504 Help Wanted Office-Clerical

RECEPTIONIST
Experienced secretary/receptionist with good organizational skills. High volume 10 line switchboard. Typing and word processing experience necessary. Must work well with the public and enjoy people. Good benefits. A rewarding position for someone seeking a challenging career. Apply in person only.
PEACHWOOD INN
3500 W Maple Rd. (Lahser Blvd)
ROCHESTER HILLS

RECEPTIONIST/CLERICAL
Immediate opening (30-40 days) position with Bloomfield Hills Sports firm. May go full-time. Typing 50-60wpm, 64/hr. Send resume to: Office Manager, 390 Enterprise Ct., Bloomfield Hills, 48013

RECEPTIONIST/Chiropractic's Assistant. Mature person for some evenings and weekends. Will train. 542-3653

RECEPTIONIST-Law Office in Southfield. Experience preferred. Telephone, light typing, filing, general office. Hours flexible. 827-7000

RECEPTIONIST - full time position available in busy real estate office for motivated individual with excellent organizational & clerical skills. Call Diane 851-9774

RECEPTIONIST needed part time, eves., for Dearborn medical clinic. Must have good phone, typing, and living skills. Pleasant, well-kept, dependable, hard working and have reliable transportation. 336-2468

RECEPTIONIST
Fast paced graphic art office seeks pleasant receptionist. Duties include 45 wpm, knowledge of recevable & Durable telephone systems. Benefits & good starting salary. Call 9-5, 540-0444

RECEPTIONIST with word processing experience. Part time for Troy law firm. Please send resume to Box #716 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Positions available for long and short term assignments. Light typing and bookkeeping helpful. $6 & up per hour.
ARBOR TEMPS 459-1166

RECEPTIONIST/DATA ENTRY
National travel agency corporation seeks receptionist/data entry person full-time. Will be responsible for handling phone General office and computer knowledge helpful. Flexible hours. Call Toby at TruGreen 525-5200

RECEPTIONIST-FULL TIME
In town Plymouth office. Through fun, immediate opening for a dependable, responsible person to answer phones, type and file. Hours are 8 to 5 Mon-Fri 8am-5pm $6 per hour
Ask for Joan 540-0520

RECEPTIONIST for & lawyer firm in northern Southfield. Answer phone, light typing, telephone, prior input & have clerical duties. Competitive salary & fringe benefits. Resume to Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/GENERAL OFFICE
Birmingham Mgmt Co seeking personable, neat person to be responsible for front office. Position requires typing, filing, handling phones & other office duties as needed. Excellent benefit package. Pleasant office location with growth potential. Contact Lori 647-0980

RECEPTIONIST
OAKLAND COUNTY
Experienced and professional demeanor required for busy and respected firm. Great clients, antique atmosphere. Salary DOE. Bonus and compensation benefit package. Call Arthur Thomas Executive Search 355-4140

RECEPTIONIST
Non smoker preferred to seeking a full time early morning receptionist. Hours are 6:30am-3:30pm. Duties include phones, light typing, and multi-light typing. PC experience a plus. Send resume to: Knight Enterprises/Delta Fuels, 40600 Grand River, Novi, MI 48050
Attn: Personnel
Shirley Trombetta

RECEPTIONIST - Full time must be outgoing, high energy, organized. Must be able to handle multi-line phone volume. Light typing (45wpm) & general office duties. Previous knowledge helpful. Good pay & benefits. Non-smoker. Mature. Please send resume with salary requirements to: Jim Ave Distributing, 32500 Grand River, Ste 101, Farmington 48336

RECEPTIONIST
A large corporation with several locations is now interviewing for a well groomed and articulate receptionist. Must have good command of spelling/grammar and type 50 + wpm
WORMAN PERSONNEL DIV
31731 Northwestern Hwy, Ste 106
Farmington Hills, MI 48018
932-0080
We are a Permanent Placement Agency. Fees are always paid by the employer

receptionist

Switchboard Operator Receptionist

Allnet Communication Services, Inc., a leader in the long-distance telephone services field, has immediate openings for a part-time and full-time Switchboard Operator/Receptionist.

Responsibilities will include operation a Rolm PBX (multi-line), miscellaneous clerical duties and occasional executive receptionist functions.

Requirements include excellent verbal communication skills and previous experience operating a switchboard.

Interested individuals should forward a resume to: 433-4995

ALLNET COMMUNICATION SERVICES, INC.
30300 Telegraph Dept. HR
Birmingham, MI 48010

An Equal Opportunity Employer

RECEPTION/OFFICE
You deserve better. A position with growth potential. Do you feel underpaid you where you are and also, train you to be among the best! We have 2 positions full time at competitive wage and full benefits including health. Apply in person:
Dobbs Furniture, 877 E. 14 Mile Rd., Second Floor

RENTAL AGENTS
McDonald rentals is an expanding organization in the Southfield rental business. Our 4 locations in and around Metro Detroit are in need of people who are organized, and have some clerical skills. Full and part-time positions are available with medical benefits, paid vacations and opportunity for advancement. Call Joe 341-4800

SALES SECRETARY
Entry level position for mature individual with good secretarial skills and desire to work in a fast paced Southfield Company. Positive attitude and willingness to be a team player a must! Flexible hours including one evening a week and occasional Saturdays. Send resume with salary expectations to: P.O. Box 300, Southfield, Mi. 48037

504 Help Wanted Office-Clerical

RECEPTIONIST/TELEPHONE. Full time. Fast paced office center seeking motivated individual to answer phones and perform a variety of other tasks. If you are people oriented and like a friendly atmosphere please call between 8am-12pm.
591-7200.

RECEPTIONIST/SECRETARY
Full time. Duties to include light typing, filing, answering and routing incoming calls and computer input. Knowledge with WordPerfect 4.2 or 5.0 a must. Must be dependable and able to work in a team. No benefits. Great pay and lovable atmosphere. Call Lora Bradley at 459-9111

RECEPTIONIST
A Southfield based biomedical diagnostics manufacturer has a full time position available for an experienced receptionist. Previous experience on Rolm Rectrexs helpful. Qualified candidates please submit resumes to:
Personnel
24475 W 10 Mile
Southfield, MI 48034

RECEPTIONIST/FILE CLERK
Livonia insurance agency, typing required. Call Mr. K. between 9 & 11 am 522-6529

RED ROOF INN
Immediate opening. A part-time weekend night auditor position is currently available at our location across from Oakland Mall. Please apply in person at 32511 Concord Dr., Madison Heights
No phone calls please

SALES SECRETARY
$10-$21,000 FEE PAID
Top quality western suburban company offers this outstanding opportunity to join their team. This established firm treats their employees right! All you need, to be a part of this great staff, is good secretarial and people skills. Typing of 50 plus wpm. Good benefits. Call Pam at 851-3660

SHELLING & SNELLING
FARMINGTON HILLS

SALES SECRETARY/SUPPORT
Mobitronics Inc., one of the areas largest full service retailers of cellular mobile telephone equipment is seeking a person with excellent typing skills, shorthand & a good command of the English as well as support the retail sales & service department. Individual must have at least 1 year of experience in an office setuation. The position provides excellent salary & benefits. Apply in person or submit a resume to
Mobitronics Inc.
Attention V.P. of Operations
31075 John R.
Madison Heights, MI 48071

SCHOOL SECRETARY
Must be experienced, articulate and have good public relations and organizational skills. Computer experience a must. 12 mo. position for private Rochester Hills school. Call between 9am-2pm 852-0566

CHURCH SECRETARY - 20 hours per week, light typing, annual salary $6,000. Contact St. Martin's Episcopal Church. 533-3600

MATURE SECRETARY, nonsmoker for Livonia Sign Company firm. Previous experience a must. 427-6780

SECRETARIAL
Full-time Temporary Opportunities
HIGHLAND SUPERSTORES has immediate Temporary, full-time Work Assignments available at its corporate offices in Plymouth. We are currently seeking individuals with experience in the Secretarial field, knowledge of WordPerfect or Lotus 1-2-3 preferred. Please send resume of apply in person to
HIGHLAND SUPERSTORES
Corporate Human Resources-T
909 N. Sheldon Rd.
Plymouth, MI 48170

SECRETARIAL - Part-time General office duties, bookkeeping, advancement opportunity for fast learner. 855-5533

SECRETARIES
$18,000-$25,000
Our clients, well known corporations have various secretarial openings from entry level to executive secretary. For consideration call 344-6700 or fax resume to:
DIVERSIFIED RECRUITERS CO.
27725 Stansbury Rd., Ste. 194
Novi, MI 48050 Half mile East of Meijer

SECRETARY/
ADMINISTRATIVE ASSISTANT
Sales office seeks experienced person with technical aptitude to handle customer service and sales activities. Individual must be resourceful and able to work without supervision. Word processing and data base computer experience desired. Send resume and current earnings to Branch Manager, American Air Filter/Snyder General Corporation, 13753 Criterion Court, Livonia, MI., 48150

SECRETARY Birmingham. Full time, good communication skills, 50 wpm, IBM or compatible word processing. Money Masters 1080 N Woodward, Birmingham, MI 48009

SECRETARY-CONSTRUCTION
General contracting company, located in Farmington Hills is seeking a special individual to work in the construction department of a fast paced office. Duties include: Experience in much line phone, good verbal skills, some accounting, typing of 50 wpm and computer experience preferred. Salary commensurate with experience. Resume required. Call between 8 am - 5pm, Mon - Fri. Newport Construction, Ltd 489-0205

SECRETARY - Farmington Hills area. 30-40 hrs. per week. Good typing and shorthand skills, good with numbers 855-1010, Ext. 304

SECRETARY

Amicare Home Health Services, a multi-claim home health organization sponsored by the Sisters of Mercy Health Corporation, is now looking for a secretary.

The successful candidate will have 1-2 years office experience, well developed organizational and interpersonal skills and typing speed of 50wpm.

Duties for this position include preparing and distributing materials, maintaining and organizing files and arranging travel schedules for three directors.

Amicare will reward your efforts with a competitive salary compensation and benefits package. Please send a resume to:

Human Resources Manager
Amicare Home Health Services
34005 Twelve Mile Rd.
Farmington Hills, MI 48331

An Equal Opportunity Employer

SECRETARY for Troy company, must be organized & self motivated. $5 per hour to start. Full time, flexible hours. Call 588-5374

SECRETARY
For small sales office of fortune 200 food company, located 10 miles/Telegraph area. Seeking organized, hardworking secretary, able to operate in a busy office environment. Candidate should have shorthand, typing and IBM PC experience. Excellent salary and benefits available for the right candidate. We offer a good, smoke-free and warm environment. Send resume to: GP, P.O. Box 294, Southfield, MI., 48037.

504 Help Wanted Office-Clerical

SECRETARY/
ADMINISTRATIVE ASSISTANT
Company in Plymouth area has requirement for experienced person with secretarial skills and minimum of two years experience. People skills and good communications with company's clients required. Send resumes to: P.O. Box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Advertising Agency - Southfield - Immediate opening. Good opportunity to work in a great atmosphere. Light typing. Fast paced office needs secretary with good organizational skills. Experience in WordPerfect, dependable & neat appearance. Great Benefits package. Send resume to Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Assists in sales and risk management industry and a subsidiary of Alexander & Alexander, one of the largest insurance brokers and risk management consulting firms in the world.
Seeking individual to provide secretarial support to National Examining Board. Six to twelve months permanent. Six to twelve months permanent. Six to twelve months permanent