504 Help Wanted Office-Clerical

BOOKSTORE CLERK, Part Time Needed to assist with sales & cash register operations, stock shelves, order merchandise, light typing & filing, ability to transport up to 35 lbs., flexible weekend hours. Requirements include computer programs & prior retail experience. Must be available some weekends & evenings. Send resume to: Wash College, PO Box 7006, Troy, MI 48007-7006, EOE

CLERICAL - PART TIME Mon-Fri, 9am-3pm to work in busy office. Flexible hours. Must be good in numbers & reading. Hourly rate. Apply at person: Tues-Thur, 10am-3pm only. 15001 Popp, Plymouth.

CLERICAL, permanent position, 5 months/40hrs/week. Responsibilities: medical equipment billing preferred. Need thorough detail minded individual with computer entry skills. Call Rose, 9-11am at 653-1688

CLERICAL/RECEPTIONIST Must be able to type 60wpm & fast paced office. Responsibilities include everything from data entry, typing quotes, invoices which may involve customer phone calls, follow-up of purchase orders, and basic office duties. Must be a self-starter, multi-task oriented, have basic computer skills. Full benefits. Send resume to: Mr. Bill Hoover, 13320 Stark Rd., Livonia, MI 48150

CLERICAL SUPPORT Detroit Diesel Allison Corporation seeks an efficient clerical support individual for a fast paced manufacturing environment. Candidate must be able to work independently, be self motivated, able to work with little supervision and have hands-on WordStar and/or General accounting experience. This position is for a motivated hardworker who is looking for a long term position. Position provides for a competitive salary and benefit package. Qualified candidates forward resume in confidence to:

P.O. Box 779
Detroit, MI 48231

CLERK/RECEPTIONIST PART-TIME

Farmington Hills engineering firm is seeking a part-time clerk/receptionist to work approximately 4 hours per day, 5 days a week. This individual will be on for main reception during lunch breaks and assist administrative staff with miscellaneous clerical tasks. Candidates must have good phone etiquette and possess a friendly and pleasant personality. Typing and/or word processing experience helpful. If interested, please send resume to: Automotive Systems Laboratory, INC., Personnel, 27200 Haggerty Rd., Suite D-12, Farmington Hills, MI 48331. An Equal Opportunity Employer

CLERK/RUNNER for downtown Detroit law firm. General office duties required. Must have clean driving record, conditions for non smoker. Competitive salary & benefits. Call Ms. Rose to 225-3000.

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERK/TYPIST for attorneys in Farmington Hills will train for their office. Typing & spelling skills essential, but experience not required. Starting wage $4.50 per hour with regular increases. Call 855-5362

COMPUTER PROGRAMMER Entry level, HPG & +, for growing custom firm. Low $20's with benefits. Submit resume to MSS, Inc., 29200 Vassar, Suite 401, Livonia, MI 48150

CONTRACT AUDITOR - service corporation seeks hardworking self motivated individual to audit cost plus records. Excellent math skills & data entry preferred, computer or word processing a plus. Mail resume to: Auditor, P.O. Box 300, Southfield, MI 48037

MAGAZINE Publisher in Livonia looking for someone to handle dealer accounts. Data entry, typing & phone work. Call Jeanette for details. 477-6650

DATA ENTRY Attention to detail and flexibility are needed for immediate openings with Detroit area companies. Call Sue Dana, UNIFORCE 646-6500

Data Entry Clerk

Full time needed at Corporate Office in Farmington. Individual must be able to key 10,000 daily. Call Ann at 661-2644 or 644-5300 ext 351

Erb LUMBER CO.

DATA ENTRY Quick seeking experienced data entry/data expert. Applications must be familiar with Word Perfect software, preferably list software, bookkeeping software. Hourly rate $7 - depending on experience. Call 1-800-553-4242

504 Help Wanted Office-Clerical

COMMITTED PERSON IBM, Mac, desktop publishing presentations, close to customers, full time assistant to expand HRM business. Send resume, work samples, compensation/work requirements to: PeopleVision 765 Tamlyn Blvd., Bloomfield Hills MI 48304. Dr. Bernfeld.

CUSTOMER SERVICE Major corporation needs your people skills. If you enjoy challenge and are flexible for overtime and weekends please call. College a plus. $8.00/hour. Call Carol UNIFORCE 357-0641

DATA ENTRY Assignments available for both alpha & numeric.
- Long & short term
- Health coverage available
- Paid holidays
- Holiday pay

Call for appointment: 583-1919
EmploymentGroup Since 1958
Equal Opportunity Employer M/F/H

DATA ENTRY CLERK Rapidly expanding Farmington Hills corporation needs experience at 8,000 minimum keystrokes. Two shifts. Call Donna, UNIFORCE 473-2933

DATA ENTRY Immediate openings for proficient data input clerks to work evenings in Royal Oak area. Must have dependable transportation. Call D/E Management, 528-8100

DATA ENTRY - small P.I. law firm seeking Data Entry Clerk/Receptionist. Must have experience with Dbase 3 or similar, WordPerfect, general accounting knowledge of DOS 3.0, and a desire to work in a fast paced, challenging position. Demonstrate salary, great benefits, and a talented office setting is waiting for the right individual. Call 642-1300

DATA PROCESSING CLERK/Computer Operator for Southfield Company. Send resumes only to: Data Processing, 28400 Northwestern Hwy., Ste 400, Southfield, MI 48034.

DENTAL RECEPTIONIST Experience preferred. Part time. New progressive Farmington Hills dental office. 473-8822

EXCELLENT JOB OPPORTUNITIES FOR WORD PROCESSORS

We prepare you for secretarial and clerical positions by offering:
- Free word processing training
- Free resume & cover letter
- Free job placement assistance

This service is FREE to those who qualify. You must be between 18-21 yrs old and a resident of Western Wayne County (not Detroit).

Call for more information: 464-1660
An Equal Opportunity Employer

EXECUTIVE ASSISTANT to the president. International developer requires candidate experienced with top executive levels for varied responsibilities. Shorthand among the requirements. Some travel. $28,000/yr. to start. Call Sloane, UNIFORCE 646-7881

FALL INTO A GREAT JOB!

Immediate full and part-time positions are available for the following experience:

Word Processors (any software)
Mac/Intelligent Typewriter
Receptionists/Switchboard
Data Entry Clerks (10-key & P/M shifts)
File Clerks
Telemarketers

We offer Top Pay, Holiday Pay, Bonuses, Temp-based Insurance. Call for an appointment!

SNELLING TEMPORARIES
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LIVONIA, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

FILE CLERK NEEDED for Law office. Non smoker. Prior working experience desired. Qualifications: good speaking, light typing, organizational skills. Must have car. 40 hr. wk. Inquiring Bert 352-8400. 349-3960

FULL CHARGE BOOKKEEPER with construction background & computerize bookkeeping experience for Farmington Hills office of builder. Small office with friendly atmosphere. Call between 9-12 681-0900

LIFE INSURANCE office in Troy seeks friendly outgoing person with excellent communication skills, to answer 15 busy phone lines. Full time including general office duties. Organizational & computer skills required. Please send resume & salary requirements to Wanda Childers, PO Box 629, Bloomfield Hills, MI 48303-0629

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY Troy-based automotive supplier-wholly owned subsidiary of European company is seeking a professional executive secretary for its sales office.

This position will support an executive team of three and will include such responsibilities as word processing, file management, incoming/outgoing mail, faxes and phones.

Qualifications are: Minimum three years secretarial experience (including WordPerfect 5.1 and LOTUS) excellent written and oral communication skills; professional phone manner; and the ability to work as part of a team or independently. This is an opportunity to join the team of a dynamic and fast growing supplier of unique and proprietary products. Competitive benefits package. Send resume with references to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY Experienced, self-motivated, organizational skills and flexibility, needed for multi-faceted real estate development firm. Must have Microsoft Word and Lotus 1-2-3. Please send resume and salary requirements to: Peggy Sherman, 34705 Grand River, Farmington Hills, MI 48335.

EXPERIENCED RECEPTIONIST for a law firm in Auburn Hills. Light typing and word processing skills preferred.

Please send resume and salary requirements to:

Kimberly Sajer
Law Offices
2701 University, Ste. 223
Auburn Hills, MI 48329

FILING - Medical office. Canton area, evenings, flexible hours, accuracy & speed important. 758-4400

LASER PHOTO PLOTTING FIRM is seeking individual to fill part time general office position. Hours will be 12pm-5pm, Mon-Fri, holidays off at $5.50/hr. Apply in person at Circuit Media, 32900 Capitol, Livonia. Off Farmington & Plymouth.

GENERAL CLERICAL Seeking well organized individual with good clerical skills to work with customer service and administration. 478-8500

GENERAL OFFICE Contractor seeking full time bookkeeper with computer experience, construction knowledge a plus, call for interview 532-8484

GENERAL OFFICE Established Birmingham firm needs Bookkeeper, 35-40 hour. Call Gloria, UNIFORCE 646-7664

GENERAL OFFICE Typist - computer literate - time. Those interested in full time positions, please send resume to Dept. P O Box 225A, Royal Oak, MI 48068

GENERAL OFFICE - typing & keyboarding. Send resume to Dept. P O Box 225A, Royal Oak, MI 48068

GENERAL OFFICE - typing & keyboarding. Send resume to Dept. P O Box 225A, Royal Oak, MI 48068

GENERAL OFFICE Varied responsibilities. Standard steel warehouse for experienced person. Hours flexible, possible full time or part time. Salary commensurate with experience. Excellent work environment. 444-4529

LEGAL SECRETARIES

Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with The Agency for Legal Secretaries.

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HILLSTROM & ROSS AGENCY, INC.
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LEGAL SECRETARY

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PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone: 358-0060

LEGAL - Troy law firm seeking paralegal with at least 2 years of legal background for various office duties including experience on WordPerfect. 643-9550

MAIL ORDER Processing Clerk, also phone operator with typing for mail order publisher in Livonia. Call Jeanette at 477-6650

MAILROOM SUPPORT Corporation located in Detroit has immediate opening for a hard working individual to work full time in the mailroom department. This position interacts with all other departments of the company. No experience necessary. Please forward resume to:

P.O. Box 779
Detroit MI 48231

MANAGERIAL POSITION, full time position available. Must have computer skills required. Contact Pam Mocerl 540-0020

MARKET RESEARCH Interviewers. Immediate opening, will train. Flexible hours. Good verbal skills a plus. Call 557-2432

MATURE SECRETARY/Bookkeeper, computer literate, benefits. Salary commensurate. 26325 W. 10 Mile, Farmington, 48336

MORTGAGE PROCESSOR High volume mortgage loan office seeks experienced Mortgage Processor/Closer to assist in daily business. Excellent salary, plus benefits & bonuses. Mr. Sherman 553-8800

MUSIC RELATED company seeking full time Bookkeeper/Office Manager. Must have experience using computer payroll, payables, Lotus 1,2,3 & financial statement preparation. If interested send resume, business references & salary requirements to: Mr. Bill Hoover, 29 W. 9 Mile, Rd., Ferndale, MI 48220

OFFICE ASSISTANT - entry level position. Telesales skills required. Light typing, filing, etc. Contact Holly at 649-1200

OFFICE ASSISTANT - fashionable, energetic & organized person for data entry invoicing, filing & some sales. Call 737-EYES

OFFICE ASSISTANT Troy residential builder has full time position for highly motivated, dependable individual in non-smoking office. Duties include answering phones, word processing, filing, errands, etc. Must have high school degree & must. Growth potential. Salary commensurate. Call Ms. Thurs. between 9-3 473-8905

PARALEGAL - Small downtown Birmingham P.I. firm seeks experienced Paralegal. Must have knowledge of No Fault Laws, be able to manage a caseload and a desire to show off your talent. Wordperfect 5.0 experience required. Full benefits, top salary & great working conditions. Call 642-1300

PART TIME Secretary/Receptionist Word processing, 30 hrs/week, Salary negotiable. Call 8 30AM-3PM, Farmington Hills 851-7054

504 Help Wanted Office-Clerical

LEGAL SECRETARY/PARALEGAL West established Bloomfield Hills law firm has an immediate full time position in estate planning department. Prerequisite for interview: Strong communication skills, extensive experience with trust agreements, thorough knowledge of probate & tax planning, detail oriented organized & a team player. Send resume to: 200 E. Long Lake Rd., Ste. 110, Bloomfield Hills, MI 48304
Attn: Personnel

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-4330; Fax 362-4881

LEGAL SECRETARY Part time Monday-Friday in Troy (near/nrm. (313) 643-8330

LEGAL SECRETARY/ RECEPTIONIST Needed full time for small law office in Garden City. 261-4700

LEGAL SECRETARY - part time, work from home, by experienced attorney. Will train. Call Ms. Rose at 557-8500

LEGAL SECRETARY with at least 5 years legal experience, for Bloomfield Hills law firm. Send resume to: Terry, P.O. Box 6135, Bloomfield Hills, MI 48302

LEGAL SECRETARY

Full time position for real estate assignment available. 3+ years experience on Word Perfect or family law Word Perfect required. Excellent salary. Call Linda 455-5770

LEGAL SECRETARY Prestigious downtown law firm seeking Office Manager/Legal Secretary with at least 4 years litigation experience, as well as strong typing, grammar & spelling skills. Desire background in medical malpractice. Must have excellent communication and interpersonal skills, and be able to handle a heavy workload in a fast paced environment. Competitive salary/benefits package. Send resume and salary requirements in Box 224
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Litigation. Small Southfield firm. 40 hour/week, fast 80 + wpm. Salary negotiable. Call Beverly Hills, 642-7700

LEGAL SECRETARY for small Southfield personal injury firm. Salary based on experience. 557-2820

LEGAL SECRETARY/Receptionist. Full time for busy Gaertner office. Experience preferred, WordPerfect a plus. Must have excellent phone skills. 981-5300

LEGAL SECRETARY - experienced for Farmington Hills law firm. Pleasant working conditions for non smoker. Must have experience in Word Perfect, knowledge of probate, trusts with experience. 459-1444

LEGAL SECRETARY/ Receptionist

Plaintiff P. I. Birmingham law firm, full time, Bloomfield area; 35-40 hours/week. WordPerfect 5.1. Salary commensurate with experience. Excellent work environment. 644-4529

LEGAL SECRETARIES

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PART TIME Secretary/Receptionist Word processing, 30 hrs/week, Salary negotiable. Call 8 30AM-3PM, Farmington Hills 851-7054

504 Help Wanted Office-Clerical

OFFICE CLERKS Clerical assignments near your home.
- Long & short term
- Health coverage available
- Paid holidays
- Holiday pay

Call for an appointment: 583-1919
EmploymentGroup Since 1958
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OFFICE MANAGER Office Manager for Troy property management co. Must have accounting background and experience on LOTUS, WordPerfect, & DOS. Quickens experience helpful, but not necessary. Previous property management experience a plus. Must be a self-starter and able to work independently. Send resume & salary requirements to:

Paul T. Chodd
5061 Livernois
Troy, MI 48098
No phone calls please.

PART TIME DATA CLERK, perfect for homemaker who wants to return to the work field. Starting Hourly rate $4.25. Call Ann at 644-5300

PART TIME-Flexible hours, Birmingham real estate office. Answer phones, light typing & general office duties. Word processing & real estate licenses preferred. Call 645 8000 Sandra McCullough 646-6600

PAYROLL CLERK

FRETTER INC. has 2 full-time positions open in the Payroll/Accounts Payable Department located in Livonia. Individuals must have experience in a computerized payroll, data entry, and good office skills. Company offers excellent benefit package, profit sharing program, advancement opportunities & competitive salary. Salary commensurate with experience.

Send resume to: Box 258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL CLERK - Part-time experienced. Some computer knowledge. Office experience a plus. Good working conditions. 9 Mile / Greenfield Area. Call Mr. Fitzgerald 559-0200

PAYROLL/CUSTOMER SERVICE- National payroll company headquartered in Royal Oak is interested in discussing employment opportunities with motivated individuals desiring to work in payroll data entry and customer service under a team approach. Practical experience in payroll and personal computers preferred. Send resume to P. O. Box 154, Royal Oak, MI 48068

PERSON NEEDED to perform secretarial duties for academic office. Must be bookkeeper. Work hours 5-1. Working hours are: Mon.-Thurs. 3:30 pm - 7:30PM, Sat. 7:30AM-12:30PM. Send resume to: Terri Torres Sterling College, 3638 Livernois, Troy, MI 48084.
An Equal Opportunity Employer

LIVONIA RECEPTIONIST Prestigious centrally located real estate office. Good opportunity for self-starter. Ask for Lorraine or Mary Jo 525-9500

RECEPTION For fast growing Troy company. Typing & clerical skills required. Good benefits. 680-0444

RECEPTIONIST - Good phone skills and typing required. Law firm in Troy/Rochester area. Call Cindy at Dalton & Dalton, P.C. 313-852-1700

RECEPTIONIST OFFICE CLERK. Immediate opening for experienced person with typing & light bookkeeping skills, answer phones. Computer experience helpful. Call Cindy 528-6440

RECEPTIONIST/SWITCHBOARD Your people skills and computerized bookkeeping experience are required for major corporation. Voice mail experience a plus. Call Gail at UNIFORCE 473-2933

RECEPTIONIST- Personable, relaxed with excellent phone manner are skills needed for Farmington Hills law firm. Word processing, typing, skills a must. $7.50 hr./start. Room for advancement. Resume P.O. Box 2119, Farmington Hills, MI 48333.

RECEPTIONIST

Experienced front desk person to handle incoming phone system. Candidate should have excellent people skills and be neat, clean cut & have an image. $7.00/hour. Call Ruth UNIFORCE 357-0641

RECEPTIONIST/SWITCHBOARD OPERATOR - fast paced Southfield company needs hardworking individual with superior telephone manners and a pleasant front desk appearance for busy switchboard. Send resume to: Receptionist, P.O. Box 200, Southfield, MI 48037

RECEPTIONIST - Novi real estate office looking for:
MON.-FRI. ONLY
between: 9AM-2PM
Ask for Robin at: 348-3000

RECEPTIONIST for Detroit area company with at least 3 yrs. experience on Merlin phone system. Typing 45wpm. Salary based on experience, plus benefits. Professional appearance. Send resume to Box 328
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/SECRETARY For Farmington Hills human resource office. Must have pleasant personality, excellent phone skills, WordPerfect 5.1 proficiency. Knowledge of additional computer software helpful. Full time. Salary commensurate with experience. Call 851-8100 for interview.

RECEPTIONIST/SECRETARY needed for busy sales office. Computer experience required. Must have effective communication skills. Some knowledge with sales requirement is:

Dominoes Galore
29145 Northwestern Hwy.
Southfield, MI. 48034
Attn: CAB

RECEPTIONIST/TYPIST - automotive supplier in Redford seeks machine operator. Full time position immediately. Pleasant telephone manners, word processing, typing, and general office skills required. Competitive salary & benefit package. Send resume to: Multi Fastener Corp. Attn Linda, 12668 Arnold, Redford, MI 48239

RECEPTIONIST
TO $18,000

Growing company seeks your secretarial skills for this exciting front desk position. Great important duties. Great pay & benefits. Lots of duties. WordPerfect a must.

Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONIST WANTED The Michigan Chapter of the Paralyzed Veterans of America, 30406 Ford Rd., Garden City, MI. is now taking applications for a part-time receptionist position. Duties are answering the phone, typing and some computer skills. Hours are 8 3:30pm to 4:30pm, Mon. Wed. & Fri. 56 per hour. For applications call Michigan PVA at 525-5626. APPLICANTS MUST APPLY BY, 10-30-92.

RECEPTIONIST

Like people? You'll like us! Massmutual is looking for a bright articulate individual to greet visitors, direct calls and provide general office support in a professional manner. WordPerfect required.

For more about this entry-level opportunity and this excellent benefits package, career advancement opportunities and more, call Ann Marie Sarabia at 559-9000

MassMutual

RECEPTIONIST NEEDED For construction company. Entry level. Nord. Call Linda. 348-4300

RECEPTIONIST TYPIST With minor computer knowledge in construction operation firm. 8-5 m-fr. + benefits. Call Julie, 9-4pm at: 489-0999

RECEPTIONIST - PART-TIME needed for law firm in Southfield Town Center. Mon. thru Fri. 12:30-5:30pm. Some experience preferred. Please send resume: Susan 350-1111

504 Help Wanted Office-Clerical

RECEPTIONIST/GENERAL OFFICE needed for Rochester Hills Financial/CPA Consulting firm. Full time position. $8 an hour. Must have transportation. Duties to include phones, filing, deliveries, clerical duties. Pleasant work environment. Send resume to: Box 344
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/ WORD PROCESSOR for health care company. Must have 60wpm typing, knowledge of WordPerfect, excellent communication and phone skills. Send resume to:

Director of Human Resources/C.J. Popp, PC
Ann Arbor, MI 48107
An Equal Opportunity Employer

RECEPTIONIST/OPERATOR Applicant must possess excellent interpersonal skills, typing speed of 40-45 wpm. WordPerfect experience preferred. We will train. Consider Candidates who submit resume with salary requirements.

RECEPTIONIST POSITION
Professional Office
38700 Grand River Ave.
Farmington Hills, MI 48335
An Equal Opportunity Employer

RECEPTIONIST-TYPIST: 14 Mile & Fraser, FRANKLIN VILLAGE DAY CENTER. 261111 W. 14 Mile, Ste. #221, Southfield, MI 48075.

RECEPTIONIST/PART TIME Needed for busy real estate office in Farmington Hills. 35 hrs/wk, 60 wpm., must be available evenings and weekends. Call Marcia 851-6172

RECEPTIONIST - Must have 2 years experience. Duties: answer phones, typing 40-50 wpm, operate 10 key adding calculator experience. 40 hours per week. Contact Ann Bonn Bonn Hannon & Wayne Rd. Livonia Media 729-0700

RECEPTIONIST/ORDER ENTRY, well established packaging firm in Livonia has immediate opening for permanent full time position. Duties include: answering multi line phone, order entry, light computer data entry. Please call 313-459-7000

RECEPTIONIST/TYPIST Full or part time for law firm. Pleasant voice & professional phone manner essential. Send resume and available hours. Kraus & Young, 21 Kercheval, Ste 624, Troy, MI 48084

RECEPTIONIST POSITION Full time. Seeking a dependable individual with excellent organizational skills, typing 45 wpm, good phone skills helpful but not necessary - will train. Benefits. Non smoking South-field office. Reply Box 344
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Professional service firm located in Farmington Hills is seeking individual. Outstanding opportunity for an energetic & outgoing individual. Excellent salary & benefit package. Send resume & salary history in confidence to: Personnel Manager, Department, P.O Box 9033, Farmington Hills, MI 48332
An Equal Opportunity Employer

RECEPTIONIST

Farmington/Novi pulmonary firm is seeking a receptionist with 2 years experience to coordinate and handle a variety of duties, to include answer a busy multi-line phone system, great with people, able to juggle many responsibilities, all with a pleasant and professional attitude. Medical terminology helpful. Excellent communication skills, send resume and salary requirements to: Darlene at P.O. Box 3133, Farmington Hills, 48332

SALES COORDINATOR - for automotive OEM suppliers sales office. Must be proficient in Word Perfect 5.1 and Lotus 123. Good organizational skills required. Send resume to 1000 N. Opdyke, E. Maple, Suite 514, Southfield, MI 48075.

SALES SECRETARY - for automotive OEM suppliers sales office. Must be proficient in Word Perfect 5.1 and Lotus 123. Good organizational skills required. Send resume to 1000 N. Opdyke, E. Maple, Suite 514, Southfield, MI 48075.

SMALL LIVONIA manufacturing firm requires a full time experienced self motivated & confident individual to handle a variety of office duties. Computer familiarity & pleasant phone manner are helpful but not necessary. Full benefits. Send resume to P.O. Box 2407, Livonia, MI 48150.

ACCOUNTING DEPARTMENT needs sharp, energetic person for SECRETARIAL POSITION in a fast paced, non smoking office. Must have good computer, math, typing & phone skills; a self-starter willing to handle numerous, varied tasks at one time. Send resume to: 29100 Northwestern Hwy., Suite 200, Southfield MI 48034

SECRETARY Dearborn location. Must be able to work with stress. Pressure. Minimum 60 wpm. General clerical experience a must. Computer experience a plus 563-8000

SECRETARY Experience with WordPerfect required with good Math skills. Call Ann 489-9787

SECRETARY: Farmington CPA Firm. WordPerfect 5.1 & bookkeeping experience helpful. Resume to: 23917 Cass, Farmington MI 48335.

SECRETARY for medical equipment Professional office with pleasant working environment. Need self-motivated, dictation skills Word Perfect. Salary commensurate with experience. Full time. Resume to: M.E.R.I., P.O. Box 7006, Novi, MI. 48376.

SECRETARY for Troy sales office of automotive industry related Computer and automotive experience a plus. Send resume and salary requirements to Box 374
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - for N. W. suburb. Wanted full time from Dec. 1st March. Part time from April to May. Preferably skilled in WordPerfect. Reply to Box 278
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - full time position, seeking an individual with organizational & dictation skills. Word Perfect experience beneficial. Send resume to: Personnel 36865 Schoolcraft, Livonia, 48150

SECRETARY - must have good telephone, typing, organizational skills, computer experience. Part time, 12:30 to 4:30, Mon. thru Fri. Comfortable and pleasant office in Farmington Rd. area. Starting at $7 an hour. Call Jeanette at 344-9560

SECRETARY - Northville law firm. Excellent typing & grammar required. Send resume to P O Box 648, Northville 48167

SECRETARY/PART TIME For law office in Troy. 25 hours/week WordPerfect required. 689-6555

SECRETARY - PART TIME Must be able to type, use the word processor (Microsoft Word) and document processing software. Must be flexible. Excellent for mom of school-age children. Office is located in private residence. After 5pm. 375-2442

SECRETARY - plumbing & heating service co. requires Secretary. Accounting & phone skills, typing, etc. Experience necessary. 528-2638

SECRETARY PART TIME For long established Troy manufacturing rep. Troy office. Experienced typing and clerical skills. Good work habits essential. To assist full time Office Manager/Sales Rep. Vice President, 1228 Kirts Blvd., Suite 450, Troy, MI 48084

SECRETARY Plymouth area. Automotive related company looking for a mature typist with excellent phone skills, typing 60wpm, WordPerfect a plus. Good benefits. Send resume to: Mastland Industries, Att: Ms Dumm, 1501 N. Commerce, Dr. S. Ste. 502, Dearborn, MI 48120-1237.

SECRETARY/RECEPTIONIST with excellent computer and typing skills for busy accounting office. Reply to:

PO Box 3228
Southfield, MI 48037

504 Help Wanted Office-Clerical

SECRETARY Immediate opening with suburban manufacturing headquarters of international company. Word/dictation knowledge preferable. $10/hour. Call Sophie, UNIFORCE 646-7661

EXPRESS SERVICES
643-8590
Not an agency Never a Fee

SECRETARY- needed for year around children's program. Word processing skills a must. West Bloomfield location. Call 661-1000 ext. 255

SECRETARY

Long term position for Fortune 50 company in Oakland County. Must have Multi-Mate and prefer some Lotus.

EXPRESS SERVICES
643-8590
Not an agency Never a Fee

SECRETARY- needed for year around children's program. Word processing skills a must. West Bloomfield location. Call 661-1000 ext. 255

SECRETARY

New opening for a secretary/telephone/receptionist for a new regional sales office. This position supports three sales representatives in the southeast Southeastern Michigan. The company manufactures high tech electronic products.

You must have a good telephone voice and personality. You must be computer literate and have word processing and spreadsheet experience. Typing of 60 wpm. Two years office experience minimum.

Send resume
1171 Chicago Rd.
Troy, MI 48083

SECRETARY/RECEPTIONIST part time position available at W. Bloomfield stock brokerage firm. Pleasant phone manner, typing & filing skills a plus. Diane 855-2160

SECRETARY/RECEPTIONIST needed by growing wholesale distributor. Must have good organizational skills, word processing & desire to grow. Southfield location. Salary & benefits. Call Mr. Ferrell at 357-4500

SECRETARY/RECEPTIONIST Seeking a friendly, organized person to handle a variety of responsibilities for 30-40 hrs/wk. Computer experience a must. Send resume to: 3210 W. Big Beaver, Ste 410, Troy, MI 48084

SECRETARY/RECEPTIONIST - full time position. Busy office in Auburn Hills area. Job requirements are: good phone skills, typing, filing, adding machine & some shorthand. Call 852-3500, Mon.-Fri.

SECRETARY/RECEPTIONIST Temporary replacement for medical laboratory in Troy area. Must have good typing skills or Macintosh computer experience. Telephone manner and interpersonal skills important. Send letter of application to Registrar, Cranbrook Academy of Art, Box 801, Bloomfield Hills, MI 48303-0801

SECRETARY/RECEPTIONIST Custom home builder in Bloomfield looking for part-time help. Mon-Wed-Fri. Requires good communication & office skills. Please send letter of interest & resume. Please send letter of interest to P.O. Box 572, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/RECEPTIONIST Extremely busy service organization needs a top notch individual with people skills. Qualified candidates will possess excellent organizational skills, typing of approximately 50 wpm, shorthand, word processing knowledge, pleasant telephone voice and ability to handle multiple tasks at once. Excellent opportunity to grow for right individuals. Perfect for professionals re-entering the work force. Please send resume, cover letter, and salary requirements to:

Personnel Manager
Clancy's Bar & Grill
Troy, MI 48092
An Equal Opportunity Employer

SECRETARY/SALES Coordinator Individual needed to handle administrative duties & follow-up arrangements from factory. Construction experience helpful. Knowledge of AES, 21251 Meyers, Oak Park, Mich. 48237

SECRETARY Southfield electronic rep firm has immediate opening for an experienced, team oriented person with good phone personality and typing of 55 WPM. Some experience with word processing and Lotus preferred. Generous salary and benefits. Ideal for someone, seeking a permanent, mature attitude.

For interview, send resume to P.O. Whitesell and Associates, 27300 W. Eleven Mile Rd., Suite 802, Southfield, MI 48034-8700

SECRETARY- to sale Entertainment Attorney. Novelist & Producer. Mature person. Gregg shorthand, computer and light bookkeeping skills. For appointment call:

525-5885-8780

SECRETARY with experience in accounting office wanted. Send resume to Irving Kaplan PC, 27313 Southfield Rd., Lathrup Village, MI 48076 No phone calls please!

SECRETARY with WordPerfect 5.1 & Lotus, excellent typing skills. Long term temporary assignment with national corporation's Plymouth office. Excellent environment.

ARBOR TEMPS 459-1166

SECRETARY/WORD PROCESSOR Professional office with pleasant working environment. Need self-motivated person with office & organizational skills. Pleasant phone manner required. WordPerfect 5.0 or 5.1 a must. Competitive pay. Send resume to: Michele Assoc. Inc., 36935 Ann Arbor Trail, Suite 1000, Farmington Hills, MI 48331.
An Equal Opportunity Employer

SECRETARY Your experience with WordPerfect 5.1 and Lotus is needed by growing environmental technology firm. Harvard Graphics a plus. $9.00/hour. Call Sophie, UNIFORCE 473-2932

SWITCHBOARD/RECEPTIONIST Experience preferred but will train. Apply in person. Farmington Hills Chrysler Plymouth, 29301 Mound, driver. 476-7900

TELEPHONE ANSWERING/Secretarial. Typing, word processing (Apollo) helpful. Experience preferred but will train. 244-9568

TELEPHONE SECRETARIES Work part-time 5pm-9 15pm, Mon., Thurs. for Troy company. Hourly plus commission. No sales involved. Call Mrs. Hudson 1-5PM, Mon. thru Fri. 524-4730
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

THE FINANCIAL AID DEPT at Specs Howard School of Broadcast Arts is accepting applications. Skills required
- Minimum of 2 yrs experience
- Strong clerical/business keeping skills
- Computer experience
- Good people skills

Send resume to
18900 W. 8 Mile, Ste 115
Southfield, MI 48075
Or fax to 354-8076
An Equal Opportunity Employer

TRANSCRIPTIONIST Part time Pediatric Wardmd Physical Therapy Clinic. Physical therapy experience preferred, but not necessary. Must type 65 wpm. Send resume to 8810 Beech Daly, Redford, MI 48239.
An Equal Opportunity Employer

TRANSCRIPTIONIST Professional firm seeks individual who types 70 wpm minimum. WordPerfect 5.0, dictaphone & good knowledge of English language necessary. Medical terminology helpful. Call Cindy 532-0350

MACINTOSH TYPESETTER using PageMaker software. Midnight shift. Apply in person 33523 W. 8 Mile, Ste C, Livonia, MI 48152.

WORD PROCESSING SECRETARY Immediate opening with suburban medical headquarters for your WordPerfect 5.1 and Lotus experience $9.50/hour. Call Stacey, UNIFORCE 473-2931

WORD PROCESSOR needed. Highly experienced word processor for large Southfield insurance agency. Must have WordPerfect 5.1, Harvard Graphics, transcription, good organizational skills, ability to be creative in above functions. Send resume to: Mary Beth Dorsch, Hogg Robinson of Michigan Inc, P.O. Box 5007, Southfield, MI 48086-5007.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TYPIST for downtown Detroit law firm. 10 years experience. Accuracy & meet. Pleasant working conditions. Apply at: Lewis Manor Banquet & Conference Center, 29000 Schoolcraft Rd., Livonia. 462-0770

BANQUET WAIT STAFF
NOW ACCEPTING APPLICATIONS!!!
Inquire within: Laurel Manor Banquet & Conference Center, 29000 Schoolcraft Rd., Livonia. 462-0770

BARTENDER
Day shift/full time
Experienced necessary.
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