hours are 8am-5pm-excellent benefits. Send resume to: Chris Bekish, General Manager, 24293 Telegraph, Suite 140, Southfield, MI 48034

RECEPTIONIST/ADMINISTRATOR for fast paced Southfield leasing corp. Excellent phone & typing skills a must. Please call, 358-4500

RECEPTIONIST/SECRETARY
For Bloomfield office. Professional phone voice and appearance a must! $6 per hour plus. 335-0260

RECEPTIONIST/SECRETARY
32 hours per week. Send resume to: 38281 Schoolcraft, Ste K, Livonia, MI 48150.

RECEPTIONIST full time, for busy Southfield law firm. Excellent benefits, salary negotiable. 2 yrs experience required. Call Carol 358-4400

RECEPTIONIST to $18,500 + benefits. Experienced only. WordPerfect 5.1, customer service & general office skills. Livonia. 473-7210
STEVEN J. GREENE PERSONNEL

RECEPTIONIST/SECRETARY - for Southfield property management company, full time, WordPerfect knowledge preferred, resumes to: Marguiles Investment Co., 24800 Lasher, Southfield, MI 48034

RECEPTIONIST
Experienced, Mature, reliable. Good telephone skills. Non smoker. Send resume to: Receptionist, Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST
SUBURBAN LAW FIRM
Looking for organized professional. Need strong typing & telephone skills. Full time position. Salary & benefits. 642-7733

RECEPTIONIST for Farmington Hills property management company. Experienced on multi line phone system. Send resume that MUST state salary requirements to: 4738 Pickering, Bloomfield Hills, MI 48301

RECEPTIONIST
Unique opportunity in plush environment with international division of major health care corp. Experience necessary, Rolm a plus.
Call Ruth 646-6168
Uniforce Temporary Service

RECEPTIONIST - PART-TIME
Responsibilities of position include answering phones, general office duties, light typing on WordPerfect 5.1, transcription a plus. Individual should possess excellent verbal skills & a positive attitude. To apply, please phone Charlene: 642-8700

RECEPTIONIST
Experienced Receptionist/Dispatcher required for busy Southfield property management company. WordPerfect & Lotus experience preferred. Attractive salary & benefits package. Fax or mail resume to: Property Manager, 29548 Southfield Rd., Suite #200, Southfield, MI, 48076. Fax #: 557-6442

RECEPTIONIST/ BOOKKEEPER
$20,000 FEE PAID
Full benefits, suburban location, computerized bookkeeping and advancement potential. Call Mark. 849-3330
or FAX resume to 849-FAX-2
M.BOOKSPAN & ASSOCIATES
PERSONNEL SERVICES

RECEPTIONIST/SECRETARY - for busy Plymouth real estate office. Full time. Typing, phones, advertising & appointment experience preferred. We need a high energy personality for this important position. If you are available for immediate hiring send resume & salary requirements today to: Box 710
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY - Well-established Southfield professional firm needs entry level full-time, permanent Receptionist/Secretary for their busy office. Must have excellent telephone skills, friendly, outgoing personality and professional appearance. Word processing and spreadsheet experience required, accurate typing necessary. Must have demonstrated ability to assume increasing responsibility and handle multiple demands. Send resume, salary history, and recent references to:
HUMAN RESOURCES DEPT.
30600 TELEGRAPH RD., STE. 3700
BINGHAM FARMS, MI 48025

RECEPTIONIST
Part-Time-Evenings
Software company in Southfield has an immediate opening for an evening Receptionist, weekdays from 4-7pm. Must have pleasant phone manner, be reliable & trustworthy. Call Jo Anne Lewis at: 539-6955

RECEPTIONIST
Busy 4 company corporate headquarters is looking for a polished individual with solid phone experience. Meet and greet people, light typing and filing. Unlimited growth potential. All resumes must include salary history. Send to:
Controller, 20300 Civic Center Dr., Suite 205, Southfield, MI 48076
or fax 948-0152

RECEPTIONIST/TYPIST
Small suburban office has an entry level position available. Responsibilities would include, telephone answering, making appointments, Word Processing and some general office duties. Send resume and salary requirements to:
AMERISTAFF, INC.,
General Manager
1060 W. 14 Mile Rd.
Clawson, MI 48017

RECEPTIONIST
Immediate opportunity with a suburban computer company. Nice variety includes customer contact and word processing. $15,600 to start plus benefits. Call 464-0909.
SHELLING PERSONNEL SERVICES

RECEPTIONIST
Farmington Hills Location
Executone System
$7.00/hr
CALL:
EXPRESS
Personnel Services
Farmington Hills. 474-5000
Troy 643-8590

RECEPTIONIST/SECRETARY
The Charles Kent Reaver Co. has an opportunity open for a Receptionist/Secretary. Must be familiar with computer input, good typing skills, a good speaking voice that conveys warmth in public contact and an elegant, professional appearance are necessary. This is a full time position with excellent company benefits including health, life, and dental. Non-smokers only. Call Ms. Brown. Mon.-Fri., 9:30-11am. 557-4553

RECEPTIONIST/SECRETARIES
2 positions available at busy outpatient mental health/substance abuse facility located in Bloomfield Hills. Entry level: 1 full-time & 1 part-time, both for afternoon/evening/Saturday shifts. $5-$8 per hour to start. Send resume to:
OAKLAND PSYCHOLOGY CLINIC
ATTN: OFFICE MANAGER
2000 S. WOODWARD, STE. 102
BLOOMFIELD HILLS, MI 48302
An Equal Opportunity Employer

RECEPTIONIST
Competent, mature individual to provide a positive and professional presence in our busy main office-Birmingham area. Outstanding customer service and phone skills, excellent organizational skills, and ability to handle multiple tasks. Fax resume to: 313-647-3874, or send resume to: Rehabilitation Network, 30100 Telegraph, Suite 420, Bingham Farms, MI 48025, Attention: Eileen Soulliere.

RECEPTIONIST - Southfield, temp to hire, switchboard experience, computer literate using Officewrite, good appearance & personality, company moving to Auburn Hills in 1994. $8/hr. Fee paid

SECRETARY - receptionist, Detroit, strong phone etiquette, 2 week assignment, Microsoft Word for Windows & Excel required. Fee paid

RECEPTIONIST - Farmington Hills, front office appearance, WordPerfect 5.1. 6 week assignment, $7/hr. Fee paid

CLERICAL - position, some accounting of paybles, receivables, Lotus, WOrd Perfect & data entry skills. 4 month assignment, To $8/hr. Fee paid
BE SURE TO CALL
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SALES SECRETARY
For busy Farmington Hills office. Good skills in typing, accounting & customer relations a must. Experience necessary. Box# 720
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DISNEY ON ICE TICKET WINNERS

Steve & Joanne Figot
31710 Cowan #207
Westland 48185

Karen Botti
11355 Centralia
Redford 48239

Lavigne Family
39329 Chantilly
Sterling Hgts. 48078

Mary Opper
30635 Pierce
Garden City 48135

Hancock Family
58100 12 Mile Rd.
New Hudson 48165

Bill & Claudia Riordan
32230 W. 12 Mile Rd.
Farmington Hills 48224

Eddie & Sabrina Meyers
2107 Nancy St.
Ypsilanti 48198

Shirley Champagne
30280 Westbrooke Parkway
Southfield 48076

Alana Phillips
8552 Blackburn
Westland 48185

Ryan Davidson Family
16233 Salem
Detroit 48219

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

591-2300, ext. 2153

Congratulations!