504 Help Wanted Office-Clerical

MEDICAL word processor & transcriptionist to work president for Detroit suburban hospitals. $12547 $16000/mo. Call Lynn at Unforce 646-6168

MORTGAGE SERVICING SPECIALIST
Southfield mortgage banker is seeking an experienced specialist in hazard insurance with knowledge in all servicing areas. Fax resume and salary expectations to Mrs. Bowe between 2:30pm-3:30pm. 352-2345

OFFICE ADMINISTRATOR
for small office in Walled Lake, good typing skills necessary for data entry Call 624-9330

OFFICE ASSISTANT
Media relations firm, Bloomfield Hills. Sharp clerical help needed! Part to full time flexible. Good grammar/typing. Call Janet 335-3000

OFFICE CLERICAL
Immediate opening for cheerful & outgoing person who is served on/related to Assist with busy phone and personnel duties. Light clerical work. Work location. We offer competitive wages plus benefits, modern facilities in a casual environment. Interment. For a personal interview call

OFFICE CLERK - ACCOUNTING
Mon thru Fri., 1 to 5pm Typing, data entry and filing. Accounting background helpful. Must have own car. $5 an hour. Contact Lynn PO Box 47334, Oak Park, MI 48237.

OFFICE MANAGER
Seeking a self-motivated, energetic individual to manage our 1 person office w/ Farmington Hills Full time. Varied duties. Must have excellent communication and writing skills. Accounting experience helpful. Send resume to Office Manager, P O Box 5275, Farmington, MI 48332

OFFICE MANAGER
Architectural/Engineering firm has opening for an experienced individual with excellent typing & people skills to manage clerical activities, knowledgeable in Word Perfect 5.1 and DBase 4 programs preferred. Send resume to Personnel Manager, P.O. Box 289, Bloomfield Hills, MI 48303-0289 E.O.E.

OFFICE MANAGER needed for new business in Detroit area. Looking for a resourceful, self-motivated person to handle secretarial duties including light typing, phone answering, ordering of inventory and business, as well as maintaining daily operations. Excellent benefits and salary. Competitive wage and benefits. Please send resume, including cover letter as to why you feel you are qualified. Americas Corp Dr. 5251 W 73rd St., Suite C, Edina, MN. 55435 Attention Personnel Dept

OFFICE POSITION Extended Work Year. Able to work evenings and weekends. Apply in person Newton Furniture, 12 Oaks Service Dr off phone. 349-4600

OFFICE SERVICE CLERK
Southfield Electrical Distributor, mail room/supply clerk. Applicant must be energetic, responsible and motivated. Gain a good driving record. Full time with benefits. Hours Mon-Fri, 8-5 Saturdays. Send resume to P.O. Box 300, Southfield, Mi. 48037.

PART TIME ASSISTANT
Versatile person with pleasant personality, to work in a dynamic office atmosphere handling phone calls assistant Call Erin Walsh at 356-7111

PART-TIME Permanent-Accurate Secretary. Cordial phone manner. Good spelling. 3 mornings per week Birmingham-Troy area 643-8330

PART TIME person for ocean condem. Must be able to type. Duties include customer services/sales Foreign language helpful. Some experience preferred 341-3740

PAYROLL CLERK - batching experience, data entry. Southfield Automotive. $1213/$1358/mo Call Ann Unforce 357-0058

PERSONNEL COORDINATOR - multiple office, temporary help franchise, experienced preferred, will write - Center for Competitive Advantage, Box #403, Birmingham MI 48012

RECEPTIONIST
Experienced M.W.e, reliable Good telephone skills Non smoker. Send resume to Mrs S. at Jobar, Inc., NEXUS of Mich & Ontario 27150 W. 8 Mile, Southfield, MI 48034

504 Help Wanted Office-Clerical

PARALEGAL for plaintiff P.I. firm in Southfield. Must have experience in areas of medical mal-practice, products liability, auto negligence. Knowledge of court procedures and WordPerfect desirable. Call Barbara 552-1000

PAYROLL
Busy multi branch steel company in Livonia has immediate opening for a payroll bookkeeper with a minimum of 5 yrs. experience in all payroll functions, from time cards through payroll tax reports Computer experience required. Knowledge of employee benefits necessary Excellent salary and fringe package. Send resume, apply in person, or call Lynn Duke, Contractors Steel Co 38555 Amheim, Livonia, MI. 48150 313-464-4000

PERSONNEL MANAGER
Progressive company located in a suburb of Detroit is seeking an experienced Personnel Manager to develop all activities at its Corporate office Applicants must have a Bachelor's degree and a minimum of 3 years general personnel experience in such areas as interviewing and hiring, salary, compensation, appraisals, etc. The successful candidate must have strong communication skills and be able to supervise a staff of 3 Excellent benefits Qualified candidate should send a resume and salary requirements to Box 584 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHONE PERSON-experienced. Flexible hours & salary. Salary appointments Hours 4-8PM Mon-Fri. Call for interview 10am-3pm. 522-2190

Real Estate Office is looking for Livonia secretary. Experience preferred. Ask for manager, 474-3303.

RECEPTIONIST - With experience for Farmington Hills Beauty Salon Good position and salary 855-5055

RECEPTIONIST/
SWITCHBOARD OPERATOR
Fast paced Southfield company seeks Receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard Position requires varied hours Send resume to P. O Box 300, Southfield, Mi, 48037.

RECEPTIONIST/TYPIST
For Birmingham law firm. Immediate opening, full time position 540-1232

RECEPTIONIST - For 1 person Office. Light typing, light office duties & some computer knowledge. Call mornings 476-2666

RECEPTIONIST/SWITCHBOARD - Rom. International data processing, Southfield, $7.50/hr. Call Dana at Unforce 646-6501

RECEPTIONIST (Part time) needed for hair salon. Farmington/Livonia area. Pleasant appearance and proper phone etiquette necessary. Call, ask for Diane or Lynn, 476-8975 or after 6pm, 464-7892

RECEPTIONIST/Legal Secretary
For Farmington Hills law office. WordPerfect Part time Call Sarah at 855-0900

RECEPTIONIST/SECRETARY
Prestigious firm seeks full time receptionist/secretary with excellent typing skills, (word processing, Macintosh a plus) Excellent compensation and benefit package For consideration send resume and salary requirements to Office Manager, 189 E. Big Beaver, Suite 200, Troy, MI. 48083.

SECRETARY
A general clerical spot for someone who solid typing skills, filing, take some client billing. Will train on computer.
WIDMAN PERSONNEL DIV.
31731 Northwestern Hwy, Ste. 109E
Farmington Hills, MI. 48018
352-0950
We are a Permanent Placement Agency whose fees are always paid by the employer

SECRETARY
At TEC, we have an abundance of exciting job-50-60 words, whether you're at the executive level or just starting out. We offer top wages, excellent benefits and prompt, friendly service. Call today to set up a personal business appointment. Ask for Diane, your special needs. Remember, a job you could have, and love working plus love your salary!
The Employment Connection
483-3900

504 Help Wanted Office-Clerical

RECEPTIONIST for small non-smoking office Daily entry, clerical duties with good math aptitude. Send resume with salary requirements to P. O. Box 3233, Farmington Hills, MI. 48333

RECEPTIONIST/SECRETARY
For private human service organization. Responsibilities include: telephone reception, word processing, correspondence, and professional staff members Knowledge of Multi-mate & Lotus 1-2-3 a plus Respond in writing to 16000 Mute Mile Rd., Suite 406A, Southfield, MI 48075. Attn Kathy Grant

RECEPTIONIST
High tech computer marketing services company in Livonia seeking full-time receptionist to handle fast paced front desk reception area. Duties include answering all incoming calls on 32 switchboard, greeting visitors, typing/word processing, etc Perfect candidate will have at least 1 year of professional switchboard experience, great phone voice and personability. Working Solar word processing experience and ability to prioritize & properly handle the numerous communications needs of the company. Great pay and benefits! Great qualified candidate For more information send resume to:
DP Corporate Services, Inc
31840 Plymouth Road
Livonia, MI 48150
Attn: Debbie Steel
261-8220

SALES SECRETARY
Entry level position for mature individual with good secretarial skills and ability to work well with others in a fast paced Southfield office. Positive attitude and willingness to be a team player a must! Flexible hours including one evening & weekend occasionally required Send resume with salary expectations to P.O Box 300, Southfield, Mi, 48037

Scheduling, payroll, Lotus 4 experience required Part-time entry level position Send resume with cover letter to

TICKET MASTER
Attn Jim Prest
P.O. Box 2191
Southfield, MI 48037

SECRETARY
Fast growing environmental services company seeks a flexible, self-starter to perform various clerical, secretarial, and word processing responsibilities This position requires a minimum of 5 years typing and experience with WordPerfect For immediate consideration please send resume with salary requirements to: Dorothy Fiske, Ground-water Technology, Inc 23933 Research Dr., Farmington Hills, MI 48335

We are an equal opportunity employer. No phone calls please

SECRETARIAL POSITION
Clerical & filing Computer experience required Experienced Bookkeeper will train 229-4999

SECRETARY
Advertising Agency in Troy, seeks assistant to provide administrative support to busy office Applicants must be well organized, self motivated, have excellent typing skills, (word processing, Macintosh a plus) Excellent compensation and benefit package For consideration send resume and salary requirements to Office Manager, 189 E. Big Beaver, Suite 200, Troy, MI. 48083

SECRETARY
Full time position. Must have shorthand or 60 wpm steno, filing, telephone, typing 65 wpm + word processing experience required Salary commensurate. 30700 Telegraph Rd Suite 4621, Bloomfield, 642-1900

SECRETARY
Full time position for Livonia company. WordPerfect experience helpful. 50 wpm typing. Professional appearance and good organizational skills are mandatory.

ARBOR TEMPS 459-1166

SECRETARY
Industrial Sales firm hardening company seeks secretary for word processing 50-60 wpm, shorthand, telephone & billing. Medical terminology a plus. Send resume to: Hardmetal, 31250 Schoolcraft, Suite 11928 Farmington Rd., Livonia, MI. 48150 Attn Pat Saylor

SECRETARY
Must be able to operate IBM computer with knowledge of Lotus 1-2-3 a definite. Call for interview. 648-9200

504 Help Wanted Office-Clerical

EXPERIENCED mature Secretary, computer skills, able to learn variety of functions, benefit package. Apply in person. 10am-3pm at The Wonderland Mall Administrative Office

SECRETARIAL POSITION-Full time Duties will include typing, filing, computer data entry and various other functions as well as some purchasing and record keeping responsibilities. Typing experience required Computer knowledge helpful Shorthand a definite plus. Full benefit package offered Please send resume with salary requirements to: General Manager, 38254 Abruzzi Dr, Westland, MI 48185

SECRETARY/ BOOKKEEPER

$22,000

Ground floor opportunity with a new company, ready to go "great idea" Small office, 5 people, it is all here. Your good skills will be appreciated. Call 932-9300

SNELLING & SNELLING

SECRETARY/CLERICAL - For Manufacturer in Farmington Hills. General office duties, typing, computer & phone experience helpful 626-4378

SECRETARY/ CUSTOMER SERVICE

Large suburban company offers excellent salary & benefits to person with strong typing & computer experience, skills have a strong grammar & verbal skills & the ability to deal with others by phone This is a highly responsible position Call or send resume to Rita Roaden, Nancy Barr Inc, 29836 Telegraph, Southfield 352-7810

SECRETARY - Experienced with Word Perfect - Local Manufacturer - Quality position in lovely environment. Call Joyce, First Center 624-9400

SECRETARY FOR home improvement company. Must have knowledge of word. Call Ann 333-6300

SECRETARY for property management. Accounts receivable/payables & payroll. Experienced preferred. Rosedale Park area 533-6300

SECRETARY - full time for private rehab firm in Livonia area. Knowledge of word processing, good spelling a must. Call Carolyn 462-9422

SECRETARY/general office, word processing, Lotus, filing, telephone. Light typing. Ground-water Technology, Inc 23933 Research Dr., Farmington Hills, MI 48335

We are an equal opportunity employer. No phone calls please

SECRETARY
Secretarial position available for large Real Estate firm in Troy. Shorthand a plus. Excellent benefits. Please call Patricia 362-2364

SECRETARY/RECEPTIONIST
For busy Southfield Real Estate office. Must have shorthand skills. Shorthand a plus. Quick phone speaking a must. Send resume to: Fast Commercial, 29500 Telegraph Site 110, Southfield, MI 48034

SECRETARY/RECEPTIONIST
Typing, filing, answering phones Mon-Fri. 8am-5pm Experience preferred. Salary commensurate with experience Send resume to: Jobar, Inc., 27150 W. 8 Mile, Suite 505, Southfield, MI 48075

SECRETARY/RECEPTIONIST
Looking for people with Secretary/Receptionist skills for short term assignments in the Farmington Hills area Experience with Meridian phones helpful But not a deal-breaker Excellent career opportunity. Send resume to Personnel Manager, 150 W. Jefferson, Ste 900, Detroit, Mich 48226-4430

504 Help Wanted Office-Clerical

STAFF SECRETARY
A world class manufacturer with headquarters in Farmington is looking for an experienced secretary who has knowledge of word processing, communication and organizational skills. Knowledge of computer based systems is a plus Our industrial park location and company philosophy are geared toward achievement and personal growth. We offer a competitive salary and comprehensive benefits package For consideration please send your resume and salary history to Box #570, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARY - Construction co. has full time position available starting at $5.00/hr. 2-3 yrs experience Typing, filing, good phone voice, pond resume to 19165 W. 12 mile, Box 373, Southfield, MI 48076

SECRETARY needed answering phones, typing bills, some bookkeeping, part or full time Plymouth area 453-0091

SECRETARY - non smoker, light word processing & data entry, phone answering Light typing skills (55wpm), good phone manner, must be dependable and enjoy word processing & plus, duties include typing mailing lists, answering phones Excellent benefits Send resume to: P.O. Box 1904 Wayne, MI. 48184, By June 29, 1990

SECRETARY/ RECEPTIONIST

TO $18,000

Pleasant Southfield firm Good accurate typing, plus some word processing experience qualifies you for this position. Call Jackie 352-paid 772-6760

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SECRETARY
Short & long term assignments 45 wpm, word processing & plus Good pay no fee
ETD Temporary Service 425-8226
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SECRETARY - Small Northville real estate & tax office. Variety of responsibilities Computer experience helpful 348-5100

SECRETARY - Southfield CPA firm Excellent compensation, benefits, vacation, dental & pension, quick access to Lotus, word processing & computerized working environment Send resume with salary requirements to: Box 570 Suite 100, Rea Rd Suite 205, Southfield, MI 48076, Attn. Joanne

SECRETARY - To handle general office duties in a fast paced office Typing equivalent plus computer skills handy 583-1120

SECRETARY - word processor to coordinate Southfield medical. Multitasks 35,000/$17,000/yr. Call Bet at Unforce 357-0037

SECRETARY - Xerox Memory, office writer, dictac, relations dept $8-$10/hr Call Ann at Unforce 357-0035

SECRETARY
TSM Corporation, a U.S. has an opening for a secretary in our busy personnel department. Will be looking for an individual with above average telephone skills, word processing experience, and excellent communication skills Must be organized and have attention to detail High school graduate required with 5 yrs. former related experience preferred We offer a competitive salary and benefit package. For full consideration send resume and salary history in confidence to
TSM Corporation
P.O. Box 301
Ann Arbor, MI 48106-0301
EOE

SECRETARY/WORD Processor - challenging position with a large downtown Detroit law firm. No legal experience required but a good attitude is mandatory. Must know WordPerfect, software including columns, proportional fonts, merges, sorts and graphics Excellent career opportunity. Send resume to Personnel Manager, 150 W. Jefferson, Ste 900, Detroit, Mich 48226-4430

504 Help Wanted Office-Clerical

SECRETARY - Advertising agency - Southfield. Terrific opportunity for a top notch secretary in fast paced office Must have excellent grammar & punctuation skills Advanced skills in WordPerfect. Self starter, dependable & organized. Non smoker. Benefits package Send resume to Box 475, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RETAIL SALES

Sharp retail sales secretary wanted! Dynamic progressive firm looking for a special individual who can handle a fast paced environment, maintain a sunny disposition, who is detail oriented & has 2 years office experience. Last salary required. Shorthand skills are desirable. This position offers an excellent opportunity for a team player who enjoys a challenging job. Submit your resume to

Metamorphosis
Office Manager
32825 Northwestern Hwy.
Farmington Hills, MI 48018

SECRETARY

$16,000 FEE PAID

Join this exciting suburban international firm and enjoy cooperative work with many foreign countries Good typing and word processing skills are a must to land this interesting position. Call today, don't miss this great opportunity. Call Michael, 851-3560

SNELLING & SNELLING FARMINGTON HILLS

SECRETARY
$18,$21,000
SOUTHFIELD POSITION
Fortune 500 firm seeks Secretary/Receptionist with 1 yr. years experience, outgoing personality, excellent communication and word processing skills This is an exciting work environment Benefits include major medical, dental and disability coverage. Send resume to Arthur Andersen & Co., Attn: Employee Relations Center, Suite 2333, Southfield, MI 48075 or fax 355-4184

SENIOR CLERK
Provides clerical support for degree program office Education plus experience in completion of high school and at least 2 years of qualifying work experience required Accurate typing, excellent communication skills and a demonstrated ability to deal with the public required. Excellent benefits package Salary range $6-$7 which includes area differential Send resume and cover letter by June 22, 1990, to OCC1, Central Michigan University 2075 W. Big Beaver, Rd., 200, Troy, MI. 48084. No phone calls. CMU is an affirmative action/equal opportunity employer

SOUTHFIELD MEDICAL office requires an advertising agency. Mon thru Fri., no medical back-ground necessary. Must be organized in general secretarial duties or have high academic qualifications. Because phone & contact is heavy, seek only persons with pleasant phone personalities. Should have fast & accurate word processing skills for dependable and detail oriented Bookkeeping a plus! Salary commensurate. Send resumes to HR Associates, P O box 37, Southfield, MI 48037

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TEMPORARY RESOURCES
We have the following positions available:
• Part time receptionist/typist.
• Secretary.
• Secretary with shorthand & word processing in Detroit
• Typist with math skills, Southfield
• Telemarketing, evenings.
Call now for an appointment

Temporary Resources
737-1711
Livonia - Farmington Hills
Southfield 552-0318
Troy 588-5210
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SHOWROOM SECRETARY
$18,000

You will enjoy the plush sales office atmosphere in this unusual position, lots of people contact. Your good secretarial experience and outgoing personality will win here 352-2090.

SNELLING & SNELLING

SWITCHBOARD OPERATOR - Bamboul. Interesting position available with a fast growing multi-national manufacturing corporation. Handle busy modern telephone switchboard utilizing your pleasant, genuine, helpful phone manner. Some typing required. Salary to $18,000. Fluency in a second language is a plus ability to speak and deal. Send resume to Mr. C. B. Patterson, Industrial, 32251 N. Avis Dr., Madison Hts., MI 48071

TELE-OPERATORS. Data entry and telephone skills are required. Will become involved with a growing Co. in Southfield. Part-time, entry level position. Mon-Fri. Evening shifts are available. Please call Donna at 827-4300

TELEPHONE OPERATOR
Excellent opportunity, wall train. Excellent area. Day, evening or midnight shift 557-5956

Transcriptionist/ Word Processing Operator

CIGNA Companies is a leading provider of quality employee benefit financial services to businesses and individuals throughout the world, we have an opening for a full-time Transcriptionist/Word Processing Operator.

Prior office experience is required with the ability to type 60 wpm. Accurate. Strong verbal and written communication skills are essential. The ability to operate and maintain IBM personal computers along with various other word processing equipment is desired. The candidate must also have the ability to transcribe medical reports, etc. from electronically recorded dictation.

We offer a salary range of mid to upper teens (dependent upon experience and background) with a comprehensive benefit package. If you are interested, please send your resume, along with salary requirements, to:

Human Resources
CIGNA COMPANIES
27777 Franklin Road
P O Box 5013
Southfield, MI. 48086-5013

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$14,000 FEE PAID

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- Word Processor/Typist. . . . $18,000
- Legal Secretary. . . . $19,000
- Real Estate Secretary. . . . $14,500
- Secretary. . . . $19,000
- Receptionist/Secretary. . . . $17,500
- Medical Secretary. . . . $18,000
- Executive Secretary. . . . $22,000

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551-5300

SNELLING & SNELLING FARMINGTON HILLS

WORD PROCESSOR
For Downtown Detroit Law Firm. NSI experience preferred. Send resume to: J. Hartnett, Barbser & Tolleson, 2020 Buhl, Detroit 48226.

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