504 Help Wanted Office-Clerical

DATA ENTRY Computer Operator For busy distribution company. Experienced, accurate, attention to details; no smoking. Send resume to Data Entry, Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Full time, day & afternoon shifts available. For more information please call 442-0043

DATA ENTRY
Full time assignments for companies in Walled Lake, Novi, Farmington. Experience necessary. Call 425-6229
ETO Temporary Services
An Equal Opportunity Employer

DOCUMENTATION Support Specialist - Exceptional grammar, communication skills. Technical writing/editing experience/Macintosh a plus. Fax resume to 320-2000, 772-6780. Sneiling & Sneiling

Employment Counselor/ Receptionist
A high energy individual that enjoys people contact in an office environment. Variety of duties including telephone, interviewing, order filing. Outgoing personality. Call detailed resumé. Typing a plus. Permanent full time positions available in Dearborn & Livonia. Send resume to:
Roddy Temporary Services
777 E. Eisenhower, Ste. 102
Ann Arbor, MI 48108

ENTRY LEVEL RECEPTIONIST - 60 WPM's Accurate. Phones/typing/light office duties. Work 8 to 5. Mon/Fri., Troy area. Call 649-1314

ESTABLISHED Garden City Insurance Agency seeks dependable, organized person for full time duties. Consists of accounting, typing, & sales assistance. Experience preferred. Pleasant working atmosphere. Call P. O. Box 632, Garden City, MI 48135

EXECUTIVE SECRETARY
Long term assignments in Wayne and Oakland County. Call 425-6229
ETO Temporary Services
An Equal Opportunity Employer

EXECUTIVE SECRETARY to Novi electronics engineering manager. Microsoft Word. $10,000-$21,000. Call Lynn at Uniforce 473-2932

EXECUTIVE SECRETARY
Creative Marketing Group Inc. has an immediate need for an executive secretary with 5 years experience in the Redford/Dearborn area. This position requires high typing proficiency, shorthand, the ability to take meeting minutes in a technical automotive environment. If you are professional, mature, & able to handle a fast paced environment, please send resume & salary requirements to: Executive Search Group, 275 Rex Blvd., Auburn Hills, MI 48326, Dept. TM.
An Equal Opportunity Employer

EXECUTIVE SECRETARY

Unique opportunity for well organized non-smoking self-starter with superior typing, communications, and computer skills. Must possess ability to work well with staff & institute improvements. Responsibilities include executive level secretarial duties for Chief Executive Officer, Administration of Awareness Programs and supervisory experience. Must be able to travel twice yearly to conventions. Strong board minutes and assisting with registration, etc. Accuracy, detail, thoroughness are absolute necessities, as is the ability to work independently, confidentially and interpersonal within deadlines. Excellent benefits package but not required. PC and shorthand skills preferable. Excellent salary and benefits. Northwest Detroit. Send resume and salary requirements to: American Center for Institute, Personnel Coordinator, P.O. Box 10248, Detroit, MI 48219-0150.

EXECUTIVE SECRETARY - working for 2 V.P.'s in Novi area. Word processing, accounting, thru general ledger, payroll, W/P, Microsoft Word. Pleasant atmosphere. Call Mindy. 677-0400

EXECUTIVE SECRETARY $21,000

Great opportunity! Responsibility and challenge offered at this well established development company. Word processing, typing, telephone paid. Call Eleanore at 353-2900.
SNELLING & SNELLING

EXECUTIVE SECRETARY/ ADMINISTRATOR
For automotive component sales office. Has experience with computer & word processing knowledge necessary. Strong communication skills with automotive experience. Some procedure writing and college preferred. Send resume to DRSCHNEIDER, 30500 Northwestern Hwy. Suite 341, Southfield MI 48075. Attention R. Peterson

EXECUTIVE SECRETARY

Southfield service company seeks bright, neat individual to assist president. Duties will be Greenfield and Lathrup. Excellent secretarial skills required. Qualified candidates must be willing to work independently, be self-motivated, and organized with attention to detail. Please forward to P.O. Box 300, Southfield, MI, 48037.

EXECUTIVE SECRETARY $20-$25,000 PAID

Major suburban firm needs Executive Secretary with good organizational skills and typing of 60. Shorthand a plus. Word processing a must. Don't miss this opportunity for great benefits and friendly people. Call now. Carol Mance, 261-3680
SNELLING & SNELLING
FARMINGTON HILLS

FARMINGTON based company seeking experienced self-motivated individual for secretarial position. Must have word processing, shorthand helpful. Call for interview. 471-1400

FARMINGTON HILLS computer distributor is looking for an experienced sales secretary with min. 3-5 yrs. sales support experience. Must be able to handle multiple job functions with very little supervision. Great opportunity. Excellent salary & benefits. Please call Linda at 553-9250

FILE CLERK - Medical office in Southfield law firm. Must be dependable, self starter, detail oriented and well organized. Excellent salary & benefits and benefits. Send resume to: Personnel Director, 26555 Evergreen, Town Center, Southfield, MI, 48075.

GENERAL CLERK/receptionist, typing 40 + wpm. Southfield/Farmington financial, $6-$7/hr. Call Darlene at Uniforce 357-0648

GENERAL OFFICE - 3-5 days/wk. Transcription and phone. $7/hr. Call Alice at Uniforce 646-7664

GENERAL OFFICE
Established Southfield commercial printing company looking for a sales/service person with good typing skills, phone sales (good pay and benefits). Send resumes to Dept 255, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE $14,560

FEE PAID BY COMPANY
Office experience, typing of 50 & easy going personality needed. Excellent benefits include, salary review & $25.00 $0 days.
Call 644-4800
SNELLING & SNELLING

GENERAL OFFICE, ACCOUNTING & DATA ENTRY CLERKS

Full time temporary opportunities Highland Stamping has full time, temporary opportunities for individuals at our Greenfield Office in Plymouth. We are seeking individuals with General Office or Data Entry background. Positions include assignments available for those with Accounts Payable and related General Accounting background.

We offer an excellent opportunity to work in a dynamic, fast-paced environment. We also offer a generous employee discount plan. Please send resume or apply in person to
HIGHLAND SUPERSTORE
Corporate Human Resources-C
909 N Shelden
Plymouth, MI 48170
E O E

504 Help Wanted Office-Clerical

FINANCIAL Services company looking for personable, mature individual for part time, 24 hours a week. Benefits, typing skills, computer knowledge. Call Acharonos Brothers 2pm-4pm 591-1414

GENERAL CLERK
Required immediately. Working knowledge of data entry and accounts receivable. Salary negotiable. 981-3344 after 3pm 981-2325

GENERAL OFFICE
Part time position 2 days a week, 8:30-5pm. Typing, light bookkeeping, good math and phone manner necessary. Office in Birmingham. Ask for Robin 646-3732

GENERAL OFFICE ASSISTANT $16,000-$19,000

FEE PAID BY COMPANY
Great opportunity & nice benefits include tuition reimbursement. Accurate typing 50 a must.
Call 208-5400
SNELLING & SNELLING

GENERAL OFFICE CLERICAL $13,000

FEE PAID BY COMPANY
Entry level position. Must type 50 & enjoy typing. Outstanding benefits. 399-3400
SNELLING & SNELLING

GENERAL OFFICE SECRETARY $15,000-$16,000

FEE PAID BY COMPANY
New position for growing firm. Must be intelligent & type 50.
Call 399-3450
SNELLING & SNELLING

GENERAL OFFICE SECRETARY $15,600

FEE PAID BY COMPANY
Nice working condition & regular raises our yours. Typing of 50, word-processing & good math ability.
Call 644-4800
SNELLING & SNELLING

GENERAL SECRETARY $15,000-$18,000

FEE PAID BY COMPANY
Growing firm offers good benefits & money. Lotus & typing of 55 a must.
Call 644-4800
SNELLING & SNELLING

GIRL FRIDAY NEEDED

For busy Novi Manufacturing Firm. Duties Will Included: Payroll and General Office Skills.
Contact Cheryl at 348-9370

HEALTH INSURANCE- Secretary/Administrator. Independent broker needs a bee for data format and prospecting incentives. Become a part of our group. Must be people, computer, & insurance smart. Plymouth, Farmington area. Resume for confidential interview to: Jay Sheedy, 43807 Helm St. Plymouth, MI 48170

IMMEDIATE OPENING
For flexible person with general knowledge of computers & payroll. Duties to include accounting and office functions. Reduced hrs during winter mos. During season hrs: Tues-Sat., 5:30am-3:30pm. Sun., noon-4 p. Mon. off. Approximately 27 per hr. Send replies to: Joan Wiggins, 5905 Belleville Rd., Belleville, MI 48111
Equal Opportunity Employer

INSURANCE AGENCY in Farmington needs full time Secretary. Experience & organizational skills helpful. Please call Karen, 540-8445

INSURANCE AGENCY, Farmington Hills has opening for entry-level clerical position. Chance for advancement. Contact Dan 855-6690

INSURANCE AGENCY in Livonia has an opening for a combination sales & customer service position. Experience required. Income prospects in 1st year are high. Call 591-5200

INSURANCE - Troy Agency looking for full or part time CSR. Must have personal lines insurance experience. Must like working with computers. Send resume to: P.O. Box 870, Troy, MI, 48099

INVENTORY RECONCILIATION
Aggressive individual, detail oriented to handle computerized daily inventory control records for a manufacturing firm. Send resume to: I.R., PO Box 9038, Livonia, MI 48150

TROY LAW OFFICE seeks full time Legal Secretary, 2-5 years experience. General Corporate & Commercial Litigation. Salary commensurate with experience 643-6410

LEASING AGENT, part time, must work Sat. & Sun. 11 to 5, weekdays 11 to 6, approx. 30 hrs. per week, starting pay $5 per hr. 478-2025

LEGAL SECRETARY
With 1-2 years experience for busy Farmington Hills litigation practice. Salary negotiable, fringe benefits. Call Liz 737-4747

LEGAL SECRETARY for Farmington Hills law firm. Experience required. Must be reliable. Salary commensurate with experience. 855-9966

LEGAL SECRETARY wanted full or part time. Experience with Zenix, 5080 Merriweather or similar helpful. Please call 729-6600

LEGAL SECRETARY/FILE CLERK. Part time. Will train. Must be able to type. Ask for Peggy. 338-0224

LEGAL SECRETARY WANTED for Farmington business & corporate law firm. 2 years experience desired word processing helpful. 540-4100

LEGAL SECRETARY for Senior partner. Excellent salary. Personal secretary experience preferred. Southfield area 354-2500

LEGAL SECRETARY - WordPerfect. Good skills 3 yrs. experience. Pleasant work environment. Good opportunity. Call 423-4667

LEGAL SECRETARY
For Southfield Defense Firm. Excellent benefits. Pleasant surroundings. 355-4141

LEGAL SECRETARY
For Birmingham Law Firm. Must have litigation experience. Knowledge of WordPerfect helpful. Good benefits. Ask for Judy. 540-8282

LEGAL SECRETARY/Legal Assistant for Southfield Town Center law firm. WordPerfect, good computer skills, excellent telephone skills, full time Call Steve 353-9850

LEGAL SECRETARY
Will train someone with superior secretarial skills. 32½ hrs. per week. Southfield 353-4840
An Equal Opportunity Employer

LEGAL SECRETARY - for one lawyer, in small expanding Southfield Law Firm. Typing skills required, word processing helpful. Pleasant work atmosphere. 647-1430

LEGAL SECRETARY
Farmington Hills Location. Full time position 5 yrs. experience and knowledge of Word Perfect. Salary plus benefits. Contact Office Administrator. 851-4111

LEGAL SECRETARY
Bankruptcy attorney in Birmingham. Experience helpful, but not necessary. Word Processing skills required 642-7314

LEGAL SECRETARY - 3 to 5 yrs. legal experience. Commercial, corporate, & real estate law. Word Perfect a must. Excellent salary & benefits. Call Karen 645-1700

LEGAL SECRETARY TO $24,000

At least 1 year litigation experience needed for friendly Westside firm. Lots of variety including some payroll duties. Immediate opening. Fee paid. Call Barbara, 772-6780.
SNELLING & SNELLING

LEGAL SECRETARY
Major corporation seeks legal secretary with 2+ years experience for challenging daytime position in m. shift also available. Requires 65 wpm typing, WordPerfect 5.0, excellent spelling/grammar skills. Top level benefit package includes pension & disability. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075
or call 355-4140

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For busy law firm in Birmingham, which practices all areas of law. IBM pc, word perfect, and dictaphone preferred. Good benefits and profit sharing. Salary commensurate with experience. Please send resume to: Box 412
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
EXCITING OPPORTUNITY
Ultra professional firm seeks legal secretary with 1+ years experience for highly visible and challenging host position. 60 + wpm typing, superior spelling/grammar skills required. Excellent salary & benefits package. Send resume to Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL SECRETARY $23,000 FEE PAID

Suburban firm has immediate position. Good organizational and word processing skills required. Full benefits. Call 649-5900.
SNELLING & SNELLING OF TROY

One of 21 legal secretarial positions currently available.

Legal Secretary II

AAA Michigan, the state's largest auto club and personal lines insurer, is seeking experienced Legal Secretary positions in its headquarters facility in both our Southeastern Michigan and Downtown Detroit legal facility.

General Counsel Office, Dearborn - you'll provide secretarial support to attorneys who handle litigation and in-house legal affairs.

Legal Office - Downtown - you will provide secretarial support to litigation attorneys.

Successful candidates will perform all typing, scheduling and recordkeeping duties as assigned.

Qualifications include

- 60 wpm accurate typing
- Accurate dictaphone transcription, spelling/grammar and basic math skills
- Knowledge of legal terminology and legal/court procedures
- Weekends on call from 8:30am-5:30pm, schedule appointments, meetings and itineraries as needed, format and prepare letters, memos, tables, reports and all legal documents from dictation and to research and abstract information
- In our General Counsel Office, previous corporate law experience and Word Perfect 5.0 skills preferred.
- In our Legal Office, knowledge of medical terminology is preferred.

We offer a competitive salary and comprehensive benefits package including 401(k), dental, optional group club membership, employee discounts and more. If you meet the above requirements send your resume including salary history by October 12, 1990 to:

AAA Michigan

Attn B Perry
Employment Representative
One Parklane Blvd.
Dearborn, MI 48126

Equal Opportunity Employer
Candidate Responses Only

MANPOWER

Has several positions available for:
- Data entry operators
- Typists
- General office clerks

Flexible work schedules
Full or part time
Excellent fringe benefits. Call for an appt.
LIVONIA 591-0024

MARKETING ASSISTANT
RECEPTIONIST
We require an individual with telephone, typing, personal computer and administrative skills to work closely with our marketing and sales staff. We are a publicly traded company in the telecommunications and leasing industry, offering competitive salary and benefits. Send resume to: Personnel Director, 30500 Northwestern Highway, Suite 401, Farmington Hills, MI 48334
An Equal Opportunity Employer

MARKETING SECRETARY/C COORDINATOR
Progressive, growth oriented engineering firm seeks assistance for the marketing of audio/visual/engineering services. Excellent secretarial skills a must and marketing experience a plus. Will oversee presentation. Computer experience helpful. Salary commensurate with experience. Send resume to:
DiCamillo-Segal Engineering Inc
Attn: Ms. Judith Williams
28105 Grand River Rd., Suite 200,
Southfield, MI, 48010
An Equal Opportunity Employer

MEDICAL CLAIMS ADJUSTER

Full time position for experienced Medical Claims Adjuster. Must have at least 3 years prior experience working for health insurance company or 3rd party administrator. Competitive wages & excellent benefits. Send resume to: Personnel Manager, 30700 Telegraph, Suite 2160, Bloomfield Hills, MI 48025
Or call 8am-5pm 645-6310

MESSENGER
(IN HOUSE)
Regional office of major Michigan law firm located in Oakland County seeks a dependable opening for part time position. The successful candidate will possess a full time year of clerical background. Responsibilities include maintenance of kitchens and conference room, reception desk relief and various other duties as needed. If you qualify, please send resume to

DIXON & DOISSETT
Human Resources
505 N. Woodward, Suite 3000
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

NEW ACCOUNTS CLERK to work for investment firm located in Renaissance Center. Must be detail oriented and have good typing skills. Brokerage experience a plus. Excellent benefits. 393-6443
An Equal Opportunity Employer

OFFICE CLERICAL position. Evening, weekend hours. Varied duties. Ideal operation for student, homemaker or supplement to primary employment. Please send resume to: Personnel Dept 206 N. Troy, Upper Suite, Royal Oak, MI 48067

OFFICE CLERICAL

Car Dealership in need of Clerical help. Experienced preferred. Will train right individual. Apply in person to: Bryan VanDoorne, 34501 Plymouth Road, Livonia

OFFICE CLERK-PART TIME
Law firm/attorney is looking for a mature ambitious detail person to work part time (evenings & weekends) in friendly office atmosphere. Accurate typing, filing, processing invoices, handling phones. Call Lisa 422-0924

OFFICE CLERK
Part Time Experienced in filing, typing, light phone duties. Come in or call Star Cut Sales, Inc., 23483 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

OFFICE HELP - Entry level high school graduate, full time for filing and clerical duties. Southfield, $4 per hr., health benefits. 557-1241

OFFICE MANAGER - experienced professional for a small growing company. Accounting, computer, typing & organizational skills required. Send resume & references to 315 Water, Rochester, MI 48307

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
$5.00/hr Full Time No fee
Major Troy Corporation offers top benefits, bonuses and friendly environment! Need 50 wpm, typing, good English skills. Call
RGS ASSOCIATES AGY. 540-4130

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for 1 part time and 1 full time office/clerical position. Requires motivated self-starter, strong organizational ability, and some experience in basic office skills. Salary dependent on ability.
LA-Z-BOY SHOWCASE SHOPPE
27754 NOVI RD.
(Service Drive of Walled Lake Mall)
349-3700

OFFICE HELP

Part time office help sought (approx 1-3 only) for Medical Estate management Company located at 14 Mile & Middlebelt Rd. Duties include: typing copy machine, light typing & short memo/letter. Must have a good driving record and use of an automobile (we will pay mileage). If interested, please call Karen 851-8200

OFFICE PERSON needed to help in billing department. Knowledge of Word Perfect helpful. Full time position, good benefits, salary negotiable 433-0617

ORDER ENTRY/BILLING CLERK
For growing company. Must possess excellent organization, computer and inventory skills. Accurate typing and billing experience a must. Outstanding benefits. Continuous sales change person. Excellent salary, benefits and working environment. Non smoker. Send resume to: BOX 356
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER ENTRY/FOLLOW UP - fast paced, progressive Troy based specialty advertising & incentive awards company has immediate opening for a detail oriented person with well-motivated & has organizational skills. Duties include order input & vendor follow up. Successful candidate will be organized & work well with others. Salary/benefits. Call Betty Mon thru Fri 8am-5pm 362-8000

PART-TIME/FLEX TIME Secretary to work for Troy law firm. Experience with WordPerfect 5.0 a must. Call Peter Bell 689-8100

PART TIME - General office, 12-3pm, Mon thru Fri, for Livonia manufacturer. Type, file, phones. Call after 3pm only. 591-1041

PART TIME Office Aide for Troy law firm. Hours 12-5pm, Mon - Fri. Organizational skills a plus. No typing, non-smoker preferred. 649-1330

PART TIME RECEPTIONIST
Evenings & Weekends. Tel-Twelve East. Light typing, filing, etc. Hours no more than 15 per week, 3x 75 hr. Call between 2p - 4pm 354-2002

PART TIME Secretary - 25 hrs /wk. Large protestant Church near Farmington Hills. Must be proficient in typing and accuracy with figures essential. Must be self-starter and possess all legal duties