CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

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CLASSIFIED DIRECTORY

SECTION	
Auto For Sale	C,H
Help Wanted	C,G
Home & Service Directory	G
Merchandise For Sale	C
Real Estate	E,F,G
Rentals	F,G

MORE CLASSIFIEDS ON PAGES

This classification continued from Page 12G in B,Wb,La, T,Ro and 6G in S,F.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT PART TIME
Immediate need for quality Secretary with excellent skills in typing, shorthand and word processing. Self starters with good communication skills may send their confidential resume to: H.R. Manager, Auto Decorative Finishes, P.O. Box 7062, Troy, MI 48007-7062

ASSISTANT TO BOOKKEEPER
Part Time, 15 to 20 hours a week entry level position to assist bookkeeper. Very flexible with hours. Minimum office skills required. Traitor, accounts payable and other duties. Call Mary Jane at 559-4330

BANKRUPTCY CLERK
Birmingham law office needs individual with 5.0 WordPerfect experience for data input, pleadings, and clerical work. Bankruptcy experience preferred. Call Mon.-Fri. 9-5, 645-0740

BIRMINGHAM LAW FIRM needs office assistant. Must type 50 wpm, no legal experience necessary. Call 642-2515

BOOKKEEPER - Full charge trial balance statements for wholesale distributor and medical center - Wayne State area. Supervision computer & payroll experience necessary. Send resume: Box 170 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge
STRONG experience in all phases of bookkeeping. Good computer skills. Excellent benefits PLUS. Needed for immediate opening. Salary commensurate with ability. Call Diane at
ACCOUNTANTS INC.
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER
Local CPA firm has immediate opening for a full time bookkeeper. Must have 2 years experience. Computer knowledge preferred. Call Mrs. Kaye at 559-5300

BOOKKEEPER
Northwest suburb area. Must be full charge & experienced. Will include secretarial duties. Send resume 15200 Lesure, Oak Park, MI. 48237

BOOKKEEPER/PAYROLL CLERK
Mainframe & PC experience necessary. Lotus & WordPerfect required for Southfield service agency. Send resume to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

CLERICAL
Great opportunity for an individual to join our worldwide headquarter staff in Southfield. The individual will have a professional telephone personality, type 45wpm accurately & possess strong organizational skills. Word processing experience desirable. Excellent benefits package & pleasant work environment. Reply to

CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERICAL - Medium size company located in the Livonia area has an opening for part time office help 24 to 34 hours a week. Typing and word processing experience required. Flexible hours. Please send resume to Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION TEMPORARY PERSONNEL
Accepting Applications:
Word Processors
Data Entry Operators
Dictaphone Typists
Telemarketers - Experienced
Medical Transcriptionists
Call Your Friends, Relatives or bring Someone with You. Help Us and We'll give you $50 for everyone who works 30 days.
General Management Services
14700 Farmington Rd., Suite 104
Livonia, MI 48154
427-7660
Not An Agency – Equal Opportunity Employer – Never a Fee!

CAREER OPPORTUNITIES
Corporate Service, Inc. a leading risk management service company has the following positions available:

Executive Secretary
Three to five years executive secretarial experience. Typing 50-60 wpm. PC proficiency, professionism and excellent organization and communication skills required. Insurance experience helpful.

Secretary
Minimum one year secretarial experience. Typing speed of 50-60 wpm, and word processing proficiency required. Strong organization and communication skills.

Group Benefits Examiner
Minimum 2-3 years group claims processing experience to include benefits eligibility determination, approval and payment. Good organization and communication skills required.

Data Entry Operator
General clerical experience to include CRT-PC proficiency and light typing. Good communication skills.
Excellent benefit package. Salaries commensurate with experience. Send complete resume (indicate position applying for) with salary history to:
Human Resources
Corporate Service, Inc.
29500 West Five Mile Road
Livonia, MI 48154

CLERK TYPIST
Manufacturers National Bank has an immediate employment opportunity available for a clerk typist. This position offers an excellent opportunity to enter the fast paced and challenging atmosphere of our growing institution. Qualifications for this position include typing 35 wpm accuracy, knowledge of word processing and strong verbal communication skills. Previous office experience and knowledge of IBM 5520 is preferred. A competitive salary, flexible benefit package and opportunity for career growth are available to the successful candidate. Send resume with salary history in confidence to:
A Best Human Resources Representative at
Manufacturers Bank
Human Resources Dept.
411 W. Lafayette
Detroit, MI 48226
MANUFACTURERS BANK
Equal Opportunity Employer M/F/H/V

504 Help Wanted Office-Clerical

BOOKKEEPER
Looking for full time bookkeeper with skills in Accounts Payable/Receivable and computer background, to work for large management firm in Troy. Excellent benefits. Please send resume & salary requirements to Personnel, Box #268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY REAL ESTATE office in Farmington Hills is looking for someone who likes to work with people in a fast paced environment. Excellent telephone skills a must. Good word processing background, essential. Looking for someone 10AM-2PM, Mon-Fri., with occasional extra hours. Please call Ruth at 855-3333

CASH FOR YOUR CLERICAL SKILLS!!!
Now accepting applications for the following positions!
WORD PROCESSORS
IBM 5520
WORDPERFECT
NBI
MACINTOSH
LOTUS
MICROSOFT WORD
OTHER CLERICAL
TYPISTS
Shorthand
Data Entry
Clerks
Receptionist
Switchboard Operator
Medical (Transcription & Biller)
Great benefit package including TEMP-MED INSURANCE, CASH BONUSES, HOLIDAY PAY, OVERTIME PAY!!!
SNELLING TEMPORARIES
Livonia, 464-2100
Southfield, 352-1300
NEVER A FEE

CLAWSON FIRM seeks experienced, detail oriented, motivated clerk with commercial insurance typing/organizational skills. Extensive phone usage + customer contact required (pleasant phone manner. Mon-Fri, 8am-1pm. $5.50-$6 hour. Call between 10am-noon, ask for Judy 313-583-2945

CLERICAL - weekdays, 1-5 pm. Word processing, Windows/Word. Accuracy, typing, numbers a must. Good phone skills. Send resume to JD Power & Assoc., 911 W. Big Beaver, Ste 306, Troy, MI 48084

ENTRY LEVEL general office, flexible hours, 20 hrs. a week. Dearborn area. Up to $7.50/hr. Call Jane at UNIFORCE 646-6168

EXECUTIVE LEGAL SECRETARY
With excellent typing, shorthand/speedwriting and transcription skills wanted for medium size professional practice. Non/Smoker. Must have knowledge of WordPerfect helpful. Organization, dedication, confidentiality a must. Call 349-3950

EXECUTIVE SECRETARY
•Shorthand (80wpm + 1 typing (65 wpm minimum), light bookkeeping position for a small firm, should have experience working for development company.
•Assertive, self-motivated and team player.
•Salary commensurate with experience.
•Employee Health Insurance Program
Written Responses Only
Mr. David Nelson
The Nelson Companies
P.O. Box 487
Farmington, MI 48025

EXECUTIVE SECRETARY
Southfield property management company needs mature person. Approximately 35 years old, with 5 yrs. experience. Good salary and benefits. 352-2290

EXPERIENCED office support clerk, $6/hr. to start. Energetic environment. Call Jeff at UNIFORCE 357-0036

FORECLOSURE CLERKS
Immediate full time positions in Foreclosure Department of Birmingham Law Firm. Monitoring/processing foreclosure files. Good typing & phone skills required. WordPerfect 5.0 a plus. Call Mon-Fri, 9am-5pm 646-7701

FULL TIME RECEPTIONIST
Do you think you are the best person for our Company, a fast paced, With Fortune 500 clients?
Livonia team-oriented company, good growth potential. Needs an enthusiastic, business like professional individual to answer multi-line phone, interact with employees and Fortune 500 company contacts. Typing, WordPerfect a plus. Hours 9:30 AM to 7 PM required. Monday through Friday. Full package of benefits. Salary commensurate with experience.
Send resume to
MPACTEH Systems, Inc.
17197 N. Laurel Park Dr., Suite 291
Livonia, MI 48152
ATTN: Cheryl Hardin

GENERAL OFFICE - Part time Weekend and evening hours Sterling / Utica area. Call 15870 Middlebelt, Livonia 261-9890

GENERAL OFFICE
Rapid growth manufacturer needs experienced office help. A/R, A/P, typing and job costing. Call for an appointment 8am-12noon 524-3030

GENERAL OFFICE - Ideal candidate working knowledge of Macintosh helpful, good communication skills and attention to detail. Call 261-9110 Pleasant office at 12 Mile & Northwestern Hwy. 559-9150

GENERAL OFFICE CLERK
Invoicing, accounts receivable, computer experience helpful. Will consider trained, but will train bright ambitious person. Great opportunity, salary, benefits 852-0727

GENERAL OFFICE
Full time position available in administrative offices of established west suburban firm. Full fringe benefits and salary dependent on experience an qualifications. Reply to P.O. Box 2226 Department 1183 Radford, MI 48239

GENERAL OFFICE CLERK
Filing, data entry, some clerical experience required for a busy sales office. Apply in person. Contractor's Steel, 38555 Amherst, near Levan Livonia

GENERAL SECRETARY TO $18,000
Unique company offers choice position. Good math and word processing skills. Call 453-2080
SNELLING & SNELLING

GREAT SECRETARY for Great Boss. One secretary like other 4400 Town Center. Salary $18,410. Call Mr. Shulman 353-8585

Have some Office Clerical experience? Need extra money and flexible hours? Part time position available. Approx. 15 hours a week. Must live near Livonia area. Send letter or resume to: Box #184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Commercial Lines CSR for Southfield agency 3 years experience required. 354-6110

INSURANCE - Established Farmington Hills agency looking for experienced personal lines CSR. Send resume to P.O. Box 3139, Farmington Hills, MI 48333

LEASING AGENT - includes assisting manager & some weekend work. Dependable, with friendly manner. W. Bloomfield area. Send resume to Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
A leading national property management firm, headquartered in Farmington Hills, has an opportunity for a Data Entry Clerk in the Accounts Receivable Dept. Responsibilities include data entry from leases, lease renewals & rent reports. Must be detailed & possess a professional work attitude. Typing, 10 key & CRT experience preferred. Qualified applicants send resume to Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY - small Plymouth professional firm needs a personable & dependable individual for data entry, mail, telephone & fax machine. Salary approximately $1200 plus benefits. Please mail resume to: PO Box 1234C, Plymouth, 49170

DATA ENTRY
WE WANT YOUR OFFICE SKILLS
AATEC is looking for data entry personnel for Day & Afternoon (3:00pm-11:30pm) Shifts at a dynamic company.
If you have quick fingers and desire a challenge, CALL:
AATEC SERVICES TODAY
261-6022
29590 Five Mile Rd
Livonia, MI. 48154
An Equal Opportunity Employer

DATA ENTRY - 8000 key strokes, industry leader. $6/hr to start. Call Sue at UNIFORCE 357-0644

ENGINEERING SECRETARY
North American Lighting, a growing & successful supplier of automotive products is searching for an engineering secretary for its Troy engineering office. The successful candidate will possess word processing skills (Micro Soft Word) with typing 60+ wpm. Must have knowledge of future disposition with good telephone skills. Prior experience in dealing with customers helpful. Send resumes to the attention of Mary E. Alexander, 2701 Troy Center Dr., Suite 350, Troy, MI 48084

ENTRY LEVEL BILLING POSITION for busy office - data entry & general office duties. Some typing. Send resume to: Billing, 25689 Industrial Park Dr., Farmington Hills, 48335.

ENTRY LEVEL general office, flexible hours, 20 hrs. a week. Up to $7.50/hr. Call Jane at UNIFORCE 646-6168

EXECUTIVE LEGAL SECRETARY
With excellent typing, shorthand/speedwriting and transcription skills wanted for medium size professional practice. Non/Smoker. Must have knowledge of WordPerfect helpful. Organization, dedication, confidentiality a must. Call 349-3950

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504 Help Wanted Office-Clerical

INSURANCE BILLING
Seeking an enthusiastic, DETAIL ORIENTED person who learns very quickly! Requires experience using a CRT or personal computer and a 10 key calculator. Must have the ability to evaluate and solve problems and have excellent communication skills (both verbal and written). Familiarity with insurance eligibility procedures is a definite plus! We offer an excellent benefit package and a pleasant working environment. Please send your resume to:
MIDWEST BENEFITS CORP.
23505 W. 12 Mile Rd. #3000
Southfield, MI 48034
Attn: Human Resources

JAT/MAP INC.
Medical Legal Secretary, Word Processors, Transcribers, Executive Secretaries, General Office. Some knowledge of WordPerfect, Lotus 123 Dial Betty Brown for free software training at 352-8788 552-8692

Legal
ADD ONE MORE NEW YEARS RESOLUTION
Apply with Corporate Professional Services for one of the following positions:
• Paralegal
• Legal Secretary/Word Processor
• Legal Receptionist
• Law Clerk/File Clerk
• Legal Assistant
TOP PAY & BENEFITS
Call today (leave for an appointment) 261-1120

NO FEE EOE

LEGAL CLERICAL - Part time. No experience necessary if you have excellent math aptitude. Call Barbara 557-6900

LEGAL SECRETARIES
Let our 30 years of experience and experience work for you. For professional organizational skills, temporary or permanent, register now with THE Service for Legal Secretaries
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
For Troy litigation firm. Must have 2 years experience. Contact Office Manager 649-1330

LEGAL SECRETARY
Wanted for downtown Detroit law firm. 2-3 years litigation experience necessary. Knowledge of word processing helpful. Medical/dental benefits. Call Office Manager 961-0425

LEGAL SECRETARY
Experienced Legal Secretary with WordPerfect, strong organizational, client typing and organizational skills, to work for medium size law firm, strong benefits and excellent working conditions. Convoy 855-6500

LEGAL SECRETARY - Part time, 9-3:30, Southfield. Minimum 2 yrs legal experience. Proficient with WordPerfect. Call Mary 827-4100

LEGAL SECRETARY - For Troy law firm. Experience essential, litigation & corporate. Dependable 3 yrs referred. Please call Jan. 643-7460

LEGAL SECRETARY, part time, for Grosse Ile law firm. Minimum 2 years. Experience with Word Perfect 5.0 or 5.1 required. 435-5200

LEGAL SECRETARY/THIO
Defense litigations. Word processing experience, organizational skills. Send resume & salary expectations to PO Box 4579, Troy, MI 48099

LEGAL SECRETARY
Position available for experienced legal secretary with litigation experience. Salary commensurate with ability. Fringe benefits. Contact Sara between 9am-4:30 at 355-2770

LEGAL SECRETARY
Three attorney law firm in Pleasant Farmington Hills office park. Requires mature person with 50+ WordPerfect 5.1 experience preferred, benefits. $7.50-$8.50/hr 553-5010

LEGAL SECRETARY
Mid-sized Southfield firm looking for non-smoking secretary to work for a partner & associate. Litigation experience desirable for this busy practice. Good benefits and pleasant office. Salary commensurate with experience. Call Kathy 358-2090

LEGAL SECRETARY
$23,000
Beautiful offices and a really great group of people to work with. Your good skills will be appreciated here. Call Jan 353-2900
SNELLING & SNELLING

LEGAL SECRETARY/PARA-LEGAL
Southfield Insurance company seeks hard-working, bright, career motivated individual to assist corporate counsel. Candidate must have 2 years legal experience. Insurance background preferred. Non smokers only. Salary. Forward resume to Personnel Department, P.O. Box 300, Southfield, Mich. 48037

LEGAL SECRETARY
6 Attorney firm law firm with pleasant working conditions seeks legal secretary for two partner with minimum of 3 years legal experience and knowledge of WordPerfect. Must have excellent typing, grammar, and proofreading skills as well as professional appearance and ability to relate well to people.
Competitive salary and benefits. Contact Diane at 649-1100
An Equal Opportunity Employer

LEGAL SECRETARY - Large Downtown Birmingham Law Office. Minimum 2 yrs legal secretarial experience required. Excellent salary and benefits 540-4360

LEGAL SECRETARY - Top notch environment. Small Birmingham firm busy. Farmington Hills litigation. Excellent growth potential salary negotiable. Liz 737-4747

LEGAL SECRETARY
Experienced, for Birmingham/Southfield area. Must know WordPerfect. Workers Compensation experience helpful. Benefits available. Call Diane 644-2215

LEGAL SECRETARY
For busy Bloomfield firm in Birmingham. Collection/litigation experience preferred. Must be organized, accurate with ability. Send resume and salary requirements to:
Office Manager, 6895 Telegraph, Suite 1, Bloomfield, MI 48010

LEGAL SECRETARY
Help! We are desperate for a good Legal Secretary seeking temporary positions in high caliber firms. Must have minimum 2 yrs. legal experience, word processing and processing skills to qualify.
TOP PAY! CALL TODAY!
Mastantuono & Associates
24901 Northwestern Hwy., Suite 124
Southfield, 48075
355-2440
Never A Fee

LEGAL SECRETARIES
Permanent & Temporary positions available immediately. Never a fee to you from our courteous and professional placement assistance.
PERSONNEL AT LAW
(F.A) 354-6233
SOUTHFIELD OFFICE
3000 Town Center, Ste 2180
Southfield, Michigan 48075
356-0000
DETROIT OFFICE
One Kennedy Square, Ste 1632
Detroit, Michigan 48226
964-2909

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top executives. ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY, experienced. For pleasant Southfield Personal injury firm. Must have 2 years excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to: Hadley J. Wine P.C., Box 2207, Southfield, MI 48037-2207. All replies confidential

LEGAL SECRETARY
For Rent-Com Corp. Southfield. Attorneys. Litigation experience of 2 years required as well as excellent typing (70 wpm) and communication skills. Great benefits. Max resume with salary requirements to
Administrator
100 Renaissance Center Ste 1855
Detroit, MI 48243

LEGAL SECRETARY NEEDED
With at least 2-3 years legal experience in corporate area. Looking for a highly organized, detail-oriented individual with excellent typing (70 wpm) and communication skills. Great benefits. Send resume and salary requirements to: Administrator, Rent-Com Corp., Suite 1855, Detroit, MI 48243

LEGAL SECRETARY
High caliber law firm is seeking a high caliber, organized person. Must have 2 yrs litigation experience. Typing of 70wpm. WordPerfect proficiency & outstanding skills. Excellent benefits. Call or send resume to:
Mastantuono & Associates
24901 Northwestern Hwy., Suite 124
Southfield, MI 48075
355-2440
Never A Fee

MACINTOSH/Microsoft Word. Engineering office. Call 827-5070
Call Lory at UNIFORCE 473-2933

MAJOR suburban advertising agency seeks talented secretary with WP 5.1 and Lotus proficiency. Up to $10,50/hr. Call Sue at UNIFORCE 646-7661

MATURE PERSON for general Clerical duties. Detail oriented individual with stable work history. Position includes answering telephones and word processing/data entry. Pleasant working conditions. Call Paganini 25330 Telegraph, Ste. 100, Southfield, MI 48034, attl Sales Manager.

RECEPTIONIST PLUS
Well established Southfield manufacturer's rep. offers a variety of challenges to an organized, detail oriented person with at least 2 years business experience. Needs good phone technique, typing, Word processing, Lotus 123 & Spreadsheet proficiency. Mail or fax resume to Box 188 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionists
Word Processors
Clerks
Immediate positions!
ENTECH SERVICES, INC.
737-1744

RECEPTIONIST
professional office in Southfield, experience required, salary open 352-4777

RECEPTIONIST for great suburban advertising agency $5 to/hr. Call Doreen at UNIFORCE 646-6501

RECEPTIONIST/TYPIST - Must be experienced in Word Perfect. Farmington area. Excellent working conditions and benefits. 549-2300

RECEPTIONIST for fast paced organization. Full time. Typing & word processing skills helpful. Call 462-1761

RECEPTIONIST/SWITCHBOARD operators with experience needed for leading technology company. Up to $320/week. Call Marge, UNIFORCE 646-8501

RECEPTIONIST
Bloomfield Hills law firm. Excellent opportunity. $14-16K plus excellent benefits. Call Ruth, 643-8590
LAPRETTI, BUTZBACH & LAPRETTI

RECEPTIONIST - Part time help needed every weekend & a couple of evenings. Must have good phone skills. Location Fall 3Mile or Jackie Mon - Fri 8-5 476-7000

RECEPTIONIST
Professional outgoing person with a good telephone manner and typing skills. Some computer experience helpful. We offer a competitive salary with the standard benefit package. Please call Sharlene between 3-5PM only. 355-2000

RECEPTIONIST/SECRETARY
A Troy based firm is in need of an energetic ENTRY LEVEL person that has excellent telephone skills and can type 50wpm. Computer skills a plus. Call 680-9100

SECRETARIAL
full time temporary Opportunities. Highland Superstores has full time temporary opportunities available at its Corporate Office in Plymouth. Positions are currently seeking individuals with Secretarial skills. Positions are listed: General Office experience, knowledge of WordPerfect and Lotus 1-2-3 preferred.
We offer an opportunity to work in a dynamic, fast paced environment. We also offer a competitive salary, discount plan. Please send resume or apply in person to:
Highland Superstores
Corporate Human Resources
46701 Gerald Avenue
Plymouth, MI 48170
An Equal Opportunity Employer

SECRETARY - BIRMINGHAM
law firm needs individual with 1-2 years experience with typing 5 Eng. Lish skills required. Word processing helpful 540-4100

SECRETARIES
Experienced Word Processors wanted for assignments in Troy, Southfield and Farmington. Full time, an excellent benefit package including tuition reimbursement. Call today for a personal interview.
TSI
Office Services
589-7088

SECRETARY/BOOKKEEPER
for CPA firm. Must have experience in using computers. Write to
Garmo & Co., PC, 17520 W. 12 Mile, Ste. 100, Southfield, MI. 48076

SECRETARY - Excellent typing & phone skills. Real estate/title company experience helpful. Resume to: Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for law office. Approximately 30 hrs. per week. Excellent typing skills required. Call 553-3065 499-4107

504 Help Wanted Office-Clerical

RECORDS CLERK
Entry level clerical position for small insurance office in Farmington. Visit our clerical duties, including filing light data entry and back up person to answer incoming calls on a multi line phone system. Must have clerical skills, good office mail pick up. Office and phone experience is desired. $5.50/hr. & benefits. 473-2474

ROCHESTER FIRM seeking a motivated individual for a Receptionist/Secretary position. Insurance background & knowledge of a Microsoft computer preferred. Competitive compensation. Call Patty 652-0991

SALES ASSISTANT/SECRETARY
Expanded for fast paced office. Motivated, energetic, IBM/PC experience a plus. Salary, benefits, bonuses and more. Reply in 15716 Farmington Rd., Livonia, MI. 48154

SMALL COMPANY SEEKS Mature person with secretarial skills. Flexible hours, Monday thru Friday. Wages to be determined. Submit resume to
Personnel Department
Suite 116, 145 S. Livernois
Rochester Hills, Michigan 48307

SECRETARY - CPA firms seeks person for full time work during tax season (March part time hrs., balance of yr. Send resume to 23917 Hall Road, Clinton Twp., MI 48035

SECRETARY for real estate developer & builder. Troy area. Experienced, self starter, well organized person, good typing skills, shorthand, administrative duties & record keeping. Computer knowledge helpful. Attitude, good communication - written & verbal. Reply box 8176, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - For 2 man law firm located in Great Lakes Center. Must type 50 wpm. Word processing experience required. Shorthand & paralegal helpful. Mail resume or call Franklin G. Kooey, 3155 W. Big Beaver, Suite 100, Troy, MI 48084

SECRETARY
For radiation oncology office. Need good organizational skills. Typing. Part time flexible hours. Send resume to: Samuel Gompers, 4641 Hurst, Pontiac, MI 48341. Attn Madhabhai Patel MD

SECRETARY
Full time, wanted for out patient mental health clinic in Farmington area. Must have experience in insurance billing and collections. Call for appointment, ask for Barbara 476-4411

SECRETARY
Full time needed at Corporate Office in Birmingham. Must have at least 2 years experience, excellent typing skills, good phone etiquette and have extensive background in computers. Call Mary Jane at 642-2515

SECRETARY - Legal Secretary with Labor Law experience. Excellent opportunity. Call Ann 961-0591

SMALL COMPANY looking for full time telephone operators, must type 35 wpm. Call Jerry Farmington for more information call 440-0043

TELEMARKETING/customer service - 4-2-plus inside representatives necessary. Growing Wyoming manufacturer. $7.50/hr to start. Call Ann at Uniforce at UNIFORCE 473-2934

TELEPHONE RECEPTIONIST/Secretary. Experienced individual preferred. Full time. Computer experience helpful. Excellent benefits. Farmington area location. Send resume with salary requirements to: P.O. Box 409, Plymouth, MI 48170

TELEPHONE RECEPTIONIST and secretarial duties for small publishing firm. Experienced secretary with good written & verbal skills, the ability to organize & manage a busy office. Minimum typing 55-70wpm & word processing experience necessary. Currently located in Southfield but will be moving to area within the year. Send resume with salary requirements for Busy Executive, Box 1800, Troy, MI 48084

TELLER - part time. Farmington credit union has an immediate opening for a part time teller. Applicant must be able to deal with people. Must have good mathematical skills. Previous experience a plus. Send resume to Teachers Credit Union, 32663 Farmington Rd. Farmington MI 48336

TRAINING AND DEVELOPMENT
TELEPHONE SALES ASSOCIATE
Establishing a training and development materials and services in Fortune 500 Human Resource Professionals has opening for an experienced individual in telephone sales.
Consultative selling and interviewing in a teamwork environment to clearly sell ideas and appointments for a client Manager.
Please forward resume by February 30th to
HUMAN SYNERGISTICS
ATTN: PERSONNEL DEPARTMENT
46200
30119 PLYMOUTH RD.
Plymouth, MI 48170

CLAWSON publishing company has immediate opening for a part time typist/receptionist to work afternoons, 12PM-5PM. Please send resume to Box 1000, Observer & Eccentric, 401 N. Crooks, Clawson, MI. 48017 or call 435-5700 for interview.

UNIFORM TRIM CLERK TYPIST
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