504 Help Wanted Office-Clerical

NOW HIRING!!!
FULL TIME CLERICAL

Long term and short term temporary assignments available for

Typist
Data Entry Operators
File Clerks
Word Processors
Receptionists/Switchboard Ops
Legal Secretaries

Top pay, $150 Bonus, Holiday Pay, Overtime Pay, Temptired Insurance Call Call today!

Livonia 464-2100
Southfield 352-1300
SNELLING TEMPORARIES.
NEVER A FEE

PARALEGAL with a minimum 2 years experience in personal injury, wanted for a 2 partner Detroit firm, specializing in large medical and products cases. Person applying must have administrative ability in office procedures and maintaining case schedules & calendars. Also must have excellent language and computer/processor skills. Salary commensurate with ability, in addition to blue cross and other fringe benefits. Reply with resume to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
Opening for Receptionist in Veterinary Hospital! Over 18. Light typing and phone duties. Many perks. Hours: Mon-Fri., 4pm-9pm. Sat 9am-3pm. After 5pm 349-8305

PART TIME RECEPTIONISTS
Two shifts available. Must type. Call between 8am - 12 noon, after 5pm 477-4000

PERSONNEL ASSISTANT
$10-$13 to start. Degreed with people oriented. Royal Oak local firm. Preliminary hour 543-8590
LAPHESS SERVICES

PRESTIGIOUS lightfoot manufacturer requires word processor, Word Perfect or Displaywrite preferred. $5-50 hr. Call Susan at HUFFCROFT 473-2935

PRIVATE COUNTRY CLUB is in need of a part time Receptionist, to work Sundays, Wed-Sun. Pleasant work environment, prefers word processing and general clerical duties. Call 855-0700 or send resume to Walnut Country Club 4000 Clubview Drive Bloomfield Hills MI 48302

PROGRESSIVE international engineering firm needs word processor for Winter in Word Perfect. Fax resume to Carl at HUFFCROFT 473-2935

RECEPTIONIST full time position in Canton. Sharp individual needed with excellent phone skills. Fax or call 455-7000

RECEPTIONIST for Birmingham Law Office. Organizational skills and light typing necessary. Must be good with people. Call Janet at 644-4433

RECEPTIONIST WANTED
Will train. NEAT appearance. Michigan Aircraft of Detroit
Call Carolyn 633-7144

RECEPTIONIST for Waterford Public Schools. Required: excellent typing, excellent telephone skills, Word Processing, 2 years experience. Call during business hours 334-1000

RECEPTIONIST for Bloomfield Hills law firm. Must be dependable, pleasant, motivated with good phone appearance & attitude. Excellent benefits & great environment. Call 642-7255

RECEPTIONIST POSITION
Immediate opening for an energetic, self-motivated individual with excellent typing skills. Phone 10am to 5pm. Sat 9am-1pm. Call after Apply Sylvan Pitch Perfect Mortgage 27777 Meg in Birmingham

RECEPTIONIST, for Automotive Fabricator in the Novi area. Part time position. Some experience required. General secretarial duties. Word perfect a plus!
Send resume to Box 410
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia Michigan 48150

RECEPTIONIST
Applicants must be capable of handling a busy multi line telephone system, word processing, office machines, filing, mature individuals preferred. Apply in person Sandy Accounting 1111 Kenilworth Bldg. Detroit

RECEPTIONIST/SECRETARY
Full time position available in our Southfield office. Word processing experience required. Call 352-0835

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Law firm with benefits. Livonia. 591-0500

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