504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced, plaintiff litigation. Word-Perfect 5.0. Full time, benefits. Call for appointment. 334-0100

LITIGATION SECRETARY
Needed for small busy law firm. Candidates must have litigation experiments shall include, 2-4 yrs. experience, previous WordPerfect 5.0, typing speed 60+, and good organizational skills. Salary commensurate with ability. Send resume: Steven C. Cohen, Esq., 6733 Telegraph Rd. Bld. 340, Bloomfield Hills, MI 48301.

MESSENGER/FILE CLERK: For Farmington Hills firm. Must have reliable transportation, age re-timbursed Call. 851-8000

OFFICE CLERK - PART TIME: immediate opening for part time office clerk in Livonia Office procedures, equipment & spreadsheet knowledge helpful. For further information call Tom between 1-4 pm. 425-1917

OFFICE HELP: some computer experience needed 8 to 4 Mon. thru Fri. $4.50 to start. Apply at: 30 Bedford Towne 14851 Dixie, 1 blk. E. of Telegraph, Redford Twp

RECEPTIONIST - PART TIME
for real estate office. Flexible day hrs 12/Northwestern Area
Ask for Ron 948-7100

RECEPTIONIST/CLERK - part time Non-smoking, Livonia office Mornings, 5 days a week. Typing required, computer helpful. $6 per hr. Non-smokers only. Charity 464-8282

RECEPTIONIST
Major Livonia headquarters has opening for receptionist with Room or Dimension experience. $7.50/hr Call Rita at UNIFORCE 473-2931

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RECEPTIONIST
Unique opportunity with plush design firm for Room or Dimension experience. To $7.50/hr Call Ruth at UNIFORCE 464-8401

RECEPTIONIST
Entry level position. Immediate opportunity with southeastern Michigan's largest supplier of high-tech telecommunications equipment. Full company provided benefits - medical, dental, optical insurance. Call Bob Oseen at 489-0148 extension 316 to arrange an interview

504 Help Wanted Office-Clerical

PART TIME SECRETARY
For busy law firm in Birmingham. Applicant must be familiar with WordPerfect 5.0/5.1 and type 60 wpm. Applicant must possess good organizational skills with attention to detail. For an interview contact Wendy at (313)645-1700

PAYROLL CLERK
Immediate opening. Medium sized firm, 350 employees. Permanent position. Data processing skills required. Great Plains software experience a plus

583-0011
Fax 399-8400

ENGINEERING TECHNOLOGY
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Equal Opportunity Employer M/F

RECEPTIONIST
Full time, light typing, some computer knowledge, excellent telephone. Send resumes only to: Attention Karen, 1750 Telegraph, suite 103, Bloomfield Hills, MI 48302

RECEPTIONIST - CLERICAL
Fast paced service oriented company seeks full time organized person with exceptional attitude. Bilingual experience necessary. Mon-Fri., 8-5 Send cover letter, resume & pay history to: Box 536 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Needed immediately for busy Troy office. Must be a pleasant and self-motivated person. Some typing and computer experience required. Send resume to: Box 50x Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

RECEPTIONIST/PART TIME, could become full time. Typing skills a must. Computer knowledge preferred. Starting wage $5.50/hour. Send resume to: Personnel Dept., 12800 Farmer, Livonia, MI 48150

RECEPTIONIST
Experienced, 10 line switchboard, greeting clients. Responsibilities include Data entry typing, mail & organizational skills. Must have a professional appearance and presentation. Send resume & salary requirement to Box 57, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
Mature person with good personality and excellent clerical skills to answer phones and do typing. Full time, Mon. thru Fri. for a prestigious real estate office. Call Carol, Century 21 Group One Realtors. 261-2000

RECEPTIONIST
Orthopedic company located in Birmingham has an immediate opening for a full time receptionist. Must possess excellent communication skills to work with patients & physicians. Company offers competitive wage & profit sharing benefits. Please send your resume to: Box 524, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Mature, pleasant person to answer phones. Some typing & filing. 35/hr. Farmington Hills. Call 8-9am & 3-7pm. 737-2440

RECEPTIONIST-PART TIME, mornings-P.M., good phone etiquette & light typing required. Auburn Hills. Please call Sueann. 391-9500

RECEPTIONIST NEEDED
for communications contractor in Farmington Hills. Duties to include answering phones, word processing & data entry. To schedule an interview call. 489-1400

RECEPTIONIST/GENERAL OFFICE
Immediate opening for professionals located in Farmington Hills. Telephone skills, WordPerfect 5.1 helpful, well organized, able to handle diversified duties. Send resume to: Box 30100 Telegraph Rd., Bldg 222, Bingham Farms, Mich. 48025

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To $18,000
Able to interface well with vendors and perform a variety of clerical and word processing functions.
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344-6700

LOOKING FOR THAT OUTGOING, high energy phone personality? Who is well organized, good on the phone and has good follow through skills. Northwestern area location. Call That's Dancing. 349-5330

PERSON NEEDED who is detailed, organized with excellent skills and phone manner. Must have computer knowledge of the Macintosh computer, Filemaker, Pagemaker, Quark Express preferred utilized. Fax qualifications to Chris Barrett, 313-652-4602. Immediate opening.

504 Help Wanted Office-Clerical

RECEPTIONIST
Must have phone manner & good people skills for entry level position. Knowledge of WordPerfect 5.0 & good organizational skills required. Please respond with resume & salary requirements to P.O. Box 5288, Northville, MI 48167
An Equal Opportunity Employer

RECEPTIONIST needed for busy office. Duties include: answering phone, typing, word processing, light typing & filing. Must be able to handle many daily calls in a professional manner. North Oakland area. Send resume with experience qualifications and salary to P.O. Box 2448 Brown Rd., Orion, MI 48356

RECEPTIONIST
Receptionist wanted for busy Troy marketing office. Must have pleasant phone manner, good typing, word processing skills, professional appearance. Hours: Mon.-Fri. 9:30am-6pm. $4.25 an hour. Call Beverly Bell at Receptionist 689-1700

RECEPTIONIST
A fast paced, exciting career in the printing industry offers an immediate opportunity for a cheerful Word Processor/Receptionist. Full time, day. Very good benefits. $12,480 to start. Call Teresa at 464-0960
BINELLING PERSONNEL SERVICES

SALES ASSISTANT/SECRETARY
Fast paced, high volume sales position in Plymouth. Five years experience. Must be proficient in WordPerfect, Lotus 123, 70wpm, dictation, order expediting, good telephone skills, general office. Send resume and requirements to Sales Department, 39255 Ann Arbor Trail, Plymouth, MI 48170.

SECRETARIAL
To answer phones, data entry and general secretarial duties. Computer experience required preferably Word Perfect 5.0. Minimum typing speed 53 wpm. Applicant must be reliable and have a pleasant telephone manner. Full time position. Southfield/Farmington. 357-0590

SECRETARY/BOOKKEEPER - part time, flexible for a Farmington Hills office. Excellent wage. Must be familiar with PFS software & knowledge dictation. Lotus knowledge a plus. Quark Express helpful. Call after Dec. 6 to 26105 Orchard Lake Rd., Ste. 108, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

RECEPTIONIST
Experienced Receptionist needed for high volume medical group. Hourly function - appointment scheduling. Computer knowledge required. Modern facility. Excellent compensation & benefits. Full time position available Jan. 1992. Interviewing week of Dec. 16, 1991. Interviews only.
Medical Management Group
23847 Middlebelt Road
Farmington Hills, MI 48334

RECEPTIONIST/SECRETARY
Southfield real estate company is looking for a friendly receptionist/secretary. Successful candidate will receive a great employment package including health, dental and disability insurance, 401K, etc. Word processing, shorthand experience a plus. If you are looking for a stable position and an upbeat, energetic and dependable please send your resume to: Office Manager, 29548 Southfield Rd. #200, Southfield, MI. 48076.
Professional typing experience a must

SECRETARIAL POSITION available with property management firm. Heavy phone, typing 55+wpm, WordPerfect 5.0/5.1 preferred. Salary commensurate with experience. KMC, P. O. Box 864, Bloomfield Hills, MI 48303

SECRETARIAL POSITION
Available for non-profit organization. Computer WordPerfect, transcription, typing, filing, and communication skills a must. Salary range $18-21/hr. Send cover letter, resume to: Box 8530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - branch office for Schakman, Life and Casualty. Troy has immediate opening for experienced secretary with computer skills and knowledge of insurance. We appreciately support equal opportunity & affirmative action. Call Mrs. Littell 649-1577

SECRETARY - 2 positions available for busy real estate office. Must possess pleasant phone manner, 40 hrs per week and part time, 2 nights per week, approximate hours 4-9pm with alternate Saturdays. Duties include typing, filing, telephone answering. Computer knowledge preferred. Real estate experience preferred. Compensation depending on ability and experience. Please send resume and call Laura Nee after 5pm. 261-4684

504 Help Wanted Office-Clerical

SECRETARY/CLERICAL
Full-time for Southfield manufacturer company. Must be personable for busy phones. Individual must have typing skills. Call. 355-4660

SECRETARY
CPA firm in Southfield is seeking a Secretary with word processing experience, strong organizational, office and communication skills, friendly and professional phone manner, commitment to quality. Excellent opportunity, salary dep. on ability. Please send resume and salary history to: Box 570 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Fast paced Bloomfield property management company is seeking a bright, energetic person with excellent typing, filing, phone and computer skills. Send resume with salary history to: Secretary, P. O. Box 5071, Southfield, MI. 48086

SECRETARY
First class Real Estate/Law firm needs Word Perfect and Lotus experience. To 39/hr. Call Susan at Uniforce 473-2932

SECRETARY for growing 2 attorney law firm across from Somerset. Must have Word Perfect has a very essential Paralegal training helpful. Resume and salary to: Box 100, Troy, Mich. 48084

SECRETARY
Major well established firm perfect for busy person with word processing & general office skills. Computer experience helpful. Salary commensurate. Call Patty at UNIFORCE 646-7663

SECRETARY
Need for long established industrial real estate firm. Phone skills mandatory. Computer/WordPerfect skills a plus. Call Beverly between 9 & 12 on Tues. at 573-9742

SECRETARY PART TIME - needed for secretarial duties in large retirement community in Redford Township. Bookkeeping experience helpful, shorthand not required, but helpful. Call Joe Taylor at Kidder, Peabody & Co 637-0100

504 Help Wanted Office-Clerical

SECRETARY
for Noel branch of private, non profit agency. Must have good clerical and organizational skills. Word processing experience a plus. Please forward resume to:
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Pontiac, MI 48341
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SECRETARY - Motivated & self-organized, detail oriented, pleasant telephone manner, knowledge of WordPerfect and accounting experience helpful. Able to handle multiple tasks simultaneously. Non-smoking office in Southfield. Good benefits. Send resume to: Box 552, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - part time for one Farmington Hills attorney. Flexible hours (approximately 20 hours per week). Bookkeeping skills & the ability to work independently a must. Duties include accounting, filing, word processing phone & general office skills. Computer experience helpful. Please send resume to: Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECRUITING COORDINATOR
Established computer consulting company seeks an experienced secretary with skills in word processing, Harvard Graphics Software. System duties for the personnel/recruiting department. Ideal position for a highly organized productive people oriented person with a pleasant telephone manner. Excellent benefit package. Salary commensurate with experience. Send your resume to:
MIS International
Attn: Barbara Mary
445 Enterprise Ct.
Bloomfield Hills, MI 48302
Fax # (313) 253-9508
Phone # (313) 253-9500

504 Help Wanted Office-Clerical

SECRETARY - Progressive Property Development & Management Company seeking professional individual for full time secretarial position. Word processing, organizational and strong clerical skills a requirement. Lotus knowledge helpful. Brighton area. Please respond with salary requirement to: P.O. Box 234, Brighton Mi. 48116

SECRETARY
Real estate broker seeking individual with good secretarial skills, knowledge of WordPerfect 5.1, Lotus 123, bookkeeping/accounting and switchboard experience preferred. Will consider someone with experience. Please send resume to: P.O. Box 336687, Farmington Hills, MI 48333, Attn: Lisa

SECRETARY RECEPTIONIST for Bloomfield builder who demands perfection. Must be excellent speller with strong general office skills. Call between 1-4pm 851-3434

SMALL BUSINESS needs office person, full or part time invoicing, some light typing. Able to handle computer knowledge. Call 8-5pm. Ann Arbor 334-4014

SR. SECRETARY/RECEPTIONIST
Energetic individual for growing real estate firm. Must have word processing, phone skills, office management skills, ability to handle demanding clients. 2-3 yrs current experience. Send resume/salary requirements to AHA Sr. Secretary, 29611 Northwestern Hwy., Suite 200, Southfield, MI 48034

SUPPORT PARTNER - Troy consulting firm is seeking someone with Macintosh skills, Word Perfect and Excel experience along with the ability to deal with people. Please send resume to: 201 W. Big Beaver Ste 201, Troy MI 48084 Attn Office Manager

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WORD PROCESSOR
Long term part time position. Flexible schedule, light bookkeeping & plus WordPerfect proficiency required 20 hrs per week. Please send resume to P.O. Box 941 Southfield MI 48037

504 Help Wanted Office-Clerical

SWITCHBOARD OPERATOR/Cashier - Good organizational skills, pleasant attitude, prior experience. Apply in person only at:
630 W. 7 Mile Rd., Northville.

SWITCHBOARD OPERATOR
Quality person only. Experience preferred. Pay plan based on experience. Good benefits. Call Lisa 474-8750

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