# EMPLOYMENT

## 504 Help Wanted Office-Clerical

**ADMINISTRATIVE ASSISTANT**

We are a large local accounting firm looking for an experienced administrative assistant with a minimum of 2 years experience. The qualified candidate must have shorthand, Word-Perfect 5.0 & exceptional organizational skills. Please send resumes to: Administrative Assistant, Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**ADMINISTRATIVE ASSISTANT**

Investment counseling firm seeks self starter for this diverse position. Accounting, computer, organizational and personal skills essential. Minimum 3 years experience. Send resume & salary history to: Schwartz Investment Counsel, 3707 W. Maple Rd., Bloomfield Hills, MI 48301

**ADMINISTRATIVE ASSISTANT** - shopping center management seeks assistant to financial/insurance administrator. Legal/financial background a plus. Excellent clerical skills, 60 wpm typing, word processing, self starter in a fast paced environment. Send resume to: Administrative Assistant, 27800 Northwestern Hwy, Ste 200, Southfield, MI 48034

**ADVERTISING SECRETARY**

Advertising professionals need qualified typist/receptionist with proven experience. To $8.50/hr. to start. Call Sally at UNIFORCE 646-8501

**ALL AROUND PERSON**

Part time beginning to full time for service repair contractor. Must be good typist & have good phone manner. Salary and hours. 332-7880

**ASSISTANT**

Birmingham chiropractor - great clients, great office, learn 2 years, both receive hours. TEMPSTAFF 645-0900

**ASSISTANT BOOKKEEPER**

For busy publishing firm. Must be knowledgeable in accounts payable and payroll. Wants someone who enjoys once helpful. Full time 8-5, with benefits. Send resume to: C. Green, P.O. Box 48179, Oak Park, MI 48237

**ASSISTANT SECRETARY $260. week** No fee

Excellent opportunity for person with 2 yrs. office experience. Modern Southfield offices! Great benefits! General relief hired 45 wpm, typing and good people skills. HRA ASSOCIATES AGY. 540-4130

**AUTO DEALERSHIP**

Immediate openings in warehouse/clerical position. Non-smoking office. Please apply to Joe Rankin Chevrolet, 28111 Telegraph, Southfield. 355-1000

**BOOKKEEPER/SECRETARY**

Part time for Livonia office. Please send resume to Box 388 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**BOOKKEEPER TO 64/HOUR**

Call Today Will train.
Fee $85.00 587-1200
JNI Agency

**CLERICAL DATA ENTRY**

Immediate data entry position available for an individual with a minimum of 1 years general office & CRT experience. Individual must enjoy working in a team atmosphere. Typing 40 wpm, & possess excellent communication skills. Light work environment & generous benefit package. Apply to:
CLERICAL/DATA ENTRY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

**CLERICAL** - Dearborn based national company has immediate full time openings. Must type 50wpm and have 10-key knowledge. Great working conditions. For an appointment call Debbie between 8-12 noon at 277-6871, Ext. 314
An Equal Opportunity Employer

**CLERICAL • LEASING**

Livonia Area. Must work weekends. Have some typing experience. Salary approximately 30-35 hrs./wk. Call 478-2025

**CLERICAL SUPPORT**

Detroit financial corporation seeks an efficient Clerical support individual for our fast paced working environment. Candidates must be able to work accurately under pressure, have excellent typing skills, be able to work with little supervision, & have knowledge of Word Perfect. Word Perfect experience. This position is for a multinational company who is willing to accept challenges. Position provides for a competitive salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
P.O. Box 2227
Detroit MI 48231

**CLERK TYPIST**

Company seeking help in busy office. Skills include: light typing, filing & phone. Chris speaking voice, growth potential. Call to apply. 895-0234

**CLERK TYPIST**

Southfield based firm has an immediate full time position for an individual to work the 10:15am-6:30pm shift, with every Saturday off. Qualifications are typing 50wpm, typing a minimum of 1 year general office experience. Second language helpful. We offer excellent benefits package & pleasant work environment. Reply to:
CLERK TYPIST
P.O. BOX 2227
SOUTHFIELD, MI. 48037

**BOOKKEEPER** - Full charge bookkeeper needed for 21 hours per week. Flexible hours. 2 years experience or equivalent college courses required. Salary commensurate with experience. Submit resume to: Mr. Hanlon, 1750 B. Telegraph, Suite 301, Bloomfield Hills, MI 48302

**COORDINATOR**

4 year degree plus data entry skills required for this customer service position. Interact with major companies daily. Call Cathy, to start. Call Dolores at UNIFORCE 357-0038

**CUSTOMER SERVICE**

Hillside furniture has an opening for a full time person to coordinate their product service area. Experience is a must! Contact John at 534-0158

**DATA ENTRY/Mail Assistant.** Clerical position involving setting up cases on a computer, pulling & matching mail to hand lines, filing. Fast paced, high volume. Must be able to work in good atmosphere. Call, ask for V.T. 645-2440

**DATA ENTRY**

CLERICAL - Data entry positions available. Job duties include data entry and processing of mortgage, credit reports. Experience preferred. Hourly wage and excellent benefits package. Non smoking office. Please send resume including salary requirements to:
MS. FREY CSB
31700 W. 13 MILE RD., STE. 112
FARMINGTON HILLS, MI 48334

**DETAIL ORIENTED** individual for professional office position. Skills in customer communications and accuracy a must. Apply: 840 N. Lexington Trail, Walled Lake, Mich. 48390 or call 8am-10am 960-9440

**DOCKET CLERK**

Immediate full time position available. Job duties include docketing, filing, & other duties as assigned. Must have 50wpm typing, general office/clerical experience.

SECRETARY: WordPerfect, Lotus, good typing.

PERSON FRIDAY: Assisting bookkeeper, president & sales people. 2 years experience. Lotus Furniture, 21201 W. 8 Mile, Detroit, 48219.

**CAREERS!!**

PAYROLL CLERK: 2 years payroll experience, word processing, Lotus 123wpm, general office/secretarial experience.

SECRETARY: WordPerfect, Lotus, good typing.

PERSON FRIDAY: Assisting bookkeeper, president & sales people. 2 years experience. Lotus Furniture, 21201 W. 8 Mile, Detroit, 48219.

**EXECUTIVE RECEPTIONIST**

$$$$ $19,000 $$$$ FEE PAID

Growing, national company desires outgoing personable person, good experience and computer knowledge. Typing speed of 55 plus. Friendly people to work with and super benefits. Medical, dental, life and 401K, plus more. For a great job, call today and ask for Patty, 851-3660.
SKILLING PERSONNEL SERVICES
FARMINGTON HILLS

**EXECUTIVE SECRETARY**

Quality OEM supplier to the domestic automotive industry has an immediate opening for an Executive Secretary in the Product Engineering Dept. Candidate must possess a Bachelors Degree, Secretarial Science or Business Administration with a minimum of 10-15 years work time in lieu of a degree. Duties include: Responsibility includes: ability to type 80wpm, knowledge of word processing skills, letter writing, reports, filing & organizing activities of V.P. Product Engineering. Qualified candidates submit resume & salary requirements to: Box 392 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, 48150

**EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT**

Rapidly growing Troy based publishing company seeks professional executive secretary/administrative assistant. Position reports directly to Chief Financial Officer/Director of Marketing. Requirements include: excellent shorthand, dictaphone, typing & computer word processing skills. Advanced telephone & organizational abilities are essential. Experience with Beyond spreadsheets will be beneficial. Successful candidate will be able to handle well under time deadlines, have a keen eye for detail & enjoy a wide variety of assignments. Please send resume and salary history to: Human Resources, P.O. Box 1437, Troy, MI 48099
An Equal Opportunity Employer

**Experienced**

**Secretaries Word Processors**

Top pay and a variety of exciting assignments awaits you as a Personnel Pool Temporary!
For more information call.

261-3830

**Personnel Pool**
An H & R Block Company

**FRONT DESK RECEPTIONIST**

Major International corporation needs your experience and energetic personality. To $7.50/hour. Call Rene at UNIFORCE 357-0648

**FULL** or Part-time office help needed for busy Insurance office. Diversified office & verbal communication skills. Ask for Susie. 722-2620

**FULL TIME RECEPTIONIST**

Do you think you are The best person for our Company's first contact With Fortune 500 clients?

Livonia team-oriented company, good growth potential. Requires an enthusiastic, business like, professional individual to answer multi-line phone, interact with employees and customers. Pleasant working environment. Ideal candidate will have 2 years or more of related experience.

Send resume to:
IMPACT EDI Systems, Inc.
17197 N. Laurel Park Drive, Ste 201
Livonia, MI 48152
ATTN. Cheryl Harden

**HIGH PERFORMANCE** engine parts manufacture needs all around office person with strong clerical and telephone skills. Sales ability desirable, computer skills helpful. Excellent pay plan with benefits. No weekends. DART MACHINERY: 362-1378

**INSURANCE CLAIMS CLERK**

Branch Claims Office in Livonia has opening for an experienced Claims Clerk. Excellent typing and telephone skills required. Qualified candidates should submit their resume and salary requirements to:
Barb Jenkins
Claims Clerical Recruiter
Lake States Insurance Co.
P.O. Box 30969
Livonia, MI., 48153-0969

**INSURANCE PROGRAM ASSISTANT**

Challenging, fast-paced professional and career stable insurance office seeks an experienced individual to handle outside correspondence, database updates, maintenance of tracking systems and telephone communication with clients.

The position calls for a self-motivated individual possessing the ability to prioritize time and handle excellent telephone communication skills. Demonstrated PC skills with Word perfect 5.1 and experience using a database software are required.

We offer a very competitive salary and benefit package. Candidates should send a resume to:

RSK MANAGEMENT
The Detroit Medical Center
P.O. Box 5849
Troy, MI. 48009-0849

Equal Opportunity Employer

**LAND THIS $13,500**

FEE PAID BY COMPANY

I have sold another! Someone will do it. Work with Super Friendly people Good Benefits. Typing 60.
Call 399-1000
SKILLING PERSONNEL SERVICES

**LEASING AGENT** - experienced for apartments. Must like people oriented, detail & work in a competitive product. Call Jim - 356-0141

**LEGAL SECRETARY**

For small civil practice firm. Requires good Word Perfect skills, experience in litigation, probate, partner's computer/Word 5.0 specialist. Send resume & salary to: Ms Harper, 100 W. Big Beaver, Suite 660, Troy, MI 48084-5416

**LEGAL SECRETARY** - 19 attorney firm in Bloomfield Hills has position in litigation. Minimum 2 yrs minimum experience. WordPerfect. Salary commensurate with ability 642-1970

**LEGAL SECRETARY**

Very experienced, for managing partner of growing medium size Farmington Hills law firm. Civil litigation and business practice. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent salary, benefits and opportunity. 626-5000

**LEGAL SECRETARY**

Part time for Farmington Hills law office. Flexible hours. Minimum 2 years experience. Computer skills essential. 539-1133

**LEGAL SECRETARY** - Must be experienced WordPerfect knowledge, insurance defense. Send resumes to: Office Manager, 28400 Lahser Suite 110, Southfield, MI 48034

**LEGAL SECRETARY**

Full time position in Southfield law firm for experienced legal secretary to assist with overflow and monthly workload. Minimum 3 years exp. 3.1 helpful. Contact Diana 354-6644

**LEGAL SECRETARY** with excellent Fortune 500 company. Corporate law. At least 4 years experience. Proficient in WordPerfect 5.1. Minimum typing 80 wpm. Non-smoker. Send resume to: Human Resources, P.O. Box 7348, Bloomfield Hills, MI 48301-7348. Please include day & evening phone number where you can be reached

**LEGAL SECRETARY**

**$26,000 FEE PAID**

Work for top partner in busy firm, full benefits, good stability and experience needed. Call 649-3900 or FAX resume to 649-3525
SKILLING PERSONNEL SERVICES OF TROY

**GENERAL OFFICE** - Approx 24 hours. Mon-Fri. Answer phones, data entry, & bookkeeping. Must be organized, friendly, non-smoker. Send resume: JMJ, 31000 Lahser, Suite 9, Birmingham, MI 48010

**LEGAL SECRETARY:** Part time for downtown Birmingham law office. Some legal experience required. Please call Mr. Wake at 642-5230

**LEGAL SECRETARY** for Southfield insurance defense firm. Experience required. Salary commensurate. PC necessary. Word perfect 5.0 plus. Call Donna. 352-9380

**LEGAL SECRETARY**

Must have experience in probate and/or divorce practice, be proficient in Word perfect. Knowledge of Lotus beneficial. Send resume and salary requirements to Legal Secretary Position, 1080 Woodward Ave., Bloomfield Hills, MI., 48304

**LEGAL SECRETARY**
**2 POSITIONS**

Major legal firm seeks 2+ years of solid legal experience. Good communication skills sought for these positions in M&A, derivative, clerical, retirement. Call Arthur Thomas, 355-4140

**LEGAL SECRETARIES**

**$22-$25,000**

Several local positions available. At least 2 yrs. of legal experience desired plus Wordperfect 5.0 or 5.1 Challenging and diversified duties. Top pay and great benefits. Call 712-6780
SKILLING PERSONNEL SERVICES

**LEGAL SECRETARY**

Southfield Insurance Company seeks hard working, bright career motivated individual to handle corporate counsel. Candidate must have 1 yr. legal experience.
Insurance background preferred. Non smoker only need apply. Send resume to:

Legal Secretary
P.O. Box 500
Southfield, MI. 48037

**LEGAL SECRETARY** - excellent opportunity available for an experienced legal secretary to work for great of counsel of an expanding national manufacturing firm. Minimum of 2-3 yrs legal secretary experience with word processing ability required. Must have superior organizational and communication skills and be detailed/deadline oriented. Word perfect 5.0 and/or 6 base 3 software experience and transcribing from speech machine a plus. Outstanding salary and fully paid benefits plus profit sharing including profit sharing and more.
Send resume to
Or call,
Or apply in person: Leica Corporation, 2722 Daniel Drive, P.O. Box 1800, W. Hamlin Rd., Rochester MI 48309

**LEGAL SECRETARY/ RECEPTIONIST**

Downtown Birmingham law firm is seeking a full time legal secretary/receptionist. 1-2 yrs. legal secretarial experience in the subject of litigation and/or corporate practice preferred. Send resume to: Office Manager, P. O. Box 1899, Birmingham MI 48012-1899

**LEGAL TEMPS**

Short & long term assignments. Call for appointment 666-3535

**MARKETING SECRETARY**

Division of national ad agency has openings for your experience with Officemaker word processing. To $9/hr. Call Stacy at UNIFORCE 357-0641

**MEMBER SERVICES REP.** - part time, 25 hrs per week. Lunch time & early evening hours. Prior bank or credit union experience required. PC knowledge helpful. Banking experience helpful. $7.97 per hour to start. Send resume to:
HRD Supervisor, Telcom Credit Union, 2100 Stephenson Hwy., Southfield, MI 48075

**OFFICE/CLERICAL**

For Textbook Warehouse in Birmingham. General clerical duties include: front desk phone skills, typing, data entry, word processing (Benefits include life insurance, Blue Cross/Blue Shield and dental. Send resume to Box #390, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**OFFICE HELP/ERRANDS**

Part time for busy real estate office. Should possess typing & good phone skills. Must have own car for errands and should be familiar with Birmingham/Bloomfield area. Great for HS/College student $5 hr. Please ask for Laura 642-2530

## 504 Help Wanted Office-Clerical

**ATTENTION DATA ENTRY OPERATORS**

Kelly Temporary Services is currently looking for your

DATA ENTRY OPERATORS

Long and short term assignments in the Livonia and Plymouth areas. Hours will vary (days and afternoons) for assignments. High productive operations. Call Heidi for an appointment at 522-4020.

33133 Schoolcraft
I-96 Orbus Center
(East of Farmington Rd.)

**KELLY Temporary Services**

Equal Opportunity Employer M/F/H

**ATTENTION WORD PROCESSORS**

With experience in:
- LOTUS 1-2-3
- Microsoft Works
- Microsoft Word
- WordPerfect

Call 626-8454 for more information regarding these short & long-term positions.

FUTURE FORCE TEMPORARY HELP SERVICES
Never A Fee

**BILLING CLERK**

Immediate full time entry level opening for a Billing clerk in the Print Department of a North Woodward multi-national service company. Successful candidate must have basic accounting background, 1 year general office experience, good math aptitude, CRT skills and proficiency on 10 key calculator. Send resume and salary history to Corporate Financial Clerk, P.O. Box 811ph, Bloomfield Hills, MI. 48303.
Equal Opportunity Employer M/F/H

**BIRMINGHAM** Office, part time, interesting work. Phone, filing, typing 50 w.p.m. accuracy. Write: 109 Forest, Suite 204, Birmingham, MI 48009. Apply one by mail. Stable hours available and hourly rate.

**BOOKKEEPER/OFFICE MANAGER**

East side. Full charge, full time. Computer, manufacturing & payroll experience. Send resume to: 32000 Northwestern, Suite 273, Box 18, Farmington Hills MI 48334.

**BOOKKEEPER/ACCOUNTANT**

Computer literate, experienced. Call between 1pm-5pm only 353-4347

**BOOKKEEPER/ SECRETARY**

This highly visible position in N. W. suburbs requires a good knowledge of Word perfect & payroll. Will become permanent.
548-4480
QUALITY ACCOUNTING TEMPS

**CAREER OPPORTUNITY**

Farmington Hills computer distributor is looking for experienced order processor for busy sales office. Excellent pay, benefits and profit sharing. Non smokers. Call 553-9250

**CAREER OPPORTUNITY**

**$17,000 FEE PAID**

Amazing sitting behind the huge beautiful front desk of an ultra-plush office located in a convenient suburban area. This fast-paced exciting property has excellent company benefits advancement, opportunity and salary review every 6 months. If you can type 50 plus, take charge, call Carol, 851-3660.
SKILLING PERSONNEL SERVICES
FARMINGTON HILLS

**CLERICAL/ACCOUNTING** Secretarial. Small company needs Clerical person, for office work. Must have accounting basics, PC knowledge, typing ability and organizational skills. Returns 10 PO Box 756: Novi MI, 48376-0756.

**CLERICAL/LAB ASSISTANT**

A private Southfield Laboratory seeks a full time clerical/lab assistant. Individual interitive, flexibility & a desire to learn is essential. Great opportunity for those re-entering the work force. Call Mon-Thu Fri 8-4pm. 354-4477

**CLERICAL PERSON** - excellent typing skills a must. Answering phones. Knowledge of DME billing a plus. Full time. Plymouth area. 455-4620

**CLERICAL!**
- SECRETARIES
- WORD PROCESSORS
- RECEPTIONISTS
- GENERAL OFFICE CLERKS

Now hiring quality people for long and short term assignments. Call Ruth today for an appointment.
643-8590
EXPRESS SERVICES

**SECRETARY**

Western suburban retail mall office is looking for 2 experienced secretaries with a professional image and excellent communication skills. Qualifications include all phases of secretarial work, typing of 60 wpm and 2 years experience preferred. Benefit package available. Salary commensurate with experience. Please call 357-6187.

**ADMINISTRATIVE ASSISTANT**

MCN Computer Services, Inc., has an immediate opening for a full-time Administrative Assistant. Responsibilities include: phone answering, coordinating schedules and meetings, responding to customer inquiries, mail, filing, typing, travel arrangements and additional administrative functions.

Successful candidates will be proficient in WordPerfect 5.1 (55 wpm, accurate documentation ability to backup files) and have excellent oral/written communication skills, and organizational skills. Minimum of 3 years experience in a fast-paced environment in an administrative position. (One year experience with customer contact) 2 years college or equivalent.

**Applications will be accepted in person on Wednesday, November 6, 1991 between 3:00 p.m. and 6:00 p.m. at the:**

**Holiday Inn Fairlane**
**Ferrara-Room-11**
5801 Southfield Service Drive
Dearborn, Michigan 48226

If you are unable to attend in person you may submit your resume by mail to:

**MCN Computer Services, Inc.**
5225 Auto Club Drive
Dearborn, MI 48126
Attn: Human Resources Department
*(An Equal Opportunity Employer)*

## 504 Help Wanted Office-Clerical

**ADMINISTRATIVE ASSISTANT**

Southfield. Organize orders, filing system, detailed minded for fast paced business. Some typing, good phone ability, sharp, experienced. $8.00 + and four.

**LOIS RAY PERSONNEL**
Southfield 559-0560

**AUTO DEALER**

needs part time receptionist. Some clerical and cashier work. Flexible hours - Tues., Wed., & Fri., but will be required to work Mon. & Thurs. afternoon until 9 pm. Apply at Moran Mitsubishi, Southfield. 353-0910

**AUTO DEALERSHIP** looking for part time Bretchwood Cashier, morning hours. Call Adrienne at: Suburban Nissan 649-2300

**AUTO INSURANCE FILE CLERK** wanted for Recreational Vehicle Dept. Requires minimum 40wpm typing, 1 year general office experience and good communication skills. Benefits package and paid parking included.
Send resumes only, to:
Mrs Bond, 700 Penar Building,
Detroit, MI., 48202
An Equal Opportunity Employer

**A-1 OPPORTUNITY**

**$17,000 FEE PAID**

Put on your robe & slippers, this is a non-stop Receptionist position. If you want major medical, dental, 401K, tuition reimbursement, advancement potential and time and a half, after 40 hours, this is your new company. If you are ready for a challenge and you type 50 wpm, call Janice ASAP. 851-3660.
SKILLING PERSONNEL SERVICES
FARMINGTON HILLS

**BOOKKEEPER/OFFICE MANAGER**

East side. Full charge, full time. Computer, manufacturing & payroll experience. Send resume to: 32000 Northwestern, Suite 273, Box 18, Farmington Hills MI 48334.

**BOOKKEEPER/ACCOUNTANT**

Computer literate, experienced. Call between 1pm-5pm only 353-4347

**BOOKKEEPER/ SECRETARY**

This highly visible position in N. W. suburbs requires a good knowledge of Word perfect & payroll. Will become permanent.
548-4480
QUALITY ACCOUNTING TEMPS

**CAREER OPPORTUNITY**

Farmington Hills computer distributor is looking for experienced order processor for busy sales office. Excellent pay, benefits and profit sharing. Non smokers. Call 553-9250

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SKILLING PERSONNEL SERVICES
FARMINGTON HILLS

**CLERICAL/ACCOUNTING** Secretarial. Small company needs Clerical person, for office work. Must have accounting basics, PC knowledge, typing ability and organizational skills. Returns 10 PO Box 756: Novi MI, 48376-0756.

**CLERICAL/LAB ASSISTANT**

A private Southfield Laboratory seeks a full time clerical/lab assistant. Individual interitive, flexibility & a desire to learn is essential. Great opportunity for those re-entering the work force. Call Mon-Thu Fri 8-4pm. 354-4477

**CLERICAL PERSON** - excellent typing skills a must. Answering phones. Knowledge of DME billing a plus. Full time. Plymouth area. 455-4620

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- SECRETARIES
- WORD PROCESSORS
- RECEPTIONISTS
- GENERAL OFFICE CLERKS

Now hiring quality people for long and short term assignments. Call Ruth today for an appointment.
643-8590
EXPRESS SERVICES

## 504 Help Wanted Office-Clerical

**BOOKKEEPER**

Computer experience necessary. Law firm experience preferred. Immediate full time position for Southfield law firm. Non-smoking office. Call Becky, 640-8077

**BOOKKEEPER** - full charge experience needed for Farmington Hills medical service firm. Knowledge of Solomon software helpful. Call Jerrie 737-8030

**BOOKKEEPER** - Full Time
Need person with retail bookkeeping experience for Livonia location. Must be able to work with public. Lotus Furniture, 21201 W. 8 Mile, Detroit, 48219.

**CAREERS!!**

PAYROLL CLERK: 2 years payroll experience, word processing, Lotus 123wpm, general office/secretarial experience.

SECRETARY: WordPerfect, Lotus, good typing.

PERSON FRIDAY: Assisting bookkeeper, president & sales people. 2 years experience. Lotus Furniture, 21201 W. 8 Mile, Detroit, 48219.

**SALES SECRETARY:** Fast paced office, previous sales experience required. Typing 70wpm.

Additional positions available
Contact Human Resources at

**ALL FEE COMPANY PAID**
**PERMANENT STAFF**
Farmington Hills 737-2150
Southfield 553-8080
Livonia 591-2221
Troy 585-3720
An Equal Opportunity Employer

**CHRISTMAS IS COMING!!! NEED MONEY?**

*Professional - Skilled - Reliable?* We are looking for the following:
- Word Processing
- Data Entry (Mainframe preferred)
- Data Entry (10,000 + keystroke)
- Switchboard Operators
- Sr. Typists (53 + wpm)

Call for your appointment today
**EMPLOYERS TEMPORARY SERVICE**
**353-7050**

**CLERICAL/ACCOUNTING** Secretarial. Small company needs Clerical person, for office work. Must have accounting basics, PC knowledge, typing ability and organizational skills. Returns 10 PO Box 756: Novi MI, 48376-0756.

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- WORD PROCESSORS
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Now hiring quality people for long and short term assignments. Call Ruth today for an appointment.
643-8590
EXPRESS SERVICES

## 504 Help Wanted Office-Clerical

**COMPUTER ENTRY**

Auburn Hills. Experienced data entry skills needed. To $7.50/hr. Call Diane at UNIFORCE 646-7841

**CUSTOMER SERVICE REPRESENTATIVE**

Full time position currently available with credit reporting company. Job involves extensive telephone contact to verify information with banks and consumers. Pleasant working atmosphere and non smoking office; hourly wage and excellent benefits package. Please send resume and salary requirements to:
MS. FREY CSB
31700 W. 13 MILE RD. STE. 112
FARMINGTON HILLS, MI 48334

**DATA CENTER SUPERVISOR**

Spartan Stores Inc. is a wholesaler serving over 400 retail food store markets operating in Michigan, Indiana & Ohio. We are looking for an individual to supervise associates in our Plymouth data center. Candidates considered should have a minimum of 2 yrs supervisory experience. The successful candidate will oversee data entry in computer operations of a revenue processing system (IBM 9370) familiarity with IBM PS2's, XT & AT's & networking systems is required. Interested candidates Write, Professional File, WordPerfect & Lotus is helpful.

Spartan Stores offer a competitive compensation package & opportunity for growth. To be considered, submit your resume in confidence to:

SPARTAN STORES, INC.
9075 Haggerty Rd.
Plymouth, MI 48170
Attn: Position # 5992
An Equal Opportunity Employer

**DATA ENTRY**

Expanding Plymouth firm requires individuals for data entry. Three shifts, to $6/hr. Call Darlene at UNIFORCE 473-2932

**Earn Holiday Cash Now!**

We need your office experience for long and short term assignments and temporary to permanent positions throughout the metro Detroit area.

- Receptionists - (6 months experience)
- Secretaries - (55 + wpm)
- Word Processors - (6 months experience)

TOP PAY & BENEFITS
Ask About Our Bonus Program
Call today for an appointment

**CORPORATE PERSONNEL SERVICES**
**261-1120**

LOE NO FEE

**ENGINEERING SECRETARY**

Dynamic Warren company needs experienced. Plus Wordperfect 5.1 and Lotus. $23,000/yr to start
Call Susan at UNIFORCE 646-6164

**ESCROW SECRETARY**

**$18,500 FEE PAID**

Busy position, lots of variety and upward mobility for your 1 year experience. Call 649-5000 OR FAX resume to 649-3525
SKILLING PERSONNEL SERVICES OF TROY

**EXECUTIVE ASSISTANT**

Fortune 500 firm needs Displeasure 4 experience $10/hr. Call Sharon at UNIFORCE 646-7684

**FILING CLERK**

Needed for medical office part time. Hours are flexible. $4.50/hour. Call Sue, Monday-Friday, 8am-10am only. 852-0990

**EXECUTIVE SECRETARY/ STAFF ASSISTANT**

National retailer seeks aggressive individual to assist director of store operations & act as liaison between corporate stores & home office. Must be organized, detail oriented, accurate, diplomatic & possess clerical & follow-up capabilities. Experience in WordPerfect & Lotus 1-2-3 a must. Competitive salary & benefits. Send resume: Treasure Trail, 755 W. Big Beaver, # 1600 Troy, MI 48084

## 504 Help Wanted Office-Clerical

**FULL TIME RECEPTIONIST**

Pleasant Livonia office. Light typing, phone, data entry. Benefits. Send resume to: P.O. Box 675, Plymouth, MI., 48170.

**GENERAL OFFICE** - Approx 24 hours. Mon-Fri. Answer phones, data entry, & bookkeeping. Must be organized, friendly, non-smoker. Send resume: JMJ, 31000 Lahser, Suite 9, Birmingham, MI 48010

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Claims Clerical Recruiter
Lake States Insurance Co.
P.O. Box 30969
Livonia, MI., 48153-0969

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We offer a very competitive salary and benefit package. Candidates should send a resume to:

RSK MANAGEMENT
The Detroit Medical Center
P.O. Box 5849
Troy, MI. 48009-0849

Equal Opportunity Employer

**LAND THIS**

**$13,500**

FEE PAID BY COMPANY

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**LEGAL SECRETARY**

For small civil practice firm. Requires good Word Perfect skills, experience in litigation, probate, partner's computer/Word 5.0 specialist. Send resume & salary to: Ms Harper, 100 W. Big Beaver, Suite 660, Troy, MI 48084-5416

**LEGAL SECRETARY** - 19 attorney firm in Bloomfield Hills has position in litigation. Minimum 2 yrs minimum experience. WordPerfect. Salary commensurate with ability 642-1970

**LEGAL SECRETARY**

Very experienced, for managing partner of growing medium size Farmington Hills law firm. Civil litigation and business practice. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent salary, benefits and opportunity. 626-5000

**LEGAL SECRETARY**

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**LEGAL SECRETARY** - Must be experienced WordPerfect knowledge, insurance defense. Send resumes to: Office Manager, 28400 Lahser Suite 110, Southfield, MI 48034

**LEGAL SECRETARY**

Full time position in Southfield law firm for experienced legal secretary to assist with overflow and monthly workload. Minimum 3 years exp. 3.1 helpful. Contact Diana 354-6644

**LEGAL SECRETARY** with excellent Fortune 500 company. Corporate law. At least 4 years experience. Proficient in WordPerfect 5.1. Minimum typing 80 wpm. Non-smoker. Send resume to: Human Resources, P.O. Box 7348, Bloomfield Hills, MI 48301-7348. Please include day & evening phone number where you can be reached

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3 years experience with proficient WordPerfect 5.1. In knowledge of court procedures. Royal Oak law firm. Send resume to: PO Box 1109, Royal Oak, MI 48068-1109

**LEGAL SECRETARY:** Part time for downtown Birmingham law office. Some legal experience required. Please call Mr. Wake at 642-5230

**LEGAL SECRETARY** for Southfield insurance defense firm. Experience required. Salary commensurate. PC necessary. Word perfect 5.0 plus. Call Donna. 352-9380

**LEGAL SECRETARY**

Must have experience in probate and/or divorce practice, be proficient in Word perfect. Knowledge of Lotus beneficial. Send resume and salary requirements to Legal Secretary Position, 1080 Woodward Ave., Bloomfield Hills, MI., 48304

**LEGAL SECRETARY**
**2 POSITIONS**

Major legal firm seeks 2+ years of solid legal experience. Good communication skills sought for these positions in M&A, derivative, clerical, retirement. Call Arthur Thomas, 355-4140

**LEGAL SECRETARIES**

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**LEGAL SECRETARY**

Southfield Insurance Company seeks hard working, bright career motivated individual to handle corporate counsel. Candidate must have 1 yr. legal experience.
Insurance background preferred. Non smoker only need apply. Send resume to:

Legal Secretary
P.O. Box 500
Southfield, MI. 48037

**LEGAL SECRETARY** - excellent opportunity available for an experienced legal secretary to work for great of counsel of an expanding national manufacturing firm. Minimum of 2-3 yrs legal secretary experience with word processing ability required. Must have superior organizational and communication skills and be detailed/deadline oriented. Word perfect 5.0 and/or 6 base 3 software experience and transcribing from speech machine a plus. Outstanding salary and fully paid benefits plus profit sharing including profit sharing and more.
Send resume to
Or call,
Or apply in person: Leica Corporation, 2722 Daniel Drive, P.O. Box 1800, W. Hamlin Rd., Rochester MI 48309

**LEGAL SECRETARY/ RECEPTIONIST**

Downtown Birmingham law firm is seeking a full time legal secretary/receptionist. 1-2 yrs. legal secretarial experience in the subject of litigation and/or corporate practice preferred. Send resume to: Office Manager, P. O. Box 1899, Birmingham MI 48012-1899

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Short & long term assignments. Call for appointment 666-3535

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**MEMBER SERVICES REP.** - part time, 25 hrs per week. Lunch time & early evening hours. Prior bank or credit union experience required. PC knowledge helpful. Banking experience helpful. $7.97 per hour to start. Send resume to:
HRD Supervisor, Telcom Credit Union, 2100 Stephenson Hwy., Southfield, MI 48075

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For Textbook Warehouse in Birmingham. General clerical duties include: front desk phone skills, typing, data entry, word processing (Benefits include life insurance, Blue Cross/Blue Shield and dental. Send resume to Box #390, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**OFFICE HELP/ERRANDS**

Part time for busy real estate office. Should possess typing & good phone skills. Must have own car for errands and should be familiar with Birmingham/Bloomfield area. Great for HS/College student $5 hr. Please ask for Laura 642-2530

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