EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Needed for Birmingham law firm. Must have excellent grammar, typing, transcription, be good with numbers & be highly organized. Take-charge person. Minimum 3 years of corporate and real estate experience required. Competitive salary & benefits. Call for an interview. 810-642-0333

LEGAL SECRETARY
Established law firm in downtown Detroit seeks several highly qualified Legal Secretaries with product liability & litigation experience. Interested persons should call or send resume to:
DYNAMIC PEOPLE
36701 Seven Mile Road, Suite 425, Livonia, MI 48152
313-464-6500

LEGAL SECRETARY TO $28,000
Prominent Bloomfield Hills firm. 3 plus years legal experience. Pleasant work environment. Diversified duties. Excellent benefits. Immediate opening. Call April.
810-772-6780.
SNELLING PERSONNEL SERVICES

MARKETING ASSISTANT to help create sales materials for leading grocery/non food products. Other duties include running sales reports, wordprocessing. Must have working knowledge of Freelance/Harvard Graphics, Microsoft Word, EXCEL/LOTUS. Part time, flexible hours. Call John Sorensen 313-416-3702

MEDICAL ASSISTANT
Full-part time, great opportunity for the right candidate. Must have min. 4 yrs. experience with good clerical skills. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
3050 Schaefer, dearborn, MI 48126

NEEDED
HUMAN RESOURCE ASSISTANT
Entry level, Word Processing and spread sheet knowledge.

LEGAL SECRETARY
Southfield location, resumes needed.

RECEPTIONIST/SECRETARY
Phones and computer knowledge. Full and part time hours.

OAKTEC
Professional Staffing
Farmington Hills 810-458-5464
Auburn Hills 810-377-4770

OFFICE ASSISTANT
Fast growing company looking for person with good typing skills, pleasant phone voice & computer knowledge for very versatile work duties. Please submit resume to: LCAF Industries, 1250 Maplelawn, Troy, MI 48084. Attention Diane.

OFFICE ASSISTANT
Entry level, full time, Southfield location. Must have a minimum 1 yr. previous office experience. Excellent math ability & 10-key calculator skills needed. Excellent starting wage. Send resume to: P O Box 5041, Southfield, MI 48086.

OFFICE CLERICAL
- RECEPTIONISTS
- WORD PROCESSORS
- TELEMARKETERS

Full and part-time positions. Temp to perm. Livonia & Plymouth areas. Call for appt. 810-478-1000
PEOPLEMARK

LEGAL SECRETARY
Bloomfield Hills law firm has an immediate opening for a full-time Legal Secretary. The qualified candidate must be a self-starter, possess 2-3 years of litigation experience & knowledge of Word Perfect 5.1. Competitive salary & benefits package. If you qualify please send resume with salary requirements to:
Human Resources
1550 Woodward Ave, Suite 200
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

MEDICAL ADMINISTRATIVE SECRETARY
Grace Hospital is seeking a full-time Medical Administrative Secretary for its Dept. of Otolaryngology.

Qualified candidates will have a high school diploma, 2-3 years of medical secretarial experience, including transcription and medical terminology, and familiarity with medical residency programs. Knowledge of WordPerfect 6.0 (Windows) is required. Experience in coordinating all aspects of medical presentations, as well as, preparing academic work product including journal submissions and submissions for publication is strongly preferred.

A competitive salary and an excellent comprehensive flexible benefits program enhance this opportunity. For consideration, please send a resume in confidence to:

GRACE HOSPITAL
Human Resources
MAS Recruiter
6071 W. Outer Dr
Detroit, MI., 48235

A member of the The Detroit Medical Center affiliated with the Wayne State University School of Medicine.
An Equal Opportunity Employer

OFFICE CLERK
Self-starting detail oriented person with business experience needed for full-time customer service position. Benefits. Send resume to:
P O Box 700247
Plymouth, MI 48170

OFFICE MANAGER needed for a Southfield computer corporation. Skills required: strong knowledge of accounts receivables & accounts payable, organizational skills, customer relations & phone skills. Please send resume with salary requirements to: Personnel, P.O. Box 250543, Franklin, MI 48025-0543

OFFICE MANAGER
for a Clinic in Troy. Typing, computer, marketing & human relation skills are required. 810-375-2221

OFFICE MANAGER - Self motivated, organized individual to run 1-person construction office. Approximately 30 hrs./wk. to start. Must have computer knowledge, typing ability, some accounting experience. Send resume to: 23336 Montclair, Farmington Hills, MI 48336.
For further info: 810-478-8608

OFFICE STAFF
Part-time for busy enjoyable nonsmoking office downtown Plymouth. MUST know Word Perfect, type 60 wpm & have excellent phone demeanor. We need organization, hard work, smiles and enthusiasm. Hours 9am-1pm, Mon.-Fri. $7.50/hr. Fax resume: 313-453-4813
Or mail: AmeriSpec, 501 S. Main, Plymouth, 48170.
Equal Opportunity Employer.

OFFICE HELP
experienced in draperies. Full time, call between 10-4 313-522-0160

OFFICE MANAGER
Sales office requires self driven individual for word processing, follow up, & customer communications. Part-time, approximately 16 hours/wk. Days & hours flexible. 313-464-1186

OPERATIONS CLERK
Guardian Alarm in Southfield has an immediate opening for an Operations Clerk. We require:
- Excellent organizational skills
- 1 year typing/computer knowledge
- Customer Service background
- Available for flexible scheduling

We offer a competitive salary along with a full benefit package. Apply in person or forward resume to:
GUARDIAN ALARM
18003 W. 8 MILE RD.
SOUTHFIELD, MI 48075
ATTENTION: O.C.
810-[illegible]

OUTSTANDING
Opportunities await you as a member of our team. Work long or short term assignments in Southfield and the surrounding areas. Office/Clerical skills a must. GET PAID THE SAME WEEK YOU WORK.
EMPLOYERS
Temporary Service, Inc.
810-353-7050
EOE

PARALEGL TO $30,000
Probate/estate experience. Corporate a plus. Friendly Southfield firm. 35 hour week. April, 810-772-6780.
SNELLING PERSONNEL SERVICES

PART-TIME CLERICAL
Immediate opening for part-time clerical position. 25-30 hours per week in our service office. Duties include computer data entry & handling telephone calls. Wage up to $8 an hour commensurate with qualifications & experience. Send resume to: Attn Personnel Dept., Michigan CAT, 24800 Novi Rd, Novi, MI 48375

PART TIME RECEPTIONIST - In Livonia, 2½ days per week. Phones, light typing, filing. 8 week long assignment. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

PAYROLL ASSISTANT - Part-time, 20 hrs./wk. Must be proficient on 10 key calculator/computer, wordprocessing and spread sheet software programs (Microsoft Office a plus). Requires at least 1yr. experience in data entry for payroll or other accounting related functions. Position available immediately. Competitive salary and benefits. Send resume: Attn: Harriet Cooper, Human Resources, Total Rehabilitation, 33100 Telegraph Rd., Ste. 420, Bingham Farms, MI. 48025 or Fax to: 810-647-3874

PAYROLL COORDINATOR
A corporation in Troy has an immediate opening for a full time payroll processor. Applicant must have associates degree or equivalent with an accounting background, 5 years plus relevant work experience. Knowledge of multi-state withholding and labor laws, 401k, pension reporting and taxable benefits requirement. Processing with a commercial product and a working knowledge of LOTUS a MUST. Human Resources or Personnel experience helpful. Please send resume with salary requirements to:
Payroll Coordinator
PO Box 7003
Troy MI 48007-7003
We are an E.O.E.

PARA-LEGAL, experienced needed for Southfield law firm. Probate & estate planning required. Corporate experience a plus. Must be computer literate. Please send resume to: Office Manager, Myles, Hollert & Assoc., 3000 Town Center, Su. 2960, Southfield, MI 48075

PART TIME HUMAN RESOURCES ASSISTANT
Presbyterian Villages of Michigan, an organization of five retirement communities, is inviting candidates for this newly created position in the busy Human Resources Dep't. The successful candidate will have 2-3 years secretarial/administrative assistant experience in a professional office environment (preferably HR); intermediate to advanced word processing and spreadsheet skills; proven organizational skills; ability to handle multiple projects and achieve multiple deadlines; and effectively interact with employees of all levels. Interested candidates should forward their resume, salary expectations and cover letter to:
Cheryl Jacobs
Presbyterian Villages of Michigan
25300 W. Six Mile Rd.
Redford, MI 48240

PAYROLL CLERK
Growing Farmington Hills based firm seeks full time Payroll Clerk. Candidate must have 1-2 yrs previous computerized payroll experience. If you are detail oriented, analytical & possess strong communication & customer service skills, send resume to:
PERSONNEL
P O Box 300
Novi, MI 48376-0300

PAYROLL CLERK
Positions available in Livonia with an international corporation seeking highly motivated individuals with experience in payroll & computer skills. Career growth opportunities. Start $8 per hour with benefits. Submit resume to: Box 306
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

PAYROLL CLERK
Automotive transportation corporation has immediate opening for a reliable individual with payroll background. Candidate must possess good organizational skills, accounting and computer experience. Excellent benefit package. Submit resume to: Box 318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Payroll & HR Systems Consultant
To install payroll and human resource software on client's PC. Including training and on-going client support. Individual should have excellent analytical, communication and organizational skills. 3-5 years experience in payroll or HR. Knowledge of PC's or networks helpful.
Call 313-346-8474
Or send resume: The Ultimate Software Group/Midwest Ltd., 13306 Reeck Rd., Southgate, MI 48195.

PERMANENT AND TEMPORARY OPENINGS
Various office positions, $6.50-$10 per hour depending on experience. We have companies throughout the Metro area. Computer knowledge a must. Call us today. 810-366-3450
SNELLING PERSONNEL SERVICES

PERSONAL LINES
Experienced for insurance agency in Livonia. Call 313-425-8436

PRIVATE COUNTRY CLUB in northwest area is looking for a daytime RECEPTIONIST with the following qualifications: Excellent phone skills and etiquette, friendly personality, team player attitude, basic accounting skills, 10 key adding machine skills, WordPerfect experience and typing ability. We offer an excellent benefits pacakge and professional work environment. Possibility of advancement for the right person. Please send resume and salary requirement to: Controller, P.O. Box 250545, Franklin, MI. 48025

PUBLIC RELATIONS SECRETARY
High profile position needing intelligent, polished & articulate person with WordPerfect skills.
ARBOR TEMPS: 459-1166

REAL ESTATE SECRETARY
25-40 HOURS PER WEEK
Excellent phone and organizational skills required. Computer knowledge necessary. Send resume to:
COLDWELL BANKER
Schweitzer Real Estate
218 S. Main Street
Plymouth, Michigan 48170
ATTN: Deborah

★ RECEPTIONIST, full time. Requirements: WordPerfect 6 Lotus, typing 40 wpm, good working atmosphere & good benefits. Career opportunities. Fax or mail resume to: Human Resources, Q.T. Specialty Fasteners, 1020 Decker Rd., Walled Lake, MI. 48390. Fax (810) 624-3522

★ RECEPTIONIST - Full time with benefits to answer multi line phone & some data entry. Send resume or fill out application at: 28860 Grand River, Farmington Hills, MI 48336.

RECEPTIONIST
Farmington Hills wholesale hardware & appliance distributor has full time position available for Receptionist. Phone experience preferred. Fast-paced busy 14-line switchboard, must have pleasant personality. Excellent benefits.
Call 810-471-6800

RECEPTIONIST/WEEKENDS
For Livonia real estate office. Must have good phone skills & flexible hours. 313-261-1407

RECEPTIONIST-Non smoker for Farmington Hills law firm. Must have excellent communication skills and be able to type. WordPerfect preferred. Call Matthew 810-[illegible]-0270

RECEPTIONIST needed. Performs/senior organizational skills, customer relations, phone skills, WordPerfect 6.0 for Windows or similar program & filing skills. Please send resume with salary requirements to: Office Manager, P.O. Box 250543, Franklin, MI. 48025-0543

RECEPTIONIST
[illegible] receptionist needed for small law firm in Bingham Farms. Duties include phones, mail, & [illegible] data management. Must be computer literate & have working knowledge of Word Perfect 6.1. Please respond with resume & salary requirements to: Controller, 30200 Telegraph Rd., Ste. 467, Bingham Farms, MI 48025.

RECEPTIONIST/CHIROPRACTIC ASSISTANT
Immediate opening, full time for our Northwest Detroit Clinic. You must have typing experience, an energetic personality, be flexible & have a vehicle. If you learn quick, have a great smile & would like a long term position, apply at our main office: 5849 Schaefer, Dearborn, between the hours of 9am-12 & 2pm-7pm.

RECEPTIONIST PERMANENT PART-TIME
Distributor of leading industrial products has an opening for a permanent part-time receptionist from 12:00-5:00. Duties include answering phones, light typing and clerical work. Requirements include multi-line phone/switchboard experience, and minimum high school education. Computer experience a plus. Send for fast response to:
MIKE PRENTICE
DALE PRENTICE CO.
[illegible] HARDING AVE.
OAK PARK, MI 48237
(810) [illegible]; Fax, (810) [illegible]

RECEPTIONIST
Farmington Hills
Immediate full time opening available with builder/development co. $6.00 an hour to start.
810-474-9600

RECEPTIONIST
Are you personable, energetic, friendly & experienced in multi-line phone systems? If so, you are our ideal candidate. Excellent pay & benefits await you! Interested candidates should call Mark at 810-827-7740

RECEPTIONIST/SECRETARY
Internet Corp. the leading manufacturer of precision iron castings for the automotive industry, is seeking a qualified individual for the position of Receptionist/Secretary at our Troy sales office. AA/AS in business secretarial science is required. Professional phone presence/manners, ability to handle multiple tasks & 3-5 years of WordPerfect for Windows & Excel. Send resume & salary requirements to:
MANAGER
MANAGEMENT DEVELOPMENT
INTERMET CORPORATION
PO BOX 6200
LYNCHBURGH, VIRGINIA, 24505
An Equal Opportunity Employer

RECEPTIONIST
Organized, team player for busy Bloomfield Hills law firm. Responsibilities: typing, filing, ordering & scheduling functions. 810-258-6310

RECEPTIONIST OPENING
AP Technoglass Co., a leading automotive glass supplier, has a need for a Receptionist in its Plymouth office. The successful candidate will have receptionist experience and excellent communication, organizational, and file maintenance skills. The candidate will also be able to professionally answer a 7-line Centrex System.

Additional required skills include the ability to perform light typing, work with data bases, maintain office supplies, coordinate overnight and outgoing mail, and handle correspondence.

If you feel you can meet these requirements listed above, mail your resume to:
AP Technoglass Co.
44170 Plymouth Oaks Blvd.
Plymouth, MI 48170-2584
All applications must be received by March 13, 1995.
AP Technoglass Co. is an Equal Opportunity Employer

RECEPTIONIST/GENERAL OFFICE WORK
Full time 40 hours, plus benefits.
Milford Twp. 810-684-0555

RECEPTIONIST/DATA ENTRY
with computer experience. Must be accurate w/attention to detail. Send resume to: 33100 Capitol, Livonia MI 48150.

RECEPTIONIST fast growing company looking for experienced full time receptionist. Must have experience typing, grammar, filing, phone & organizational skills. Farmington Hills. Start $8/hr. 810-478-6830

RECEPTIONIST
For a busy mortgage company. Full-time. Light typing, filing, experience helpful. $7 an hour. Apply in person or send resume at: Farmington Mortgage, 28200 Franklin Rd, Southfield, MI 48034.

RECEPTIONIST/SECRETARY
Growing real estate company seeking person for Receptionist/Secretarial. Position in our Southfield office. Knowledge of microsoft, windows and word required. Excellent opportunity for further involvement. Mail resume to: Real Estate, 26200 Town Center Dr., Suite 140, Novi, MI., 48375.
An Equal Opportunity Employer

RECEPTIONIST
Upscale Birmingham business seeks full time receptionist. Qualified applicant will possess excellent verbal, written skills, word processing experience, & good math skills. Must be organized, self motivated & have a professional demeanor. Comprehensive benefit package offered. For confidential consideration send resume with salary requirements to: Box 121, 6632 Telegraph Rd. Bloomfield Hills MI 48301

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Seeking a full-time Receptionist for busy, fast-paced organization. Able to handle a variety of skills including multi-line phone, mail, filing & data entry. Must possess excellent communication & organizational skills, have a professional appearance and positive attitude. Degree preferred. Send resume & salary requirement immediately to:
ExecuTrain, c/o Administrative Assistant Position, 21330 Telegraph Rd. Ste 210, Southfield, MI 48034.
Or FAX resume to: 810-352-6213

RECEPTIONIST
Phone & computer skills.
Contact Helena.
313-837-8400

RECEPTIONIST - Part Time
For Dermatology clinic. Southfield area. Computer background. Wonderful personality. 810-353-6081

RECEPTIONIST
Hair Salon. Computer a plus. Vacation/Insurance. Birmingham.
810-646-4123

RECEPTIONIST
For Farmington-Southfield modeling school. Must have excellent phone and Macintosh experience. Afternoons & evenings. 810-348-1126

RECEPTIONISTS
1 part time, day shift & 1 full time, afternoon shift. Computer experience, Windows. Southfield area. 810-557-1221

RECEPTIONIST - temp to perm position in Livonia, great opportunity for the right person. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

RECEPTIONIST: National travel club needs positive minded individuals w/good people skills for front desk receptionist position. Please apply within at: 31800 Northwestern Hwy., Ste. 300, Farmington Hills.

RECEPTIONIST afternoons in Farmington Hills. Long term possibly temp-to-perm. 1:00 - 10:00. Light typing, knowledge of Wordperfect. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Full time w/benefits for commercial real estate development firm located in Southfield. Must have a pleasant phone manner and be computer literate. Send resume to: Receptionist, 21800 Melrose Ave., Ste. 1, Southfield, MI 48075

RECEPTIONISTS
Great opportunity to work for a growing company in Southfield. Individuals must be personable, enthusiastic & have a pleasant & professional phone manner. Computer skills a plus. Please send resume to: Box 326
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA
[illegible] Buckingham Ave. #[illegible]
[illegible]
(313) [illegible]

RECEPTIONIST
Computer networking firm has immediate opening for Receptionist. Responsibilities include answering multi line phone, typing, data entry, filing, and other duties as needed. The successful candidate must have excellent phone skills, be dependable and detail oriented, and enjoy a variety of clerical duties. Word processing and database skills a plus. Will train. Send resume to: Human Resources, Datatech, Inc., 37000 [illegible] Tech Dr., Farmington Hills MI 48331

RECEPTIONIST/TYPIST
Full-time for company in Troy. Seeking an organized, responsible person who has excellent telephone and wordprocessing (WordPerfect) skills. Send resume and salary requirements to: P.O. Box 181, Troy, MI. 48099

RECEPTIONIST. Busy commercial real estate office needs articulate, experienced person with good communication and WordPerfect skills. Send resume only to:
LaRitz Weber & Co., 21500 W. 12 Mile, Suite 4300, Southfield, MI, 48034. FAX 810-353-9334.

RECEPTIONIST PART-TIME
Two Receptionist positions are open at private country club in Redford. Hours per evening vary. Seasonal 7 day operation. For an appointment please call 10am-3pm at 313-531-1240, ext. 101 or 103.

RECEPTIONIST/OFFICE ASSISTANT
for Southfield area auto dealer. Part time, afternoons & evenings, no weekends. Some experience preferred, but will train the right person. Phones, cash receipts, some computer & typing. Immediate opening. Call: 810-353-0910

RECEPTIONIST/Office Assistant
Part time approximately 30 hrs/week, Mon.-Fri. Progressive Manufacturing company seeks organized person with pleasant phone personality and experience in all general office procedures, including some word processing and 10 key. Send resume: Personnel, 31666 W 8 Mile Rd., Farmington Hills, MI 48336.

RECEPTIONIST
Experience preferred. Pleasant professional telephone manner a must. Typing, computer knowledge an added asset. Troy area. For an appointment call: 810-685-8080

RECEPTIONIST
Wanted for Southfield law firm. Computer experience helpful but not necessary. Please send Resume to: Box 316
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - FULL TIME
Farmington Hills area executive offices. Experienced front desk person with excellent people skills & professional manner for multi-line phone system. Position includes other general office duties. Excellent growth potential, benefits & salary for right candidate.
Call any time. 313-458-8281

RECEPTIONIST
Builder/Developer seeking a person to handle the front desk of a busy office. We need a take charge, reliable, dependable, self-starter with automated telephone experience (AT&T MERLIN), computer experience n WP 5.1 and Lotus and typing speed of 50wpm. Salary w/benefits.
CALL 810-433-1100

RECEPTIONIST
Growing company seeks a candidate with excellent phone skills. Desire some word processing knowledge and the ability to handle varied clerical duties. Great opportunity in company that offers team environment and top benefits.
Diversified Recruiters
810-344-6700 FAX 344-6704

RECEPTIONIST
Busy Livonia office seeks reliable person with excellent communication skills. Responsibilities include: typing 35+, multi-line switchboard, greeting customers, mail, documenting customer inquiries, etc. 1 year experience required. We offer full benefits. Salary $16-$18K. Call & ask for Administration at:
(313) 261-6800, ext 200

RECEPTIONIST
Professional Troy CPA firm seeks dependable individual to perform receptionist, switchboard and word processing duties. Ideal candidate will possess at least 1 year of general office experience and have a solid background in WordPerfect 6.0 for Windows. If interested, please send resume to: Ms. Orley, P.O. Box 861, Southfield, MI 48037.
An Equal Opportunity Employer

Receptionist/Secretary
For a small growing medical brokerage firm in Keego Harbor. Individual must possess organizational skills, strong phone & interpersonal skills. Excellent typing with proficiency in Windows & ACT a plus. Qualified candidates please fax Resume and Salary requirements to: Steve Tuttle, 810-738-7706, or send Resume to: Unlimited X-Ray & Imaging, Inc., 2667 Orchard Lake Rd., Sylvan Lake, MI 48320. Attn: Steve Tuttle.

RECEPTIONIST NEEDED!
Work Right Away!
- 3 months experience required.
- Good verbal skills a must.
- Flexible Hours.

TODAYS TEMPORARY
(810) 649-4455
EOE

SALARIED Secretarial position, general office work. Hours 8-5, M-F. Start immediately. Send resume to: Perel Bldg. Co., 3000 Town Center, Ste. 1600, Att: L. Donaldson, Southfield, MI 48075.

SALES OFFICE ASSOCIATE OPENING
AP Technoglass Co., a leading automotive glass supplier, has a need for a key administrative associate in its Plymouth office. The starting salary is $8.25 per hour. The successful candidate will have secretarial experience and excellent communication, organizational, basic math, and file maintenance skills. The candidate will also have good, accurate, data entry and PC skills with respect to IBM System, Microsoft Office Software (Excel, Word, Powerpoint, Milestone).

Additional required skills include the ability to develop and maintain office systems and procedures, compile monthly expense reports and budgets, compile invoice postings and payments, administer travel arrangements, work with network interface and Software Systems and the ability to meet deadlines and work with minimal supervision.

If you feel you can meet these requirements listed above, mail your resume to:
AP Technoglass Co.
44170 Plymouth Oaks Blvd.
Plymouth, MI 48170-2584
All applications must be received by March 13, 1995.
AP Technoglass Co. is an Equal Opportunity Employer

SALES SECRETARY $18,200
An interesting opportunity with a cosmetics related company. No dull days here. Hurry for this tremendous position!
Call 313-464-6606.
SNELLING PERSONNEL SERVICES

SECRETARIAL CAREERS
$20,000 - $29,000
Several permanent positions with top firms.
- Advertising Secretary
- Secretary - Import/Export
- Benefits Clerk
- Relocation Assistant
- Office Assistant
- Secretary - Real Estate
- Marketing/Sales Secretary
- Receptionist-Secretary

Word Processing and/or spreadsheet experience required. Excellent Company Paid Fee.

PERMANENT STAFF
Troy 810-[illegible]
Farmington 810-737-[illegible]

★ **RECEPTIONIST/COMPUTER LITERATE**
Great entry level position available! Long term assignment paying $7 an hour in the Livonia and Farmington Hills locations. Benefits include: Holiday pay, over-time, temp-read insurance and bonuses.
Livonia Southfield
Taylor Auburn Hills
SNELLING PERSONNEL SERVICES
1-800-701-3777

RECEPTIONIST/TYPIST
Michigan's most progressive office products dealer has an IMMEDIATE opening at its Lansing sales office for a receptionist. The right person should have excellent communication and organizational skills. Knowledge of WordPerfect and Lotus a plus. Duties will include word processing and answering telephones. Medical/dental, employee discount. Send resume to:
MACAULEY'S BUSINESS RESOURCES
2464 E. Stadium Blvd.
Ann Arbor, MI 48104
Attn: Jim Grossman

SALES ASSISTANT TO $35,000
Brokerage experience. Series 7 a must. Provide administrative support to director of sales. Well known firm. Opportunity to advance, great benefits. Immediate opening.
Call Daniels, 810-772-6780.
SNELLING PERSONNEL SERVICES

SALES FORECAST ANALYST
Brass Craft Manufacturing Co. has an immediate opening. Essential job functions include the collection & entry of data to generate reports, analysis & maintenance of the forecast system & any other related forecast functions. Job requirements include an Associates Degree, 2-3 yrs experience, PC literacy, forecast/planning knowledge, good math skills as well as positive interpersonal skills. For consideration, please submit your resume to:
Brass Craft Manufacturing Co.
Attn: DV/FA, PO Box 8032
Novi, MI 48376-8032
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

No phone calls please!

SALES SECRETARY
Full time Sales Secretary needed for N. Oakland County distributor. Requires excellent communication and organizational skills with attention to detail for a fast-paced, non-smoking office. Typing 60 WPM, proficiency in Windows, Lotus SmartSuite, including Amipro and Lotus. Unix experience helpful, but not required. Benefits and salary commensurate with experience. Please apply in person at 1200 Auburn Road, at the corner of Auburn Road and Opdyke, Monday-Friday 9:00-4:30 p.m., or fax resume and salary requirements to (810) 858-7777, Attn: Sales Dept.
Equal Opportunity Employer

Front Desk Secretary
Full time position for suburban location; executive hrs: 9:30-6; requires excellent phone manners, WordPerfect 5.0 & basic computer knowledge. Fax resume: 810-262-1535

Construction Secretary
Requires WordPerfect 6.0 & Lotus along with good organizational skills. Real estate development & construction experience desired. Please send resume & salary requirements to: Box 275
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL
Home builder needs organized and accurate administrative Assistant who works well under pressure and able to coordinate many tasks at once - handle phones, filing and clerical functions. Must be dependable, mature and possess good oral and written communication skills. Construction knowledge a plus. Microsoft Word & 60 + wpm required. FAX resume and salary requirements to: Robert R. Jones & Associates
810-464-6094

SECRETARIAL
Immediate opening for part time, possible full time MAC world environment. Send resume to: PO Box 2120, Farmington Hills MI 48333.

SECRETARIAL
Position available in fast paced Farmington Hills corporate office for self-motivated individual with knowledge of WordPerfect 6.0 Windows & Lotus 1-2-3 Windows. Excellent medical benefits, 401K, dental & more. Please call Molly 10am-4pm.
810-851-8000
An Equal Opportunity Employer

SECRETARIES NO FULL TIME COMMITMENT
Work when you want on assignment and help companies with extra workloads. WordPerfect and construction or legal background pays $10 hr. in beautiful offices in Southfield - start Thursday..
Call Debbie for interview and skill evaluation: 810-443-1991
Workforce, Inc. Never a Fee

SECRETARIES & RECEPTIONISTS
Numerous positions - various experience levels needed. Temp to Perm opportunities! 810/737-1711
TEMPORARY RESOURCES

SECRETARY
A Novi based Manufacturers Representative for Electronic Products is looking for a high quality individual to join our world class team. Duties range from secretarial to telephonic. desirable traits are integrity, work ethic & intelligence. This is an exceptional opportunity in an enjoyable but fast paced environment. Please send your resume to:
Greg Pathelburg, P.O. Box 3361, Farmington Hills, MI 48333.

SECRETARY AUTOMOTIVE
Expanding Western suburb location has new long term openings. This unique opportunity pays between $9.00 - $12.00/hour. Windows word processing preferred. Temp to perm opportunity. Call Betty 473-9901
UNIFORCE SERVICES

SECRETARY
Bingham Farms Financial Services Firm looking for experienced secretary. Experienced in the life insurance field desirable. Wordprocessing & computer skills required. Approximately 30 hrs./wk. with potential for future full- time work. Incentive bonus available. Call Tim: 810-540-9300

SECRETARY/BOOKKEEPING
With computer skills.
810-548-6080

SECRETARY
Established property management company seeking well organized individual. Pleasant phone manner/reception. WordPerfect helpful.
Send resume to:
Personnel Director
P.O. Box 250282
W. Bloomfield, MI 48325-0282

SECRETARY
For Birmingham law firm. Must be intelligent & dependable with pleasing personality. Knowledge of Word Perfect 5.1 required. Multi-task oriented individual desired. Immediate opening. Call Pat: (810) 540-7791

SECRETARY/RECEPTIONIST
Real Estate Construction corporation in Birmingham has immediate opening for a full-time Secretary/Receptionist. Opportunity for advancement. WordPerfect and transcription experience required. Six [illegible] phone lines. Send resume and cover letter stating salary requirements and previous employment data to:
[illegible], 260 E. Brown St., Ste. 101, Birmingham, MI. 48009.

SECRETARY/BOOKKEEPER
Basic computer skills for small firm. Flexible, local, non-smoker. Send resume to Architects/Interiors, 642 W. Lincoln, Birmingham, MI 48009

SECRETARY
Firm seeks skilled secretary with strong typing, multi-line phone system, computer knowledge in Word 6.0 and Excel 5.0. Benefit package included. Please send resume with salary history requirement to:
Attn: Controller, P. O. Box 2129, Livonia, MI 48151-2129
An Equal Opportunity Employer

SECRETARY
Flexible hours. Benefits. Good pay. Landscaping company. W. Bloomfield area. 810-437-1181

SECRETARY for Farmington Hills insurance firm. Good communication skills & computer knowledge. Call Judi: 810-855-0080

SECRETARY - for busy regional fast food franchise headquartered in Southfield. Assisting in the Marketing and Human Resources areas, the ideal candidate will possess exceptional communications and organizational skills. Additionally, initiative, flexibility and ability to work with confidential material a must. Strong keyboard skills with demonstrated experience in Lotus, Excel, Word, Harvard Graphics. Minimum two years experience in Marketing, Human Resources or Law. Competitive salary and benefits package. Forward resume with salary history to:
KV/OCI Secretary
P. O. Box 267
Southfield, MI 48037

Secretary - friendly, mature person. Skills required: computer word processing, phone answering & calling. Call 9-5pm Mon-Fri. 810-661-4200

SECRETARY
Full time for civil engineering & land surveying firm. Successful candidate must have mortgage experience particularly in legal discriptions, experience working with WordPerfect 6.0 for Windows, ability to handle a multitude of tasks, possess a professional image, excellent communication skills & willingness to work in a fast paced environment. We offer a competitive salary & benefit package. Please send resume including salary history to:
McNeely & Lincoln Associates, Inc.
430 E. Cady Street
Northville, MI 48167
Attn.: A. Rohde
An Equal Opportunity Employer

SECRETARY
Immediate opening. Full-time. Benefits. Non-smoking office. Lotus & MicroSoft Word knowledge a plus. Send resume to: P.O. Box 9047, Walled Lake, MI. 48390-9047.

SECRETARY/INSTALLATION Dept.
Full time position available. Excellent communication/organizational/phone skills a must. Customer service & computer skills required. Apply at: 14990 Telegraph Rd., Redford, for application see Mrs. B

SECRETARY
needed to support 2 VP's in Sales & Marketing Dept. Should have minimum 5 years experience at executive level position, be proficient in WordPerfect 5.1, and possess strong phone & organizational skills. Individual needs to be a self starter and energetic; like fast paced environment and communicating with many diverse people. Competitive salary and benefits. Send resume and salary requirements to:
FACILITY MATRIX GROUP
555 Friendly
Bloomfield Hills, MI 48302-7310
Att: Donna

SECRETARY NEEDED in Birmingham. 313-565-2010

SECRETARY
Needed for busy real estate executive. Must be well organized, have Word Perfect 5.1 & shorthand skills, be motivated, & possess excellent verbal & written skills. Send resume & salary desired to Paragon Properties, 33400 Telegraph, Suite 202, Bingham Farms, MI 48025

SECRETARY
Need a flexible work schedule? Work a week then take a week off, or work full time, possible permanent! Positions available:
- Data Entry
- Word Processing
- Receptionist
- Secretarial

Call OfficeTeam! We offer the BEST pay rates in the industry.

Walk-ins encouraged
Benefits Available/E.O.E.
OFFICETEAM
Ann Arbor (313)995-5486
Dearborn (313)240-8204
Troy (810)524-3110
Southfield (810)358-0222
26548 N'Western #250
Southfield MI 48034

SECRETARY/ORDER ENTRY
Rapidly growing family business looking for dependable, detail oriented person who is able to change pace with work load. Proficient typing and computer skills a plus. Send resume, marked confidential, to Office Manager, 25700 Princeton, Dearborn Heights, MI 48125

SECRETARY - Part-time. Seeking mature person with experience in wordprocessing, bookkeeping & office management. Flexible hrs. (25-30 hrs./wk.). Resume to: 280 Martin, Ste. 204, Birmingham, MI 48009

SECRETARY
Part-time. Mature individual. Computer literate. Inventory input. Experienced only. Call Dawn: 810-348-9010

SECRETARY - part time. Southfield based property management company needs experienced person with computer skills, WordPerfect, Lotus & knowledge of basic office skills. Position available immediately. Send or fax resume with salary desired to: Sunburst Properties, 17340 W 12 Mile Rd., Ste 200, Southfield, MI. 48076, Fax 810-557-7543

SECRETARY
Professional CPA firm has several secretarial positions available in our Southfield, Bloomfield Hills and Mt. Clemens offices. Ideal candidate will be a team player, extremely organized and possess excellent computer skills, preferably in WordPerfect 6.0 for Windows. Must have at least 5 years of solid secretarial experience. If interested please send resume and salary requirements to: Ms. O'Reilly, P.O. Box 861, Southfield, MI 48037.
An Equal Opportunity Employer.

SECRETARY/RECEPTIONIST
Experienced individual for growing, fast-paced development company. word processing, spreadsheet and excellent typing skills required for this challenging position. Competitive wages. Fax or Send resume to: 31555 W. Fourteen Mile # 101
Farmington Hills, MI 48334
Fax: 810-[illegible]

SECRETARY
Small business. Luxurious Pontiac office seeks full-time person. Strong computer (Word Perfect, Windows) organizational, communication & interpersonal skills. Send resume, cover letter to: Mr. Perlin, 30 N. Saginaw, Suite 801, Pontiac, MI 48342, Or FAX to: 810-333-5790

SECRETARY WANTED
For small Birmingham law firm. 2 yrs. clerical experience required, will train. Must be computer proficient. Hrs. 10-6pm. Competitive salary with benefit pkg. Send resume with salary requirements to: Box 333
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Your all around skills & experience are needed for long term opportunities with suburban firm. WordPerfect or Microsoft Word or Windows preferred. Call Betty 810-[illegible]
UNIFORCE SERVICES

SECRETARY/RECEPTIONIST
Part-Time - Flexible Hours
Switchboard experience, great clients, serving, faxing, shipping, etc., Macintosh experience desired using Word and Graphic Presentation Packages. Support for sales and marketing staff. Travel arrangements, etc. Mon.-Fri. flexible schedule. Send or fax your resume (including cover letter) to:
313-462-8371
IMPACT Immedia Systems, Inc.
ATTN: Secretary/Receptionist
17197 North Laurel Park Dr. #201
Livonia, MI 48152

SECRETARY/RECEPTIONIST
Environmental services firm located in Farmington Hills seeks a competent, enthusiastic and responsible individual for full time employment as a secretary/receptionist. Experience with Wordperfect and Excel preferred. Salary range from $8-$12/hour. Additional benefits include paid vacation and holidays, medical and dental insurance.
Send Resume to:
Personnel Director
Environmental Science & Tech.
28800 Orchard Lake Rd., Ste. 130
Farmington Hills MI 48334
No Phone Calls Accepted

SECRETARY
Retail in downtown Birmingham. Computer, data input, and payroll experience a must. Send resumes to: Box 340
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - temp-to-perm position. Knowledge of Microsoft Word and Excel. Call 464-7078
ETD Temporary Services

SECRETARY to manage office for seasonal business. Must type & have pleasant phone manner. Good pay. Call Mark. 810-356-2110

SECRETARY
$22,000
Prestigious, conservative environment. Varied projects. Excellent benefits, vacations, hours. For highly professional persons.
Call Ms. Van. 810-356-2180
DAVIDSON, LAIRD & ASSOCIATES

SECRETARY/RECEPTIONIST
$18,700. Microsoft word, good office skills. Lots of variety, suburbs, benefits, includes tuition reimbursement. Call Daniels, 810-772-6780.
SNELLING PERSONNEL SERVICES

SERVICE COORDINATOR
Growing Livonia company seeking individual immediately. Must be very organized, problem solver, with strong negotiating skills. Must be a team player, with a positive professional attitude, a mature, responsible person willing to work long hours when needed. Some construction experience helpful, computer experience a must. Send resume to: Service Coordinator, 12425 Stark Rd. Livonia, MI 48150
No walk ins, no phone calls

SMALL but busy office in Bingham Farms needs temporary part-timer to answer phones, type & assist with miscellaneous jobs. $8.00 an hour. Please fax resume to: 810-647-0890

SNELLING PERSONNEL SERVICES

HAS IMMEDIATE OPENINGS FOR:
- ASSEMBLY
- CNC
- DATA ENTRY
- JANITORIAL
- MANUEL LATHE OPT
- PRESS OPERATOR
- PRESS OPERATOR
- RECEPTIONIST
- SECRETARIAL

Permanent & Temporary Employment Opportunities

Special recruiting day
Saturday, March 11, 11 AM. - 2 PM.

Auburn Hills, 373-7800
Southfield, 352-1300

NEVER A FEE

SPECIALIZED OFFICE - Southfield management firm is seeking a person with HUD and computer knowledge. Experienced need only apply. Benefits included. Send resume to P. O. Box 308, Southfield, MI 48037.
E.O.E.

Telecommunications/Billing Coordinator
F.X. Coughlin Co., a 25 year old Transportation firm is seeking an experienced Telecommunications/Billing Coordinator. The ideal candidate should possess the following:
- 3-5 yrs. Telecommunications experience.
- An ability to analyse communications billing for accuracy/errors.
- Previous experience with implementation of Telecommunications equipment for moves, adds and changes.
- Basic knowledge of Telecommunications long distance & local services.
- PBX/Ideal equipment implementation experience and Excel spreadsheet experience a plus.

This is a full time position with the hours of 8:00-4:30, Mon-Fri.

Excellent salary & benefit package, including incentives available. For consideration please send resume with salary history/requirements to:

F.X. Coughlin Co.
Attn: HRD Coordinator
8340 Inkster Rd.
Taylor, MI 48180
EOE
No phone queries, please.

TELEPHONE RECEPTIONIST
Seeking part-time Receptionist for automotive headquarters. 20-25 hour per week, Mon-Fri. Computer skills a plus but not required. Send resume to: Mail Drop R, Harvard Industries, 30850 Northwestern Hwy, Farmington Hills, MI 48334.

TIRED OF RETAIL?
If you are interested in decorating, customer service & detailed order taking, then this may be the opportunity you have been looking for. We will train the right person for a full-time position in our Rochester Hills location. FAX resume and cover letter to: 810-853-1882
Or call Tues or Wed, 10am-4pm: 810-853-9966

TRANSCRIPTIONIST
needed full-time in the Southfield area. Applicant must type 55-60 wpm, medical terminology helpful, transcriber experience necessary, and computer oriented. Benefits offered. Please send resume to: Attn: Barbara, CRA, 30800 Telegraph, Bingham Farms, 48025

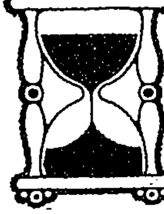
WORD PROCESSOR
Entech Personnel Services, Inc. is recruiting individuals with the following experience and skills for immediate part time and full time positions.
- Secretarial/Executive Secretarial
- Word Processors
  - Word Perfect for Windows
  - Excel
  - Lotus for Windows

Call today for an appointment.
Entech Personnel
313-336-8888

WORDPROCESSOR NEEDED
for Southfield area law firm. Some computer experience required. Entry level position. Full or part-time. 810-540-4300

★ **Word Processors Fortune 500 Co.**
Must have Microsoft Word and Lotus or Excel experience. Must be detail oriented and flexible. Temp to perm opening with great benefits and good salary. Call today for interview.
SNELLING PERSONNEL SERVICES
Livonia, Taylor
Southfield, Auburn Hills
1-800-701-3777

Time Never Runs Out!



NOW...
You can place an Observer & Eccentric classified ad 24 hours a day!

Here's how it works:
First, you must have a touch-tone telephone.
Then, all you do is call us — remember, it doesn't make any difference if we're not here — to place an ad, cancel one or change something on one you've placed earlier.
Let's say it's eight o'clock at night and you've just realized that the cupid on the clock you're selling plays a tin whistle. It's a good selling point, so you punch up our classified number and wait for the operator to guide you through the steps for changing your ad. Have in mind the exact information you want to give us, speak clearly and a bit slower than you usually do. And that's it.
If it's after 5:00 p.m. on Tuesday, your changes will be made for the next Monday paper. Or, if it's after 5:00 p.m. on a Friday or the weekend, your changes will hit the Thursday papers.
Pretty neat, huh?
Of course, our Classified Ad Takers are here every Monday throught Friday from 8:00 a.m. until 5:30 p.m. But now, if you miss them, you can still do something about your ad — at your convenience.

Observer & Eccentric
CLASSIFIED ADVERTISING
[illegible]