EMPLOYMENT

504 Help Wanted Office-Clerical

DATA ENTRY
Attention to detail and flexibility are needed for immediate placement with this rapidly growing health insurance firm. $7.50/hour to start.
Call Dana, UNIFORCE 646-6500

data entry

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS!
Kelly Temporary Services has an immediate need for Data Entry Operators in the Livonia area. High production 10-key or keypunch style a must.
Livonia $22-4020
1-96 Officenter
33133 Schoolcraft
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

DENTAL RECEPTIONIST
Experienced part time. Part time new progressive Farmington Hills dental office. 473-8822

ENGINEERING SECRETARY
$22,000 PLUS
Interesting variety with an international firm. Strong word processing and computer skills needed. Hurry! Call Bernice 464-0909.
SHELLING PERSONNEL SERVICES

EXCEPTIONAL OPPORTUNITY
Customer service $13,000
2 years inside customer service experience for major farm + bonus.
Secretary $17,000
Best nationally rated farm needs 3 years experience Good typing and computers
Administrative Assistant . $22,000
Strong word processing, 3 years experience for sales office of national firm.
Legal Secretary $24,000
3 years litigation or corporate, and word processing
Executive Secretary . . . $27,000
5 years administrative experience, strong word processing, shorthand and German a plus
ALL FEES COMPANY PAID
PERMANENT STAFF
West Suburbs 737-5750
East Suburbs 585-2720

FALL INTO A GREAT JOB!
Immediate full and part-time positions in all locations for the following experience
Word Processors (any software)
Medical/Legal Secretaries
Receptionists/Switchboard
Data Entry Clerks (IAM & PM shifts)
File Clerks
Telemarketers
We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call for an appointment today.
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

FARMINGTON HILLS insurance agency needs experienced Personal Lines customer service rep to handle Personal Lines accounts & learn high commercial. Must be pleasant, outgoing & have excellent clerical skills. Positive attitude a must. Good opportunity for advancement. $19,000 plus to start. Reply to Box #2719 Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

EXECUTIVE LEGAL SECRETARY wanted for principal of medium size legal practice located in Southfield. Excellent typing, shorthand-speed writing, transcription & organizational skills a must. Knowledge of WordPerfect 5.1 necessary. Confidentiality and dedication expected. Call Anne, 349-3980

EXECUTIVE SECRETARY PART-TIME
Executive Secretary with excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate Development firm. Weekend & evening hours preferred but will offer flexible weekday hours if desired. Please send resume stating salary requirements, & desired schedule to: Ms. Clark,
250 Merrill, Street, Suite 201,
Birmingham, MI. 48009-3383.

EXPERIENCED IN WordPerfect with Harvard Graphics & Plus! to join a high tech computer Co. Located in Bloomfield Hills. Alert with all round secretarial skills, will lead you to advancement in this fast paced Co. of 120 employees. Excellent Benefits. Send your resume to Rebecca Dasbach:IMS International Corporation
440 Enterprise Crt.
Bloomfield Hills, MI. 48302
FAX: 313-253-9506

EXECUTIVE SECRETARIES
MAJOR COMPUTER - company in Southfield seeking long term contract executive secretaries with degree of professionalism, must have strong word processing background. Call Lisa at
351-0400
MANPOWER
TEMPORARY SERVICES

EXPERIENCED Legal Secretary
Good typing skills, with Workmans Comp background. Contact Nancy
353-7150

EXPERIENCED Receptionist/Word Processor. WordPerfect preferred. Square Lake/Telegraph area. Salary commensurate with experience. Call from 8.30am-5pm 338-1870

Farmington Hills
Full time Clerical, flexible hours, highly organized, some lifting required, computer and postal pro-sort knowledge helpful. EOE. Call Miss Wright for an appointment 851-2600

FILE CLERK: Needed for Birmingham Law Firm. Must have good organizational skills and filing experience. Contact Judy at. 540-8282

FRONT DESK
FEE PAID - $19,000
Permanent career opportunity. Word Processing and references. Benefits. Call 649-6797
or fax resume to 649-2496
Dorothy Day Personnel of Troy, Inc.

DAY
Personnel, Inc. 3001 W. Big Beaver, #119, Troy, MI 48084

GENERAL CLERKS
Running copies and collating information in a very busy office. Must have one year office experience. We have long and short term assignments available. Days, afternoons & midnights. Troy location. No fees.
SPENCER PERSONNEL INC.
559-0110

GENERAL OFFICE. Organized, detail oriented individual needed to work in Pleasant Ridge office. Light typing, 10 key, 3 years office experience. Call Ann 399-5300

504 Help Wanted Office-Clerical

FAST PACED REDFORD - office needs front office person. MUST have good phone voice, accurate receivable and invoicing experience, excellent typing skills. Call office between 12 & 3pm for appointment. 255-0054

TROY law firm seeks position open for a File Clerk and Relief Receptionist. Duties include light typing, word processing, filing, copying, etc. Hours and salary are negotiable. Contact Sue Post 740-9900

LASER PHOTO PLOTTING FIRM seeking individual to fill part time 12pm-5pm, Mon-Fri, holidays off at $5.50/hr. Apply in person at Circuit Data, 32900 Capitol, Livonia. Off Farmington 0 of I-96.

GENERAL OFFICE - part time. Experienced front desk person to handle variety of office duties. Small office in Troy location. Fax: P.O. Box 661, Dearborn Hts., MI 48127-0661.

GENERAL OFFICE-Immediate position available for growing medical supply company. In need of General office/data entry persons. Please drop off or mail resume to: PCS Management, 10831 Farmington Rd., Livonia, MI 48150

MARKETING SECRETARY
International advertising agency seeks experienced person with Harvard Graphics for executive offices. $10.00/hour. Call Sarah
UNIFORCE 357-0038

MARKETING SECRETARY
We are in need of an energetic individual with a marketing background who must possess excellent communication and organizational skills, be able to take initiative, and work with flexibility. Type 50 wpm. Computer experience necessary. Please send resume to:
WESTLAND SHOPPING CENTER
General Growth Management Inc.
35000 West Warren
Westland, MI 48185
An Equal Opportunity Employer

MEDICAL SECRETARY
Director of outpatient medical facility has need for your recent experience. Candidate is expected to be proficient on Word Perfect 5.1 and have excellent typing skills $10/hr. Call Marsha at
UNIFORCE 357-0644

NATIONAL LEASING company seeking energetic, hardworking individual for lease documentation processing and general clerical duties. Please send resume to T.H., P.O. Box 9008, Farmington Hills, MI 48333-9066

NOW HIRING!
EXPERIENCED
• SECRETARIES
• RECEPTIONISTS
• DATA ENTRY CLERKS
CONTEMPRA
583-9500
BENEFITS TOP PAY NO FEE

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for immediate part-time clerical position. Duties: Requires motivated self-starter, excellent communication skills & some experience in basic office skills. Self-starter work is required. Apply in person or call: LA-Z-BOY
SHOWCASE SHOPPES, 27754 Novi Rd. in Novi. (313)349-3700

OFFICE CLERK - with typing & filing experience needed. Data entry and word processing skills a plus. Good benefits. Casual office atmosphere. Apply at: Waterford Gallery, 32928 Schoolcraft, Livonia.

OFFICE MANAGER - for sr. ext. Dodge/Jeep dealership. Must be able to 30-32, Mon. thru Fri. Skilled use of WordPerfect preferred. Experience with HUD Section 8 preferred.
Call Mrs Dery at 313-626-6991

OFFICE
NEW COMPANY
Is in need of the following personnel on a temporary basis.
Office Clerks & Secretaries
Word Processors & Receptionist
Can work long or short term.
589-8428
ET SERVICES & SYSTEMS

OPTOMETRIC Receptionist/Assistant. Full time. Farmington area only. Walled Lake area. Send resume to Box 400
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BIRMINGHAM law firm needs Paralegal to assist in reviewing legal documents & assist paralegal with responsibilities. WordPerfect 5.1 experience helpful. Please send resume along with salary requirements to Box 458
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PARADOX/EXTENSIVE experience on selling up reports and scripts. Full time. Salary commensurate upon skills and experience.
FAX 553-0371. CALL 553-0411

PART TIME - FLEXIBLE HOURS, Livonia area. Office help/errands. $5 an hour. Applications accepted 10am-3pm 422-3590

PART TIME
$HOLIDAY HELP
NEED MONEY?
Put your skills to work, earn money from now 'til January. Must be able to work 8 hrs./day.
SECRETARIES & RECEPTIONIST
WORD PROCESSORS
589-8428
ET SERVICES & SYSTEMS

PART TIME LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with working knowledge of litigation defense. 20 wpm typing. Word processing knowledge. Dictaphone. Overflow work in a fast paced office.

Five days a week. Excellent hours, perfect for those with school-age children. Salary commensurate with experience. Non-smoking environment.

Send resume, including references, to the Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098

PART TIME - Mature, dependable secretary/receptionist for professional clients in Redford. Call Mon.-Fri. 533-8789

PART-TIME
Medium size company located in Livonia has an opening for a payroll and accounts receivable clerk. Experience only. Mondays and Thursdays. Send resume and salary requirements to Box 484
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL CLERK
Part time, in Birmingham, to work 24 hours per week, entry level, at least with 1 year experience. Knowledge of auditing time cards and data entry. Send resume to:
Box 430
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PROCESSOR
One year experience with FNMA/FHLMC documentation. Send resume, or call Diane at 526-1100
Tower Financial, 7015 Orchard Lake Rd., W Bloomfield, MI 48322

PUBLICLY TRADED INSURANCE related company seeks experienced accounts payable/receivable clerk. Full time position with excellent benefits in Southfield area. Some computer & typing experience required. Call Chris or Nancy, between 10-3 at 354-0040

504 Help Wanted Office-Clerical

LEGAL SECRETARY
$20,000 FEE PAID
1 year litigation needed for busy Bloomfield hills small firm. Great location, busy position. Call 649-5900
or FAX resume to: 649-3536.
SNELLING PERSONNEL SERVICES OF TROY

LOCAL CHURCH seeks part time Receptionist/Secretary. Familiarity with business equipment and Word processing required. Send resume to Personnel Committee, P. O. Box 294, Royal Oak, MI. 48068.

MAIL Order Processing Clerk, also phone orders. Light typing for magazine publisher in Livonia.
Call Jeanette 477-6630

MAILROOM SUPPORT
Corporation located in Detroit has immediate opening for a hard working individual to work full time in the mailroom dept. This position interacts daily with all departments of the company. No experience necessary. Please forward resume to
Marketing Support
P.O. Box 779
Detroit, MI 48231

MARKETING SECRETARY
International advertising agency seeks experienced person with Harvard Graphics for executive offices. $10.00/hour. Call Sarah
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Westland, MI 48185
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EXPERIENCED
• SECRETARIES
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SHOWCASE SHOPPES, 27754 Novi Rd. in Novi. (313)349-3700

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Word Processors & Receptionist
Can work long or short term.
589-8428
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OPTOMETRIC Receptionist/Assistant. Full time. Farmington area only. Walled Lake area. Send resume to Box 400
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36251 Schoolcraft Rd.
Livonia MI 48150

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$HOLIDAY HELP
NEED MONEY?
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SECRETARIES & RECEPTIONIST
WORD PROCESSORS
589-8428
ET SERVICES & SYSTEMS

PART TIME LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with working knowledge of litigation defense. 70 wpm typing. Word processing knowledge. Dictaphone. Overflow work in a fast paced office.

Five days a week. Excellent hours, perfect for those with school-age children. Salary commensurate with experience. Non-smoking environment.

Send resume, including references, to the Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098

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504 Help Wanted Office-Clerical

PAYROLL
Are you an energetic, aggressive, self-starter? Do you enjoy troubleshooting and finding solutions to problems? Do you have a strong accounting background and payroll experience? If so, call today to interview this challenging, western suburb position. 473-5814

PAYROLL CLERK
ENTRY LEVEL POSITION
National health care services organization seeks an assertive, energetic individual needed for Payroll Department of corporate headquarters located in Southfield. Some payroll experience and knowledge of computers helpful. Must have math skills and be able to work independently. $7.50 per hour and benefit package offered.
Send resume to:
Recruiter
Human Resources Department
215 Farmington
Sterling Heights, MI 48310
An Equal Opportunity Employer

PERSON FRIDAY
Wanted for General Office work. Typing, filing, pre-employment. Call for appointment 626-1111

Production Services Assistant
Immediate opening for an individual with a minimum of two years experience in graphic print production. Individual will produce print specifications and customer request traffic graphic art materials and log approvals, produce purchase orders, monitor invoices, and provide general clerical support. Is a busy in-house production department. Above average attitude and typing 65wpm essential. Word processing desirable. Complete benefit package included. Fax resume to:
PRINT PRODUCTION ASSISTANT
P.O. Box 2227
SOUTHFIELD, MI 48037

QUANTUM CONTROLS, INC.
Looking to hire combination:
• Receptionist
• Switchboard Operator
• Secretary
We are an electrical assembly operation with approximately 25 employees. Will train on all around person that MUST possess.
• Excellent word processing skills (must be proficient with "WORD" utilizing the Apple Macintosh)
• Excellent organizational and secretarial skills (preferably the ability to meet deadlines simultaneously)
Please submit resume including salary history and requirements.
QUANTUM CONTROLS, INC.
36999 Schoolcraft Rd.
Livonia, MI 48150
ATTN: Joseph J. Marsola
(313)462-0880
(313)462-0885 FAX

DESK RECEPTIONIST
Needed for Livonia accident and health club. Evenings & weekends, part time. Call 591-1212

RECEPTIONIST/OFFICE
Energetic, efficient "people person" wanted for Receptionist position. Pleasant personality, telephone skills, responsibilities, and optimistic attitude are important. Must have a professional clientele. Full time. Private office Downtown Farmington. 477-1068

OFFICE Receptionist with general office accounting & retail customer service experience. Light repair facility. All around person. Dave 273-5022

RECEPTIONIST/SECRETARY
Our expanding company is in need of a part time Receptionist/Secretary to handle a variety of duties including word processing, answering phones, filing, etc. WordPerfect 5.1 knowledge preferred. Flexible hours. Could possibly lead to full time position. Send resume to: PMC, Attn: Lisa Rousseau, One Parklane Blvd. Ste. 1004 West, Dearborn, MI 48126

RECEPTIONIST - entry level for TOM Technologies. Immediate opening. Resumes will be accepted at 13000 Farmington Rd. Livonia MI. 48150

RECEPTIONIST, full & part time for busy Veterinary clinic, excellent people skills required. Resumes to: Linda Snow, Wescott Veterinary Clinic, 24429 Grand River Ave, Detroit, MI. 48219.

RECEPTIONIST
Part time, ideal for large apartment community in Southfield. Weekend days only. Pleasant phone voice a must. Call Ken, Mon.-Fri. between 10am-4pm. 356-8020

RECEPTIONISTS - needed for the Livonia area. Must have previous experience. We offer long, short and temporary jobs. Flexible hours. Excellent pay. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Troy business needs experienced person for part or full time. Word processing duties, computer library and other duties as assigned. Please send resume or letter to: IAI, 1623 W. Big Beaver, Troy, MI 48084.

RECEPTIONIST
Farmington Hills office is seeking a full time receptionist. Will have phone duties, light phone receptionist, word processing experience a plus. Many benefits. Call Marcia at 471-1821 or send resume with salary history to: YOU, 27801 Industrial Park Dr., Suite 100, Farmington Hills, MI 48335

RECEPTIONIST/
OFFICE COORDINATOR
Needed for growing sales office in Farmington Hills. Duties include phones, order entry, inventory control, and other administrative tasks. Excellent working environment. Good benefits. Some computer experience necessary. Call Lori at 553-8855

RECEPTIONIST/CLERK
Busy Southfield based financial counseling agency needs additional receptionist/clerk for their front office. Candidate must have excellent phone & math skills. Computer experience helpful. Send resume & salary requirements to: CCC, 27780 Novi Rd, Suite 250, Novi, MI 48377.
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Troy based insurance agency needs enthusiastic, motivated Receptionist/Secretary. Multi-line multi-line switchboard, dictaphone, data entry & general office duties. PC experience on WordPerfect and Excel preferred. Send resume to: Human Resources Development, 2100 W. Big Beaver, Troy, MI 48084.

RECEPTIONIST
Dearborn Dermatology practice is seeking full time medical receptionist with excellent typing skills, must have computer knowledge & strong people skills.
Please send resume to: Medical Management Group, attn: Michele, 23241 Middlebelt, #411, Farmington Hills, MI 48334

RECEPTIONIST: With secretarial skills. Law office. Southfield area. Call 537-8400

RECEPTIONIST
For Troy tax firm. Good typing skills, legal experience preferred. Call 362-8700

RECEPTIONIST/PART TIME
Monday-Friday. Answer phones, typing, computer background. Wilcom area.
524-4430

RECEPTIONIST
Excellent phone skills required for busy office. Full time. Respond with resume to: Personnel, 8472 Ronda, Canton, MI 48187

RECEPTIONIST/SECRETARY
Busy Troy office needs an organized, friendly, "people" person. 45 wpm, computer (Wordprocessing and spreadsheet) and previous experience required. SEND RESUME TO: Human Resources, Classic Design 665 Elmwood, Troy, MI. 48083

504 Help Wanted Office-Clerical

RECEPTIONIST WANTED
5 days, 9-3. Light bookkeeping, for auto repair. References required.
Call 528-3818

RECEPTIONIST
Join the creative atmosphere of this advertising agency. Admin preferred $7.50/hr. Call Rita at
UNIFORCE 646-8168

RECEPTIONIST. Responsible nonsmoker wanted for Troy ad agency. $5.00/hr. Light typing, general office duties. Send resume and salary requirements to: 1355 Stephenson Hwy., Troy, MI. 48083. Attn: Bobbie

RECEPTIONIST/CLERICAL
Must have multi-line phone experience. Various office duties. 50wpm typing. good oral & written communication skills. Benefits. Send resume to: ASL, 24435 Halstead, Farmington Hills MI 48335

RECEPTIONIST - Non-real estate office looking for:
PART TIME 2 weekends.
Typing & phones. 32 + per month.
CALL:
Mon.-Fri. ONLY
Between: 9AM-2PM
Ask for Robin at: 346-3000

RECEPTIONIST/SECRETARY
$23,000
Diversified, fast paced position includes client contact & computer projects. Stable company has great pious subsh. Excellent benefits.
Call Manager
DAVIDSON LAIRD & ASSOC

RECEPTIONIST/SECRETARY
Full time for busy property management office. Excellent written & oral telephone skills, PC word processing experience. Non-smoking. Send resume to
Property Director
32300 Northwestern Hwy. Ste. 215
Farmington Hills, MI 48334

RECEPTIONIST/
WORD PROCESSOR
Immediate opportunity for a Word Processor who likes to have public contact and variety in their day. Competitive salary.
Call Bert at 557-2909
SNELLING PERSONNEL SERVICES

RECEPTIONIST
$14,500 FEE PAID
Suburban office. Need your outgoing personality and light word processing. Benefits, variety and great office environment. Call 649-5900
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST
TRAINING
FREE. Only Motivation Needed. Must be able to work 8-6, Mon-Fri and be available on an on-call basis. Call for details.
589-8428
ET SERVICES & SYSTEMS

RECEPTIONIST/Word Processor
Looking for sharp individual to handle variety of duties for financial planning firm. Required good phone & word processing skills. Professional appearance. Nice offices, covered parking, good benefits. Send resume to: Box 250
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
ANN ARBOR
Large international corporation seeks receptionist. Must have excellent skills with accurate typing and some WordPerfect. Well dressed calls on 10-line phone system and provide back up for other assistance. Growth position in dynamic corporation. Excellent benefits.
PERSONNEL SYSTEMS
9439 Holbrook
Plymouth, MI. 48170
459-1166

RECEPTIONIST
SECRETARY
#1 QUALIFICATIONS:
• Good phone voice
• Friendly, pleasant personality
• Communication skills for customer service
• Very professional image
• Self-starter
• Positive Attitude
• Some bookkeeping
#2 DUTIES
• Maintain cash drawer
• Answer phones
• Light typing
• Greeting clients
• Filing
#3 COMPENSATION
• Start at $240/week & up
• Depending on experience
CALL IMMEDIATELY
A JOB OPPORTUNITY
LIKE THIS ONE WON'T
LAST FOR LONG!
(313) 647-8111
BIO GENSIS
RELIABLE, 10-15 hrs./wk. Saturdays and other days as needed. Light typing and all-around worker. Phone voice $7.50/hr. 642-3330

RUN AN OFFICE
Growing, busy office seeks a conscientious, highly organized, computer literate, non-smoker who is responsible and has working experience on WordPerfect. Juggling many tasks, good phone skills and math competence a must. Farmington Hills area. Full time. 313-534-4431

SALES & MARKETING
ADMINISTRATION
COORDINATOR
Northville marketing company seeks highly motivated individual to coordinate sales and marketing administration. Excellent phone, communication and organizational skills required. Working knowledge of PC/Windows based software desired. Auto or marine warranty, service contract, or service experience helpful, but not required. Some local and overnight travel required. Please submit resume and salary requirements to:
SECURITY PLAN CENTER
P.O. Box 473
Northville, MI 48167

SALES SECRETARY - non smoking company seeks sharp individual with initiative & excellent secretarial skills, to work for Sales Manager for a fast paced Southfield office. Send resume to: Sales Secretary, P.O. Box 2205, Southfield, MI 48037.

NATIONAL COMPANY with branch sales office in Southfield needs full time Secretary/Sales Support. Basic secretarial skills are needed particularly good phone skills. Knowledge of word processing will be a plus. Our pay is competitive and salary commensurate with those expected from a major national corporation. Please send resume to:
P.O. Box 2205
Southfield, MI 48037

SECRETARIAL POSITION - Good interpersonal skills, WordPerfect 5.1, attention to detail. Please call.
537-3020

SECRETARY/BOOKKEEPER
Mature, computer literate, typing skills, $7/hr. Resumes to 30835 W. 10 Mile, Farmington, MI 48336

SECRETARY/RECEPTIONIST
for real estate office. Detail oriented, multi-line phones, typing, general office procedures. For personal interview send resume stating salary requirements to Box 470
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
WORD PROCESSOR
Several openings for short & long term jobs. Must type 55+ wpm & have working knowledge & experience. Jobs are in Troy & Auburn Hills.
589-8428
ET SERVICES & SYSTEMS

504 Help Wanted Office-Clerical

SECRETARIAL POSITION
PART TIME
Flexible hours, $5 an hour. Diversified duties, computer experience a plus. Apply at: Ralph Manuel Associates, 32061 Middlebelt Rd., Suite 200, Farmington Hills.

SECRETARY
BI-LINGUAL
JAPANESE
Interesting position with international company. Good word processing skills, general office duties, $25,000 plus good benefits.
Call Denise, 454-0900
SHELLING PERSONNEL SERVICES

SECRETARY/BOOKKEEPER
Desired for varied work assignments in Pleasant, computerized CPA Firm. Send resume to: 23917 Cass, Farmington, Mich 48335

SECRETARY/BOOKKEEPER
For west suburban company.
Must be experienced. Resume, American Van. 255-8228

SECRETARY
Competent secretary needed for energetic real estate office.
Please call Ryan at 453-6800

SECRETARY
COMPUTER OPERATOR
Industrial sales & distribution firm requires versatile, self-starter, high speed individual with phone, typing, WordPerfect experience. Knowledge of puter skills. Salary & benefits commensurate with experience.
Contact Mr. Balogh 313-722-8900

SECRETARY
Dearborn Location. Must be able to work well under pressure. Minimum 60 wpm. General clerical experience a must. Computer experience a plus!! Call. 563-8000

SECRETARY
Experience with WordPerfect required with good Math skills
Call Jeanette 489-8787

SECRETARY FOR fast food franchise office in Southfield area. Candidate must possess excellent communication and organizational skills. Be able to take initiative and work with flexibility. Typing of 60wpm, Lotus, and Word Perfect experience required. Good benefit package. Salary commensurate with experience. Please call 357-8294 for an interview.

SECRETARY for busy Livonia law office. Good typing skills a must. Entry level position. For appointment call

SECRETARY - for local company. Must type 55wpm and have computer knowledge. Professional appearance. Excellent pay and benefits. Full time. Must be 21 Years old and live in Western Wayne County excluding Downtown & Detroit. Call Wayne County Job Connection, 274-3700 EEO.
591-6749

SECRETARY

Mature person needed for salaried position with benefits in 2 person office. Duties include: typing, billing, & light bookkeeping. Must have good telephone skills. Send resume/references to: Secretary
PO Box 700840, Plymouth, 48170.

SECRETARY, PERMANENT
PART TIME
for Southfield funeral home. Typing skills required. Call 569-0020

SECRETARY
Prominent company forms needs Secretary with minimum 2 yrs. experience. WordPerfect, 55wpm necessary. Full benefits. Call Ann at
SECRETARY
29299 Northwestern, Southfield 48034

SECRETARY/RECEPTIONIST
Troy automotive rep agency, 1 secretary office, 1 receptionist, computer literate, clerical, etc. Immediate opening.

SECRETARY/RECEPTIONIST
Part time, Tues. thru Fri., 12:30-6:30 & Sat. 9am-12noon. Must have experience helpful. Cheerful, professional, self-starters should apply to: Mrs. Levison, Po Box 824, Farmington Hills, MI 48303-0824.

SECRETARY/RECEPTIONIST
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