504 Help Wanted Office-Clerical

BROKERAGE DEPARTMENT of commercial Real Estate firm needs secretary with strong typing. Dictation & WordPerfect knowledge. Ability to deal with multiple personalities, phones as well as telephone support. Composition of correspondence, proposals, travel arrangements and other duties as assigned. Team effort a must. Nice benefit package. Resume send resume & salary history to:

Ms. Helen Slater
P.O. Box 287
Southfield, MI 48037

CLERICAL OPPORTUNITIES
Full and part time positions available in production and office environment. Must type 35wpm. Call:
Accu-Job Temporary Services
873-7158
An Equal Opportunity Employer

No Fee

CLERICAL, part-time, up to 20 hrs. Must be computer literate & type 50wpm.NW suburbs. Send resume to JCCA,Southfield Maple, W. Bloomfield, MI 48322, attn: PE Dept.

CLERK TYPIST I
Canton Township is accepting applications for the position of full time Clerk Typist I in order to establish an Eligibility List for future hires. Salary $17,020/yr. Applications must be picked up from Canton Township Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 and send a self-addressed stamped envelope to above address to request application and resume. Job description will be posted at the Township Administration Building. Last date for filing completed application: June 8, 1993 at 5:00 PM. Position Opens. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. An Equal Opportunity Employer.

CLIENT SERVICE REP
For fast paced investment management company. Non-smoking office. Strong WordPerfect 5.1 proficiency, data entry, written and verbal communication and math skills required. Send resume with salary requirement to: Personnel Dept., 3833 Haggerty Road, 100, Bloomfield Hills, MI 48302.

College Students

ARBOR NEEDS:
- Word Processing/Clerical
- Technical
- General Labor

ARBOR TEMPS 459-1166
9433 Haggerty Road, Plymouth, MI

COLLEGE STUDENTS
FAST CASH FOR THE SUMMER

Work close to home. Full and part time positions available. We have immediate openings for the following positions:

RECEPTIONIST/
SWITCHBOARD OPERATORS
WORD PROCESSORS
DATA ENTRY, AM & PM shifts.
CLERKS
TYPISTS

Temp-Med Insurance, Holiday Pay, Cash Bonuses, overtime pay.

LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500

NEVER A FEE
SNELLING PERSONNEL SERVICES

COMPUTER KNOWLEDGABLE for wholesale distributor. Company 6834 Fenkell, Detroit. Good handwriting, capable of running adding machine with speed, bookkeeping experience. 8:30am-2:30pm. 864-4458

CONSUMER RESEARCH
Suburban research firm has immediate openings. Candidates are expected to have previous data entry or point of purchase experience. Flexible hours. Call Colleen 557-9541
Uniforce Temporary Services

CUSTOMER SERVICE
National marketing firm has immediate openings for data entry, clerical and light computer experience. Full or part time. Call Jeff 557-7501
Uniforce Temporary Service

CUSTOMER SERVICE. Expanding consumer products company seeks individual with pleasant phone voice and good clerical skills for position in lease documentation. Extensive phone work and customer interaction. Knowledge of word processing. Please send resume to:
T.H.I., P.O. Box 9066, Farmington Hills, MI 48331

CUSTOMER SERVICE
Immediate full time opening for individual with excellent phone manner, for heavy outbound telephone solicitation. This nonsmoking individual must be service oriented with good math aptitude & 35wpm typing. Growth potential is important to a long term position. Please send resume to: 24470 Indoplex Circle, Farmington Hills, MI 48331

CUSTOMER SERVICE
Canton company looking for person who possesses ability to handle customers in a professional manner and can process orders on a timely basis. Thoroughness is a priority. Please send resume with salary history resume to: Box 340
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE REPS
Club Card, Inc. has full & part-time positions available for customer service, by outgoing, ambitious individuals who seek generous earning potential to start in our customer service booths inside Waterford, Farmington Hills, Westland, Fairlane Mall, Lansing and Utica PACE Membership Warehouses. Great for those people looking for limited hours or supplemental income. Interested individuals may obtain more information from the CLUB CARD BOOTH inside PACE or call 524-4644

CUSTOMER SERVICE REPRESENTATIVE

Michigan based Bank is looking for a Part-Time Customer Service Representative in the Clarkston Area. We are a service-oriented team committed to quality in products and customer relations.

We offer benefits such as tuition and registration fees for one job related course a year, 401 k participation, an optional life insurance program, and others.

The ideal candidate will have a high school diploma and at least two years of recent customer service as well as cash handling experience, an outgoing personality, communication skills, typing ability, and math aptitude are required.

Qualified candidates should send their resumes to Box 334.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EDP/AS/AN/PRV

DATA ENTRY
Major suburban corp needs your rapid keystrokes & recent experience. Accounting or other clerical background preferred. Dons 357-0644
Uniforce Temporary Services

FULL-TIME position available in jewelry store repair department. Must be organized, have good communication skills. Computer skills a must and jewelry experience preferred. Send resume to:
TAPPEYS JEWELRY
29400 W. 8 Mile Rd.
Southfield, MI 48034

DATA ENTRY CLERK - entry level, good typing skills required. Must be well organized, dependable & ambitious. Type 35wpm. Apply to Box 280
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
TO $7/HOUR

Current openings. Hours very flexible/Psychometric.
ARBOR TEMPS 459-1166
9433 Haggerty Road, Plymouth MI

504 Help Wanted Office-Clerical

CREDIT CLERK
Livonia based leasing company seeks individual for credit department. Entry level position requires good telephone skills with heavy customer contact. General knowledge of office procedures helpful. Apply immediately with salary requirements to: J. Egan
P.O. Box 6342
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE/
ORDER ENTRY
Livonia based company is seeking an individual to work in customer service department. Duties to include order entry, billing and customer order status inquiry. Candidate should have a friendly, professional phone manner. Send resume with salary requirement to:
Customer Service
31625 Industrial Dr.
Livonia, MI 48150

DATA ENTRY OPERATOR
Fast growing Bloomfield Hills Company looking for a reliable data entry operator. P.C. knowledge required, experience with Pinstripe a plus. Salary according to experience. Call Mr. Bernstein for more info 332-1120, Ext. 1120 W. Maple Rd., Bloomfield Hills, MI. 48301. Attn: Data Entry

DATA ENTRY OPERATOR
Experienced. Full or part time, flexible hours. Apply between 10am & 4pm at Ramchargers Performance Center, 34324 Plymouth Rd., Livonia, MI. 48150.

DATA ENTRY
1 year experience. Lotus 1,2,3. Insurance pay-back helpful. Full-time. Hourly and benefits. Non-smoking. Mail resume to: Box 1000, P.O. Box 40722, Detroit, MI 48240

DATA PROCESSING
CLERK

Growing and dynamic cellular company is seeking an independent and detail oriented individual for data entry. Individual will be responsible for data entry and maintaining various marketing data bases. A minimum of 2 years in the data entry field with 60 wpm and proficiency on 10 key. Speed and accuracy is MUST! We offer a competitive wage package, health and dental benefits and a 401 (k) program. If you are looking for a positive work environment in a growing company, please send resume and cover letter to:

Customer Care Manager
1535 E. 18 Woodward
Birmingham, MI 48009

DENTAL HYGIENIST
3 days per week. Starting Heights, Call Karen. 979-4700

DESKTOP PUBLISHING
Expanding Troy publisher seeks experienced part time professional. Skills should include typing, Gemaker 4.0, WordPerfect, IBM, Hydal and other software. Send resume to George Watkins, PRP, 1663 Technology Dr., Troy, MI. 48083.

ENJOY WORKING
WITH PEOPLE?

Full time general assistant needed for fast paced personnel office in Farmington Hills. Must have office experience, clerical skills & pleasant phone personality. $6-$7/hr. Call for details between 10-2:
477-5000

EXECUTIVE ASSISTANT, energetic top notch executive assistant needed for Farmington Hills office, must be versatile & organized, punctual & computer literate (WordPerfect a must). Send resume to: Box #290
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Headquarters of international service firm needs your proficiency on MS Word. Excel helpful.
Call Susan. 846-7662
Uniforce Temporary Services

EXECUTIVE SECRETARY
OFFICE MANAGER
Manufacturers rep agency needs full time assistant with EXTENDED EXPERIENCE in technical sales office involving automotive supply. Word processing & computer literate. Send resume to: Peter Bolon Industrial Sales, 29200 Northwestern Hwy. Ste 100, Farmington Hills, MI 48334

EXECUTIVE SECRETARY
$22,000 - $25,000. Top spot with high tech suburban firm utilizing your Microsoft Word, spreadsheets & database knowledge to perform an ALL FEES COMPANY PAID PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-5750

FRONT DESK RECEPTIONIST
Part time evenings, Mon-Thurs. & Sat. Pay commensurate with experience. Farmington Hills. 932-2500

FRONT DESK
This professional high visibility position seeks professional receptionist. Individual must have the ability to greet & service the company's important local & international clients.
Haverhill Properties Corp.
344-6700 FAX 344-6704

GENERAL OFFICE - Bright, self-starter for manufacturing office in Farmington Hills. Prefer person with some experience in production planning, inventory control or purchasing. Good computer, typing & phone skills required. Able to meet public. Resume and salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152 or call Mon. thru Wed. 9-3 473-9303

GENERAL OFFICE -FULL TIME.
Duties include: greeting clients, answering phones, filing, typing & mailing. Full benefits, non-smoking Farmington Hills office. Send resume & salary requirements: Box 330
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GET READY FOR
THE SUMMER!

No matter what the season, Kelly has plenty of jobs to offer:

- Microsoft Word for Windows Secretary
- Temporary to full-time Word Perfect Secretary with Transcription
- Temporary to full-time Executive Secretary with WordPerfect and Lotus. Shorthand and Transcription a must.

Call Diane at 522-4020 for an appointment!

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

KEY PUNCH OPERATORS
Inforex or Tarlan experience. Days. Telegraph & 6 Mile. Call 534-4440

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: Box 280 Staff Plus, Suite 100, Farmington, MI 48334

LEGAL
Recruiting for ABA 4 yr. Paralegals, experienced WordPerfect Legal Secretaries & Legal Receptionists.
FAX, mail or call today!
PERSONNEL
AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone: 358-0060

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

504 Help Wanted Office-Clerical

INSIDE SALES COORDINATOR
Some light clerical/computer skills needed. Call Park Jones. Send resume to: S.B.C., Box #210
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

KEY PUNCH OPERATORS
Experienced on Fisher, 100 or 9 imbedded numeric key pad, for our Livonia office. Full time. Paid benefits required. Full & part time positions available on all 3 shifts also Sat. 8am-12pm. Call Mon. thru Fri. 9am-12 noon. 525-4587

LEGAL ASSISTANT - Employee benefits/pension paralegal, minimum 2-4 years, experience with IRS submissions, terminations & 401(k) plans required. Good typing & general qualification requirements & non-discrimination rules; salary commensurate with experience & ability. Submit resume to: Hiring Partner, Hill Lewis, 100 Renaissance, 32nd Floor, Detroit, MI 48243

LEGAL
SECRETARIES

Our reputation for integrity has opened the doors to many of our clients' offices. We are looking for permanent and temporary assignments. Please contact THE AGENCY for Legal Secretaries.
TROY, MICHIGAN
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY for 2 associates in Troy Insurance Defense Firm. Minimum 1 year legal experience. Call Office Manager 649-1330

LEGAL SECRETARY - Well known small Southfield firm. Experience in plaintiff medical malpractice/personal injury. WordPerfect 5.1. Non smoking office. 355-1727

LEGAL SECRETARY for Birmingham law firm. WordPerfect 5.1 preferred. Minimum 1 year legal experience. Call Office Manager 649-1330

LEGAL SECRETARY - Full time. Send resume & salary requirements to: Law Office, PO Box 2648, Southfield, MI 48037-2648

LEGAL SECRETARY - Full time, experienced. Must have good phone & interpersonal skills. WordPerfect 5.0 & 5.1 necessary. Dickinson Wright, non-smoking, friendly quality office. Send resume with salary to: Carol Terry 644-2823

LEGAL SECRETARY
to head litigation area of Troy law firm. Benefits & salary commensurate with experience. Work will be challenging & exciting. This is an excellent career opportunity for someone who is organized, has distinguished work habits, and can manage people. Call Ms. Ruff 643-9484

LEGAL SECRETARIES
Experienced, Word Processors, Receptionists, Temp-To-Perm
ARBOR TEMPS 459-1166

LEGAL SECRETARY
Needed for Farmington law firm. 3 years minimum litigation experience. WordPerfect 5.1 & phone experience. 642-1330

LEGAL SECRETARY
Troy law firm seeking Legal Secretary with litigation experience. Position requires working knowledge of WordPerfect 5.1, along with excellent typing, proofreading and communication skills. Applicant must be well organized, flexible and able to meet deadlines. Please send resume and salary requirements to: P.O.X 2501, Troy, MI 48007-2501

LEGAL SECRETARY
Experienced secretary for Southfield law firm. Knowledge of WordPerfect 5.1, excellent typing skills, phone skills and prior experience in bankruptcy or real estate. Salary commensurate with experience. Excellent working conditions, smoke free environment. Call Kathleen for confidence in: 809 152.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Bloomfield Hills Law Firm seeks an experienced Legal Secretary. Candidate must demonstrate minimum 50 wpm, accurate typing, WordPerfect proficiency, organizational skills, attentive, effective oral & written communication skills & an ability to work in a team environment. Non-smoking office. Salary commensurate with experience. Send resume to:
Hiring Committee
1533 N. Woodward, Ste. 250
Bloomfield Hills, MI 48304.

LEGAL SECRETARY/
WORD PROCESSOR
Immediate position available. Must have excellent word processing (WordPerfect 5.1) skills with regard to document preparation speed (typing), computer knowledge & accuracy. Legal experience necessary in corporate law. Must be organized, possess common sense, be able to communicate effectively in a fast-paced office environment. Salary commensurate with experience. Excellent benefits package. Please forward your resume or apply in person to: Johnson Controls, Inc. 43700 Grand River Drive
Novi, MI 48375

No phone calls please

An Equal Opportunity Employer

PARALEGAL
Seeking individual with personal injury experience for downtown personal injury law firm. WordPerfect 5.1 knowledge required. Salary commensurate with experience. Send resume to:
Debra Clemens
3700 Penobscot Bldg.
Detroit, MI 48226

PART TIME
GENERAL OFFICE
Position available for an individual with a High School Diploma or equivalent in our Legal Department. Hours to be worked are Mondays 8:00 a.m. and 5:00 p.m. Monday through Friday plus a total of 8 hours weekend. The position requires P.C. skills and typing skills of 35 w.p.m. The successful candidate will be expected to perform clerical work with thoroughness and accuracy. The position must possess excellent oral and written communication skills, be able to organize and manage multiple assignments.
Only non-smokers need apply and we are a substance abuse testing company. For immediate consideration please apply in person Monday - Friday between the hours of 9:00 a.m. and 4:00 p.m.:
Alexander Hamilton
Life Insurance
Company of America
33043 Hamilton Blvd.
Farmington Hills, MI 48335-3358
An Equal Opportunity Employer

PAYROLL
Entry Level

Ann Arbor based health-care management company has a position open with the following responsibilities: Data entry, balancing & payroll processing for multiple facilities. Data entry experience required. Payroll experience preferred. Send resume with salary requirements to: Customer Care, P.O. Box 1807, Ann Arbor, MI 48107
An Equal Opportunity Employer

PERSONNEL AGENCY
FULL TIME
Energetic person needed for busy Southfield, Michigan Personnel office. Duties vary busy phone, interviewing, data entry, ads and some light placement. Weekend hours included. Benefits. Call Renee at 442-2047

PHONE ORDER
CUSTOMER SERVICE
Livonia computer marketing company seeks individuals with Phone Agents to join their travel & tourism Customer Service team. The candidates will have excellent phone voice, a pleasant personality, customer service experience, and a very progressive, winning attitude. Knowledge of state sales tax helpful, but good, benefits & growth opportunities await qualified applicants. For more information call after 2pm to 248-476-2900 and ask for DPCS INTERNATIONAL INC.
13001 FARMINGTON RD.
LIVONIA, MI 48150
ATTN: DEBBIE KEIER.
Diversified Employment
Equal Opportunity Employer

APARTMENT SEARCH - TROY
PART TIME marketing associate (Receptionist) requires highly organized, enthusiastic, articulate and ambitious person. Phone skills a must. Please call Jeannine Kaplan 10-4, Mon.-Fri.at 680-9090
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

MARKETING SECRETARY
Exciting atmosphere of retail agency has opening for experienced word processor. Position requires, good excellent phone skills and WP 5.1. Call Diane 357-0400
Uniforce Temporary Services

BOOKKEEPER/OFFICE MANAGER
For small company located in Troy to run front office. Light typing, light bookkeeping and data entry. Part time position available. Respond by resume only to Tooling Technologies, Inc. 1337 Piedmont, Troy, 48084

OFFICE ASSISTANT
Manufacturing shop needs all experience, responsibilities including typing, quoting, purchasing & NC programming as well as normal office functions. Will train for the career position. Good pay, health care benefits, life insurance, vacation & holiday. Apply in person Friday only from 8:00 a.m. to 12:00 noon at 32241 Abruzzi Dr., 8 of Ford, E. of Haix.

OFFICE CLERK

Large Southfield CPA firm is seeking to hire full-time office clerk. The person selected will be detail oriented & have reliable transportation. Some lifting of up to 50 lbs. is required. Great entry level position for a high school graduate. Please call Debi Ritter, 9-11am & 1-4pm
355-1109
Fohlmer, Stoltzfus & Co.
26200 American Dr., Ste. 500
Southfield, MI 48034
An Equal Opportunity Employer

OFFICE MANAGER
We are a 25 person firm located in Southfield. If you are a motivated individual with good organizational and people skills, we want talk with you. The Office Manager will handle duties that include human resources, facilities management, and administrative work for the president. The candidate must have experience with references. We are offering comprehensive benefits, including a 401K Plan, starting salary at $28,000 with a 90 day review. For immediate consideration, please submit your resume to:
Human Resources Dept.
1678 W. Maple Rd.
Troy, MI, 48084
An Equal Opportunity Employer

TEMPORARY POSITIONS
TEMP TO PERM
PERMANENT POSITIONS
Available Immediately!
WordPerfect 5.1 mail and
Lotus is a plus.
THE KPM GROUP
355-2440 or FAX 355-5899
Call about our $$$ for referrals!

SECRETARY - BIRMINGHAM
Full or part time. Typing, phone, word processing. Fast paced office. Lots of public contact. Non-smoker. Call Kay 647-7980

504 Help Wanted Office-Clerical

PART TIME - Typing, clerical, typing, customer phone work. $8/hr. Flexible hrs. Send resume P.O. Box 209, Birmingham, MI 48012

PART TIME SECRETARY for company in Auburn Hills. WordPerfect & Lotus a plus. Send resume to PO Box 814298, Auburn Hills, MI 48321

PAYROLL
Busy multi branch steel company in Livonia has immediate opening for a Payroll Clerk with a minimum 2 years experience in all payroll functions from time cards through payroll tax reports. Computer experience required. Knowledge of employee benefits necessary. Excellent salary & fringe package. Apply in person only. Contractors Steel Company, 36633 Amrhein, Near Levan in Livonia.

PC SYSTEMS OPERATOR

We are looking for a person to support our PC operations which include a proprietary database application. Strong PC hardware knowledge required, as well as strong communication, training, support skills. An understanding of data bases, data entry, and data integrity plus HP laser jet printer programming knowledge helpful. Telephone experience a plus. Farmington, call Diane 9:30am-1:30pm 471-6896

RECEPTIONIST-experienced in secretarial & computer skills for busy Spectrum Southfield Dental. Part-time or full-time. 1-800-321-8560

RECEPTIONIST/SECRETARY - Mature person for days, afternoons or evenings. Non-smoking office. Experience preferred. Apply at St. Anne's Based, 18106 W. 13 Mile, Southfield.

RECEPTIONIST
Front desk position with national insurance company. Light typing required, a plus. Call Gilda 357-0037
Uniforce Temporary Services

RECEPTIONIST
Long term opening for your friendly personality and exceptional skills. Call Ann Marie 540-3188
Uniforce Temporary Services

RECEPTIONIST
Needed for downtown Detroit law firm. Position entails a wide variety of tasks. Send resume to:
Office Manager, 1818 Buhl Building, Detroit, MI 48226

RECEPTIONIST/SECRETARY
Must be highly skilled with computer experience. Minimum typing speed of 50wpm. Submit resume to: 1806 Rochester Industrial Dr., Rochester Hills, MI 48309

RECEPTIONIST
Full-time position with benefits. Must be able to start immediately. Typing a plus. Will train. Send resume to: Box 1000, Staff Plus, Suite, Livonia, MI. 48150.

RECEPTIONIST fast paced, fast growing company. Must have experienced individual to answer multi lines phone system as well as other clerical duties. Word Perfect a must. Please send resume with salary requirements to: Attn: Office Manager, Beacon USA, 3132 Martin Rd., Walled Lake, MI. 48390

RECEPTIONIST/TYPIST: Non smoking environment. Light typing, downtown law firm. Salary commensurate with experience. Health & life insurance benefits. Send RESUME, including grade point average achieved, (good grades required), during education to:
OFFICE MANAGER: 2600 Buhl Bldg. 535 Griswold, Detroit. 48226.

RECEPTIONIST/SECRETARY
proficient in WordPerfect and Lotus. Salary commensurate with experience. 377-2600

RECEPTIONIST
for downtown law firm, full time, with light typing experience.
Call Shelly or Kathy 961-6603

RECEPTIONIST
Full time position for mature, analytic, self-motivated individual who will train. Typing skills a must. Call for appointment at 644-7540

RECEPTIONIST, part-time for small Troy law firm. Must have good telephone skills, typing/PC and filing. Law firm experience helpful. Call Jan: 643-7460

RECEPTIONIST/TYPIST
Full time for Southfield CPA office. Receives pleasant phone personality & accurate typing with word processor. 350-2600

RECEPTIONIST - 1pm-9pm. Busy front desk. Light typing required. Full time, benefits. Apply in person Farmington YMCA, 28100 Farmington Rd.

RECEPTIONIST, Part Time, 30 hours per week, experience is preferred but not required. Please send resume to: Attention Office Manager, 400 Town Center, Ste. 1050, Southfield, MI 48075

RECEPTIONIST/BOOKKEEPER
Must have effectively 1 yr. bookkeeping experience. Accounts Payable background. Familiar with WordPerfect and general office skills. Applications with resume will be taken Tues. thru Fri., 10am to noon and between 10am & 4pm at 3845 W. 8 Mile Rd.

RECEPTIONIST
For busy Farmington Hills property management company. Must have experience with WordPerfect 5 and Lotus a plus. Excellent benefits. Non smoking office.
Resume to: 4735 Pickering, Bloomfield Hills, MI 48301

RECEPTIONIST/SECRETARY
Part time, mature responsible person for property management company. Answer phones, typing, tenant relations, light bookkeeping. Non-smoking office. Some full time. Bloomfield Hills area. Please respond with resume to: Box 232.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

SALES SECRETARY
Leading Farmington Hills automotive supplier has an immediate opening for a secretary in the Sales Department. Position requires two years basic sales secretarial experience including data input, Lotus/Symphony (20/20), word processing, speedwriting or shorthand preferred, good telephone skills and the ability to handle responsibilities include business letter writing, quotations and electronic spread sheet preparation, telephone coverage, filing, processing orders and record keeping. Qualified candidates should apply by resume including salary requirements to: BOX 338,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SOUTHFIELD REAL ESTATE
Developmental/Management firm seeking highly motivated Secretary, with excellent typing and processing and organizational skills. Please send resume to: P.O. Box 70, Southfield, MI 48037

SECRETARY/TYPIST
ADMINISTRATIVE ASSISTANT
to chief executive officer of innovative, high-tech company. Intelligent, well-educated self-starter with background & writing skills. Attractive salary & benefits package. Resume to:
Human Resources Dept.
1678 W. Maple Rd.
Troy, MI, 48084
An Equal Opportunity Employer

SECRETARY
TEMPORARY POSITIONS
TEMP TO PERM
PERMANENT POSITIONS
Available Immediately!
WordPerfect 5.1 mail and
Lotus is a plus.
THE KPM GROUP
355-2440 or FAX 355-5899
Call about our $$$ for referrals!

SECRETARIES
TEMPORARY POSITIONS
TEMP TO PERM
PERMANENT POSITIONS
Available Immediately!
WordPerfect 5.1 mail and
Lotus is a plus.
THE KPM GROUP
355-2440 or FAX 355-5899
Call about our $$$ for referrals!

504 Help Wanted Office-Clerical

SALES SUPPORT
SECRETARY

C.U. Processing, Inc., provides information Management Systems exclusively for Credit Unions through a network of regional data centers.

We currently have a Sales Support Secretary position at our Headquarters in Southfield. You will be responsible for typing statistical reports, preparing letters, contract, and proposals, and orchestrating meetings and trade shows. Qualified candidates will possess excellent organizational and communication skills, accuracy in statistical typing, 80+ WPM, proficiency in Word Perfect 5.1, and a flexible work schedule required. O&A software and the ability to use presentation software a plus.

We offer a competitive salary and excellent benefit package. Please forward resume and salary requirements to:
Renee Barchia, Personnel Manager
C.U. Processing, Inc.
26200 American Drive, Suite 100
Southfield, MI 48034

SECRETARY/BOOKKEEPER
Full charge (1 person office). Must have good experience and be able to handle customer phone calls & order entry. Lotus 1-2-3 a plus, plus benefits including profit sharing, pension, life & health insurance. GLASS, P.O. Box 51314, Livonia, MI 48151

SECRETARY - entry level. Type 45wpm. Some word processing experience helpful. Southfield area. 356-1550

SECRETARY - for Farmington Hills general practice attorney. Hours are 8am-3pm. Salary per we. Word Processing required. 626-9070

SECRETARY for sales office. Need various typing, filing, computer skills, filing, answering phones. Bilingual (Spanish) preferred. Ability to speak Spanish helpful.
Send resume to: P O Box 8358, Dearborn, MI 48126

SECRETARY
Mornings. 15-25 hours per week. Prefer settled person. Outgoing. Call Mike. 458-2432

SECRETARY
Work full time secretary with WordPerfect 5.1 and statistical typing. Send resume to: Box 1000, Staff Plus, 23800 W. 10 Mi. Rd., Suite 220, Southfield, MI 48075

SECRETARY OFFICE MANAGER
Mature person with typing & some bookkeeping for Rochford Insurance agency. Resume to: PO Box 1623, Brighton, MI 48116.

SECRETARY
Olde Discount Corporation has full-time executive secretary opening in its downtown Detroit corporate headquarters. Candidates should be hard working individuals with demonstrated typing skills (45 wpm) and have strong customer service experience. Previous legal secretarial experience preferred. For consideration forward resume and salary requirements to:

ATTENTION:
Human Resources-2
Olde Discount Corporation
751 Griswold
Detroit, MI 48226

Opportunity for experienced secretary with a rapidly growing distribution firm. Data entry and credit and collections a plus.
Call Barbara. 473-2933
Uniforce Temporary Services

SECRETARY - PART TIME
Construction company seeks helpful, 5 days a wk., flexible hrs.
Walled Lake area. 624-5115

SECRETARY, Part-time 20 hours per week. Must have excellent communication & clerical skills, typing of 35wpm & shorthand preferred. Send resume to: Teresa Schwartz, Jewish Vocational Service, 24567 Southfield Rd., Southfield, MI 48076

SECRETARY - PART TIME
Livonia based manufacturer purchasing & distribution department. Has non-smoking office environment, seeks a motivated, organized individual with excellent spelling skills, approximately 35 wpm typing, Mon.-Fri. Responsibilities will involve typing, filing, light bookkeeping and other general office duties. Offer salary commensurate with experience. Great place to work. Please send resume, with salary history, to:
Box 206
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Permanent part time, Mon.-Fri. 8:30-12:30. Typing, filing, grammar, & be organized. Troy area.
Call Sandy 362-8266

SECRETARY/RECEPTIONIST
Full time. General studio assistant for Livonia photographer, Tues.-Fri. Salary DOE. 525-7575

SECRETARY/RECEPTIONIST
needed in Southfield area. Full time, Word processing experience. Send resume to: P.O. Box 254, Southfield, MI 48037

SECRETARY/RECEPTIONIST
for busy Bloomfield Hills commercial real estate office. Must have at least 5 years experience including multiple phone lines, word processing, dictaphone, knowledge of WordPerfect for Windows. Call 647-7701

SECRETARY/RECEPTIONIST
Downtown Birmingham consulting firm needs a professional, self-motivated, mature person with excellent communication & clerical skills. Requires WP5.1, 123 & transcription experience. Word processing helpful, but non smoking office. Resume & salary history to:
Vice President, Box 1451
Birmingham, MI 48012-1451

SECRETARY- Require mature person for typing, filing, light A/R, typing 5 & answer phones. 35 hours, Mon-Fri. Bloomfield Hills, 10am-3pm. 332-5001

SECRETARY/TELEPHONE Receptionist. 30 year old sales promotion/advertising company seeks full time employee for busy Royal Oak office. Excellent compensation & benefits offered to the right individual. Interest we seek. Must have experience in word & Excel for secretarial work, and a computer database program. Call Bernice Bernstein at 547-0880 required (no selling). Please send cover letter with resume and salary expectations to: Management & Marketing Services, 1201 N. Woodward, Royal Oak, MI. 48067.

SECRETARY
with bookkeeping & office experience for construction company in Northville. 349-4387

SECRETARY
(SENIOR)

Immediate opening for an energetic, detail-minded individual with a minimum of 3-4 years secretarial experience to join our international service organization. Duties include provide secretarial support to the Director and other Division personnel, taking and transcription of memos, letters & mail, handle phone interaction with members of our association. Requirements include typing 50wpm, shorthand 80wpm, strong organizational skills, PC experience (WordPerfect and Lotus preferred), strong customer service & communication skills, and the ability to function well in fast-paced environment. Competitive complete benefits package. Please submit cover letter, resume, salary requirements and resume to:
DEWOR SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY/WORD PROCESSOR

Looking for all-around flexible person with ability to work independently. Self directed individual with excellent oral and written skills. Prior experience in typing and word processing. An independent opportunity.
Call OFFICETEAM today.
Phone Fax
358-0277 358-0941
28548 Northwestern Hwy #230
Southfield, MI 48034

Troy Sterling Heights
524-3100 524-3115
201 W. Big Beaver #310
Troy, MI 48084
Vacations Holidays Pay
Health Care Benefits/EOE

SECRETARY
4 day week for computer skilled person who can also handle phone in small advertising office. 30 hrs. Fo chester. Send resume to: Box 300
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

SECRETARY
Looking for experienced full time secretary for real estate firm in Troy. Must have knowledge of WordPerfect 5.1, excellent clerical & communication skills, able to handle multiple financial package together, Lotus a plus. Returns, salary requirements to: P.W. & Company, c/o Patricia, 820 Kirts, Suite #100, Troy, MI., 48084.

SECRETARY NEEDED
For small fast-paced non-profit organization. Strong clerical skills necessary. WordPerfect preferred. Good organizational skills & ability to relate well to others. Must have initiative & ability to handle multiple deadlines on time. Salary based on resumes only. Full time. No medical benefits. Send resume to: Humanitarian Aid, Attn: Personnel, 29811 W. 12 Mile Rd., Farmington Hills, MI 48334

SECRETARY/OFFICE MANAGER
Small dynamic architectural firm has a position open for an experienced Secretary/Office Manager. We are looking for a responsible person with word processing, light bookkeeping and receptionist skills. Send resume to: Edmund London & Assoc., 29580 Northwestern Hwy., Suite 100, Southfield, MI 48034
Fax: 313-353-2920

SECRETARY/
RECEPTIONIST

Fast paced firm has opening for full time experienced secretary/receptionist. Successful applicant must possess excellent phone etiquette, professional appearance, strong sense of responsibility, & WordPerfect experience. Please submit your resume to:

CERTIFIED REALTY, INC.
Secretary/Receptionist Position
38345 W. 10 Mile Rd., Ste. 300
Farmington Hills, MI 48335

SECRETARY/WORD PROCESSOR
Executive shared office, experienced and customer service orientated 5 days - Tues./Fri. - 8:30-5. WordPerfect 5.1 required. Knowledge advanced features. Word for Windows helpful. Salary DOE. Call between 9-12 only at 262-7402

SECRETARY/WORD PROCESSOR
Light typing, good phone skills, strong working environment. STRONG WordPerfect 5.1 skills required. Need self starter with office & organizational experience. Pleasant phone manner required. Competitive pay. Send resume to: Mc Ivanna Johnson, Inc., 30555 Hill Top Ln., Ste 200, Farmington Hills, MI 48331
An Equal Opportunity Employer

SERVICE REPRESENTATIVE
Wanted: Dedicated, hard working, friendly individuals with great phone skills to join our Customer Service and Telephone Service Representatives. This is not a sales position, it's sales phone support for sales people in the field. Minimum 35wpm. Starting salary $17,500. Send your resume to: Harry Orzoff, 24567 Northwestern, Suite 200, Farmington Hills, MI 48333-2604

STAFFING
SUPERVISOR

International staffing service is seeking a qualified individual for the position of staffing supervisor. Responsibilities include: recruiting, supervising employees, receiving & training temporary workers and various administrative duties.

Successful candidate will have effective communication skills. Sales & service related experience highly desirable.

To learn more about this excellent opportunity to take an active role in as the dynamic staffing industry, forward resume to:

HUMAN RESOURCES
WESTERN SUBURBS Bldg.
39209 GRAND RIVER
FARMINGTON HILLS, MI. 48335

Support Staff/Assistant
Secretary for Farmington Hills, part-time, possible full-time in the future. Word Perfect, Work Smart. Responsible, good personality. Independent self-starter. Good people person with light bookkeeping skills, knowledge of computer, accounts receivable, some insurance knowledge, typing, 40-60wpm. Send resume to:
Box 1000
25855 W. 12 Mile, Suite 118
Southfield, MI 48034

Switchboard Operator
Experienced operator for articulate, full time, Livonia location.
Call Tom 591-4555

SWITCHBOARD
OPERATOR

JOIN OUR TEAM! We need a full time Switchboard Operator/Receptionist at our Birmingham location for a fast paced, growing, dynamic communications firm. Experience preferred. Heavy customer contact. Must type 40 wpm. Must be neat appearance, and a good speaking voice. Salary commensurate with ability. Submit your resume with salary requirements to:
ATTN: Corporate Office Manager
P.O. Box 71042
Madison Heights, MI 48071-0043

SWITCHBOARD OPERATOR
Dealership experience.
Call Jo Ellen at
TAMAROFF DODGE 354-6600

SWITCHBOARD/RECEPTIONIST
Immediate opening for Robin or Dimension experience with the expanding company.
Call Sally 473-2933
Uniforce Temporary Services

TELEPHONE/Customer Service and general office work. Full time, Full time in small office in Birmingham area. $6 an hour plus benefits. Please call Jeanne or Sharon 646-9603

TELEPHONE OPERATOR
Immediate position available for person with good telephone and clerical skills. Knowledge of Lotus preferred but will train someone who has good telephone skills. Duties include general clerical and some computer data input. Apply in person to: Armstrong Duck Island, 30500 Plymouth Rd., Livonia.

TRANSCRIPTIONIST/
RECEPTIONIST

One of the subsidiaries of a large non-profit health care organization is looking for a full time Transcriptionist/Receptionist for a clinic located in Westland.

Incumbents will provide secretarial and clerical support services, such as typing reports, forms, memos, and short notes that require the use of medical terminology, and maintains records and files.

The ideal candidate will be a high school graduate with training in transcription, knowledge of medical terminology, word processing skills and the ability to type 50 wpm. Only qualified candidates should send their resume and salary history to:

BOX 342
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

WORD PROCESSING SECRETARY
Long term positions with fast growing Michigan firm. Top 5