504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Rapidly expanding Farmington Hills service organization seeks General Office Clerk. Ideal position for ENTRY LEVEL candidate looking for growth potential. Duties include filing, phones, light typing & supplies. Full time position offers excellent fringe benefit package which includes health, dental, life, LTD & 401(k) profit sharing. Send resume: GOC, P.O. Box 9072, Farmington Hills, MI 48333-9072

INSURANCE CUSTOMER SERVICE REPRESENTATIVE
For service and sale of personal lines, homeowners & automobiles needed for growing Farmington Hills agency. Experience a must! Person should be vibrant & career oriented. Health & dental benefits included. Call Jim or Kathy or leave message on recorder at 553-2280

INSURANCE RATER-TECHNICIAN
For commercial lines. Minimum 2 yrs. exclusive rating exp.
Send Resume to: Box 374 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Wanted for Downtown Detroit law firm. 2 plus years legal with word processing experience. Contact Vicki or Diann 963-1700

LEGAL SECRETARY
part-time for Troy law firm, 1-5pm daily. 1 year experience. Call 649-1330

LEGAL SECRETARY - For small Southfield firm. Proficient with Word Perfect. Litigation concentration and experience. Mary, 827-4100

LEGAL SECRETARY
Personal injury experience only. Southfield office. Full or part time. Non smoker. 358-4477

LEGAL SECRETARY- 3-4 yrs experience. Must know encyclopedia & be familiar with court. Lawyers, Downtown Detroit. 961-3018

LEGAL SECRETARY
3 yrs. experience. Must know WordPerfect. 9 Mile/Southfield. 20-30 hours weekly. 559-8100

LEGAL SECRETARY - General office and skills including Word processing experience. Call for appointment. Farmington Hills. 553-8730

LEGAL SECRETARY with WordPerfect experience for senior partner in a Southfield law firm. Call Christine 358-0080

LEGAL SECRETARY - Experience required. Send resume: Law Office of Plymouth and Troy Part and full time. 459-0062

LEGAL SECRETARY
A sharp individual with excellent office skills including shorthand, bookkeeping, billing, word processing and grammatical skills is needed at a Livonia law firm. 953-2200

LEGAL SECRETARY for small downtown law firm. Must be experienced and self motivated. Must have excellent knowledge of WordPerfect 5.0. Competitive salary and benefits. 963-1810

LEGAL SECRETARY
$26,000
Prestigious firm. Congenial partner. Exceptional benefits including pension and 401K. Call Bruce Lewis 358-2160

DAVIDSON LAIRD & ASSOC.

LEGAL SECRETARY
EXCELLENT OPPORTUNITY
Highly professional firm requires Legal Secretary with 2 years experience in Corporate/General Law. 60 + words typing. Excellent salary, comprehensive benefit package. Very pleasant work environment. Call Arthur Thomas Executive Search 355-4140

LEGAL SECRETARY
$23,500 FEE PAID
Love litigation? This top firm offers growth potential, excellent outstanding benefits. Call 649-5900.
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KEYPUNCH OPERATORS
Established computer services firm in Livonia has immediate full time day & afternoon shift openings for experienced keypunch operators. We offer excellent working conditions, flexible hours, competitive wages, benefits & other incentives. For more information please call 261-8220

LEGAL SECRETARY wanted for downtown Detroit law firm. 2-5 years litigation experience necessary. Knowledge of word processing helpful. Medical/dental benefits. Call Office Manager - 961-0425

LEGAL SECRETARY
for Southfield law firm, corporate & real estate experience required. Wang word processing preferred, excellent salary & benefits. 354-4030

LEGAL SECRETARY/PARALEGAL
For plaintiff personal injury firm in Southfield. Experienced in area of medical malpractice, construction, motor vehicle, premises liability, workmen's comp. Knowledge of word processing helpful. Excellent benefits. Call Barbara 552-1000

LEGAL SECRETARY, experienced, needed by Farmington Hills firm. Excellent benefits & lovely surroundings. Please call Firm Administrator at 645-0100

LEGAL SECRETARY-Experienced legal secretary with word processing, shorthand, excellent typing and organizational skills for growing Southfield law firm. Benefits and excellent working conditions. 358-4900

LIKE TO TYPE?
Long term assignment available working for Southfield mortgage firm. Typing 50 wpm & strong math skills needed. Opportunity for advancement. Call Ann for an appointment.
Temporary Resources
737-1711
Livonia - Farmington Hills

Southfield Troy
552-0310 588-9210
An Equal Opportunity Employer

LOAN PROCESSOR
Bell Mortgage Corp. in Waterford, is seeking an experienced loan processor. Requires knowledge of FHA, VA, & conventional processing. Competitive salary & benefits available. Please submit resume & salary requirements to:
D & N MORTGAGE CORP.
Attn: Chris Smith
3901 Highland Rd.
Radcliff Plaza, Pontiac, MI 48054
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Great pay, benefits, vacation, holiday pay. No appointment necessary.

MARKET RESEARCH
Part time evenings & weekends available to do survey research interviewing, coding, & light clerical. Located in Bloomfield Hills location. Excellent compensation & work environment. Typing, PC experience required. Call Dawn, 332-5000

MATURE PERSON NEEDED: Full General Office work. Typing and filing experience necessary. Must apply in person, Mon thru Fri, 1647 Inkster Rd. Garden City.

MEDICAL BILLING POSITIONS
For medical company, must type 45-50 wpm. Part-time/full time available. Send resume & references to: P O Box 2519, Southfield, MI 48037

LEGAL SECRETARY
Up to $27,000
One of Michigan's most prestigious firms is seeking a Legal Secretary with 3-4 years experience in Litigation or Real Estate for a high visibility position. Excellent benefits package, bonus, competitive salary. Call Jerry Kaminski, Shorthand & dictaphone skills helpful. Call Arthur Thomas Executive Search, 355-4140

MAIL CLERK
For fast paced Birmingham Law Firm. Part time morning hours. $5 per hour. Ask for V.T. 645-2440

MARKETING ASSISTANT
To help sales staff. Full-time. Benefits. Call Linda. 669-5600

MARKET RESEARCH
We need the "Best and the Brightest" to do Market interviewing (no selling) in our expanding Livonia location. Career. Excellent working conditions, pleasant atmosphere for ambitious reliable people. We offer flexible shifts for people able to work 1pm until 10pm during the week and either 8am to 5pm or 11am to 8pm Sun. Research technicians perform interviewing, coding and data entry. Some typing required. P.C. experience desired but not essential.
Call 261-5900 for an appt. or send resume to: Market Strategies, 19099 Farmington Rd. Livonia, MI. 48154

MEDICAL secretary, WordPerfect 5.0. Detroit's leading fire hospital. 88-510/hr. Call Alice at Uniforce 237-0080

MEDICAL transcriptionists & word processors for Detroit & suburban hospitals. $5.00-$16.00/hr. Call Lisa at Uniforce 646-6188

OFFICE ADMINISTRATOR
Full time for busy Farmington Hills financial planning office. Experienced. Contact Alice 626-1800

OFFICE ASSISTANT
Manufacturer's rep firm with home office requires permanent part time help. Pleasant working environment. Must be computer and typing. Flexible hours. Call Jim 591-8358

OFFICE ASSISTANT - Newly established Interior Design firm in Keego Harbor needs a part time assistant. Must have experience in all areas of WA & accounting. An interest in design helpful, but not necessary. 681-7640

OFFICE ASSISTANT - full time for Livonia based medical equipment company. Must have accurate typing & organization skills. Mature attitude & professional appearance a must. Willingness to learn & grow with our company. Call Mon. Fri. 591-8358

OFFICE ASSISTANT
International Corp. has position available for part time Office Assistant. We are seeking an individual with strong organizational abilities & good secretarial skills. Duties include computer data entry, typing, invoicing, receivables & other administrative functions. Pleasant phone manner a must. Opportunity to grow with a fast paced company. Send resume to: Kone Cranes, 40000 Grand River, Suite 100, Novi, MI 48050. Attn: Donna Cochran. No phone calls.

OFFICE CLERICAL for busy Rochester manufacturing company. Excellent organizational skills, pleasant phone rapport a must. Light typing, computer literate, efficient in handling quotation follow-up. Call 8 - 5 Mon-Fri sales team, 7:30am-4:30pm. Salary based on experience. 651-1138

OFFICE HELP needed - Part time, flexible hours. $4.25 hr. Call Mr. Stuart, 855-5777

OFFICE HELP-Part time for Wholesale Jewelry in Detroit. Contact Jan at 962-0633

PAYROLL CLERK
A prestigious downtown club is seeking a payroll clerk to process payroll for 200 employees. Applicants are required to have 1-2 years payroll experience. Good benefits, salary commensurate with experience. Please call Ron 963-9200

ORDER ENTRY PROCESSOR
Farmington Hills sales/manufacturing company seeks Part Time Order Entry Processor. High school diploma, conscientious, reliable and detail oriented. Hours: 8am-1pm Mon-thru Fri. Call Debbie Clerk 478-1900

PART-TIME Secretary/Receptionist with light office duties. Bookkeeping, Dexter area. Call Jim at 426-3700

Payroll/Cashier
Operates payroll computer system, prepares semi-monthly payroll & bank deposits. Must have payroll background. Apply
Mon. thru Fri. 9-4
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28100 FRANKLIN RD.
SOUTHFIELD

PAYROLL CLERK
Permanent position for mature, dependable person with office experience to work in payroll department of large retail chain. Call Mr. Carn 353-0180 ext. 471

PROMINENT AREA BUILDER
Seeks outgoing person to greet visitors at luxury model homes, in Rochester and Bloomfield Hills. Up to 8, every day except Thursday. Career position for willing hard working individual. Call 851-3424

PURCHASING SECRETARY
To $20,000 FEE PAID
Outstanding opportunity to use your good secretarial skills and computerized purchasing experience of at least 2 years. Call Donna or Mary or fax at 464-0969
SNELLING & SNELLING

REAL ESTATE Closer/Secretary
For Title insurance company. Must have experience, knowledge, skills. Salary commensurate with experience. Plymouth area. 522-2070

REAL ESTATE OFFICE MANAGER
Major real estate developer is looking for Manager with strong property management experience. Must be experienced in projection analysis for property development. Cash flow analysis, leasing management (Industrial & Retail) helpful. Resume to: Ledds Development, 6850 19 mile Rd. Sterling Hts, Mich. 48078
An Equal Opportunity Employer

Real Estate Office is looking for clothing secretary. Experience preferred. Ask for manager. 474-3300

MORE THAN A RECEPTIONIST
Outgoing personality required for responsible position including handling switchboard and variety of office duties. Good typing skills, data processing helpful. Farmington Area. $18,000 - $19,000 plus Ali benefits & many extras. Call Connie 478-0200

AN International Manufacturing Corporation has an opening for the following position for its Livonia facility.

"RECEPTIONIST"

Responsibilities to include: Operation of telephone switchboard, receiving visitors, handling incoming/outgoing mail, general secretarial duties.

The successful candidate will possess: Excellent communication skills, pleasant phone rapport a must. Good typing skills. Word Processing experience helpful. Knowledge of WordPerfect 5.0 is a plus. Salary & benefits commensurate with qualifications. Send resume to: 37564 Amhem, Livonia, MI. 48150. Attention: Human Resources. An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Small, fast paced professional firm seeks full time receptionist with excellent phone manners. Light typing. WordPerfect experience helpful. Benefits. $4.50/hour. Forward resume to: Box X388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Full Time, Evenings, 4pm-1lb. Must work rotating weekends. Light typing, phones, bookkeeping experience, good salary, benefits, call Diane 851-2200

RECEPTIONIST
Busy Farmington Hills office looking for dynamic & personable individual to handle incoming calls & greet customers in a courteous, professional manner. Other duties include filing, some data entry & general office functions. If you are a team player with a flexible attitude we could possibly please send resume with salary requirements to Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for Southfield law office. Light typing, soft starter, noon-5 Mon-Fri. 569-7000

RECEPTIONIST
Front desk, switchboard, Room, 1yr. experience preferred, data processing, Southfield, $7.50/hr. Call Dana At Uniforce 646-8501

RECEPTIONIST
Mature person for busy phones, light clerical work. From 8:30am-6pm. Farmdale 542-1100

RECEPTIONIST/SECRETARY
Involved full time position. Experienced, with excellent phone skills, minimum 60 WP with a plus. $8/hr., benefits & 401k. Send resume: Attn: Bookkeeper, Training & Support, 14300 Sheldon Rd., Suite 120, Plymouth, MI 48170

RECEPTIONIST
High tech computer marketing services company in Livonia seeking full-time receptionist to handle fast paced front desk reception area. Full-time position includes handling calls on SL-1 switchboard, greeting visitors, light word processing, etc. Perfect candidate will have proven ability on multi-line switchboard experience, great phone voice and personality, WordStar word processing experience and the ability to professionally handle the numerous communications needs of the company. Great pay and benefits await qualified candidate. For more information send resume to:
DP Corporate Services, Inc.
11801 Farmington Rd.
Livonia, MI 48150
Attn: Debbie Keyer
261-8220

RECEPTIONIST - wanted with typing & computer skills.
Farmington Hills 833-6664

RECEPTIONIST ALES
Answer phones, take orders, light typing, filing, etc. 427-4112

RECEPTIONIST
Southfield marketing firm, excellent communication and good personality needed. Call Barbara 354 8300

RECEPTIONIST
Hair Salon in Novi. Part time. Convenient, ask for Karen 344-9944

RECEPTIONIST-SUMMER
Livonia office. Send resume to:
Patti Nutting, 35901 Veronica,
Livonia, MI 48150

RECEPTIONIST
Modern dental office in Canton needs full time receptionist. Dental experience helpful but not necessary. Call 981-4040

RECEPTIONIST
Small Southfield company looking for full or part time receptionist. Should have WordPerfect. Call Dan, for appointment 443-2630

RECEPTIONIST/Admitting Office
Busy office in Farmington Hills seeks. Typing required. Apply, Administrator, 28601 Grand River, Farmington Hills, Mon.-Fri. 9am-4pm

RECEPTIONIST - Needed week ends for prestigious real estate firm. General office duties. Hours: Sat. 10am-5pm, Sun. 11am - 4pm. Call Margie. 644-3500

RECEPTIONIST/TYPIST
needed for busy Southfield Insurance Agency. Call 354-6110 for appointment.

RECEPTIONIST - Are you pleasant, have a good telephone voice, mind reader, a good sense of humor and like variety in your responsibilities? If so, we need you for our law office. Call Pam Administrator at 643-0100

RECEPTIONIST/BILLER - experienced, 75 wpm, 6-12. Must have computer & insurance experience. Medical/dental benefits, life insurance, sick days, vacation, benefits available. Call Arline between 8am-4pm 729-5780

RECEPTIONIST
Experienced, full time available. Good telephone skills. Non smoker. Send resume to: B. J. Indoor, Attn: Dept. NEXUS of Mich. & Ontario, 37150 W. 8 Mile, Farmington, MI 48024

RECEPTIONIST/TYPIST with a pleasant personality needed for high tech company in Industrial Park. Job entails phone, greeting customers, light typing and general office duties. Full time. Benefits. 852-0000

RECEPTIONIST
position for well established Troy law firm, offering competitive salary & excellent benefits. Send resume to: Office Manager, P.O. Box 828, Bloomfield Hills, MI 48013

RECEPTIONIST - Dave's Floor seeking a person to handle incoming calls for floor office receptionist. Experience with telephone helpful. Appointment scheduling and client relations is desired. Call for interview at 476-9444

RECEPTIONIST-CLERICAL
Manufacturer, Troy, seeks type accurately. Computer & phone experience helpful. Will train. Complete benefits package. Please respond to: Personnel Dept. 28433 S Mile, Livonia, MI 48154

RECEPTIONIST/
SWITCHBOARD OPERATOR
Fast paced Birmingham law firm desires Receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard. Position requires excellent typing. Send resume to: P. O. Box 300, Southfield, Mi., 48037.

RECEPTIONISTS
Needed. Full & part time for Canton/Dearborn Heights. Experienced & able to multi-task a variety. $5.50 per hour to start. Management potential. Call Donna at 981-5812

R.N. - You could be a Hospice Nurse! Giving care and emotional support to terminally ill patients. Work days, full or part time. Hospice of Western Wayne. 522-4244

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Excellent benefits, plus exercise facilities on premises awaits you. Interesting secretarial duties, use your good typing and shorthand skills. Call Lindy, Don't miss this great opportunity. Carol Monroe, 351-3360
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1-800-878-TEMP

SALES SECRETARY
Entry level position for mature individual with good secretarial skills and ability to work well with others in a fast paced Shorthand Company. Positive attitude and willingness to be a team player are important. 35 hours including one evening a week and occasional Saturdays. Send resume with salary expectations to: P.O. Box 300, Southfield, MI. 48037

SALES
SECRETARY
International manufacturing company offers challenge and growth potential. Your word processing and strong people skills will be appreciated. Excellent benefits package. Deanna at 353-2090.
SNELLING & SNELLING

RECEPTIONIST/SWITCHBOARD
Dearborn College has an opening for a full time Receptionist/Switchboard Operator. Position requires excellent interpersonal skills, as well as the ability to type 50 wpm. Attractive salary & benefits package including: tuition remissions. To schedule an interview please send resume by June 13th to:
Mary Jo Hagerty, Detroit College of Business, 4801 Oakman Blvd., Dearborn, MI 48126. An Equal Opportunity Employer

RECEPTIONIST
Bartech Company, leading supplier of pipe and tubing fittings & industrial supplies, is looking for a mature pleasant & a sophisticated voice. Duties include: greeting vendors/customers, answering phones, some data processing & light secretarial duties. Excellent benefits package but we are willing to train the right person. We are an established business with a competitive wage & full benefits. Apply in person or send resume to: Bartech Company, 22475 Heslip Drive, Novi MI 48030

RECEPTIONIST
$7/hour
We are seeking an enthusiastic, business like, professional telephone personality. Nancy Ave & weekends. Must be a conscientious self starter, with an excellent telephone manner who enjoys a fast paced environment.
APPLY IN PERSON TO:
Kathi Stam
National Credit Corp.
7091 Orchard Lake Rd
West Bloomfield, MI

R.N.
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Ms. Brown
Child & Family Service
(313) 483-1118
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SECRETARY
$17-$19,000 FEE PAID
Join the women who are doing well, get a move on yourself - to a new opportunity for personal growth. Fast growing Bloomfield Hills office has this exceptional position to you who have an outgoing personality, computers and typing of 50 wpm. Lovely offices and excellent benefits. This one will go fast! Call Ruth at 851-3060
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SECRETARIAL & ADMINISTRATIVE assistant position available. Must be detail oriented & computer knowledgeable. Typing, 50-60 wpm. Hill experience preferred. Some overtime. Good starting salary/benefits. Call Ted Yeager's area. Call Nancy Newman 645-6170

SECRETARIES needed part time, temporary office duties and computer word processing skills necessary. Accuracy is a must. Call J. Kraus 644-9010

SECRETARIAL POSITION
On-Site Instruments, a rapidly expanding environmental instruments/air company seeks individuals for full time secretarial position. Office experience a plus.
On-Site Instruments offers a wide range of benefits & a pleasant, relaxed & stimulating professional working environment. Please call Jackie Deakins at 553-2090 Ext. 3

SECRETARIES
We are looking for good secretaries to fill many positions both legal & administrative. Must have good typing skills minimum typing of 50wpm, shorthand nice but not necessary & professional appearance. Salaries are $15,000 to $25,000 depending on experience. Call Ann Marie at
GRAEBNER EMPLOYMENT
776-0560

REAL ESTATE OFFICE in Rochester area is looking for a full time Secretary. Experience in secretarial work is required. Real estate knowledge helpful but not necessary. Salary commensurate with experience. Call 852-1400 or 852-2600, 9 am-5pm. An Equal Opportunity Employer

SECRETARIAL/CLERICAL
Must be able to type 50 words, have a pleasant telephone manner & be computer friendly. Accuracy is must. Experienced in billing & payroll. Call Ann at 478-2008

SECRETARY - Manufacturer needs person in sales office to type orders, handle phone, file. Typing speed 50wpm. Wordperfect experience desired but not essential. Salary based on ability. Call Ms. Hunn, GSE, Inc., 23840 Research Dr., Farmington Hills, MI 48024
An Equal Opportunity Employer

SECRETARY
Masco Corporation, a leading diversified manufacturer of home products, has an interesting and challenging professional secretarial position available immediately for a tooth-notch, polished individual.
The ideal candidate should have a minimum of 10 years experience combined with excellent typing (65 words per minute), good interpersonal skills, PC and shorthand experience a plus.
In addition to an attractive working environment, we offer an excellent salary and benefits package. Please send resume in confidence to
MASCO CORPORATION
Personnel Dept - SES
21001 Van Born Rd
Taylor, MI 48180
An Equal Opportunity Employer

SECRETARY needed for downtown Birmingham law office. Must know WordPerfect, have minimum 2yrs. experience, strong background in strong typing skills. Will train in legal. Call Jill at 647-0966

SECRETARY NEEDED. For Bloomfield Hills Labor Law Firm. Should have excellent typing and shorthand skills. Competitive salary. Blue Cross and Dental benefits. Send resume to Eleanor Blue 2050 N. Woodward, Suite 350, Bloomfield Hills, MI 48013

SECRETARY - needed immediately. Personable person to answer phones, run errands, PR with customers, light bookkeeping. Must be pleasant. Dress casual. Apply in person between 8-5. at Metletal 30500 Telegraph Rd., Carlson.

SECRETARY needed for fast paced office, must have experience & type minimum of 50 words per minute if necessary. Apply in person or send resume to 4290 Hannan, Canton, Michigan

SECRETARY: New position in growing Law Firm, across from Summerhill. Excellent salary and fringe benefits. Word processing experience and shorthand required. Paralegal training helpful. Mail resume to Law Firm of Franklin & Bog, Beaver, Suite 100, Troy, MI. 48084

SECRETARY - PART TIME
Good typist, efficient, organized, dictaphone experience a plus. Troy office/manufacturer. Brand-new facility. Call Ann at 362-4262

SECRETARY, part time, for Livonia sales office. Mon thru Fri. 10 to 5. Typing, 50 wpm. Knowledge of computer, computer work and misc. duties. Salary negotiable. $7 to $8 an hr. to start. Call Jan at 591-9191

SECRETARY
Real estate office in Southfield is looking for a secretary with 5-10 years experience in all phases of secretarial & administrative work. Professional appearance & good skills are a must. Competitive benefit package available. Please send resume & salary requirements to P.O. Box 1745, Troy MI 48099-1745

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