EMPLOYMENT

504 Help Wanted Office-Clerical

AUTO DEALER on West Side has an immediate opening for Accounts Receivable/Payable. Must have dealership accounting knowledge! Apply in person at:
DICK SCOTT DODGE
684 Ann Arbor Rd., Plymouth

AUTOMOTIVE CUSTOMER SERVICE DEPARTMENT
Now accepting applications for Clerical help. Typing & automotive knowledge helpful. We offer competitive wages, 401k & more. Join our hardworking team of Service Professionals. Apply in person to: Crestwood Dodge Service Department, 32850 Ford Rd., Garden City

BLUE CHIP CO.
Seeks "Executive Secretary with 10 years experience, shorthand of 60+, typing of 75+ and excellent interpersonal skills. Northern suburb. Great benefits to $25K.
Dorothy Day Personnel
Serving Detroit & Suburbs Since 1953
962-0565 or fax 962-2571

BOOKKEEPER/ ACCOUNTING CLERK
One of Metro Detroit's largest growing wholesale baking companies is seeking a self-motivated individual, neat in appearance, with organizational & math skills, phone etiquette, familiar with computers, and able to handle a variety of administrative duties. Send resume to: 827-7303

BOOKKEEPER - experienced thru trial balance for Sales Agent in Macintosh computer. Non smoker. 275/Livonia area. Send resume to: Box 644,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/CLERICAL - Large, 20 hours a week, computer experience necessary. Reply to: P.O. Box 33007, Detroit, MI 48236

BOOKKEEPER/FULL CHARGE
Floral wholesaler in Farmington Hills. Strong accounts receivable/payable through financial statement. Must have good communication skills and computer experience. Full time, references required. 553-0647

BOOKKEEPER
Livonia based professional consulting firm seeks part-time bookkeeper with bio-med background. Ideal candidate will be self-motivated, quality conscious and have knowledge of accounting experience. Some secretarial work may be required.
Macintosh World and Excel skills a must. Send resume in confidence to: Bookkeeper, P.O. Box 700193, Plymouth, MI. 48170.

BOOKKEEPER
Minimum experience 2 years. Other office duties. Start immediately.
537-5999

BOOKKEEPER/OFFICE MANAGER
for a busy construction company. Candidate must be able to close accounting months. General office experience helpful. Computer literate accounting experience a must. Word Perfect experience preferred. Send resume to: PO Box 812, Bloomfield Hills, 48303

BOOKKEEPER - permanent part-time position for person with small Southfield CPA firm. Computer & accounting experience needed.
Call Brian 424-8280

BOOKKEEPER- Small 40 year old firm seeks full-time, full charge bookkeeper. Computer & bookkeeping experience preferred. 357-1000

CAREER OPPORTUNITIES
Construction Secretary: $24,000 4 yrs. experience, WordPerfect plus construction knowledge needed for suburban firm. Job costing a plus.

Executive Assistant: $25,000+ Several top execs seek stable suburban firms using your 5 years experience. Proficiency in WordPerfect, Lotus & shorthand skills.
ALL FEES COMPANY PAID
PERMANENT STAFF
FARMINGTON HILLS: 737-5750
TROY: 585-2720

CASH IN ON SOME GREAT JOBS

DATA ENTRY OPERATORS
• Must be able to key 10,000 KPH+
• 8 hour shifts available
• 4 hour shifts for am or pm
• Long-term assignments available

Long and short-term assignments in Livonia and Westland areas

Livonia 522-4020
29125 Buckingham #4

Westland 326-5590
896 Wayne Rd.

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

CLERICAL/INSIDE SALES
Position with growing medical supply company in Auburn Hills. Requires absolute accuracy, phone skills, typing, 50 words accuracy and helpful. Benefits & room for advancement. Send or fax resume to: P.O. Box 4199, Auburn Hills, MI 48321

CLERK - position available for a mature person at a Western Wayne county out patient mental health clinic. Duties: phones, filing, light typing, 20 hrs. per week including 1 evening. $5.15 per hour. Call Sue weekdays mornings at: 459-6125

CLERK TYPIST
Growing research firm located in Bloomfield Hills seeks professional individual to perform word processing, mail clerical, & backup switchboard responsibilities. Excellent communication skills & WordPerfect experience required. Ideal candidate is full time with benefits. Work hours 8am-5pm. Call or send resume to:
R.D.A., 450 Enterprise Court,
Bloomfield Hills, MI
48302, attention Dawn
(313-253-7406)

504 Help Wanted Office-Clerical

BOOKKEEPER
Stable, pleasant Detroit distributor of industrial products seeks experienced Bookkeeper to manage the accounting function. Low employee turnover, excellent salary, benefits & work environment. Send resume in confidence to:
WPB-443
EMPLEX CORP
P. O. Box 2497
Southfield, MI 48037.
An Equal Opportunity Employer

SMALL W. Bloomfield sales office has immediately part-time position available for mature person to work flexible hrs. 20 + per week. Will be assisting full time inside sales assistant. Must possess good keyboard, filing & phone skills. Will train qualified person. Send resume to: Estate, Inc., 5020 W. Maple, Suite #304, W. Bloomfield, MI., 48322

SALES/ORDER DESK
Southfield sales office needs experienced person with above average office skills. Good phone personality & PC skills required. Must be well organized & willing to learn all aspects of our business. Salary based on experience. Good benefits, excellent working conditions. Please forward resume with salary history to: Sales Order Desk, P.O. Box 5034,
Southfield MI 48086-5034

CLERICAL
Source One has provided mortgage loans to millions of people for almost 50 years. We have over 1,800 employees with 70 locations throughout the United States.
We currently have need for individuals with any or all of the following skills:
• Telephone/Customer service
• Data entry skills
• Typing of 40 + wpm
• Alpha/numeric filing
• Math skills
Starting rate will range from $5.50-$7.50 per hour. We offer a salary commensurate with experience plus a comprehensive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION
27355 Farmington Rd.
(Corner of 12 Mile)
Farmington Hills, MI. 48334-3357
Equal Opportunity Employer M/F/D

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for our fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision and have hands-on Wordstar and/or WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a competitive salary and benefits package. Qualified candidates forward resume in confidence to:
Clerical Support
P. O. Box 779
Detroit, MI 48231

CLERK TYPIST - (1 full time, 1 part time-1 to 5pm). Full time duties include typing (50wpm accurately) answering phone, recording payments, filing. Part time duties include typing 50 wpm with WordPerfect 5.1 experience, answering phones, copying, filing. High School diploma required. Send resume to: Executive Secretary, Specify full or part time). 6010 Merrihman, Garden City, MI 48135.
An Equal Opportunity Employer

College Students Needed
• Word Processing/Clerical
• Technical • General Labor
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

COMPUTER CONSULTANT - Southfield. Ability to create & change presets, train, utilize equipment to the fullest. Temp to hire, fee paid.

SECRETARY - good typing, computer experience, phones. $18,000-$22,000, fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

COMPUTER ENTRY
Highest pay for your attention to detail. Adds and numeric input. Major financial firm. Call Darlene 646-6500
Uniforce Temporary Services

CONSTRUCTION ACCOUNTING CLERK - Non smoking office, seeks a confident self-starter, skilled in accounts payable with computer aptitude, to become administrative assistant to builder. Potential for future full time exists.
333-7782, 4-5pm

CUSTOMER SERVICE/Order Desk, experienced person who has good telephone skills, various office duties. Benefits. Send resume to: ASL, 24435 Halstead, Farmington Hills, MI 48335. No phone calls please.

CUSTOMER SERVICE
Suburban marketing firm has openings available. Good communication skills necessary. WR train. Flexible hours. Call Colleen 357-0641
Uniforce Temporary Service

CUSTOMER SERVICE REP
Technical book publisher needs a detail-oriented person with communication skills to answer customer calls, write quotes & work on sales projects. Full time, flexible hours. Send resume to: Effective Training, Inc., 2066 S. Wayne Rd., Westland, MI. 48185 or call 728-0909

CUSTOMER SERVICE/ SALES REPS
FEE PAID $12,000
TRAINEES! Suburban Manufacturer has adding several Customer Service Reps and one Michigan outside Sales Rep. Growth opportunity. Full fringe benefits.
Call Kay 649-2496

DAY
DATA ENTRY CLERK
Novi firm has full-time position for detail-oriented person. Some computer experience required. Call Mon-Fri between 9-11am: 348-8000

DATA ENTRY
• Full Time/Temporary
• Good keystrokes a must!
• Metro Detroit area

WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

JOIN ONE OF THE 100 BEST COMPANIES TO WORK FOR IN AMERICA!
Valassis Inserts, recently named as one of the 100 best companies to work for in America, has an exciting opportunity for an EXECUTIVE SECRETARY. This individual will provide administrative assistance and high level secretarial support for our Chief Executive Officer. The ideal candidate should have:
• Executive Secretarial Experience
• Typing Speed 60-70 wpm.
• Shorthand Speed 90-100 wpm.
• Strong Organizational and Communication Skills
Please send your resume to:Valassis Inserts, 36111 Schoolcraft Rd., Livonia, MI 48150, Attn:Cristin Keller
VALASSIS INSERTS
An Equal Opportunity/Drug Testing Employer

504 Help Wanted Office-Clerical

CORPORATE PERSONNEL SERVICES
JOB FAIR OPENS HOUSE
Tuesday July 13, 1993
9:00 a.m. to 7:00 p.m.
at 753 W. Big Beaver, Suite 122
(off I-75, Top of Troy Building)
ALSO
Tuesday July 13, 1993
9:00 a.m. to 5:00 p.m.
at SHERATON OAKS
(Take Hoover/Walsed Lake exit off I-96, located on service drive)

JOBS AVAILABLE:
BOOKKEEPER
CLERICAL
DATA ENTRY
WORD PROCESSORS
RECEPTIONIST
SWITCHBOARD
TELEMARKETING
TYPISTS
REALESTATE MORTGAGE CLOSERS
No appointments necessary
382-9698
NO FEE EOE

CREDIT SECRETARY - Entry level position for organized person. Duties include typing, sorting through credit applications and light clerical work. Send resume to: C. S., P.O. Box 9066, Farmington Hills, MI 48333

CUSTOMER SERVICE MANAGER-For small fast-paced marketing company in 12 Mile/Southfield area. No health benefits. Jeff: 540-2020

Customer Service Rep
Entry level position, flexible hours, (approximately 24-32 hours per week) including Saturdays and some holidays. This fast paced, ever changing position requires at least 1 year prior customer service experience, pleasant phone manner, typing and 10-key pad production for order data entry. Applicants meeting these qualifications may apply Mon-Fri between 8:30am & 12:30pm only.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

DATA ENTRY
Many temp-to-term openings with fast-growing Plymouth/Canton area company. Top pay. Donna: 473-2934
Uniforce Temporary Services

DATA ENTRY
Numeric. Detail oriented. Fast. Must have 11,000 K.P.H. Livonia. Long term.
TEMPORARY RESOURCES
737-1711

DATA ENTRY OPERATORS
Days & afternoons.
Tartan System, Farmington area.
474-1136

DATA ENTRY OPERATORS
WORD PROCESSORS
Needed immediately for both 1st and 2nd shifts. Long-term temporary work in rapidly expanding west suburban video dubbing company. Casual atmosphere. Top Pay. Any WordPerfect, Lotus 123, Symphony, or Excel experience would be a plus. Call today for an appointment.
N S SERVICES
473-2111

DATA ENTRY
Rochester, Troy, days, mornings/afternoon, transportation logistics company. Alpha numeric input skills required. John 313-652-3454

DATA ENTRY TECHNICIANS
Data Entry Technicians needed for rapidly growing medical billing company. Position requires experience in data entry, knowledge of medical bills helpful. Must be able to work independently and pass clerical test. Full time/part time - 8-12-2 AFTERNOONS. Please apply in person at:
ReviewWorks
400 Galleria Officentre
Suite 131
Southfield, MI. 48034
EOE/M/F/H

DISPENSING OPTICIANS
full or part time, experienced, excellent pay. Direct Optical, Farmington Hills. 553-8270

DO YOU KNOW WORDPERFECT 5.1 & DOS 5.0?
Michigan Cancer Foundation
Detroit Medical Center
110 E. Warren, Detroit MI 48201
313-833-0715 EOE
Equal Opportunity Employer M/F

INSURANCE AGENCY looking for experienced person to work PC DOS with computer experience. Farmington Hills area. Submit resume:
Box 518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

JOBS
• $5 To $10 Per Hr.
• Word Processors
• Data Entry • 6,000 Key Strokes + Accuracy
• Long & Short Term
Call Today 313-459-1010
EMPLOYMENTGROUP 583-1819
NO FEES EOE/M/F/H

KEY PUNCH OPERATORS
Experienced operators familiar with Wang keypunch needed for day shift. Full or part time. Flex hours, benefits. Jan: 476-8111

LEGAL SECRETARY: Family law & General Practice. Law firm in Farmington area. Must know procedures & be organizational skills, excellent telephone manner & be able to assist a busy attorney with growing legal practice and administrative matters. Corporate legal experience helpful. WordPerfect 5.1 & excellent typing required. Fax resume and salary requirements to: Metro Medical Equipment, 12965 Westwood, Detroit, MI 48228

LEGAL ADMINISTRATIVE ASSISTANT
2 Partner in Non-Con law firm. Successful candidate will have superior organizational skills, excellent telephone manner & be able to assist a busy attorney with growing legal practice and administrative matters. Corporate legal experience helpful. WordPerfect 5.1 & excellent typing required. Fax resume and salary requirements to: Debbie Hagerstrom, 3001 W. Big Beaver, Suite 220, Troy, MI 48084

EXECUTIVE SECRETARY
Looking for a confident professional with experience in WordPerfect. Salary commensurate with experience. Please forward resume to:
Quality Construction
7937 Schaefer
Dearborn, MI 48126
Attention:Cheryl

EXECUTIVE SECRETARY
Must know WordPerfect 5.1 and Lotus. Positions in the Troy and Southfield areas. Good organizational skills. Call for an appointment.
CORPORATE PERSONNEL SERVICES
362-9698
NO FEE EOE

FRONT DESK SUPPORT PERSON WITH A FLAIR FOR WRITING
Needed for fast paced office. Full time, entry level position for a personable, professional, sales-oriented individual with Macintosh experience and knowledge of office procedures, involves receptionist duties, appointment scheduling, errands, administration of new business efforts, and coordination of internal marketing programs for communications firm. Previous office experience preferred. Qualified individuals please send resume to: Box 668,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Major suburban corporation needs office support experience and excellent skills. Candidates are expected to know Word Perfect and be highly motivated. Benefits and paid holidays. Call Sally at 357-0037
Uniforce Temporary Services

EXECUTIVE SECRETARY $22,000
Use your good skills and administrative ability assisting the VP of Sales in a successful consumer products company. Shorthand a plus. Call 464-0000
SNELLING PERSONNEL SERVICES

EXPANDING EQUIPMENT company looking for entry level individual to fill full time positions for General Clerical, Vendor/Customer Service & Receptionist.
Send resume & salary history to:
B.H.
P.O. Box 3000
Farmington Hills, MI 48334

FILE CLERK, light typing, full-time, 8am-5pm, Mon.-Fri. $200 per wk. Benefits. In Troy area. Reply to:
Attn: Sytrels Manager
P.O. Box 8031
Novi, MI 48376-9021

FRONT DESK
Interact with people in the creative atmosphere of this major advertising agency. Recent multi-line phone experience. Call Rose 649-5166
Uniforce Temporary Services

GENERAL OFFICE
Excellent typing skills, self-motivated, detail oriented person with good telephone & word processing skills (Microsoft Word/Macintosh experience a plus). Office setting, some overtime necessary. Full benefits. Send resume & salary requirements to: Controller, Wolverine Tube, Inc., 12 Mile Rd., Farmington Hills, MI 48331

GENERAL OFFICE
Excellent telephone skills, filing, bookkeeping, typing 40 wpm, have previous office experience. Salary plus excellent benefits. Please resume. PO Box 938, Troy, MI 48099.

GENERAL OFFICE
Part time for our Novi showroom. Interesting & challenging.
Call Monika, 247-6100

GENERAL OFFICE
Ability to type, pleasant answer manners, meet with the public, computer literate a plus. Will train the right bookkeeping. 3 years experience. Salary commensurate.
B. Harmon, 23600 W. Ten Mile, Suite 200, Southfield, MI 48033.

GENERAL OFFICE/BOOKKEEPER-Computerized accounting experience/preferably Great Plains. Resumes to:
Langlois Tool
12370 Arnold
Redford, MI 48239
or call fax (313) 538-5740

GENERAL OFFICE CLERK
Busy steel service center is looking for an individual to work in a full time position doing filing, data entry, answering multi line telephone system, typing & other misc. office duties. Excellent benefit package. Apply in person only.
CONTINENTAL STEEL COMPANY
36555 Schoolcraft Road
(near Levan), Livonia.

HIRING NOW!
• WORD PROCESSORS $8-$12/HOUR
• RECEPTIONIST/SWITCHBOARD $8-$9/HOUR
• DATA ENTRY CLERKS $6-$8/HOUR
Short & Long Term Assignments
CONTEMPRA
583-9500, 563-5900

HOMECARE CLERK
The Michigan Cancer Foundation is seeking a Clerk to provide clerical support for our Homecare Program located at 3331 Street, Suite 550. Ideal school diploma and good communication skills required. Medical office work experience, good organizational skills and accurate typing a plus.
Qualified applicants may respond by resume to:
Michigan Cancer Foundation
110 E. Warren, Detroit MI 48201
313-833-0715 EOE
Equal Opportunity Employer M/F

INSURANCE AGENCY looking for experienced person to work PC DOS with computer experience. Farmington Hills area. Submit resume:
Box 518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

JOBS
• $5 To $10 Per Hr.
• Word Processors
• Data Entry • 6,000 Key Strokes + Accuracy
• Long & Short Term
Call Today 313-459-1010
EMPLOYMENTGROUP 583-1819
NO FEES EOE/M/F/H

KEY PUNCH OPERATORS
Experienced operators familiar with Wang keypunch needed for day shift. Full or part time. Flex hours, benefits. Jan: 476-8111

LEGAL SECRETARY: Family law & General Practice. Law firm in Farmington area. Must know procedures & be organizational skills, excellent telephone manner & be able to assist a busy attorney with growing legal practice and administrative matters. Corporate legal experience helpful. WordPerfect 5.1 & excellent typing required. Fax resume and salary requirements to: Metro Medical Equipment, 12965 Westwood, Detroit, MI 48228

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Near Southfield. Call Bobbie Lacey, Suite 130, Farmington, MI 48334

LEGAL SECRETARY, experienced, flexible hours. WordPerfect. Downtown Birmingham. Resumes: Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Bloomfield Hills. Experienced probate, real estate, general. Salary negotiable. Send resume: Phyllis Hudack, 1750 S Telegraph, Bloomfield Hills, MI 48302.

LEGAL SECRETARY
Bloomfield Hills business law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Candidate must demonstrate strong typing, follow-through, effect proficiency, dictaphone experience, oral & written communication skills & an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to: Administrator, 250, Bloomfield Hills, MI 48304.

504 Help Wanted Office-Clerical

LEGAL SECRETARY-Experienced, wanted for expanding Southfield law firm. Word processing experience and excellent skills. Candidates are expected to know Word Perfect and be highly motivated. Benefits and paid holidays. Call Sally at 357-0037
Uniforce Temporary Services

LEGAL SECRETARY
Farmington Hills law firm. Very experienced in litigation. Must be able to handle heavy workload. Word-Perfect, IBM. Non smoker. Plush environment. Excellent compensation package. Send resume with salary requirements to: P.O. Box 37251, Detroit, MI 48237

LEGAL SECRETARY
Experienced only, for non-smoking Southfield law office. Must know WordPerfect 5.1, Lotus 1-2-3. Long & short term. Temp-to-perm. Excellent opportunity and working conditions.

LEGAL SECRETARY for 2 associates in Troy. Minimum 1 year experience in business defense litigation. Call Office Manager 648-1330

LEGAL SECRETARY
Experienced Legal Secretary needed for small Bingham Farms firm. Excellent typing skills required. Law firm experience necessary. Word Perfect 5.1 knowledge helpful. Salary commensurate with experience. Please send resume to: Box 04
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Placement
• Temp to Perm
Fax, Mail or Call
PERSONNEL AT LAW
(FAX) 352-2253
SOUTHFIELD OFFICE
3000 Town Center, Ste. 2580
Southfield, Michigan 48075

LEGAL SECRETARY
Part time in Southfield. Bite practitioner. Experienced ONLY. 948-1600

LEGAL SECRETARY
Full or part time. Specialize in personal injury. Birmingham area. 334-6262

LEGAL SECRETARY - PART TIME
Personal injury experience necessary. Excellent salary. Call 354-2500

LEGAL SECRETARY - Experienced, non-smoker, for busy Southfield law firm. Salary commensurate with experience. Call Ann at (313) 557-5360 N. Main, Clawson, MI 48017

LEGAL SECRETARY - for small Troy law firm. Experience required. Salary and rate and estate planning. Good telephone skills & word processing. Call Jan 643-7460

LEGAL SECRETARY
With 3-4 years experience in litigation. Law firm in Troy. Excellent typing, communication & organizational skills required. WordPerfect 5.1 required. Call Administrator, 10mon - 5:30pm at: 313-258-8200

LEGAL SECRETARIES
TO $15 HOUR - FEE PAID
Permanent and temporary positions available with top law firms. Litigation, corporate, probate. Call 313-642-2350 or FAX resume to: 649-FAX-2.
M. BOOKSPAN & ASSOCIATES

LEGAL SECRETARY & WORD PROCESSOR EXPERIENCED
Corporate & litigation. Day & evening hours available. Send resume to: Office Administrator,
Lifer Rosevitz & Lentz
505 N. Woodward, Suite 1400,
Bloomfield Hills MI 48304

LEGAL SECRETARY
3 Temp, 2 Perm positions for legal firm, 6 months experience required. Comprehensive benefits and competitive salary. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48076
313-352-4140

LEGAL SECRETARY
PROMINENT FIRM
We are seeking an experienced legal secretary for key position. Strong grammar & spelling skills sought. Call or send resume to:
Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48076
313-352-4140

LEGAL SECRETARY wanted for Troy law firm with pleasant working conditions. Must have excellent typing, organizational skills, reading skills as well as professional appearance & ability to work well in people. Salary commensurate with ability. Send resume for Diane M. Kelly,
Frank & Stetand, 3001 W. Big Beaver, Suite 600, Troy, MI 48084
An Equal Opportunity Employer

LEGAL SECRETARY
Litigation experience necessary. Specializing in medical malpractice/personal injury. Responsible for pleading, preparation, coordination with clients. Computer typing (Novom, Wordperfect 5.1) Attention to detail & ability to work unsupervised a must. Non smoker with 2 years + a must. 40 hour week. Salary commensurate with experience & benefits available. Send resume to: Office Manager, 33411 Beechnut Ave., Westland, MI. 48185

LEGAL SECRETARY TO $28,000
Plaintiff personal injury background. Good organizational skills, fully established suburban firm, friendly environment, excellent benefits.

LEGAL SECRETARY, $27,000
Law firm seeks person with organizational skills needed including WordPerfect 4 experience preferred.

LEGAL SECRETARY, $28,000
Corporate/real estate or Workers Comp a plus. Challenging & diversified duties. Full benefits. 772-6700.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Southfield based insurance company seeks full time experienced legal secretary. Successful candidate must have excellent typing, word processing, spelling & transcription skills. Experience in personal injury defense litigation preferred. Responsibilities include trial preparation, managing files, scheduling meetings & gathering information for attorneys. Individual should have minimum 2 years experience. Competitive salary with excellent benefits, send resume and salary requirements to:
Human Resources/Legal
P.O. Box 2223
Southfield, MI 48037-2223

MAINTENANCE PERSON needed full-time, on-night, for luxury Ann Arbor apartment community. Call or send resumes to: Box 346
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL EQUIPMENT Company seeks full time candidate to assist our office with duties of accounts payable, typing & phone work a few of the job responsibilities. Organizational skills & good common sense a must. Benefits package available. Mail resume with salary requirements to: Metro Medical Equipment, 12965 Westwood, Detroit, MI 48150. No phone calls please.

NEEDED IMMEDIATELY!
Seeking individuals with:
• Excellent communication skills
• Pleasant telephone manner
• Keyboard experience essential
5:30-9:30pm. Troy area.
CONTEMPRA
583-9500

OFFICE ADMINISTRATOR
needed immediately for retail jeweler located in Oakland Mall. Full time position with benefits. Administrative or bookkeeping experience preferred. Contact Judy or Melanie at 585-0270

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Renaissance Center Law Firm seeking 2 legal secretaries with corporate transactional experience; one with 1-2 years experience, and one with 3-5 years experience. Must have WordPerfect 5.1, strong typing & grammar skills. Excellent salary for the fast-paced growing firm. Send resume with salary history to:
Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES
STOP!
Your Search Is Over!
Two positions for established firms. WordPerfect 5.1 and 2 plus years experience in legal required. Benefits to $26K.
Dorothy Day Personnel
Serving Detroit & Suburbs Since 1953
962-0565 or fax 962-2571

MARKETING SUPPORT
Marketing firm in Rochester Hills seeks a full time person to be involved in a merchandising operation. Perfect for someone with good phone calls, and extensive clerical support. Recent multi-line phone and have PC experience, strong communication skills, and the ability to work quickly and accurately. $7/hour. Send resume & cover letter to:
Human Resources, PO Box 790, Rochester, MI 48308

MATURE, AGGRESSIVE PERSON
Experienced in billing, data entry and Human Resources duties. Typing required. (Royal OAK) Contact: Bert 16 & E.
MEDICAL BILLER Needed - Computer data entry experience helpful. Knowledge of medical billing helpful but will train. Ability to prioritize a deadline driven, pleasant work environment, non-smoking. Please call 330-1060

OFFICE ADMINISTRATION
for marketing agency. Individual should possess strong typing information and general office duties.
Keyboard and computer knowledge a must. Work directly with creatives and accounts service personnel. Working knowledge of sales, entry level position. Strong growth potential. Please send resume with salary requirements to: Box 610
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Full time duties include: answering phone (average 25 to 50 a day) (WordPerfect 5.1), filing, mailing, general office equipment knowledge needed. Previous office related experience needed apply. Send resume & salary requirements to: MKB, 3800 Woodward, #900, Detroit, MI 48201

OFFICE ASSISTANT - permanent part time, 3 days per week. Good phone skills, WordPerfect experience helpful. Call 313-585-4858

OFFICE ASSISTANT PART-TIME
Seeking an organized, detail-oriented team player to provide clerical support for our North Oakland Team. Qualified individual will also have computer skills and knowledge of WordPerfect.
Send resumes to:
ATTN: HUMAN RESOURCES
HOME BEST
SOUTHEASTERN MICH
18250 North Laurel Park Dr.
Southfield, MI. 48075
An Equal Opportunity Employer.

OFFICE CLERICAL
Northwest suburban firm seeks a dependable person for this entry level position. Qualified candidate must be courteous and business like with excellent telephone skills. Computer literate (Lotus 1-2-3 and WordPerfect required). Excellent working conditions with good benefit package. Contact Office Manager, P O Box 413, Farmington, MI 48332-0413. We promote a drug free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

OFFICE CLERICAL
Our client a growing shipping supply company, located in Auburn Hills, is seeking a P.C. Data Processor & Customer Service Representatives. Strong candidates will have good phone skills, typing, computer experience & an aptitude for numbers. If you have a friendly personality & enjoy working in a professional atmosphere please send your resume in strictest confidence to:
Attention: XYZ
Fortner, Rudzewicz & Co.
2600 Buhl Building
Detroit, MI 48226
Suite 500
Southfield, MI 48076-5004

OFFICE/INVENTORY CONTROL
Entry level. Full time. Typing. Apply in person: 31025 Grand River, Farmington.

OFFICE PERSONNEL
Immediate full and part time openings in all locations for the following skills:
WORD PROCESSORS
(Any Software)
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
$5-$7/HOUR
We offer: Top pay, Holiday pay, Temp-Med insurance, and bonuses. Call for an appointment today!
LIVONIA 464-2100
SOUTHFIELD 354-1300
AUBURN HILLS 373-7500
SNELLING PERSONNEL SERVICES

RECEPTIONIST - busy automotive supplier looking for an energetic, well organized person with pleasant phone manner and strong communication skills. Must be a self starter, typing minimal, and enjoy working in fast paced office environment. Responsibilities include phone, light typing, and other clerical duties. Computer knowledge helpful. Send resume to: P.O. Box 2668, Livonia MI 48151

RECEPTIONIST required for established manufacturing company. Full time experienced with good telephone manner a must. Data entry also required. WordPerfect a plus. Excellent benefits. Salary commensurate. Send resume: Attn C. Dean, or apply at Greenfield Die Casting, 3301 Ronda Dr., Canton, MI 48187.

RECEPTIONIST/SECRETARY for professional suite. Varied responsibilities include answering phones, greeting clients, preparing correspondence and presentations using WordPerfect 5.1. $8.00 per hour to start, plus medical benefits. Call and letter of introduction to: Dunningham Group, 30100 Telegraph, Ste. 450, Bingham Farms, MI 48025.

RECEPTIONIST
Immediate opening for fast-paced office to answer multi-line phone system and other clerical duties. Switchboard and WordPerfect experience necessary. Pleasant phone manner a must. Please send resume & salary requirement to: Bosch USA, 3133 Martin Rd, Walled Lake, MI. 48390. Att: Office Manager.

SALES ASSISTANT SECRETARY
$18,720
Interesting variety with an international company. Shipping and receiving documentation. Computer, Pentium/486, 1533 N. Woodward, Bloomfield Hills, MI. 48304. Call Ms. Bennett at 540-0270
SNELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

Operator/Receptionist
N.W. Detroit area, automotive manufacturing company, looking for an experienced Telephone Operator/Receptionist. Must have experience handling high-volume Northstar Telecom phone system. Main lobby area is busy, requiring good word processing & strong communication skills. Position offers competitive wage & benefits package. Qualified male resume or letter stating experience, qualifications & salary to:
Box 23061, Detroit, MI 48223.
Equal Opportunity Employer M/F

OUR CLIENTS NEED
Experienced Secretaries/Word Processors. Must know WordPerfect 5.1, Lotus 1-2-3. Long & short term. Temp-to-perm. Excellent opportunity and working conditions.
ARBOR TEMPS 459-1166

PART TIME - CLERICAL - mornings or afternoons, flexible hours. Work in Perrect a plus. Send resume to: 24400 Northwestern Hwy., #105, Southfield, MI 48075

PAYROLL PERSON
Put your 3+ years of college and 5+ year of payroll experience to work for you. Must have experience doing payroll for large number of employees. Great benefits. Southern Suburb to $25K.
Dorothy Day Personnel
Serving Detroit & Suburbs Since 1953
962-0565 or fax 962-2571

AUTO DEALERSHIP looking for a Porter & Co. Attention Human Resources, 25900 Northwestern, Southfield, MI 48075.
An Equal Opportunity Employer

SECRETARIAL
Fast-paced real estate office looking for a motivated and self-directed individual. Responsibilities include: coordinating and overseeing Receptionist and Secretarial staff, Clerical work, typing, answering phones, etc. Prefer real estate related experience. Send resume:
Box 820
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL PART TIME - flexible hours, 20 hours per week. Word Perfect 5.1, good business attitude, Birmingham/Troy area. 643-8330

SECRETARIES
Kelly Services, the nation's leading staffing support company, is seeking full-time and part-time for its world headquarters in Troy.
Administrative Finance Secretary: Responsibilities include collecting financial data from databases, reviewing and researching budget/financial information and coding invoices into utilizing spreadsheet software. Requirements include 2 years of administrative support in a finance or accounting environment plus excellent PC skills with proficiency in Lotus or Excel.
Administrative Secretaries
Positions require 2-4 years of secretarial experience with word processing. Must have Microsoft Word for Windows preferred. Outstanding communication and organizational skills are mandatory. Knowledge of this fast-paced environment.
Join Kelly and become part of a dynamic company that offers an exceptional benefit package and competitive salary. To apply, send resume, in confidence, to: Kelly Services, Inc., Attn: L. McCarthy, Kelly Services, Inc., P.O Box 371179, Detroit, MI 48236-0061.
Kelly Services
an equal opportunity employer

SECRETARIES
$9 PER HOUR+
LIVONIA SOUTHFIELD
Needed for indefinite assignments. Experience with WordPerfect, Lotus helpful, but willing to train. Positions are available only for free training. Top pay, holidays, benefits. Call or fax resume today!
WESTERN TEMPORARY SERVICES
615-0660
615-0663 (FAX)
Located in Livonia
for accounting office in Plymouth. Send resume to: 496 - W Ann Arbor Trail, Ste 200, Plymouth, MI. 48170.

SECRETARY
For insurance agent in Livonia, part time, Mon., Wed., Fri. Word Perfect preferred, but not necessary. Non-smoking office. Please call for appointment: 425-3580

SECRETARY for office in Southfield. Good office work & phone skills a plus. Benefits. Health Insurance paid. Call for interview. 354-2080

SECRETARY
Immediate openings. Multiple locations. Major financial institution. Word Perfect 5.1 with Lotus and Lotus a plus. Top salary.
Call Kathy 646-7684
Uniforce Temporary Services

SECRETARY - Large Property Management Company seeks experienced secretarial candidate. Must possess Lotus and Word Perfect computer skills. Heavy typing load. Good organization skills and communication skills needed. Medical and dental benefits paid. Please send resume and salary history to:
Mr. H. Keller
P.O. Box 2445
Troy, MI 48099-1745

SECRETARY - Mature, part time. Job requires light typing and good phone skills. Computer and light bookkeeping experience helpful but not necessary. Position may require full time on occasion. Please send resume: 18822 Beech Daly, Redford, MI 48240.

504 Help Wanted Office-Clerical

RECEPTIONIST/ COMMUNICATIONS
for local CPA firm. Familiar with digital phone switchboard & WordPerfect. WR work 7½ hr., days to answer phones, type, handle fax machine correspondence & voice mail messages. Must be mature & responsible. Send resume or applications to Mr. Ehrow, 3438 Old Creek, Troy, MI., 48084.

RELOCATION MANAGER
National title company seeks a management person to work on the account of major corporate client. Must be committed to 100% customer service. Diverse background in various aspects of the relocation business is necessary (counseling, appraising, managing inventory properties). Prior supervisory experience necessary. Only those who truly enjoy the challenge of the relocation process need apply. This seasoned position is located in the New Center area. Send resume and salary requirements to: Deborah Anderson, 1250 Wilshire, Suite 310, Troy, MI 48084

RENTAL AGENT/CLERICAL
Knowledge of Bac. 8 necessary. Apply in person or fax resume to: Oakbrook Villa, 15001 Brandt, Romeo, MI 48065

SALES ASSISTANT - to support regional sales manager with travel scheduling and producing sales material in 4 state regions to existing sales force. Computer experience helpful or part time. Last computation requirements. 3385 W. Long Lake Rd., W. Bloomfield MI 48323.

WORD PROCESSING SECRETARY for suburban advertising agency. Experience in Excel, WordPerfect 5.1 & Harvard Graphics. Attractive work settings, benefits. Send resume & salary requirements to: W.D. Archer & Co., Attention Human Resources, 25900 Northwestern, Southfield, MI 48075.
An Equal Opportunity Employer

SECRETARIAL
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