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504 Help Wanted Office-Clerical

ATTENTION!
Office Personnel
CLERICAL, RECEPTIONISTS, SECRETARIES,
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We staff the "Big 3" as well as Fortune 500 companies, corporate offices & other local companies. Top pay for top skills. Computerized testing.
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AUTO DEALERSHIP
Person to fill the position of warranty clerk. Knowledge of computers and bookkeeping, auto warranty experience very helpful. Send resume to:
313-227-1781

AVAILABLE FOR organized, responsible person. Good communication, office & computer skills required. Send resume to Box 122 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING CLERK - full time/part time, for small delivery company. Experience helpful, knowledge of computer a must. Apply at City Transfer, 15001 Fogg, Plymouth

BIRMINGHAM/BLOOMFIELD Property management company seeking individual to handle all tasks of one person office. Duties include: Bookkeeping, computer data entry and accelerated. Technical skills required. Individual with strong organizational skills and able to work independently. Send confidential resume, including salary requirements to: Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BLOOMFIELD HILLS OFFICE seeks experienced Receptionist/Secretary for busy office. Benefit package included. Send resume with salary requirements to: P. O. Box 33033, Bloomfield Hills, MI. 48303

BOOKKEEPER - A southfield Engineering firm is seeking an experienced person in Accounts Receivable & Payable. Computer experience helpful. Full benefits. Send resume to: Judy Williams, 26100 Greenfield, Suite 200, Southfield, MI 48076

BOOKKEEPER
Computer experience required for this excellent Temp position in NW Suburbs. We convert to permanent.
QUALITY ACCOUNTING TEMPS
569-8080

BOOKKEEPER/OFFICE Administrator, responsible for accounts payables, payroll, General ledger, some word processing. Lotus 123, Casual work environment. Send resume & pay requirements to: Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Progressive retail establishment seeking motivated individual to take charge of all phases of bookkeeping. Computer experience essential. Approx 30 hrs/week. 847-6256

BOOKKEEPER/RECEPTIONIST
Flexible hrs. Mature, well organized person with 1-3 yrs. high school or college accounting/bookkeeping training. Must know 10 key. Previous experience, spreadsheets helpful. Non-smoking office. Send resume to: 37000 Grand River, Ste. 110, Farmington Hills, MI. 48335
State required salary & desired hrs.

BOOKKEEPER
Southfield nursing home has opening for bookkeeper. Must have experience in payroll & payables. Some knowledge of general bookkeeping helpful. Contact Administrator. 354-3222

504 Help Wanted Office-Clerical

BOOKKEEPER
Large Southfield based property management company needs accounts payable experienced Bookkeeper. Send resume to: Bookkeeper, P. O. Box 807, Southfield, MI., 48037

BOOKKEEPER
Part time, PC accounting package experience, central, flexible hrs. Send resume to: Accountant, 26200 Town Center Dr., Ste 250, Novi, MI 48375

BUST FARMINGTON office needs receptionist with excellent phone skills, and an experienced order entry clerk. Full time only. Experience preferred. Call Marie for appointment 471-8890

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Work close to home with a leader. Must have immediate openings for the following skills:

WORD PROCESSORS
(ALL SOFTWARE)
RECEPTIONISTS
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Top pay, Holiday Pay, Bonuses, Temp-to-Perm Insurance.

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SOUTHFIELD, 353-1300

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CLERICAL JOBS available now! Temporary/Long term assignments. Call Employmentalmost - 563-1819
An Equal Opportunity Employer

CLERICAL - LIVONIA
2 part time positions in small professional office, hours 8:30-12:30 or 12:30-4:30. Starting $4.50/hour. Plymouth Technology Inc. 455-8880

CLERICAL - part time for law office in Southfield. 30-35hrs/wk. Filing, document assembly, photo copying, faxing, misc. light clerical duties, running errands. $6/hr plus mileage. 353-1800

CLERICAL POSITION - full time available. Excellent benefit package. Data entry position. Experience helpful but not necessary. Must be available Nights & weekends. Please apply in person, At Van Furniture, 29604 7 Mile Rd., Livonia

CLERICAL/TYPIST
Farmington Hills. Now accepting applications for clerical & typing 50wpm. Full time. Hourly wage plus benefits. Call now for an appointment ask for Ms. Adams. 932-4090
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clerical
Word Processors/ Secretaries
We are an international society located in the Dearborn area looking for experienced Word Processing/Secretaries for our in-house temporary staff. Flexible schedules are available. These positions also may be ideal for retired secretaries and parents of school age children. Interested candidates should forward a resume to:
Society of Manufacturing Engineers
P.O. Box 930
Dearborn, MI. 48121
Attn: Human Resources
An Equal Opportunity Employer

DATA ENTRY CLERK - part time, some knowledge of general bookkeeping helpful. Contact Administrator. 354-3222

504 Help Wanted Office-Clerical

CLERICAL
(Part-time, 4 Days)
Permanent part-time position available immediately in beautiful Southfield office. Duties consist of filing, processing information for reports & assisting in accounts payable activities. Must possess aptitude for detail & figure work. Accounting background preferred. Hours 8:15am-3:30pm, Monday-Friday. Apply to:
CLERICAL/PART-TIME
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERK TYPIST/DATA ENTRY
Machineers computer experience. Light bookkeeping. 3 years office experience. Part time, Wed.-Fri. $5.75/hour. Send resume:
Attn: E & B Office Manager
23478 Greenfield, Suite 211
Southfield, MI 48075

COLLECTION & ACCOUNTS RECEIVABLE - Part time position, 3 days a week. Good telephone manner, & detail oriented. Experience helpful. Pleasant setting in the Birmingham/Bloomfield area. Send resume only to Box 128, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE SECRETARY
Full-time for busy sales office in Royal Oak. Must be mature, hard-working, responsible, with previous office experience. Excellent phone skills necessary. Answer phones, expedite customer orders, maintain files, and other office duties. Must be available immediately. If qualified send resume to:
George Instrument Co., 4948 Delmarie, Royal Oak, MI. 48073.
Or call Linda at: 280-1111

IMMEDIATE OPENINGS
Sheetmetal manufacturer in Southfield. Receptionist, customer service, order entry/sales. Proficient use of 10 key calculator, detail oriented individual a plus. Send resume: P.O. Box 230646, Livonia, MI 48150-0646. Attn. Ms. Martin

DATA ENTRY OPERATORS
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed and accuracy. Full time day and afternoon shift positions available. Good pay, benefits and a solid teamwork atmosphere await qualified candidates. For more information please call: 261-8220

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Top notch key strokes and attention to detail and experience are needed for fast paced environment. Up to $7/hr. Call Dorte today at
UNIFORCE 357-0644

DESPERATELY SEEKING
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Top starting pay complete with benefits, vacations & bonuses. Take advantage of the flexibility working for Future Force has to offer. Applicants of school age children, assignments will be close to home
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we are recruiting top notch Executive Secretaries with shorthand, word processing. Lotus to work at our local companies. Long, short and temp-perm assignments.
Call 464-7078
ETD Temporary Service

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Non smoking Southfield company seeks detail oriented individual enjoy working with numbers. Good typing, math and organizational skills necessary. 10 key experience a plus! Send resume to: Data Entry, P.O. Box 300, Southfield, MI., 48037.

DATA ENTRY OPERATOR
National clinical reference testing laboratory is seeking a part-time second shift, Data Entry Operator. Hours are Tues., Fri., 5pm-11pm, and Sat. 3:30pm-8:00pm.
Qualified applicants must key 10,000 strokes per hour, alpha and numeric with less than 2% error rate. Interested applicants should call to request an application.
(313)525-4080

ROCHE BIOMEDICAL LABORATORIES
32427 Schoolcraft Road
Livonia, MI. 48150
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY - keyboard skills, PC Compatible, applied time records system. Part time, Southfield. 354-0644

DATA ENTRY
Two shifts available in plush Plymouth Twp. based medical emergency. Call Darlene at UNIFORCE 173-2922

DISPLAYWRITE 4
International Southfield Fortune 500 firm. Professional experience needed. Up to $10/hr. Call Susan at UNIFORCE 646-7863

FAST PACED Birmingham law firm needs data entry person, user friendly on computer, also setting up cases. Starting pay $6. Part time, could lead to full time. Ask for R.T. 645-2440

FAST PACED Birmingham law firm, clerical help needed for filing, messenger, general office. Part time, 30 hours, could move into eventual full time position. Starting pay $5.50 per hour. Helpful if user friendly on computer. Must be cheerful and self motivated. Call ask for V. T. 645-2440

GENERAL OFFICE
Immediate full time career opportunity. Organizational skills a must. Responsibilities include filing, typing, knowledge of WordPerfect 5.1, primary backup to busy Marketing Systems Telephone Lines. Competitive salary & excellent fringe benefits. Must be non-smoker, bright, high energy personality. Excellent communication skills & ability to work as a team player. Join our established, growing firm in a recently expanding rehabilitation services corp.
If you are interested in growing with a leader in the health care industry, please send resume in confidence to:
DIVERSIFIED REHABILITATION SERVICES
Personnel Dept.
755 W. Big Beaver, Ste. 405
Troy, MI 48084-4903

GENERAL OFFICE CLERK
Advertising department for major firm seeks clerk with light typing. $5.50/hr. Call Roberta at
UNIFORCE 473-2931

GENERAL OFFICE WORK - must be good typist, be able to use computer for entering & extracting data, have some experience with PC, IBM compatible, WordPerfect 5.1.
Call
313-348-2662

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
Premier Oakland County mortgage banker seeks "top of the line" executive secretary/administrative assistant to the president. Candidate must possess a college degree, excellent in all aspects of the broad range of responsibilities in running this 60 person growing operation. Only career minded experienced professionals need apply. Excellent salary & benefits. Send resume to:
Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150
An Equal Opportunity Employer

FORTUNE 500 COMPANY seeks a full time, Data Entry Operator, for entry level clerical position. Applicant must be a self starter, responsible, punctual & team player. Prior experience a plus. We offer on the job training and benefit package. Interested parties, Please fax resume to: 313-623-1540.
An Equal Opportunity Employer

GENERAL OFFICE
PART TIME
MGM SERVICES

GENERAL OFFICE/PART TIME
Perfect for homemaker or college student. Must have a telephone skills. $6.50/hour. Flexible hours. Ask for Sharl Freeman. 626-8700

Human Resource Clerk
Part time (2 days per week). For a mature person capable of working with confidential material. Must possess strong telephone skills to handle a large volume of calls. Responsibilities will include a variety of routine clerical tasks including heavy filing and light typing. Only qualified applicants need apply between 8:30am & 12:30pm, Mon.-Fri.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
NO PHONE CALLS PLEASE!
Equal Opportunity Employer M/F

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Let our 30 years of service and experience work for you. For professional, confidential temporary or permanent, register now with THE agency for Legal Support.
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HILLSTROM & ROSS AGENCY, INC.
626-8188 OR 961-9415

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MANY OPPORTUNITIES AVAILABLE
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the agency for the professional temp
• Insurance Available
• Perks
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• Temp to Perm
• Corporate Assignments
• Long & Short Term
• Assignments around your schedule
Join the leader...
we can meet your needs!
UPTOWN 358-0080
DOWNTOWN 964-2900

504 Help Wanted Office-Clerical

INSURANCE PERSON/ASSISTANT
Part time, 8:30 am to noon, Mon., Wed., & Fri. Must know 10 key & 4 tags. Get the kids off to school and come talk to adults. Must be energetic and caring. Apply Tapper Insurance Agency, 31717 Professional Center Dr., Livonia, (5 Mile & Newburgh).
464-8888

INVESTMENT counseling firm in search of an individual to reconcile broker trade and client account statements. This person will be dealing with confidential material, specialized accounting skills and financial statements/ledgers. Knowledge of securities or commodities. This individual should be a detail oriented self motivated person who is able to work independently. This position is ideal for someone who is with a flexible schedule, offering to 30hrs. per week.
Please send resumes to: Sharon Pomber, 1833 N. Woodward Ave., #300, Bloomfield Hills, MI 48304
An Equal Opportunity Employer

LEASING AGENT - Weekend apt. model, Farmington area. Part time Mon., thru Fri. 2-7 pm, Sat. 10-4, Sun. noon-4. 30-35hrs/wk. 626-8279

LEGAL ASSISTANT - Specialized in research. Must have BA degree, computer experience, Westlaw and Lexis helpful. Salary commensurate with experience. Send resume to: Office Manager, P.O. Box 5, Brighton, MI. 48116.

LEGAL SECRETARY
Experienced, part time, Farmington Hills, flexible hours.
851-8787

LEGAL SECRETARY
Prestigious Detroit law firm seeks Legal Secretary with minimum 3 years legal experience, good communication/organizational skills and Word Perfect. Shorthand a plus. Salary negotiable, good benefits. Reply to Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Experienced in personal injury, word processor literate. Salary commensurate with experience. Send resume to: Box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For litigation partner of 8-lawyer firm specializing in employee benefits, life & long term disability insurance. 14 paid holidays, 401K plan & flexible hours. Send resume and salary requirements to:
Office Manager
325 S. Woodward
Birmingham, MI 48009
Or FAX: 540-7006

LEGAL SECRETARY
Experienced litigation secretary needed for busy Southfield office. Full time position. Downtown Birmingham office. Word processing skills necessary. Call 7pm-9pm 540-4352

LEGAL SECRETARY NEEDED
For Oakland County Law Firm. 1 yr. legal secretarial experience required. Good typing and computer experience a must. Shorthand a plus! Call 540-1100

LEGAL SECRETARY for Troy law firm. Word processing and at least 1-2 years legal experience (corporate, estate planning) required. Non-smoker. Send resume to: Office Manager, P.O. Box 99484, Troy, MI. 48099

LEGAL SECRETARY for Birmingham law firm. Law, shorthand and microsoft word experience required.
258-0800

LIFE INSURANCE AGENCY
Agents Services Department. Qualifications: 2 years office experience, PC skills, WordPerfect, sales illustration. Must be able to work well with agents. Send resume to: Office Manager, Baker Financial Group, 29800 Central Park Blvd, Suite 200, Southfield, MI. 48076

504 Help Wanted Office-Clerical

LEGAL SECRETARY/RECEPTIONIST for small friendly Office. Wood, 22/12 Mile area. Word Perfect, good organizational/communication skills, professional appearance, progressive a must. Legal experience preferred. Call Chris. 646-1944

LEGAL SECRETARY
Farmington Hills office, small firm, requires experienced legal secretary. Preferred areas of expertise: Estate Planning, Pension Plans, Corporate. Salary commensurate with skills. Marsha, Lynda and Pomer 855-8808

LEGAL SECRETARY
Must have 5 years general secretarial experience with excellent typing skills. Southfield law firm. 355-2043

LEGAL SECRETARY
For partner & associate in well-rated Bloomfield firm. Experience in Litigation & business law. Good salary & benefits package including life, health & disability insurance. Call Kathy 338-2000

LEGAL SECRETARY-Experienced Secretary. Must know Apple Macintosh computer, Microsoft Word. Excellent grammar, typing and organizational skills. Salary based on experience. Hours vary starting at $8.00 per hour plus overtime. Small office with good potential for advancement. Resume required. 3000 Town Center, Suite 1820, Southfield, MI 48075
358-3885

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

LEGAL SECRETARY
Mid-sized downtown Detroit law firm seeks secretary with 3 + years legal experience. Litigation a plus. Strong litigation. Typing of 70 + wpm & WordPerfect experience necessary. Firm offers: Medical, prescription, life & long term disability insurance. 14 paid holidays, 401K, 3 weeks vacation after 1 year, pension. Salary negotiable. Non-smoking office. Submit resume to: Box 8134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

MANUFACTURING SECONDARIES
Grosse Pointe/ Redford area. Must possess your recent experience in these fast paced plants. To $4.50/hr. Call Lisa at UNIFORCE 357-0644

MARKETING SECRETARY
Creative environment for qualified candidate with word processing experience. To $4.50/hr to start.
Call Sally at UNIFORCE 646-8503

MARKETING SECRETARY
Division of Fortune 500 company needs your excellent word processing skills plus current office experience. To $6.25/hr. Call Brad at
UNIFORCE 357-0644

SOUTHFIELD SALES OFFICE - full and/or part time office help. Typing, filing, phones. Send resume to: Dept. 565, P.O. Box 670, Southfield, MI 48037

FULL TIME OFFICE CLERK
Knowledge of office procedures, equipment & data entry required. Send work history & salary requirements to: Box 128, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MAINTENANCE SECRETARY
Large Farmington Hills apartment community has a full time opening in their Maintenance Dept. Duties include, but not limited to, answering phones, scheduling work, ordering parts, reports & filing. Typing 35 wpm and 6 qualified may apply Mon-Fri 9-5 at Maple Creek Apartments, Grand Apts., 24315 Washington Ct.

MORTGAGE CLOSER - experienced. High volume office in Southfield. Computer friendly.
Mrs Cole 358-5655

OFFICE ASSISTANT - Retail furniture company seeks dependable individual for immediate part-time clerical/data entry position. Requires 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 Shoppes
27554 Hoover Rd.
(next to 12 Oaks Mall)
Warren, MI
348-3700

OFFICE TRAINEE
Part or full time, Bloomfield, $4/hour to start. Phone, filing, research. ...call train.
851-9020

ONLY 83 DAYS
LEFT UNTIL CHRISTMAS!!
Earn Extra Money Now!!
We are recruiting for many temporary assignments and temporary to perm positions in the following classifications.
Data Entry Clerks
(9,000 kph)
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(Experienced)
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(55+ wpm)
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(Experienced)
TOP PAY & BENEFITS
CORPORATE PERSONNEL SERVICES
261-1120 398-6960
EOE NO FEE

OPTOMETRIC ASSISTANT/Receptionist - Knowledge of bookkeeping, full time. Walled Lake area.
624-1707

PARALEGAL-Law student or experienced interest. Full time all-around job in a law firm. Computer literate. Exceptional small office. Good pay. Call Darlin at
645-0750

PART TIME CLERICAL for small office. 1 day per week, accurate, dependable, light typing skills, legible handwriting. Call Kathy: 421-4150

PART TIME COLLEGE STUDENT, accurate typist, exciting working atmosphere, telephone, typing, etc.,& Mile/Farmington area, call Sandy at
473-6200

PART TIME receptionist needed for busy law firm, send resume to Law Firm, 31 Telegraph, #800, Southfield, MI 48034

PAYROLL/BOOKKEEPING
Part time operating ADP PC payroll system for under 100 employees. Lotus 1 2 & 3, a general ledger, accounts payable experience helpful. Buchanan Metal Forming, 2701 University Dr. Suite 323, Auburn Hills, MI. 48326.
373-0303

PAYROLL CLERK
Accounts Payable/Payroll Clerk needed for large multi-state organization. Knowledge of payroll taxes, along with good organizational skills. Knowledge of payroll taxes, unemployment, workers compensation claims helpful. Send application to: L. Henry, 21301 Civic Center Drive, Southfield, MI. 48076.

PERSONNEL RECRUITER
Large service organization, searching for innovative individual to fill the daily recruitment activities of a major division. Successful applicant will be familiar with employment laws, have excellent written and oral communication skills, and recruiting experience. Qualified candidates please call:
GUARDIAN ALARM
423-1000

REAL ESTATE OFFICE seeking experienced real estate closer. Must be personable. Flexible individual with clerical skills a must. Call Carolyn Kelley: 855-4634

Receptionist/Secretary
Part time position with busy real estate office. Good communication skills and positive attitude a must. Duties include answering phones, advertising and misc. office duties. Week and hours included.
Call Sue Kelly, 644-4700

RECEPTIONIST
Business office requires front desk receptionist for 5 diverse offices. Tasks involve light secretarial duties, misc. typing, telephone reception, filing. Send resume or call Manpower 2701 University Dr. Suite 323 Auburn Hills, MI. 48326
373-0404

RECEPTIONIST - typing 40 wpm, experience with multi-line phones, professional. Call 464-7078
ETD Temporary Service

RECEPTIONIST
Full time. Duties include typing, filing, answering phones, scheduling appointments. Southfield 563-5013

RECEPTIONIST
Livonia-based ad agency needs qualified professional for front desk. Full time position, benefits 525-1413

RECEPTIONIST with some clerical & computer experience to work near Downtown Detroit. 20 hrs. per week. Send resume to P O Box 87474, Canton, MI 48187

RECEPTIONIST
Entry level receptionist needed, advancement potential, up to$8.40/hr weekly to start. PC knowledge helpful. Send resume to Receptionist, P O. Box 317, Novi, MI 48376.

RECEPTIONIST/SALES Assistant Immediate opening, custom furniture design studio seeking outgoing, energetic person to run front office, light bookkeeping & typing. Call Dyanna for interview Mon.-Fri., 9am-5pm 473-0700

RECEPTIONIST
Experienced Receptionist needed for busy office. PC knowledge of WordStar & Lotus. Hrs. are 8.30-3pm, Mon-Fri. Pay commensurate with experience. Returnee to Recruitment Funding, 30100 Telegraph, Ste. 170, Birmingham, MI. 48025.

RECEPTIONIST/ORDER ENTRY
Excellent phone and communication skills needed for this pleasant entry position. Detail oriented person with computer knowledge and math skills required. Must have general typing ability. Send resume and salary requirements to: Controller, P.O. Box 71845, Madison Heights, MI. 48071

RECEPTIONIST
Full time for Veterinary Hospital. Duties include answering phones, coordinating appointments, greeting clients & public, maintaining medical records & typing. Good communication, office & people skills required. Salary negotiable, excellent benefits. Send resume or apply at: Westcott Animal Care Center, 24426 Grand River, Detroit, MI 48219

RECEPTIONIST
PAYROLL CLERK
Responsibilities will include accounts payable, patient trusts, payroll and facility banking. A minimum of 1 year experience in long-term care bookkeeping is preferred. Please send resume or apply in person to:
YOUR CHAPLAINS
CONVALESCENT CENTER
24345 Joy Rd., Westland, MI 48185.
An Equal Opportunity Employer

RECEPTIONIST - Part Time, experienced. Some computer knowledge, good with people, varied responsibilities. Call before 3pm or after 5pm. 261-6200

SALES ASSISTANT
Major life insurance company in the Bloomfield Hills area seeking self motivator. Must be able to work under pressure and have a high degree of learning and organizational ability. Typing speed of 50 wpm, minimum, good mathematical, computer and calculator skills required. Excellent salary, Company paid benefit package. Resume to: P.O. Box 975, 1533 N. Woodward, Suite 120, Bloomfield Hills, MI. 48304

504 Help Wanted Office-Clerical

RECEPTIONIST
An opportunity is available with a Birmingham residential builder & property management firm. This individual should have 50 wpm typing & typing skills with the ability to type letters, reports & filing. Phone skills need to be outgoing.
Send resume to:
Human Resource Development
1800 Woodward, Ste. 300
Bloomfield Hills, MI. 48304

RECEPTIONISTS
$60 BONUS
(after 120 hrs. work)
WHERE ARE YOU?
Experienced receptionists needed who can handle 10 plus lines. Use light typing, great clients & easy.
9 OPENINGS
2-Livonia, 3-Canton
3-Troy, 1-Auburn Hills
888-8880 Troy
474-7796 Livonia
MGM SERVICES

Receptionist part-time
Receptionist/ Clerk Typist
General DataComm, a leader in data communications technology, is currently seeking a part-time Receptionist/Clerk Typist for our district sales office in Birmingham.
Your responsibilities will include: telephone reception, word processing, light typing and general office duties. Ideal candidate is dependable and enthusiastic individual. A ...desired but not required. Good interpersonal communication skills are essential.
This is an excellent opportunity for the person looking for flexibility in their work day, offering a competitive salary. Please call or send your resume, with salary requirements (history) to: Ms. Lori-Anne Jones, General DataComm, 30900 Telegraph Road, Suite 1200, Birmingham, MI 48010
(313) 642-8413
General DataComm, Inc.
An Equal Opportunity Employer

RECEPTIONIST
D.O.C. in Bloomfield Hills is looking for a full time receptionist. Client Coleen at
682-8300

RECEPTIONIST - GENERAL OFFICE. Light typing. Must be outgoing. Full time. Southfield/10Mile area.
848-7080

RECEPTIONIST
Unique opportunity for enthusiastic receptionist with good phone manner. Call Rose at UNIFORCE 646-8188

RECEPTIONIST for busy Bloomfield law firm, general office duties—telephone, typing, computer, filing, ordering & misc. office duties.258-0800

RECEPTIONIST/PART TIME
Fast paced Birmingham law firm & weekends. Starting at $4.50 an hour. Call
591-1212

RECEPTIONIST
Farmington Hills based computer company seeks permanent part time receptionist to answer phones along with light clerical. Word processing experience helpful. Hours 8:30-5. Call Susan at 476-8400

RECEPTION/LIGHT CLERICAL
Hands-on position in busy medical system and assist in various office duties. Computerized by Plymouth location. Ask for Carolyn. 455-1770

SALES SECRETARY
position available in busy real estate office. Must be well organized, professional skills, pleasant phone manners and positive attitude. Some bookkeeping, typing and misc. office duties. Please send resume: REAL ESTATE ONE, 4138 Telegraph, Bloomfield Hills, MI 48302.

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good work ethic. Flexible hours, 40 hours. Typing 40 wpm, and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI., 48037.

COMPUTER SOFTWARE Company in Rochester Hills seeks a hard-motivated individual for our Secretary/Receptionist position. Must have pleasant phone manner & be willing to take Lotus & Word Perfect experience a plus. Send resume with salary requirements to:
Maureen Marancik, 2630 Walterver Dr, Rochester Hills, MI 48309

SECRETARIAL/OFFICE MANAGER
position for pleasant smoke free W. Bloomfield office. Computer & word processing skills required. Resume to Box #148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL/CLERICAL - Area law Southfield office. Strong personal/administrative skills required. Computer background a plus, salary plus benefits. Call 358-8360 or send resume to: EDP/Temps & Contract Services, 17117 W. 9 Mile Rd. Suite 430, Southfield MI. 48075.

SECRETARY/CONSTRUCTION - Must be familiar with all details of construction management. Willing to train the right person.
Quantum Building Co., Redford
Call Rosalyn 538-0241

SECRETARY - Experienced Secretary for Troy CPA firm. Must be experienced in word processing, Shorthand/machine transcription & prior CPA firm experience helpful. Send resume & salary requirements to E S I P., 1301 W. Long Lake Rd., Suite 245, Troy, MI 48083

SECRETARY - full or part time, Bloomfield location. Skills: communicating, organizing, research, typing, computer, writing, phone, letter, archive. Degreed Upper Quartile. Non smoker. Permanent at contract. Resume to: President, 101 S. Waterman St., Detroit, MI 48206. 847-4384

SECRETARY & GENERAL OFFICE help, must have 3 yrs. experience in office, need bookkeeping, typing & computer experience, also need to be able to work with numbers. Job location is in small office in Farmington. Send resume along with income requirements to: Office Help, 16129 Silverwest, Linden, MI 48451

SECRETARY
Growing Southfield Real Estate Co. seeking person for Secretarial/Administrative position. Knowledge of Microsoft Windows & Word required. Knowledge of Lotus & Dbase helpful. Excellent opportunity for further involvement. Deliver Corporate Real Estate Co. O/O 31500 Northwestern Highway, Suite 135, Farmington Hills, 48334.

SECRETARY LEGAL
15-20 hours per week. Wordprocessing experience. Troy area. Call.
841-0080

SECRETARY
Major insurance corporation seeks professional with word processing experience. 55+/hr. Call Susan at UNIFORCE 473-2963

SECRETARY
Part time position to work in ... Community Education. Duties will include providing assistance with organizing programs relating to department, as well as a variety of clerical functions.
Qualifications include: 45 wpm accurate typing speed and 1 yr. public/...terial experience. Word Processing ...is highly desirable.
Qualified interested candidates may apply at our Novi location only, 12:30pm - 4pm, Mon., Wed., Fri.
PROVIDENCE
Medical Center - Novi
47601 Grand River
Novi, MI. 48375
An Equal Opportunity Employer

SECRETARY
Part time, Typing & answering phones. Please call
358-0844

SECRETARY - PART TIME
Reliant Emotion Committee is looking for bi-lingual secretary/buers liaison w/considerable experience in Wordperfect Lotus. Call for appointment. 313-981-0730

SECRETARY
Part time for accounting suburban company, 20-24 hours/week. Word processing and Lotus experience. To $8.50/hr. Call Sandy at
UNIFORCE 646-7864

MAKE THE MOVE NOW!!

THERE'S NO BETTER TIME TO BUY

If you've been thinking about moving from your current residence to the house of your dreams or from an apartment to a starter home, this is the time to do it.

- The selection is excellent.
- Low interest rates are available.
- There are many financing options available.

Go ahedd, make the move. Now is the right time to buy a home.

NOW is the right time to Buy a Home!

Purchasing a home has always been a wise decision, but current market conditions are making it even more attractive to buy now.

EXCELLENT FINANCING IS AVAILABLE NOW

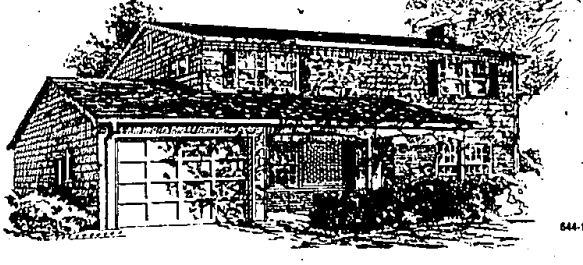
Interest rates are lower, and mortgage lenders are offering a wide variety of financing options. Low interest rates mean you can get more for your money.

- 30-year fixed mortgages are still available as well as many other financing alternatives.
- First time buyers are encouraged to purchase now through financing packages offering small down payments.

YOUR HOME IS YOUR BEST INVESTMENT

Purchasing a home is the best way to build a solid financial foundation. A home not only provides you with warmth and comfort, it also serves as a secure investment.

- Today, homes in the area continue to be a wise investment.
- Equity in your home can be used as collateral, thus providing you with additional financial security.
- Home ownership provides you with a sizable tax advantage because interest paid on mortgages is fully deductible. Property taxes can also be deducted.



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