EMPLOYMENT

504 Help Wanted Office-Clerical

BEAUTIFUL OFFICE
$16,640 FEE PAID
Work in a first class office for a company that offers major benefits, 401K and bonuses. If you have a multi-talented operator (ex perience and type 50, you can work in a position that offers lots of variety right from the start. Never a dull moment on this one. Call Carole at Creating Personnel Services 351-3600.

BILLING CLERK
Immediate full-time entry level opening for a Production Department Billing Clerk for a Bloomfield Hills multi-national service company. Must enjoy basic accounting background, 1 year office experience, good math and basic CRT skills proficiency on 10 key calculator. Send resume & salary history in confidence to Corporate Financial Production Billing Clerk, P.O. Box 6119n, Bloomfield Hills, MI 48303
EOE MTH

ROSEDALE GARDENS Presbyterian Church requires financial bookkeeper. Must have bookkeeping & office clerical skills & must. Please inquire at 422-0494

BOOKKEEPER - Livonia area manufacturing company seeks full time bookkeeper. Experience preferred. Must know 10 key. 425-4460

BOOKKEEPING - computer work and accounting functions for CPA office in Troy/Portlage area. Flexible hours. Call 338-8300

BUSY FINANCIAL PLANNING office needs Administrative Assistant with extensive computer knowledge. Also knowledgable in accounting, finance & insurance. Excellent compensation. Resume to: Financial Design, 1155 W. Big Beaver, Suite 103, Troy, MI. 48084

BUSY INSURANCE office located in Troy has immediate opening for a full time Records Clerk. Top pay, plus benefits.

Ideal candidate will have experience in light typing, filing numerically, & must be self-start in their field & working around 90% of the day.

Please send resume or short letter indicating your background to:

Sue Marinace - Personnel Rep
St. Paul Insurance Co.
P.O. Box 5050
Troy, MI 48007

An Equal Opportunity Employer - M/F

CLERKS CLERK
National insurance company is seeking an entry level clerk. No experience required. Must have high school diploma. We provide excellent salary, benefits, training and promotional opportunities. Please send resume and salary requirements to P. O. Box 936, Bloomfield, MI 48302, Attention: Gaeta.
An Equal Opportunity Employer

CLERICAL ASSISTANT
To $300 week! No fee
Work for a Livonia Company that rewards good work! Great benefits! Need 1 yr. office experience, typing 35 wpm. Call Nancy 591-0900
RBS ASSOCIATES AGY. 540-4130

CLERICAL/DATA ENTRY
Challenging, fast paced, well located professional to join the Human Resources department. Must operate and progressive financial institution. The selected individual will play a key role in all administrative aspects of the department, with opportunities for growth and advancement on demonstrated abilities. Qualified applicants must have a minimum of one year experience in Clerical and data entry work, including familiarity with computers to maintain our employee data base. Knowledge of dBase IV-base preferred. Above average office skills including sensitivity to confidential data, excellent organizational skills, and the ability to prioritize and handle multiple projects required. We prefer an individual with strong oral and written communication skills. In addition to a rewarding career in human resources, this company committed to employee empowerment and exceptional service, we offer competitive salary and comprehensive benefit package including medical/dental, $3,000 reimbursement, matching stock plan and pension. For consideration apply in person Mon., Jan. 6 thru Thurs., Jan. 9 between 9am-4pm at:

HUNTINGTON BANKS,
601 W. Big Beaver Rd.
Troy, MI
(between Crooks & Livernois)
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL/OFFICE - Marketing Clerk, 2 Receptnist based Manufacturing company seeks Assistant Coordinators to work in Troy. Starting at $6/hr. Duties include: Quality checking 500 Attendees, Sales & account Ex. telephone audits, mailings, etc. Applicants must be detail oriented & have a professional phone manner. For more information call Marcia, Thru Fri 9-5 at 313-666-8634. Ask for ad #1078-2-485
Temporary (January)

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient, detail oriented support individual for our fast paced working environment. Candidates must be able to work accurately under pressure, able to work independently and flexible & have hands-on WordStar and/or Word Perfect experience. This position is for a self-motivated worker who is willing to accept challenges. Position requires a competitive salary & benefits package. Qualified candidates forward resume in confidence to:

CLERICAL SUPPORT
P.O. Box 779
Detroit MI 48231

COLLECTORS - local auto financing company has immediate full time positions, experience helpful but not necessary. Good benefits, salary based on experience. To apply send resume to OCL PO Box #228A, Royal Oak, MI 48068

CUSTOMER SERVICE
FOR the company with good phone skills, typing 45wpm, with "can do" attitude. Experience not necessary, benefits. Call Bernard 533-1800
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK - Due to continued growth, Fellmar, Redfernico & Co., one of Michigan's largest independent CPA firms currently has immediate openings for 2 Fee Room Clerks. Must be well organized & mature with a strong work ethic. Professional environment, benefits, if interested please call between 9am & 11am or 1pm & 3pm, Mon.-Fri., 355-1108. Fellmar, Redfernico & Co., 28200 American Dr., Suite 300, Southfield, MI 48034
An Equal Opportunity Employer

CONVENTION SECRETARY
N.W. Detroit (Old Redford area) technical society seeks a non-smoking dedicated secretary who is well organized, has excellent communication skills & a minimum of 5 yrs. secretarial experience. Major responsibilities include assisting with hotel arrangements for meetings, maintaining meetings records, preparing agenda & completion, preparation & proofing of program copy. PC (WordPerfect) experience required. Shorthand or transcription desirable. Send resume & salary requirements to:
Personnel Coordinator-CS
P.O. Box 18346
Detroit, MI. 48219

CUSTOMER RELATIONS SUPERVISOR
Farmington Hills company looking for detailed individual with excellent communication skills. Direct customer inquiries, help and vendor contact necessary. Send resume to: Customer Relations, 31910 Grand River, Suite 343, Farmington Hills, 48335

CUSTOMER SERVICE REPRESENTATIVE WANTED
Jack's Kar Wash Inc. is looking for self directed person with good organizational skills and a desire to run their own department. Interested applicants contact Dick Mann thru Thurs. between 8 & 5pm at 353-4100

DATA ENTRY
electronic distributor looking for data entry person, experience preferred. 525-1155 ext. 334

DATA ENTRY
Expanding service company requires well organized person with alpha and numeric experience. $6/hr.
Call Donna at UNIFORCE 473-2932

DATA ENTRY for Accounts Receivable position in Troy. Some bookkeeping preferred, not required. Full benefits. Full time. Send resume to: P.O. Box 1154, Troy, MI., 48099

DETROIT based manufacturing company has an immediate opening for a part time secretary. Duties will include typing, filing & misc. office work. Familiarity of computer helpful. Hours, 8am-2:30pm, Mon. Fri. Send resume to: Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 ---

DETROIT COMPUTER firm seeks experienced clerical support person. Quick learner with administrative skills is desired. $6.50/hr. to start. Send resume to:
Ms. Robinson, 20131 James Couzens, Suite 4, Detroit MI. 48235

ENTRY LEVEL COLLECTION CLERK: Full-Time position available. Credit Union experience a plus. Apply at:
Livonia Community Credit Union
15420 Farmington Rd. Livonia

Executive Assistant
Employment agency seeks experienced executive assistant, excellent communication skills, typing 70wpm, shorthand or speedwriting required. Word processing helpful but not essential. Excellent salary and benefits package. Call Ann Bo 728 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE ASSISTANT
OFFICE MANAGER
For busy title insurance agency. Must have title insurance background and supervisory experience. You will be supervising the office staff, doing work for the Sales Agent and handling agency book-keeping. We use a computerized book-keeping program, Lotus WordPerfect. Please send cover letter and resume by January 10 to:
Ms. Kanter
100 Galleria Officentre, Suite 401
Southfield, MI. 48034

EXECUTIVE SECRETARY
Wordperfect 5.0 or IV experience necessary for position with this growthpower corporation. To $10/hr
Call Sally at UNIFORCE 948-7561

EXPANDING SERVICE oriented Troy firm has immediate opening for an entry level position. Typing a must - knowledge of office procedures. Minimum 1 yr. experience. Excellent work environment, we need a team player willing to grow with the company.
Call Lisa
879-3290

FILE CLERK - part time, for auto dealer, average 15/hrs/wk. Apply in person at Erhard BMW, 4065 Maple at Telegraph

EXECUTIVE SECRETARY
We are a small privately owned automotive OEM manufacturer based in Troy. We have an immediate opening for an Executive Secretary. This position reports directly to the president and has responsibilities for 2 other executives. The ideal candidate must 1) energetic and enthusiastic with a professional appearance. Mechanical aptitude required. Excellent computer capabilities - WordPerfect 5.1, Lotus, and Data Base Format. Please send resume with salary requirements to: Director of Personnel, Box: 750 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK - we are seeking high school graduates for a full time position. Responsibilities include pulling & replacing files or documents & maintaining their order. No experience necessary. Farmer's Insurance offers a competitive salary & benefit package including a bonus. Free work environment. Send resumes to: P.O. Box 2037, Southfield, MI 48037

504 Help Wanted Office-Clerical

DON'T MISS OUT!!
Word Processors
Secretaries
(Minimum of 6 mo. experience)
Long and short term assignments as well as temporary to permanent positions are currently available for dependable people in:
DETROIT
LIVONIA
NOVI
PLYMOUTH
SOUTHFIELD
STRONG verbal & written skills required. Call today for an appointment.

CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

EXECUTIVE SECRETARY
DATA ENTRY
EXPERIENCED TELEMARKETERS
• Previous office experience
• Word Processing
• Typing 55 wpm
• Pleasing Personality
• For Data Entry - minimum 10,000 keystrokes
Call for personal interview

OLSTEN Temporary Services
Ann Arbor
Detroit
Dearborn
Southfield
354-0555
EOE Hd Fee

FAST PACED General Contracting firm offering competitive salary & benefit package, needs full time professional Secretary with good organizational skills, excellent typing with Word Perfect version 5.0 or 5.1 experience & pleasant phone manner. Please send resume & salary requirements to: Box #734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK/RECEPTIONIST
To answer phone and file invoices, packing/unpacking mail, light typing, Federal Express, light duty, resume to: Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK
Marketing division of leading international company has position for receptionist with air sensor skills. $6/hr. Call Rebecca at UNIFORCE 357-0648

FRONT DESK
$16,640, FEE PAID
Do you have a pleasant personality, if so I have the opportunity of a life time for you! A local corporation needs you with typing of 50 plus words, knowledge of dental, medical and optical. Call and ask for Patty today, 851-3660
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

PERSON FRIDAY - general office skills, filing, typing, light bookkeeping, Farmington Hills. Non smoking office. Send resume to: 30Mom-dom, Suite 1700, Farmington Hills, 48334

GENERAL OFFICE help needed for HVAC manufacturer. Representative candidate will be self-motivated individual for sales support and customer service. Accounting and computer experience helpful. Great benefits and competitive salary. Send resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Northville area company. Mon-Fri, 8am-3pm. Telephone, typing & general office duties. $4.25/hr. 348-3244

GENERAL OFFICE/SALES HELP
Full time furniture store. Evenings & weekends required. Apply at 9Mile, Plymouth, Livonia. 421-0700

GENERAL OFFICE HELP
Full time position, 8:30am-5pm, Mon.-Fri. Computer entry, answer phone, light books keeping/typing. Reply Box 1000 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

GENERAL OFFICE/SECRETARIAL
Expanding 70-year-old Southfield travel & advertising agency in the greater Detroit area seeks dynamic, self-starting & out-going personal for secretary and general office.

Full benefits including dental. Do not Phone! Mail resume with salary requirements to: Travel Unlimited, P.O. Box 721067 Berkley, MI 48072

INTERNATIONAL Freight Forwarder seeking Export Clerk for air/ocean operations. Prior exporting. Send resumes to: EXPORT, 6170 Middlebelt Rd., Romulus, MI 48174

INVENTORY CONTROL CLERK
Position available in the accounting division of our Plymouth headquarters for an independent worker with strong communication & analytical skills who can work with all levels of service. College accounting classes & Lotus 1,2,3, WordPerfect knowledge desirable.

Competitive wage & generous benefit package offered. Qualified applicants should send resume, including salary history, to:
Inventory Control Clerk
Personnel Dept.
45000 Helm
Plymouth MI 48170.

WINKELMAN'S
An Equal Opportunity Employer

Johnson & Johnson
Secretary/Part Time
Troy sales office needs part time secretary 20 hours per week to process orders, type letters and other misc. duties. Working knowledge of Word Perfect or Professional Write desirable. Good salary, plus medical - no other benefits. Send resume or brief back ground sheet to
JOHNSON & JOHNSON
2990 Crooks Rd.
Suite 405
Troy, MI 48084

JR. ADMINISTRATIVE ASSISTANT
$15,600-$18,000 FEE PAID
Fast paced Farmington Hills manufacturing company offers better than average benefits. Lots of variety, advancement and a raise after 6 months. If you have 2 years experience and can type 60, call Shirley today 851-3660
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

KEYPUNCH OPERATORS
Start low salary, but right at Indasco Corp. We are now accepting applications for full time positions on our afternoon shift in Livonia. Please call & schedule an appt. 422-8002

LAW OFFICE, Receptionist duties & overflow typing, WordPerfect 5.1. Please send resume to: Personnel Department, 29200 Vassar, Ste. 330, Livonia, MI 48152

LEGAL SECRETARY - (3 - 5 years experience in divorce & family law. WordPerfect 5.0 required. Farmington Hills. Contact Pam. 855-8770

LEGAL SECRETARY - PART TIME
Southfield-Lathrup-Beverly Hills law office. Audrey: 851-7218

LEGAL SECRETARY
Full time position for Southfield law firm. Excellent clerical skills needed. Call Michele at: 357-8740

504 Help Wanted Office-Clerical

JUNIOR SECRETARY
Develop your secretarial experience. Must type at least 45 wpm. To $4.50/hr. Call Gloria at UNIFORCE 473-2933

LEGAL SECRETARY
ADMINISTRATIVE
Major Michigan firm seeks highly skilled professional with 100 wpm shorthand, legal experience preferred, not required. Word Processor training provided. Excellent salary. Outstanding benefits. Call Arthur Thomas. 335-9140

LEGAL SECRETARY - PART TIME
For Troy insurance defense law firm. 2 days per week. 1 year minimum. Call. 649-1330

LEGAL SECRETARY
Part time, leading to full time for Farmington Hills general practitioner. Experience required. 489-7070

LEGAL SECRETARY - for Southfield law firm. 2-3 yrs. experience in PI and WC. Contact Mrs. Reiser at 352-8500

LEGAL SECRETARY - experience in WordPerfect & insurance defense litigation. Send resume to: Law Office Manager, 28400 Lahser, #110, Southfield, MI 48034

LEGAL SECRETARY needed, temporary full time, to cover maternity leave. Small personal injury law firm. Mid February through the end of May. Ask for Debbie. 354-5900

LEGAL SECRETARY
Southfield law office, legal experience required. Business litigation/Bankruptcy/Estate planning. Typing 70-80 wpm, Word Perfect 5.1.
Call Ann Marie (313) 354-5540

LEGAL SECRETARY for managing partner of Farmington Hills law firm. Civil litigation. Word Perfect 5.1 helpful. Administrative skills, WordPerfect, knowledge of computers. Good benefits & opportunity. 626-5000

LEGAL SECRETARY
for Farmington Hills firm. Must have 5 yrs. legal secretarial experience. Must be proficient with WordPerfect 5.1. For further information call office administrator 851-4111

LEGAL SECRETARY
With minimum of 5 years experience in commercial and corporate litigation. Competitive salary, good benefits and pleasant working environment in Southfield Town Center. Call Kim 358-2090

LEGAL SECRETARY
Experienced secretary to run all aspects from demand letter through garnishments. Competitive salary and hard working. Competitive pay. Send resume to: Box 700 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
$24,000 FEE PAID
Earn top dollars working for clients at a growing firm for your 3 years of experience in litigation. Word Perfect desired. Call 848-5000
SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY
TO $25,000
3 years litigation experience. Challenging position with growth in professional suburban firm, full benefits. Immediate opening. Fee paid. Call Ann 851-3660
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY - for downtown Detroit law firm specializing in debtor-creditor law, including bankruptcy & related matters. Word processing & word processing required, salary commensurate with experience, health & life insurance offered. Send resume including salary paid & achieved during education to:
Office Manager, Pendleton Bell #1768, Detroit, MI 48226 or call Louise 961-6141

LOAN PROCESSOR - full time position available for detail oriented candidate with good office skills. Previous experience in mortgage industry helpful but not necessary.
Send resume to: Attn: Cheryl Brown, Guardian Mortgage Co., 33 Bloomfield Hills Parkway, #170, Bloomfield Hills, MI 48304

MARKETING OFFICE seeks part time typist, clerical work & data entry. Knowledge computer equipment necessary. 557-2660

Materials Control Clerk
An individual with good clerical aptitude is needed for this entry level position in growing organization. Experience in automotive industry or inventory control preferred. Basic job duties include PC entry, filing, and correspondence follow-up. Qualified candidate should be PC literate, with good typing ability, knowledge of Lotus 1-2-3, calculator skills. Some college is plus, but not required. Salary commensurate with SALARY REQUIREMENTS of apply in person at:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please!
An Equal Opportunity Employer

MATURE Part Time Receptionist needed for busy Wixom general contractor's office
Send resume: 17425 Starr, Livonia, MI 48152, Attention: Carla

MEDICAL BILLER/Data entry clerk - medical insurance knowledge helpful. Call Mon. thru Fri. 8-4:30pm 281-2984

NEW YEAR'S NEW JOB!
Top pay, temp-med insurance, holiday pay, and bonuses for your office, as Mid Cal today for an interview.

WORD PROCESSORS.
Multimate
Word Perfect
MicroSoft Word/Works
Lotus
Macintosh

RECEPTIONISTS/
SWITCHBOARD
Centrex
Rolm
Horizon
Dimension
PBX (or any other)

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

OFFICE CLERK
Choice opportunity for reliable person with banking or building experience for this established insurance company. $6/hr. Call Carol at UNIFORCE 948-7662

OFFICE CLERK
Part time days. Approx. 30 hrs. per week. Contact Supervisor 591-0647

OFFICE MANAGER for growing private practice. Billing, reception, ML, clerical & bookkeeping duties. Seeking mature, experienced person. Mon-Thur., 1-6pm. Some Saturdays, 10-2pm. 462-1150

REAL ESTATE MANAGEMENT company requires person to handle 1-person office. Bookkeeping, computer data entry & secretarial experience required. Must be self motivated with strong organizational skills. Property Management experience required. Interested persons, including salary requirements to Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

OFFICE CLERK, full time for busy Troy office. Send resume to: Kathryn M. 4454 Larkson Dr., Waterford, MI 48329

OFFICE MANAGER/BOOKKEEPER
Full time for Plymouth construction company. Must have experience in construction accounting & payroll taxes. Computer knowledge helpful. Send resume to: Box 704 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPPORTUNITIES
...ARE WAITING FOR YOU IN 92!
Answer the call and start a challenging new job through RSI. We offer many locations, competitive wages, and an excellent chance for full time employment. Find out if you qualify. Applicants will be tested.
To schedule an appointment:
313-087-1950
RSI
"The Service of the 90's"

PACKAGING/SHIPPING, Communication Specialist. Must be mature, have computer/typing skills, and an excellent chance for full time employment. Find out if you qualify. Applicants will be tested.
To schedule an appointment:
313-087-1950
RSI
"The Service of the 90's"

PACKAGING/SHIPPING, Communication Specialist. Must be mature, have computer/typing skills, and an excellent chance for full time employment. Find out if you qualify. Applicants will be tested.
To schedule an appointment:
313-087-1950
RSI
"The Service of the 90's"

PART TIME - Receptionist & Typist 12:30pm-6pm. Send resume to: MCD, 32401 W. 8 Mil., Livonia, MI 48152

RECEPTIONIST NEEDED
for busy medical office. Must have experience. Knowledge of Medisoft System helpful. Salary, benefits. For appointment please call Rosemarie at 352-0000

RECEPTIONIST
Dynamic office looking for a receptionist with minimum 2 years experience to answer 15 multi-line phone system. Must be professional with excellent communication skills. Data entry experience helpful. Salary commensurate to host area in mid summer.
Please send resume to: Cheryl, 17117 W. 9 Mile, Suite 2550, Southfield, MI 48075

RECEPTIONIST-TYPIST
14 Mile & Franklin, Franklin Village Law Firm, 26111 W. 14 Mile Rd., Ste. 201, Franklin, MI. 48025

RECEPTIONIST
Unique opportunity with plush design firm for dynamic individual with experience. To $7.50/hr. Call Ruth at UNIFORCE 648-7664

RECEPTIONIST, part-time, 20 hrs. wk., No experience necessary. Apply in person: Sterling Heights Office, BMC Manufacturing, 100 S. Mill, Plymouth.

RECEPTIONIST
For Textbook publishing office. Needs to have excellent phone skills and typing. Salary commensurate with experience. 540-1050

RECEPTIONIST
Mature professional, pleasant personality and excellent clerical skills to answer phones & do typing. Full time position available. Ideal for a career position available for prestigious real estate office. Call Carol, Century 21 Today Realtors 482-8800

RECEPTIONIST
West Indian Plymouth manufacturer needs poised individual to handle a variety of responsibilities including telephones, typing and mail processing. Must have pleasant voice, experience and good phone etiquette. Full time hourly position in friendly non-smoking office. Send resume with salary requirements to: Accounting Manager, P. O. Box 21, Plymouth, MI., 48170.
An Equal Opportunity Employer

RECEPTIONIST/
WORD PROCESSOR
Inalfa, leading sunroof supplier manufacturer of sophisticated and highly preferred OEM sunroof, has an opening for a receptionist/word processor in our headquarters in Farmington Hills. The successful candidate will have excellent typing skills, utilizing WordPerfect 5.1 & 5.1, and Lotus 1-2-3, be a talented communicator with the ability to handle detailed tasks in addition to the control of a busy switchboard with multi-line internal/external paging system. For prompt, confidential consideration, please send a resume including salary history to:
INALFA ROLLANDIA, INC.
26700 Haggerty Rd.
Farmington Hills, MI 48331
Att: Personnel Administrator

RECEPTIONIST
Part time, 5 hrs. a day, 5 days for busy employment office.
557-3194

RECEPTIONIST
For Troy law firm. Light typing and some experience required. Non smoker. Call Pat at 643-7100

--RECEPTIONIST/SWITCHBOARD--
Are you a team player? Then come work for us! Pleasant, Friendly, 9300 Massey Dr., Plymouth. 453-7890

RECEPTIONIST WANTED, Part time, for Southfield law firm. Some Experience required. Flexible hours. 337-4771

RECEPTIONIST
required for law office. Typing required.
559-3830

RECEPTIONIST - pleasant with good phone & typing skills. Light office work required. Submit resume with salary requirements to: Customer Service Dept., 17445 Hamburg Rd. Livonia, MI 48150.

RECEPTIONIST/SECRETARY
Experience preferred, start part time, 9 to 1, Mon. - Fri. $5/hr. Send resume to: Corporate Training Center, 37625 Ann Arbor Rd. Suite 107, Livonia 48152

RECEPTIONIST for an Oak Park office. Must possess a professional demeanor, strong voice & personality, and interpersonal skills.
Submit resume and compensation requirements to: P. O. Box 2101, Southfield, MI 48037

RECEPTIONIST
Full time for busy law firm. Must have phone experience, typing and some knowledge of WordPerfect. Submit resume to: 23611 W. Big Beaver, Ste. 777, Troy, MI., 48084
Att: Carol.

RECEPTIONIST - PART TIME
Video post, firm needs part time to greet clients, vendors. Phones, light typing, general office. Requires organized, pleasant person. Experience preferred. Alternate working 2-3 days per week. Detail Kathleen 348-3000

RECEPTIONIST
8AM-5PM. Full time. Must have good communication skills. Also must be able to work in a fast paced environment.

RECEPTIONIST
12PM-8AM. Various duties including computer data entry. Will train. Call Kelly or Sandy 8am-5pm at 352-4920

SALES ASSISTANT/PART TIME
For a major brokerage firm in West Bloomfield. 35 hours a week with full time potential. Experience preferred. Call Heidi 8-5, 737-6442

RECEPTIONIST
for non smoking small office. Must have strong secretarial skills & knowledge of personal computer. Experience a must. Will be working closely with sales department. Located in Livonia near I-275 & 96. Send resume to:
34009 Schoolcraft
Livonia, MI., 48150

RECEPTIONIST
$7/HR. PLUS BENEFITS
Excellent opportunity in Keego Harbor for an experienced, energetic individual. Candidate must possess:
• Polished communication & interpersonal skills
• Experience on multi-line phone system
• General computer knowledge
• Typing proficiency of 40wpm
Qualified candidates should call Elizabeth, 681-1100
ACRO SERVICE CORP.

504 Help Wanted Office-Clerical

RECEPTIONIST
Full time. Duties include answering phones, filing, typing and data entry. Knowledge of WordPerfect 5.1 helpful. Send resume w/salary requirements to P. O. Box 70854, Ferndale, MI 48220

RECEPTIONIST
Farmington Hills company looking for motivated individual with good equipment knowledge helpful, but will train right person. Send resume to: Receptionist, 21510 Green Hill, Suite 345, Farmington Hills, MI 48335.

RECEPTIONIST
Part-time receptionist position with excellent typing skills (WordPerfect), no legal experience required. Excellent salary & benefits. Please call Debbie. 642-7733

SECRETARY - part time, for construction firm. 1-2 yrs experience required. Send resume to Corona Construction, K. Blavat, 22340 Schoolcraft, #230, Livonia, MI 48150. No phone calls

SECRETARY
Part-time secretarial help needed for busy real estate agent in Plymouth. 15-20 hours per week. If you have a real estate license, that would be a plus. Call Pat Ryan at:
453-6000

SECRETARY
Real estate management firm seeks organized individual to handle secretarial functions. Wordperfect or Macintosh. 26541 W. 13 Mile Rd., Suite 207, Southfield, MI 48034.

SECRETARY/RECEPTIONIST
Full or part time. Sharp, mature, enthusiastic, dependable, excellent spelling, grammar, math and Word Perfect skills required to handle typing (80-80wpm), telephone and clerical duties in non smoking CPA firm. 37-58 to start. Apply or send resume to: MDB, 30600 Telegraph Rd #3725, Birmingham, MI 48025.

Secretary/Receptionist
Growing consulting firm requires mature, reliable professional with outstanding personal & vw bal skills. Well organized secretarial skills including WordPerfect. Advancement. Benefits. Send resume & salary requirements to: BRC, 100 W. Big Beaver, Suite 200, Troy, MI 48084, Attn: Mrs. Doerr

SECRETARY
Southfield construction/property management company is seeking experienced individual with excellent organizational communication and typing skills. Must be proficient with WordPerfect. Send resume with salary requirements to: Secretary, P. O. Box 5075, Southfield, MI., 48086

SECRETARY
Two temporary to permanent positions available in Plymouth. Must be proficient in WordPerfect 5.1, Microsoft Word, Excel, Database or Macintosh. Immediate openings.

ARBOR TEMPS 459-1166
(FAX: 459-1943)

SECRETARY - Excellent permanent part time position for experienced mature self-starter. Good pay. Send resume to: 3718 Lincoln, Bloomfield Hills, MI 48301

SOUTHFIELD property management company seeks a professional outgoing receptionist with 1 plus year PBX experience to handle busy switchboard & light secretarial duties. We are seeking a team player to work Mon. thru Fri. 1-5. Starting pay $5.50/hr. Please send resume with salary history. Only if you qualify for interview. Attn: Personnel Dept. P.O. BOX A, NORTHVILLE, MI 48167

SALES SUPPORT DATA ENTRY
Do you have Deals, Top Publishing experience?

We are looking for a detail oriented individual to use our Deals Top computer and do data entry. Position is for a self-motivated person who can work well with sales reps and clients. Must have 2 years clerical or office experience and ability to handle multiple responsibilities. Good benefits and pleasant working environment.

Send resume to
VAL-PAK ASSOC. INC.
28140 SCHOOLCRAFT RD
LIVONIA, MI 48150

SECRETARIES/
WORD PROCESSORS
Needed for temporary clerical assignments in the Farmington Hills & Livonia areas. Candidates must have excellent communication skills, work experience on WordPerfect 5.0/5.1 or Microsoft Word, Call Elizabeth for appointment.
911-1100

ACRO SERVICE CORP.

SECRETARY/COORDINATOR
Entry level, must have ability for national non-profit medical center. Salary commensurate. 442-3000

SECRETARY for law office, part time (thru May 1, 1992), approximately 18 hrs. per week.
729-6600

SECRETARY - full time for Real Estate Management company. Large account. Candidate must be self motivated, proven friendly & professional in dealing with tenants, capable of performing a variety of office duties. WordPerfect & Lotus 1,2,3 a definite plus. Please send resume with salary requirements to: Human Resources Dept., 31100 Telegraph Rd. Ste 200, Bloomfield, MI 48025 Attn. Jeanne Bryant

SECRETARY - Mature older individual. Excellent skills. Gregg, Shorthand, dictaphone, word processing, light bookkeeping. Farmington Hills. Call 855-8788

SECRETARY NEEDED
For manufacturing plant. Send resume to Personnel Department, 14707 Keel, Plymouth MI 48170

SECRETARY - needed for Farmington Hills law company. Must have excellent typing skills and answer client calls. Experience preferred.
Call. 540-1633

SECRETARY
New opportunity for individual interested in professional growth with international headquarters. To $8/hr. Call Gloria at UNIFORCE 473-2931

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Patient, organized, dependable transportation & patient care. Bloomfield area office 569-7999

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SECRETARY/PLUS - excellent opportunity with growing Southfield firm, must be organized, literate, good communication skills, type 40 wpm, knowledge of Lotus, word plus, 40/hr/week. Please send resume to: AB Associates, PO Box #221003, Detroit, MI 48221 372-0003

SECRETARY
Public relations firm in University/Cultural Center area needs Secretary who enjoys a small business/agency environment. Must have word processing experience and typing proficiency of 50 wpm. Salary range to LGL 681 W. Forest, Suite 200, Detroit MI 48201

SECRETARY/RECEPTIONIST/MASHING - Original equipment manufacturer in Novi area seeking bright versatile person to assist purchasing department in a fast paced environment. Telephone skills required. Experience with word processing & plus. Will train right individual. Send resume to P.O. Box 94, South Lyon, MI. 48178

SECRETARY/RECEPTIONIST
Our patient mental health/substance abuse clinic seeks full-time, entry level Receptionist for afternoon & Saturdays. Opportunity for advancement. Send resume to:
Office Manager, P.O. Box 1002, Bloomfield Hills, MI. 48303.

504 Help Wanted Office-Clerical

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ADMINISTRATIVE RESEARCH
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Our client seeks a good writing & analytical skills for marketing research position. Very interesting & fulfilling work. Writing samples or sample/short work project required. Call Arthur Thomas at 355-9140

SECRETARY for Bloomfield builder who demands perfection. Excellent pay & benefits. Call Bonnie at Creating Personnel Services 851-3660

SECRETARY, Oakland County law firm requires Secretary with excellent typing skills (WordPerfect), no legal experience required. Excellent salary & benefits. Please call Debbie. 642-7733

SECRETARY - part time, for construction firm. 1-2 yrs experience required. Send resume to Corona Construction, K. Blavat, 22340 Schoolcraft, #230, Livonia, MI 48150. No phone calls

SECRETARY
Part-time secretarial help needed for busy real estate agent in Plymouth. 15-20 hours per week. If you have a real estate license, that would be a plus. Call Pat Ryan at:
453-6000

SECRETARY
Real estate management firm seeks organized individual to handle secretarial functions. Wordperfect or Macintosh. 26541 W. 13 Mile Rd., Suite 207, Southfield, MI 48034.

SECRETARY/RECEPTIONIST
Full or part time. Sharp, mature, enthusiastic, dependable, excellent spelling, grammar, math and Word Perfect skills required to handle typing (80-80wpm), telephone and clerical duties in non smoking CPA firm. 37-58 to start. Apply or send resume to: MDB, 30600 Telegraph Rd #3725, Birmingham, MI 48025.

Secretary/Receptionist
Growing consulting firm requires mature, reliable professional with outstanding personal & vw bal skills. Well organized secretarial skills including WordPerfect. Advancement. Benefits. Send resume & salary requirements to: BRC, 100 W. Big Beaver, Suite 200, Troy, MI 48084, Attn: Mrs. Doerr

SECRETARY.
Southfield construction/property management company is seeking experienced individual with excellent organizational communication and typing skills. Must be proficient with WordPerfect. Send resume with salary requirements to: Secretary, P. O. Box 5075, Southfield, MI., 48086

SECRETARY
Two temporary to permanent positions available in Plymouth. Must be proficient in WordPerfect 5.1, Microsoft Word, Excel, Database or Macintosh. Immediate openings.

ARBOR TEMPS 459-1166
(FAX: 459-1943)

SECRETARY - Excellent permanent part time position for experienced mature self-starter. Good pay. Send resume to: 3718 Lincoln, Bloomfield Hills, MI 48301

SOUTHFIELD property management company seeks a professional outgoing receptionist with 1 plus year PBX experience to handle busy switchboard & light secretarial duties. We are seeking a team player to work Mon. thru Fri. 1-5. Starting pay $5.50/hr. Please send resume with salary history. Only if you qualify for interview. Attn: Personnel Dept. P.O. BOX A, NORTHVILLE, MI 48167

SOUTHFIELD STEEL COMPANY has entry level position in Accounting Department. Must possess good typing skills and knowledge of data input. Excellent salary and benefits. Please send resume to:
1901 E. Lincoln
P.O. Box 330
Southfield, MI., 48037

TYPIST/ PROOF READER
Our Convention Department seeks a non-smoking, accurate typist, with good proof reading abilities, to work on a flexible part time basis (flexible hours). PC (WordPerfect) experience essential. Knowledge of hotel terminology a plus. Dog lover's dream. Send resume and salary requirements to: Personnel Director TP, P.O. Box 19346, Detroit, MI. 48219

TYPIST/RECEPTIONIST
Medical management company seeks typist/receptionist. Must possess good typing skills and excellent phone manner. Call 258-4835

WORD PROCESSING TYPIST - Full time, professional, patient & computer literate. Send resumes to 2401 W. Maple, Suite 100, Troy, MI 48084. Attn: Beth

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