504 Help Wanted Office-Clerical

CLERICAL SUPPORT
Detroit financial corporation seeks with general clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision, have hands-on knowledge &/or WordPerfect experience. This position is for a motivated team player who is willing to accept challenges. This position provides for a complete salary & benefits package. Disabled candidates forward resume in confidence to Clerical Support, P.O. Box 779 Detroit, MI 48231

COMPUTER OPERATOR - mature Cobol-Just needed for full time position in Southfield location. Hours, 10:00pm-7:00am. Must have previous experience in computer operations. Excellent math ability needed. Must be able to work independently with minimal supervision. Salary commensurate with experience. Send resume including salary requirements to P.O. Box 5041, Southfield, MI 48086

CONFIDENTIAL SECRETARY $24,000 PLUS
Attractive position for an executive secretary who thrives on challenge and responsibility. Your good skills and expertise will be well rewarded. Call 353-2090

SNELLING PERSONNEL SERVICES

IMMEDIATE OPENING for part time Data Entry/Customer Service position. Hours 8am-12 Noon. Must be able to operate 10 key numeric keypad. Please send your resume to P.O. Box 2144, Livonia, MI 48151
An Equal Opportunity Employer

DATA ENTRY - experience necessary, assignments in Western Wayne County and Oakland County. Call for an interview today 464-7078
E.T.D. Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Growing mail order company has opening for experienced Data Entry Personnel. Must type 65 wpm + 10 key with word processing software or general office duties a plus. Walk-in applications accepted daily. Convenient 12-3:00 Civic Center Drive, Suite 207, Southfield (10½ Mile & Evergreen). 948-9800

DATA ENTRY & light typing for firm located near Metro Airport. $5400 to $6400 a year. Pleasant, accurate, for older entity & invoicing department. Call Elaine 941-0092

DYNAMIC high tech company seeks 12-203 keystroke data entry operator. $6.50 to start. Call Sandy at UNI ORDER 646-7661

EARN $ST - $9T
12 days work in 12 months, grand opening, couponing, food demonstration, hostessing 540-2020

EXCELLENT opportunity for the right individual. Growing Southfield company has immediate opening for professional highly motivated office person. Ideal candidate will have good clerical skills and enjoy working with company's clients. Attention to detail and excellent knowledge of Lotus are a must. Full time position with benefits.
Send resume and fax to: Alba Personnel 382-2242

EXECUTIVE LEGAL SECRETARY
With excellent typing, transcribing/typewriting and transcription skills required for medium size progressive law practice. Near Northville area. Full time position. Competitive compensation package. Candidate must Call 349-3980

EXECUTIVE SECRETARY needed for temporary or long term assignment. Call today for an interview 464-7078
ETD Temporary Service
An Equal Opportunity Employer

EXPERIENCED ATTORNEY
Requires secretary with legal experience, preferably in Real Estate Corporate Business and Probate to take charge of busy office. Attorney going salary. Benefits and bonus incentives. Resume care of Karen Allen, 28411 Northwestern Hwy., Suite 1100, Southfield, MI 48034

EXECUTIVE SECRETARY
Perform all duties required of an Executive Secretary to the Plant Manager, Production Manager and other staff. Prepare confidential reports and documents. Type 80 wpm, shorthand 80-90 wpm. Skilled in Microsoft Word, Lotus 123. Able to prioritize and organize work with little or no direction. Supervise and coordinate heavy word processing workload. Transcribe finished copy. Typing a plus. Associates degree in Business or equivalent. Exceptional English grammar and writing skills. Experience in personal computer, business and office practices. Prepare four or more years experience in plant executive secretary. Mail resume to:
Lear Corporation
Box 6225, Southfield, MI 48170
Attn: Mrs. O. Malory - Dept. 1090-10
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ENGINEERING SECRETARY
$17-$20,000
FEE PAID BY COMPANY
Outstanding International Company offers many opportunities. Typing of 50 and word processing a must. Call 644-4800
SNELLING PERSONNEL SERVICES

EXCITING SPOT
$16,500, FEE PAID
The ultimate 90's career is yours if you possess typing of 50 and word processing experience. This company with a related atmosphere and stability needs you. Joan, 851-3660.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

EXECUTIVE SECRETARY
To $24,000
Exciting corporate presidential position for officer of major company. Typing 60+wpm. Full benefits include bonus. Send resume or call:
DIVERSIFIED RECRUITERS CO
27180 Novi Road, Ste 108
Novi, MI 48377-3437
All Fees Co. Paid 344-8700

EXECUTIVE SECRETARY
Large insurance agency is seeking a personable, experienced executive secretary.
Ideal candidate must have proven skills to include dictaphone experience, shorthand 80wpm, typing 70-80wpm.
• Excellent benefits
• Non-smoking office
Please send resume including salary history to:
Donna Economo
Meadowbrook Insurance Group
26600 Telegraph
Southfield, MI 48034

FAST PACED industry leader desires data entry operators with 6,000 keystrokes. Call Rose at UNI ORDER 357-0648

FAST PACED major insurance company requires customer service clerk. $6.50/hr. Call Sherry at UNI ORDER 473-2931

FEBRUARY 1991 OPENINGS
2641 - Receptionist/Secretary, $16,600
2668 - Secretary-Lotus $16,500
2672 - Secretary Typing 60wpm, $18,200
2687 - Receptionist $14,000
Plus More!
If you have experience in any of these areas, we're waiting for you! Evening appointments available on Wed. & Thurs.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Livonia: 591-2221
An Equal Opportunity Employer

FILE CLERK/DATA ENTRY
Highly respected Farmington Hills consulting engineering firm needs immediate, full time assistant in busy Financial Department. Wide variety of duties will require a hard worker with general office experience in computer applications, typing, answering telephones, adding machine/calculator and office equipment. Attractive surroundings and excellent benefits package is interested send resume to the Human Resources Department of
NTH CONSULTANTS, LTD
38955 Hills Tech Drive
Farmington Hills MI 48331-3432
Affirmative Action Employer

FIT MODEL
(PART TIME)
Work Mon.-Fri., from 10am-3pm, at our Plymouth headquarters, modeling size 10 garments in our merchandising division. If you have an outgoing personality & a "pitch-in" attitude, we'd like to talk with you. To explore further, call Mrs. Gilbert at 451-5227
Winkelman's
An Equal Opportunity Employer

GENERAL OFFICE
Southfield firm in need of importer/export clerk experienced in typing, filing & good with figures (beginner's position). Hours 8am-5pm Mon.-Fri. Apply in person at 25400 W. 8 Mile Southfield (between Beech Daly & Inkster)

GERMAN BI-LINGUAL SECRETARY
Manufacturer has an immediate opening for a Secretary. German fluency, typing of 50 plus wpm, English shorthand at 60 wpm, and word processing a MUST! Excellent benefits. $24,000
Call Tim now at 464-9000
SNELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

FLEXIBLE Receptionist/Secretary. Something required 8-5pm. Full-time Call 541-5090

FRETTER, INC. - Currently has a full time general office position open (general computer experience and math aptitude required). Individuals should be detail oriented and have good organizational skills. Send resume to: Fretter, Inc., 39901 Schoolcraft Rd., Livonia, MI 48150

FUN JOB!
SECRETARY TO $17,000
FEE PAID
Every Thursday is Pizza Day at this suburban companies new high tech office. If you are an independent worker with computer experience and type at least 50 wpm, call Clare at 851-3660
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

GENERAL CONTRACTOR seeks mature individual, experienced in bookkeeping. Must possess good typing & math. Send resume to: 27345 Auburn Rd., Auburn Hills, MI 48326
An Equal Opportunity Employer

GENERAL OFFICE
Great opportunity for a mature, experienced individual to join our corporate office in North Wayne. Must have professional telephone personality, type accurately and organizational skills. Some computer experience helpful. Pleasant work environment. Send resume in confidence to: Office, P.O. Box 639, Northville, MI 48167

GENERAL OFFICE
Rochester Hills small company needs organized self starter. Experience with database software and Wordperfect necessary. Part time, flexible hours.
Mr. Bonsker 852-7733

GLAMOUR SPOT
$18,000 FEE PAID
Fast growing suburban property management company offers better than average benefits including flex time in their plush non-smoking office. Your polished appearance, sparkling smile and experience answering over 300 calls per day will land you this front desk position. Typing of 50 please, call Shirley, 851-3660
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

Great Opportunities
IMMEDIATE OPENINGS

SECRETARIES
WORD PROCESSORS
WHO PERFECT 5.0
WANG
DISPLAYWRITE
MULTIMATE
Your skills are urgently needed in these areas.
Top pay and benefits
Call today for an appointment
SOUTHFIELD: 353-4420
PONTIAC: 682-4510

Personnel Pool
Never a fee

GROWING Wixom manufacturer requires telemarketing/customer service. 1-2 years inside sales experience preferred. $15,500/year to start. Call Debbie at UNI ORDER 473-2934

HENRY FORD EXTENDED CARE
Has an immediate opening for a part time Secretary/Receptionist. Must be able to type 40-45 wpm, transcribe dictaphone dictation, computer knowledge, word processing. A good communication skills. Experienced applicants should call
352-4892
EOE AAE

"HOT LIST"
TOP 3 AUTOMOTIVE & OTHER TOP COMPANIES
• Word Processors
• Secretaries
• Data Entry
• Typists (50 wpm)
• Accounting
• Receptionists (Midtown System)
SNELLING TEMPORARIES
TROY DETROIT
528-5122 871-2700

INSURANCE AGENCY in Southfield needs experienced personal lines CSR. Good salary & working conditions. Job may be permanent or only 6 mths duration. 358-1600

Insurance
COMMERCIAL CUSTOMER Service Rep. - For southfield agency. 3 yrs experience required. 354-6110

INSURANCE OFFICE
All the advantages are here for your steady good career, progressive responsibility and variety in your day! $17,400 to start. Call today.
353-2090
SNELLING PERSONNEL SERVICES

INTERNIC INC., a home health provider with corporate offices in Livonia, is seeking a temporary (2-3 months) full time receptionist/secretary with light word processing skills to begin immediately. Call Jon Smith at 462-9290

KEYPUNCH - Experienced keydisk operators. Full/part time, day/afternoon shifts. Good pay for good operators. Ms. Allen 581-5153

LEADING technology company needs experienced, exceptional switchboard operators. $7/hr. Call Margie at UNI OFFICE 646-6501

LEGAL/Administrative Secretary - W. Bloomfield solo practitioner. Experienced WordPerfect. 683-2865

LEGAL SECRETARY Must have very high skills, word processor preferred defense litigation office. Salary commensurate 354-6464

504 Help Wanted Office-Clerical

LEGAL ASSISTANT - Must have excellent legal research skills. Duties entail research in a state area and support of Assistant General Counsel for CIGNA companies. Excellent fringe benefits. Send resume to: Paul Abbot Esq., 2777 Franklin Rd., Suite 1919, Southfield, MI 48034, or Call 352-3730

LEGAL SECRETARY, experienced needs assistant for Southfield Personal Injury firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to Hadley J. Wine P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential

LEGAL SECRETARY - Tax firm with minimum 3 yrs experience in trusts, estates, gifts, litigation practice. Excellent growth potential. Salary negotiable Lu 737-4747

LEGAL SECRETARY
for Troy Law firm. Word processing and at least 3 years of litigation experience (corporate, estate planning). Excellent benefits package. Send resume to Secretarial Committee, P.O. Box 99484, Troy, MI 48084

LEGAL SECRETARY
Experienced. WordPerfect, good benefits. Telegraph & 13 Mile. Respond to Box 286 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Farmington Hills law firm seeks person with general practice & emphasis on collections. Ideal candidate has knowledge of court procedures & ability to handle office management. 737-7170

LEGAL SECRETARY - experienced, Plaintiff office, IBM word processor, WP 5.0. Salary commensurate. 557-0100

LEGAL SECRETARY - Part Time with possible future full time. Good telephone & typing skills. Near Farmington Hills area 932-4000

LEGAL SECRETARY
For Troy litigation firm. Must have 2 years experience. Contact Office Manager 649-1230

LEGAL SECRETARY
Part time position, 25-30 hours per week. Experience necessary. Call days or evenings 851-2280

LEGAL SECRETARY
For Plymouth law firm. General practice experience, excellent skills required. Benefits and salary commensurate with ability 453-4044

LEGAL SECRETARY-3 attorney law firm in pleasant Farmington Hills office park requires mature person with 60+ wpm. Word Perfect 5.1 experience preferred. Benefits. $7.50-$8.50/hr 553-8010

LEGAL SECRETARY
Experienced, for Bloomfield/Birmingham/West Bloom. Must know WordPerfect, Workmen Compensation experience helpful. Benefits available. Call Diane 644-2213

LEGAL SECRETARY
TO $23,000
Beautiful office with great people offers outstanding position. Your skills and knowledge will be appreciated here. Call Jeff at 355-7900
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
REAL ESTATE/CORPORATE
This well established firm requires legal secretary with 2+ years experience for partner position. Outstanding skills required. Offers excellent salary and an exciting work environment. Medical, dental, optical, disability, pension. Send resume to Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL
SECRETARY
$25-$26,000
A rare opportunity with this prestigious firm. Challenging and diversified duties. Opportunity to advance. Pleasant work environment. Bonuses include dependent coverage. Fee paid. 772-6760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
ADMINISTRATIVE POSITION
Prestigious firm seeks a highly professional individual with good background in litigation for challenging partner position. Superior skills required. Excellent salary and outstanding work environment.
MUST: typing 60 wpm, WordPerfect. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL/SECRETARY
Our firm seeks an experienced legal secretary. To be considered, candidate must demonstrate minimum 60wpm accurate typing, word processing proficiency, dictaphone experience, effective oral and written communication skills, work effectively in a team environment, ability to meet deadlines. Applicants should send resumes to Hiring Coordinator, 1531 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

LOCAL FLOOR COVERING Showroom has openings for office help, player with pleasant phone voice. Variety of duties include computer order entry, filing & some typing. Hours Mon.-Fri. 9am-5pm, includes full benefits. Send resume to, Box 276, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE
RECEPTIONIST/CLERICAL
Mortgage broker is seeking an enthusiastic person to join their team. We offer a pleasant working environment with a competitive salary & good benefits. If the person we are looking for will be pleasant, quick study and dependable. Duties include phones, filing, copying & light typing. Mortgage experience helpful. If this job is for you call Lawrence Mortgage, Office Manager 543-0860

504 Help Wanted Office-Clerical

LEGAL TEMPORARIES
Our clients included some of the most prestigious firms in the area, we seek the same in our temporaries. Top rates. Only the best need inquire
Masterworks & Associates
24901 Northwestern Hwy., Suite 128, Southfield, MI 48075 355-2440

MAJOR suburban advertising agency seeks receptionist/typist with WP 5.1 and Lotus proficiency. Up to $10.50/hr. Call Sue at UNI OFFICE 646-7661

MEDICAID
BILLER
Must be experienced with billing on hospital forms. DUS 1649 and DSG 1645 inpatient and outpatient billing experience necessary. Some Medicaid secondary billing, and experience with Medicaid billing and CPT-4 Coding. Typing skills 35 wpm minimum. Please send resume to
HORIZON
Health Systems
26100 American Dr
P.O. Box 5153
Southfield MI 48086-5153
Attn: Human Resources
NO PHONE CALLS
An Equal Opportunity Employer

MEDICAL Claims Reviewer - immediate full-time position available, candidates will insure the accurate receipt & data entry of medical bills. Medical terminology, data entry & CPT 4 coding experience helpful. Send resume to Accutest, 26211 Central Park Blvd #500, Southfield, MI 48076. Attn: S. Whish
An Equal Opportunity Employer

MEDICARE
BILLER
Full time position in the Central Business Office for a qualified Hospital Medicare Biller. Must be familiar with UB82 and 1500 bill forms and various secondary payor carriers. Knowledgeable in Diversified tape-to-tape billing. Typing skills of 40-50 wpm. Please forward resume to
HORIZON
Health Systems
26100 American Dr
P.O. Box 5153
Southfield MI 48086-5153
Attn: Human Resources
NO PHONE CALLS
An Equal Opportunity Employer

MORTGAGE REPORTING
Southfield firm seeks persons to prepare respondent credit reports. Must have credit/computer experience. Send resume to Attn: Harry - Credit Department, P.O. Box 259 Southfield, MI 48037-0259

OFFICE ASSISTANT
$290 week No fee
Interesting work! Modern Southfield office! Great benefits! Previous payroll experience! Send 1 yr. solid office experience, some computer, telephone communication skills.
RBS ASSOCIATES AGY 540-4130

OFFICE ASSISTANT
Full time position available. Must have previous office experience. Excellent math ability & calculator skills needed. Send resume including salary requirements to Box 326 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for part time office-clerical position at our Novi location. Must be detail motivated self starter, strong organizational ability and some experience in basic office skills. Saturday work is required. Apply in person or call
La-Z-Boy Showcase Shoppe
27534 Novi Rd
Novi, MI
349-3700

OFFICE CLERICAL
For Troy location. Typing, filing & other duties. Some bookkeeping preferred, but not required.
ETD Box 1068, Troy 48099

OFFICE MANAGER - FULL TIME
Office experience required. Sales aptitude preferable. State Farm insurance agency 471-6210

OFFICE SUPPORT
• BOOKKEEPERS
• JUNIOR ACCOUNTANTS
• PAYROLL CLERKS
Harper Associates, a leader in the placement industry, seeks individuals experienced in all facets of accounting. Let our team of experts match your needs with our plentiful clientele. Call or send resume to Julie Saam 332-3320

OFFICE SUPPORT
• BOOKKEEPERS
• JUNIOR ACCOUNTANTS
• PAYROLL CLERKS
Harper Associates, a leader in the placement industry, seeks individuals experienced in all facets of accounting. Let our team of experts match your needs with our plentiful clientele. Call or send resume to Julie Saam 332-3320
HARPER ASSOCIATES
27070 Orchard Lake
Farmington Hills, MI 48334

PART TIME CLERICAL
To 5:30 Mon.-Fri. $5.00/hr
For private clubhouse in Bloomfield Hills 644-3434

PART TIME
CLERICAL
TO $10 AN HOUR
FEE PAID
We have positions available if you can type 45 wpm, plus with local companies. Hours are flexible. Positions are from Receptionists to Word Processing. Call 645-5900
SNELLING PERSONNEL SERVICES OF TROY

PART TIME office help position, counting from in Farmington. Mon. Wed. & Sat. Call 471-8180

PART TIME/FULL time position available now. Bloomfield Area. Keyboard experience a must. Call Lynne for an appt. call 737-6424

PURCHASING/EXPEDITER
Building materials distributor is seeking a full time experienced person.

504 Help Wanted Office-Clerical

TEMPORARY RECORDS CLERK needed thru Aug 1991. Duties include processing student registrations, customer service activities, word processing, generating statistical reports, other duties as assigned. Knowledge of Word & Lotus are preference required. Send resume to Walsh College, Personnel Dept. PO Box 7006, Troy, MI 48007-7006 A/A Equal Opportunity Employer

RECEPTIONIST/GENERAL OFFICE
Experience preferred. Salary + fringe benefits. K-J Law Engineers, 42300 W 9 Mile Rd., Novi, MI 48375 EOE 347-3300

RECEPTIONIST/Administrative Assistant. Growing motivated individual with growth potential. Must be able to work hard & learn many facets of mortgage business. Call Rob or Sue 737-7000

RECEPTIONIST/SECRETARY needed for small growth management firm. Send resume. PO Box 5423, Lathrup Village, MI 48076

RECEPTIONIST/SECRETARY
Building services contractor in Birmingham. Must backup for large president. Salary benefits. Send resume to 2233 Cole, Birmingham, MI 48009

RECEPTIONIST/TYPIST
For fast paced Southland property management Co. Must have excellent phone skills, and type 40 wpm. Benefits and salary for advancement. Call 352-8550

RECEPTIONIST
12 mos. temp. front desk. Typing filing. No fee. Not contract
MGM Services 689-9660

RECEPTIONIST
$5.00 Hr. No Fee
Light typing. Contact for a large student. Good phone voice
Farmington Hills
RBS ASSOCIATES AGY
540-4130

RECEPTIONIST
with accurate typing skills (55-60 wpm) needed for medical research firm in Southfield. Front desk position includes light typing, good communication and Word Processing skills. Benefits are competitive. Benefits offered: 3 Mile & Master Hoods. Call Nancy at 352-3390

RECEPTIONIST - Entry Level
Bright enthusiastic person needed for growing national leasing firm. Please send resume & cover letter along with salary requirements to Controller, 30255 Northwestern Hwy., P.O. Box 9266, Farmington Hills, MI 48333-9066.
Attn Stephanie

RECEPTIONIST
National entertainment manufacturer needs an energetic, experienced phone receptionist. Competitive salary, immediate opening. Reply to
Fun Street Dept
MICHLAN
P.O. Box 317
Novi, MI 48376

RECEPTIONIST
FEE PAID
Friendly suburban firm needs your phone personality and light typing skills. Full benefits. $12-$13 starting salary. Call 649-5900
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST
Applicants must be capable of handling a busy multi-line phone system for a non-smoking office in Southfield. Medical background helpful with a professional front desk image need apply. Accounting office experience helpful. Salary. Send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

RECEPTIONISTS
Experienced Receptionists & Switchboard Operators needed for assignments in Southfield, Troy and Farmington. Call the Select Staff 350-7510 temporary service

TSI
OFFICE SERVICES
559-7088

RECEPTIONIST/CLERK
Growing Southfield corporation requires full time receptionist for Southfield based organization. Duties include typing, organization, good phone manner, knowledge of office techniques. Three years experience needed. Typing 45 wpm. Salary commensurate with experience. Call 557-1100

RECEPTIONIST
$4,700
Are you looking for a career in the insurance industry? Are you a high energy individual with a pleasant phone manner? Do you want to be part of a team? Has the 9-5 M-F schedule been your nemesis? If you answered yes to any of these questions, we have a position for you. Call Ms. Lynn at 443-1670 or 443-1671 for an appointment.
Mr. Lynn Personnel Placement
Southfield, MI 48076

RECEPTIONIST/DATA ENTRY
Heavy data entry position for a self motivated individual with computer experience. Send resume to: Karma & Associates, 29777 Telegraph Rd., Suite 2225, Southfield, MI 48034

RECEPTIONIST/GENERAL OFFICE
Entry level position. Some experience required. Computer knowledge helpful. Call Mr. Bud at Ground Hospital Oak Park 399-9610

SECRETARY
National Food Distributor seeks full time Secretary for Property Management Department. Knowledgeable WordPerfect & Lotus 123 required. Familiarity with accounting practices preferred. Typing 65 wpm. 2-3 years experience preferred. Please send resume to: Box 5300 (Human Resources), 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Small growing Southfield engineering firm seeks a flexible self-starter with good computer skills. WordPerfect 5.1 & Lotus 123 plus. Please submit resume with salary requirements to: Box 5242, (Engineer & Excentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/
RECEPTIONIST
Farmington Hills manufacturer has opening for general office person. Phone skills. Must be able to travel occasionally. Good computer skills required. 3-4 yrs recent experience in manufacturing desired. Salary negotiable, benefits, paid holidays & vacation. Call Mrs. Burns 9-4 473-9395

SECRETARY
Royal Oak Distributor is seeking a qualified secretary with typing and dictaphone skills. Must have excellent math skills. Must be self motivated & organized. Salary commensurate with ability. Send resume to:
COTTONS
PO Box 83, Royal Oak, 48068
An Equal Opportunity Employer

SECRETARY - Sales & Service Department. Part time. Light typing, data entry, phones. Will train. 1-2 yrs. experience. Call David 477-4444

SECRETARY
Southfield CPA firm seeking one of a kind staff with computer experience. Send resume to: Karma & Associates, 29777 Telegraph Rd., Suite 2225, Southfield, MI 48076

SECRETARY
HR PLACEMENT
Major corporation offers situation in Human Resources Department. Duties include recruitment and development. Typing 60 wpm and coverage. Firm seeks organized, self-motivated individual with strong interpersonal skills. Excellent benefits package. Send resume and salary requirements to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY
WORD PROCESSORS
Up to $14/hr
Exciting assignments in Southfield, Troy, Farmington Hills, Novi, Livonia. Automotive, computer, insurance, engineering.
If you have the skills to type 50 wpm and know how to use a word processor call us today!
MGM SERVICES, INC.
689-9660

SERVICE DEPARTMENT SECRETARY
Fast paced, high volume Service Department of Ford dealership. Must be able to work with customers and service advisors. Must be able to type 40 wpm. Must be able to work overtime when required. Salary + bonus. Call Mr. Bill Brown at 453-2000

SMALL COMPANY looking for full time bookkeeper/secretary. Must have bookkeeping experience. Call Mary at 477-7151

SMALL COMPANY looking for full time bookkeeper/secretary. Must have bookkeeping experience. Call Mary at 477-7151

STATE FARM INSURANCE OFFICE
Seeking a Word Processor/Secretary. Must be able to type 50 wpm. Contact Rick at 559-9000

STUDENT TYPIST
Wanted for Southfield office. Must have good typing skills. Call Mr. Bud at Ground Hospital Oak Park 399-9610

TEMPORARY DATA ENTRY
Heavy data entry position for a self motivated individual with computer experience. Send resume to: Karma & Associates, 29777 Telegraph Rd., Suite 2225, Southfield, MI 48034

TEMPORARY RECEPTIONIST
Southfield area. Must have good typing skills. Call Mr. Bud at Ground Hospital Oak Park 399-9610

TEMPORARY SECRETARY
Southfield area. Must have good typing skills. Call Mr. Bud at Ground Hospital Oak Park 399-9610

TROY
LEGAL SECRETARY
$25,000

504 Help Wanted Office-Clerical

TELEPHONE RECEPTIONIST - mature person needed to answer phones 3 days per week in Flash Trim offices working for busy owner. Excellent working conditions call Barbara 351-2940

TYPIST & HELPER needed part time evenings. Apply in person Detroit Medical Hall, 23955 Hawthorne, Dr. Hospital Hrs. 10 am Grand River

TYPISTS
Fast or Slow
Immediate Hire
VICTOR
INTERIM
SERVICES
261-3830
Equal Opportunity Employer M/F

WE'RE HIRING
Shouldn't You
Be Working
With The Best?
Accounting
Word Processing
Data Entry
Temporary Assignments
Temp-to-Perm
Call Today
Kelly Temporary Services
Equal Opportunity Employer M/F

WORD PROCESSOR
Full time position available. Must have excellent typing skills. Knowledge of Wordperfect 5.1 preferred. Benefits package. Send resume to: Human Resources, 29800 Telegraph, Southfield, MI 48034

WORD PROCESSORS
Up To $10/Hr
Work in the area of your choice
Call Today
Kelly Temporary Services
Equal Opportunity Employer M/F

358-4270

WORD PROCESSORS
Immediate Positions!
ENTECH
SERVICES, INC.
737-1744

505 Help Wanted Food-Beverage

Waiters/Waitresses

WAIT PERSONS
AM & PM
BUS PERSONS
Apply
El Bit Le Nook
7725 W. 8 Mile Rd
Livonia, MI 48152

WAIT STAFF
HOST/HOSTESS
BUS PERSON
Apply
MOUNTAIN JACKS

505 Help Wanted Food-Beverage

IMMEDIATE OPENINGS for the following
BUS PERSONS
Bangout & full time hours
Day shift only, good salary & benefits. Apply in person Monday, Jan. 28th, 2-4 pm at Mike or Grand River Farmington
An Equal Opportunity Employer

KITCHEN MANAGER/COOK - experience necessary, must desire to develop an Executive Kitchen & Catering. Apply: Shields Restaurant, 25401 Telegraph, Southfield

MICHELE'S (FARMINGTON HILLS) - counter help wanted Mon.-Fri. 7:00AM to 2:00PM. Apply at 27487 W. 12 Mile Rd. Call after 2pm 474-5527

NATIONAL FOREIGN TRADE ZONE - Fast paced, dynamic, NAFTA, GATT, Apply at Grand River Company, Attn: Mr. Ed Kaplan, 1000 Grand River, Detroit, MI 48226

NIAGARA HOTEL in Southfield is now hiring experienced line cooks, banquet cooks, pastry chef, bus persons, waiters, waitresses, apply in person at 26555 Northwestern Hwy., Southfield

506 Help Wanted Sales

SALES
SECRETARY
$15,600 FEE PAID
Fast paced Southfield property management Co. Must have excellent phone skills, and type 40 wpm. Benefits and salary for advancement. Call 352-8550

CLERICAL

Full time clerical position available with real estate company. Must be detail oriented & good with numbers. Computer experience helpful. Will train. Benefits available. Please send resume with salary requirements to:

Ms. Y. Page
P.O. Box 1745
Troy, MI 48099-1745

ATTENTION

Accepting Applications:
• Word Processors
• Data Entry Operators
• Clerk Typists
• Vacation Pay • Holiday Pay
• Group Medical • Referral Bonuses

General Management Services
14700 Farmington Rd., Suite 104
Livonia, MI 48154
427-7660
Not an Agency - Equal Opportunity

CAREER OPPORTUNITIES

Corporate Service Inc. a leading risk management service company has the following positions available

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

Clerk Typist
Minimum one year clerical experience. Typing speed of 50-60 wpm. word processing preferred. Strong organizational and communication skills

Excellent benefit package. Salaries commensurate with experience. Send complete resume with salary history to:

Human Resources
Corporate Service, Inc.
29500 West Five Mile Road
Livonia, Michigan 48154

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DATA ENTRY

Suburban Marketing Services Corporation seeks many individuals with excellent data entry skills. These permanent and temporary positions will begin approximately April 20, 1991 with all shifts available. Pleasant working conditions and good pay. Qualified candidates may send resume to or apply at:

Adistra Corporation
101 Union Street
Plymouth, MI 48170
Attention: Susan Parker
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