EMPLOYMENT

504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER
Southfield firm has immediate opening for a Bookkeeper to handle payables, receivables & other related record keeping. Knowledge of Lotus required & Solomon preferred. Please submit resume with salary requirements to: Box 906
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/ACCOUNTANT
Looking for an energetic person with background in real estate development & property management. Experience with Skyline & spreadsheet helpful. College graduate preferred. Flexible hrs. possible to accommodate domestic responsibility.
Send resume to: Box 984
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER, FULL-CHARGE through trial period for Farmington Hills company. Send resume with salary history to:
Box 788
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - part time, full charge for Oak Park office. Please send resume to: Box 886.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - PART TIME
Construction accounting needs to do payroll, accounts payable, W-2's, 1099's and check registers. Flexible hours 10-20 hrs. per wk. CPA interviewing for clients. Send resume to:
P.O. Box 5278
Northville, MI 48167

BOOKKEEPER
Property management & construction company in Rochester Hills has an opening for an individual experience in computerized bookkeeping, payroll tax returns & accounting. Light typing on word processor. Job cost & lien property management experience a plus. Send resume to: Personnel Director, 2911 Rochester Dr., Rochester Hills, MI 48309

BOOKKEEPER - restaurant/banquet facility in downtown area has full time position immediately available. Experience in accounts payable, payroll and maintenance procedures for cash and inventory control. Computer skills preferred, but not necessary. Must have strong interpersonal & organizational skills. Send resume and salary history to: Personnel Director, 2918 Dakashire, Royal Oak, MI 48073

BOOKKEEPER & SECRETARY
needed for business office in Livonia area plant. Light bookkeeping experience. Experience includes computer data entry, payroll, accounts payable & accounts receivable & typing. Secretary's duties include monthly & quarterly taxes. Call 421-7555

BOOKKEEPER/SECRETARY for growing Southfield computer company. General ledger thru trial balance. WordPerfect, Lotus, Windows experience. Full time. Boss Systems, 2329 Livernois, Ste K, Troy, 48083. Call Sondra for interview. 524-1220

BOOKKEEPER
Senior bookkeeper with at least 7 yrs. experience. MAC/Great Plains. Interacy preferred. Send resume to:
Bookkeeper
P.O. Box 2300
Livonia, MI 48151-0303

BOOKKEEPERS
Experienced people needed in all phases of bookkeeping for temporary and permanent positions. We offer high wages, holiday pay and vacations. Call today. Temporary may convert to permanent employment.
QUALITY ACCOUNTING TEMPS
569-4880

CAREER ORIENTED
Experienced employees with the following skills:
• WordPerfect
• Lotus
• Data Entry (8500KPH+)
• Switchboard Operators
Call today to set up an interview. Become a member of the team.
TEMPORARY RESOURCES
737-1711

Cashier/Switchboard Operator
Experience required. Excellent fringe benefits. Contact Jim Maier or Sue Thomasson for an appointment.
BOB JEANNOTTE
PONTIAC/GMC TRUCK
Plymouth 453-2500

CLERICAL: Experienced. Phones, typing, payroll, secretarial. Send resume to Box #314, Southfield, MI 48037.

CLERICAL general office. Bookkeeping helpful. Southfield.
UNIQUE BUSINESS SERVICES
356-6298

CLERICAL
Gonzalez Contract Services
Has immediate openings
• Secretaries
• Receptionists
• Word Processors
• Data Entry Clerks
To work in Dearborn, Southfield, Troy and Downriver Areas
Call or send resume to:
GONZALEZ CONTRACT SERVICES
29401 Stephenson Highway
Madison Heights, MI 48071
(313)543-5410 Fax: 548-3160
EEO/AA EMPLOYER M/F/H/V

JOIN THE TEAM THAT CAN PUT YOUR SKILLS TO WORK
We Need:
Secretaries
Word Processors
• Word Perfect (DOs & Window)
• Lotus • Microsoft
BANKING OPPORTUNITIES
• Vault Processors
• Mail Techs • Lock area
Call Today
SPENCER PERSONNEL
559-0110
Equal Opportunity Employer — Never a Fee

Clerk/Typist Part-Time
Good spelling and typing skills, 55 wpm, plus computer terminal experience helpful. Ability to communicate and deal with customers and advertising salespeople. 5 afternoons, 1:00 p.m. to 6:00 p.m., Monday thru Friday. If this sounds like your kind of job, applications accepted:
THE Observer & Eccentric NEWSPAPERS
36251 Schoolcraft
Livonia, MI 48150
• We are an equal opportunity employer

504 Help Wanted Office-Clerical

BRANCH SECRETARY
Growth oriented plumbing wholesaler seeks experienced individual for its Ypsilanti branch operation. Strong computer aptitude & organizational skills a must. Please send resume to: DWD Supply Co., attn: Jeff Petrut, P. O. Box 1445, Ann Arbor, MI, 48106.
An Equal Opportunity Employer

CONSUMER MARKET ANALYSTS
A leader in the information industry, seeks talented individuals for the following positions:

Receptionist
The ideal candidate will have a pleasant voice and excellent telephone manner, relate well with clients and guests, speak clearly and professionally, maintain a neat and professional appearance at all times and handle multiple tasks easily. Full time, 8:30-5:30, Mon-Fri. Word Perfect experience helpful.

Research Interviewers
to conduct telephone research interviews. Excellent communication skills required, must type 45 WPM. No sales required, permanent full time. Great opportunity for students or those needing a second job. Hours are Mon-Fri, 9:30-9:30, Sat. 10-3, Sun 1-6, 18-35 hrs. per week. Starting at $6/hr.

To apply, call 637-1434, stop by to fill out an application or send resume to Consumer Market Analysis, Dir. of Recruiting, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

CLERICAL
NEEDED IMMEDIATELY
Full and part time hours. If you're looking for work, but have little or no time to find employment let us help you. Excellent pay.
ASK FOR STACY - 649-8797
DAYTEMPS, Inc

CLERICAL
People oriented credit union experience needed for long term positions with suburban clients.
Good people skills. Word processing or data entry skills.
Call Carol, 473-0644 or 649-8500
Uniforce Temporary Services

CLERICAL
Republic Bancorp Mortgage Inc. one of Michigan's largest residential mortgage lenders, is seeking entry-level personnel for full-time employment. Duties may include data entry, filing, copying, faxing, general typing and answering phones. Computer background helpful. If you are an energetic, motivated individual who seeks challenging, rewarding opportunities in a growing organization, please send resume & cover letter with salary requirements to:
Human Resources (ac)
Republic Bancorp Mortgage Inc.
31135 Northwestern Highway
Farmington Hills, MI 48334
Equal Opportunity Employer

CLERICAL SUPPORT
National discount stockbroker has immediate part time openings for shifts office located in W. Bloomfield. Applicants should possess strong communication and organizational skills and a willingness to take on new responsibility. Position offers $1000 monthly and a benefit package. Qualified candidates forward resume to:
Attention:
Human Resources
Olde Discount Corp.
751 Griswold St.
Detroit, MI 48226

CLERICAL
We seek qualified, full time & part time, clerical employees. Good communication skills a must. Bookkeeping, payroll experience helpful, experience a plus. Apply in person at:
28275 Orchard Lake Rd. N. of 12 Mile Rd. 489-0557

CLERKS/
DATA ENTRY
• Long and short term positions
• Warren, Madison Heights
• Livonia, and Southfield area
• Call today for an appointment

CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

CLERKS
General office clerks needed for the Birmingham, Troy, Madison Heights, Farmington Hills and Livonia areas. Must have basic office skills, computer knowledge a plus. $5.50-$7.50 to start. Full time positions with benefits.
EXPRESS SERVICES
Troy Farmington Hills
643-8590 474-5000

504 Help Wanted Office-Clerical

CLERICAL POSITION - Full time, for home improvement office in Westlake area. Experience preferred.
Call for interview 728-0220

CLERICAL/RENTAL agent for full service leasing office. Oak Park, Mature, dependable person who enjoys meeting people. Call Mon.-Fri. 9am-4pm; 968-1963

CLERICAL
Source One has provided mortgage loans to millions of people for almost 50 years. We have over 1,800 employees with 210 locations nationwide. Our growth has created a need for individuals with any or all of the following skills:
• Telephone/receptionist experience
• Data entry skills
• Typing of 40 + wpm
• Alphabet/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, 9-3:
SOURCE ONE MORTGAGE SERVICES CORPORATION
attention Human Resources
27555 Farmington Rd.
(Corner of 12 Mile)
Farmington Hills, MI, 48334-3357
Equal Opportunity Employer M/F/D

CLERK TYPIST
needed for small Birmingham P.I. law firm. Must be proficient in WordPerfect 5.0 and a minimum typing speed of 60wpm. Great benefits are waiting for the right individual. Call Nina
842-1500

CORPORATE PERSONNEL SERVICES
JOB FAIR OPEN HOUSE
Wednesday, August 11, 1993
9:00 a.m. to 4:00 p.m.
at: 38701 Seven Mile, Suite 195
(7 Mile Crossing Bldg., W. of I-275)
JOBS AVAILABLE:
CLERKS
DATA ENTRY
WORD PROCESSORS
RECEPTIONIST
TELEMARKETERS
Call 362-9696 for direction
NO FEE EOE

CUSTOMER SERVICE
PART TIME
• Start 6-16-93
• Good listening skills
• Flexible hours
• Customer Service attitude
• Southfield location
BARTECH SERVICES
271-5454

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

CUSTOMER SERVICE, computer entry & filing, full time.
Ask for Pam. 737-9662

CUSTOMER SERVICE/Secretarial for small, fast paced computerized accounts receivable department. Resume to: 4935 Technical Dr., Milford, MI 48381, Attn: Mary.

CUSTOMER SERVICE
Sharp Customer service Reps. is looking for a pleasant person to work in a fast paced individual who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented and has good grammar and personal skills. Previous office experience. This full time position is an excellent opportunity for a team player who enjoys helping others.
Send your resume with salary requirements to:
Corporate Office Manager
P.O. Box 70143
Madison Heights, MI 48071-0043

CUSTOMER SERVICE REP
Computer company is seeking an individual who can work in a fast paced environment. Previous experience in a computerized help desk environment, customer support or medical claims position is necessary. This position is responsible for responding to a large volume customer phone calls. Must have the ability to learn software packages and hardware, handle multiple tasks simultaneously and work in a team environment. Interested candidates should submit resume or apply in person to:
Three PM/McKesson
Human Resources, 30861 Schoolcraft, Livonia, MI 48150.
EOE/M/F/D/V

CUSTOMER SERVICE
Full and part time positions available for local company. Must have excellent customer, grammar, and proof reading skills. Polished phone manner and problem solving ability necessary. Recent related experience and college degree a plus.
LIVONIA 464-2100
SOUTHFIELD 353-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

DATA ENTRY/CLERICAL - Big Beaver & Coolidge, Troy. Resume & salary requirements to: P.O. Box 833, Birmingham, MI. 48012-0833.

CUSTOMER SERVICE SUPERVISOR
Experienced supervisor needed to assist in the retail administrative operations of a fast paced and rapidly growing communications company. Successful candidate must have 1-2 years of office supervisor and customer service experience. Must also possess excellent leadership and communications skills and be computer literate. Looking for someone who is detail oriented, highly motivated and has a sense of commitment. Position will require working occasional Saturdays. Excellent salary commensurate with ability. Send resume to:
Corporate Office Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

DATA ENTRY CLERKS AM & PM SHIFTS
Immediate openings for your data entry skills.
We offer Top pay, Holiday pay, Temp-fired insurance, and bonuses. Call for an appointment today!
LIVONIA 464-2100
SOUTHFIELD 353-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

504 Help Wanted Office-Clerical

CORPORATE PERSONNEL SERVICES
JOB FAIR OPEN HOUSE
Tuesday, August 10, 1993
9:00 a.m. to 2:00 p.m.
at: 755 W. Big Beaver, Suite 122
(off I-75, top of Troy bldg.)
JOBS AVAILABLE:
CLERKS
DATA ENTRY
WORD PROCESSORS
RECEPTIONIST
TELEMARKETERS
Permanent Positions Available
362-9696
NO FEE EOE

CUSTOMER SERVICE
Fast-paced professional office looking for dependable person with customer service background for entry-level position. Must have excellent communication & organizational skills. Please apply in person Mon.-Fri. at: 30765 Grand River, Farmington Hills.
CUSTOMER SERVICE
$7.00 Per Hour
Minimum 1 year experience needed to join our National Insurance company located in West Bloomfield.
Must possess:
• Excellent telephone and communication skills
• High energy level
• Experience handling customer service inquiries
• Problem solving ability
• Computer skills
Excellent benefits include life and health coverage, paid holidays and vacation, flexible schedule and complementary spa membership.
Call Ms. Dach immediately!
FITNESS USA HEALTH SPAS
737-7200

CUSTOMER SERVICE
We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day & solving problem solving. Available shifts:
FULL TIME
Mon-Fri, 8:15am-4:45pm
Mon-Fri, 9am-5:30pm
PART-TIME
Mon-Tues-Wed-Fri, 1pm-7:30pm
Mon-Tues-Thurs-Fri 10am-6:45pm
We offer a competitive benefit package with these positions. Qualified applicants should apply Mon-Fri 8am-4pm.
HUMAN RESOURCES
BLOOMFIELD COVERAGE SERVICES CORPORATION
27555 FARMINGTON RD.
FARMINGTON HILLS, MI. 48334
Equal Opportunity Employer M/F/D

DATA ENTRY CLERK
ENTRY LEVEL
Immediate full time entry level opening for a Data Entry Clerk in the Client Financial Services Broadcast Department located in Farmington. Successful candidate will keypunch invoices on a CRT. Best resume and salary history to: DM&B, Data Entry Clerk, 30400 Telegraph 81bh, Bloomfield Hills, MI 48303
E.O.E. M/F/H

DATA ENTRY CLERK
ENTRY LEVEL
We are seeking a highly-motivated, detail-oriented individual with strong organizational skills for our accounts payable department. Data entry skills are required. Previous accounts payable experience and knowledge of D&B system is a plus. Responsibilities will include inputting, filing, & responding to inquiries. A competitive benefit package is included. Interested candidates should apply, Mon-Fri, 9am-4pm at:
SOURCE ONE MORTGAGE SERVICES CORPORATION
attention Human Resources
27555 Farmington Rd.
(Corner of 12 Mile)
Farmington Hills, MI, 48334-3357
Equal Opportunity Employer M/F/D

DATA ENTRY CLERKS
Needed in Royal Oak to work flexible shifts between 2:30pm-12am.
These long term positions are available Immediately.
Ask about our and of assignment bonuses!
Call today for this great opportunity.
TODAYS TEMPORARY
649-2936
EOE

DATA ENTRY
Immediate openings. Temp to perm. Accuracy a must. Day shift. Troy/Southfield area. Call 543-8900.
Contempo Temporary Personnel

DATA ENTRY
Many temp to perm openings. Multiple shifts. Fast growing financial corporation. Top pay.
Call Donna at 473-2934
Uniforce Temporary Services

DATA ENTRY
One year experience required & knowledge of Lotus 1-2-3. Great opportunity. 313-455-4430 ext. 208

DATA ENTRY OPERATORS
Needed. Full & part time shifts available. Call AQUA.
Temporary Resources
737-1711

DENTAL RECEPTIONIST - Good typing, outgoing. Full or part time. Send resume to: Box 1000, 29800 W 8 Mile, Livonia, MI 48152.

DENTAL RECEPTIONIST
for computerized dental practice. 30 hours per week. Must be neat, pleasant, friendly, articulate & a good listener. W/M/D. Please send resume to: 30645 Schoolcraft, Livonia, MI 48150

ENTRY LEVEL POSITION
For non-smoking office. Hours are Mon-Fri, 1:30pm-5pm. Duties include: answering phones, typing & filing. Call Debbie, 559-2206

ESCROW PERSONNEL
National title insurance company needs Escrow Processors. Experience in preparing all documents related to real estate closings. Major benefits package/salary commensurate with experience. Only experienced need apply. Please send resume & salary requirements to: Box 808,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXCELLENT PART-TIME position in Southfield. Hours 10-3. Varied clerical duties. Insurance and/or security experience preferred. Call 569-2090. Mrs. Schott 356-1616

EXECUTIVE ASSISTANT/Office Manager. Executive personable, mature, experienced self-starter needed to manage small fast-paced Birmingham marketing firm. Excellent bookkeeping, executive secretarial, communications & organizational skills a must. Send resume, references and salary requirements to: Box 868
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

DO YOU POSSESS SKILLS WITH Word Processing Data Entry Receptionist Customer Service
We need you. We have immediate openings. Part time or full time. Quality! You're worthing! Don't delay...Call today.
Express Personnel Services
474-5000 or 643-8590

ESCROW SECRETARY
Varied duties. WordPerfect 5.1, prepare closing packages. Temp-Perm. Farmington Hills.
TEMPSTAFF No Fee 845-0900

EXECUTIVE ASSISTANT
A manufacturing company, 3 miles W. of Howell is in need of an experienced Executive Assistant. Must have good organizational skills, attention to detail and be able and willing to handle many activities at the same time. Theses various projects involve interaction with all departments of the corporation.
If you like variety and responsibility and an environment that is pleasant and challenging then this is the opportunity you are looking for. Above average typing and computation skills, very important.
Salary commensurate with experience. We are a growing company. Excellent benefits and profit sharing.
Please send resume in confidence to:
Office of the President
REX ROTO CORPORATION
P. O. Box 500
Fowlerville, MI 48836
An Equal Opportunity Employer

EXECUTIVE SECRETARY
PART-TIME
Executive Secretary with excellent WordPerfect & Lotus 1-2-3 skills needed for large Birmingham Real Estate development firm. Weekend & evening hours. Please send resume stating salary requirements & desired schedule to: Mr. Perry, 250 Martin Street, Suite 201, Birmingham, MI 48009-3833.

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunities. Full and Part-time. WP 5.1 necessary. Top salary. Call Sue at 473-2931
Uniforce Temporary Services

EXECUTIVE SECRETARY
for CPA firm. Experience preferred. Computer skills required. Part-time schedule possible. Send resume or letter of qualifications to: Sally Kaplan, P.O. 31550 Northwestern Highway, Ste. #180, Farmington Hills, MI 48334.

EXPERIENCED PERSON to handle busy 5-line switchboard & general office work. Knowledge helpful. Send resume to: Cathy, 990 South Blvd., Troy, MI 48098.

FAST-PACED COMPANY looking for the right individual to perform general office duties. Experience helpful, but not essential. Forward resumes to: 39500 Orchard Hills Dr., Suite 205, Novi, MI 48375.

FORD DEALERSHIP in Dearborn area has opening for a Receptionist. Greeter, Rental Clerk & Parts Secretary. Must have some office skills, dealership experience helpful. Excellent benefits. Call 846-6000

FRONT DESK/
SWITCHBOARD
Interact/clerks in the creative advertising department of a large agency. Recent multi-line experience. Rose 646-8168 or 473-2934
Uniforce Temporary Services

FULL TIME entry level Clerical position in Westland builder's office. Basic computer knowledge a helpful. Starting wage $7/hr. 451-1030

GENERAL CLERICAL
Several openings. Customer service/marketing support. NW Suburbs. Professional environment, excellent working conditions. Long term. Possible temp-to-perm.
$6.50/HR.
ARBOR TEMPS 459-1166

GENERAL OFFICE, no experience, will train, $5/hr. to start.
Call 722-9700

GENERAL OFFICE
Busy Troy law firm seeks part time person to answer phones, run errands or perform various other office duties. Call 649-7200

GENERAL OFFICE
Part time office work including accounts payable and month end reporting to corporate office. Apply in person:
Northland Container Corporation
8070 General Drive
Plymouth, MI 48170

GENERAL OFFICE
Immediate opportunity for energetic quick learner. Excellent opportunity for entry level Secretary/Bookkeeper position in small manufacturing business. Should know word processing and some bookkeeping. Please call or send resume to:
Applied Grinding Technology
1265 Rochester, Troy, MI 48083
583-6377 or Fax 583-6655

GENERAL OFFICE duties. Full-time. Steel warehouse. Typing, phone & inventory control. 451-9790

GENERAL OFFICE DUTIES
Chemical Activate and good phone skills a must. Computer knowledge helpful. Call Sue 642-5530

GENERAL OFFICE
Experienced. Light bookkeeping, phone, typing office. 2 days weekly. Southfield 352-2550

GENERAL OFFICE/Oak Park.
Light typing, 5 line phone, adding machine experience. Send resume to: 32993 Oliver, Wayne, MI 48184.

GENERAL OFFICE PART-TIME
Farmington Hills office, Monday & Thursday, 10am-6pm, Saturday 9am-1pm. Good telephone skills, filing, typing, general office duties.
Call PROFIRST, 737-4002

GENERAL OFFICE - Industrial electronic distributor offering up to $20 for entry level customer service to deal with large industrial accounts. Qualifications desired include: high energy, electronic aptitude & college education. Send resume with your salary & career objectives to: Brand Electronics, Personnel, 30245 Stephenson, Suite 100, Schoolcraft, Livonia, MI 48150

GROWING Livonia company needs general office assistant. Phone voice, good typing, word processing and filing. Call Debbie, 559-2206

GROWTH OPPORTUNITY
Company in Southfield seeking an Administrative Services Rep.
Ideal candidates:
• BA or Associates Degree in Public Relations or Communication.
• Computer literate.
• Excellent verbal & written skills
Call today for more details!
TODAYS TEMPORARY
649-2936
EOE

LAW FIRM in Southfield seeking full time secretary/administrative assistant with telephone responsibilities. Legal experience helpful. Call Bob, W. at 358-6000

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Excellent opportunity currently exists for entry level position in great office environment. Duties will include back up reception and light clerical. Expanding company with advancement potential. Send resume to BR, P.O. Box 9066, Farmington Hills, MI 48333

GENERAL OFFICE
Requirements include: data entry, clerical, math & detail. Good typing, telephone skills. Must be customer oriented. Non-smoking office. 21-30 hrs. Please apply in person: Mon-Fri, 9am-3pm at: 26314 W. 7 Mile in Redford.

GENERAL OFFICE
BRIGHT EXPERIENCED needed for manufacturing office in Farmington Hills, greater emphasis on some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept., 30031 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

GENERAL Insurance Customer Service Representative - minimum of 2 yrs. multi-line/multi-company experience. Benefits. 971-1440
Eves: 629-8222

KEY PUNCH/KEY TAPE Operators
We are a growing company in Tartan System, Farmington area.
474-1139

LEGAL
Recruiting: Legal Secretaries with WordPerfect & Windows. Paralegals & Receptionists
• Premium Assignments
• Top Pay
Call or FAX your resume today:
PERSONNEL AT LAW
358-0050 (fax) 358-0235
3000 Town Center, Ste. 2580
Southfield, MI 48075

LEGAL SECRETARY TRAINEE
for non smoking law firm. Must type 60wpm. Computer skills necessary. Send resume to: B. HR, 2530 Telegraph Rd. Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY
Experience Legal Secretary/Medical Malpractice for Southfield law firm. Salary negotiable. Please call Office Manager, 559-8700

LEGAL SECRETARY
For Troy law firm. WordPerfect and at least 2-3 yrs. legal experience (Corporate, Estate, Planning) required. Non-smoking office. Please send resume to:
Box 832
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY. Part-time (20-30hrs.) for busy Bloomfield Hills law firm. Experience in WordPerfect a must. Call for appointment. 646-9902

LEGAL SECRETARY
Full time, experienced for 2 attorneys in Royal Oak area. Call Wasnchi & McKinney, 288-2248

LEGAL SECRETARY
Experienced in trial preparation law office. Good salary. Send resume to: 3000 Livernois, Ste. 110, Troy, MI 48083

LEGAL SECRETARY
Experienced full time for defense litigation firm. Hang up phone required. Excellent benefits.
Please send resume to: Box 1, Observer, P.O. Box 3042, Farmington Hills, MI 48333-3042.

LEGAL SECRETARY - plaintiffs personal injury, must be experienced, familiar with WordPerfect, minimum 3 yrs. prior experience, will have private office. 25 hrs. per week. Excellent hourly rate with experience. Position available immediately.
Call Rich. 569-4910

LEGAL SECRETARY
Full time, 2 years experience, typing 55 wpm, knowledge of WordPerfect 5.1 experience required, knowledge of bankruptcy helpful, small Birmingham office, salary based upon experience, benefits. If interested, please send resume to:
Box 862
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY &
BACK-UP LEGAL SECRETARY
For busy Bloomfield Hills law firm. 2 positions available. Will train. Back-Up with some legal experience, minimum 3 years. Secretary with experience & must for Legal Secretary position. Bankruptcy helpful required. Knowledge of medical terminology a plus. Please send resume including salary requirements to: Box 752
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY needed for Southfield law firm. Word Perfect and litigation experience required. Please send resume to:
Contact Gary Eisenberg. 357-3550

LEGAL SECRETARY
Seeking 3 long term temporary Secretaries. Call Arthur Thomas 355-4140

LEGAL SECRETARY- for active, non smoking Southfield trial lawyers office. Must have experience in Word Perfect. Call
Call 553-2000
Voice Mail # 7069

LEGAL SECRETARY for Bloomfield Hills commercial litigation firm. 5 years experience required. Great benefits package. Please fax resume to: Linda, Fax Box 8355, Bloomfield Hills, MI 48302

LEGAL SECRETARY, TO $30,000
5 years litigation experience. Lots of variety. Southfield area.
LEGAL SECRETARY $26,000
Corporate/real estate experience. Plush downtown firm. Paid parking.
LEGAL SECRETARY, $35,000
Prestigious Oakland County firm. Plaintiff medical malpractice experience.
LEGAL SECRETARY, $25,000
Litigation experience. Labor law a plus. Great benefits.
LEGAL SECRETARY $23,000
Detroit litigation firm. Workers Comp. Major firm. 172-6750.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience. 55 WPM + for a real estate/corporate attorney (litigation experience not required). Must be proficient in Word Perfect 5.1 and have excellent typing, dictation & dictaphone equipment. Verbal and written communication skills a must. We offer an outstanding work environment and salary commensurate with experience. Send resume and cover letter to:
Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA CHIROPRACTOR seeking full-time, front desk receptionist. Send resumes to: Doctor, c 6378 Bloomfield Hills, MI 48229.

MAIL ASSISTANT for Birmingham law firm, high volume. Folding, matching & filing mail. $5 per hour. Full time. Call, 645-8410, ask for VT

MARKETING ASSISTANT
Livonia based audio visual production company seeks individual with excellent communication and organizational skills. Part time, two hours. Call M. Curtis or W. Becker 953-9221

MARKETING
SECRETARY
International company offers variety and a chance to use your research and computer skills. Lotus and WordPerfect required. $16,200. Hours: 9-3 PM. Call Dana 464-2006.
SNELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

LEGAL SECRETARY needed for Southfield law firm. Fast paced & challenging position. 3 to 5 years experience preferred. Word Perfect 5.0 a plus. Please send resume & salary requirements to: Office Manager, 24901 Northwestern Highway, Suite 611, Southfield, MI, 48034. No phone calls please.

LEGAL SECRETARY
3-8 YEARS EXPERIENCE
We are seeking an experienced litigation paralegal/secretary for our Livonia, Medical dental, optical, retirement. Salary Commensurate experience. Call or send resume: Arthur Thomas, 29200 Tom Center, Suite 2333, Southfield 48076. 355-4140

LOAN PROCESSOR- No experience necessary. Excellent compensation. Resume to: Loan Processor, P.O. Box 1161, Birmingham, MI 48012

MEDICAL BILLERS
Progressive insurance billing firm has immediate openings for experience billers in a fast paced environment.
Call Mary 546-6168 or 357-0641
Uniforce Temporary Services

MEDICAL
TRANSCRIPTIONIST
FEE PAID BY COMPANY
Beautifully decorated suburban office offering 30 hour work week needs individual with minimum 1 year experience. Call 647-4000 to land this terrific opportunity.
SNELLING PERSONNEL SERVICES

Mortgage Banking
RECEPTIONIST
ARBOR National Mortgage, one of the nation's fastest-growing mortgage lenders, currently seeks a receptionist for its Great Lakes wholesale branch. The successful candidate must be pleasant, courteous and articulate in answering phones and greeting customers. Position also requires light typing & general clerical skills. PC Experience a plus. We offer attractive employee benefits and a team-oriented work environment. For consideration, please contact:
Cynthia Crabtree
ARBOR National Mortgage
30833 Northwestern Highway
Suite 210
Farmington Hills, MI, 48334
313-932-8300

MORTGAGE BROKER Seeking outgoing, entry level individual who would like to learn all aspects of the mortgage business. Candidates should have completed high school, know basic math, have neat clean communication skills, basic typing skills, and enjoy working with people. This is a salary position with additional benefits including Blue Cross/Blue Shield. For more information, call
352-1200

MUTUAL FINANCIAL SERVICES
is looking for two energetic, hard-working, individuals for receptionist and clerical work.
Call Connie: 474-8470

OFFICE ADMINISTRATOR
Immediate full time position available with major corporation in the Troy/Birmingham area. This selected person must be knowledgable with the automotive industry & have proven communication skills to provide administrative duties which include: WordPerfect 5.1, Lotus 1-2-3, 2 yrs. experience required. Send resume to: 16000 W. 9 Mile Rd., Ste. 600, Southfield, MI 48075.
Attention: Tom Martin

OFFICE ASSISTANT
Lumber & construction knowledge a plus. Benefits package. Pleasant atmosphere. 272-3600

OFFICE ASSISTANT, PART-TIME
Southfield CPA firm seeks part-time, re-entry. Typing & general office duties. Requires good phone presence. Bloomfield Hills. 642-9383

OFFICE ASSISTANT/
RECEPTIONIST
This position is for a person who thrives on variety & wants to learn all phases of office procedures. Requires: good telephone voice, Word-Perfect 5.1 & Lotus 1-2-3 skills a necessity. Benefits. Send resume & salary requirements to: Box 918
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Full-time position for person with secretarial & computer skills to perform a variety of duties including: typing letters, memos, & forms, filing, filing, phone answering, etc. for CPA firm. Send resume with salary requirements to:
Frank & Freedman, PC
30800 Northwestern Highway
Suite 110
Farmington Hills, MI, 48334

OFFICE ASSISTANT - Part time for a major national consumer products manufacturer's regional sales office in Farmington Hills. Responsibilities include various clerical duties, answering telephones, filing, copying & light typing. Position involves 15 to 20 hours per week (some days plus some flexibility in hours). Qualifications: Secretarial office skills, light typing & good communication skills. An attractive hourly wage is offered. Send resume to: Box 888
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK
Entry level, self-motivated, full time, non-smoker needed for retail office. General duties: filing, typing & answering phones. Basic computer experience in accounting & inventory control skills helpful. Organized & dependable individuals need only apply. Submit resume with salary requirements to: D.P., P.O. Box 313, Farmington, MI 48332-0313

OFFICE CLERK
For Farmington Hills law firm. Filing, reception, messenger & copying are some of the various duties. Good organizational skills & attention to detail needed. Work in attractive offices with friendly people. Full time, excellent benefits. Send resume to: J.M., P.O. Box 9057, Farmington Hills, MI, 48333.

OFFICE CLERK
Lochmoor Corporation, local water heater and hydronic boiler distributor, is seeking a part time office clerk to perform general office duties. Person must be willing to work at least 25 hours per week. Experience with multi-line phone is preferred. Send resume or complete application to:
Lochmoor Corporation
Attn: Gerri Foxworthy
43900 Plymouth Rd.
Plymouth, MI 48170

OFFICE CLERK
Motivated person to handle customer service, good typing and figure aptitude. Apply in person: 29800 Middlebelt, Ste. 2, Farmington, Southfield.

OFFICE CLERK/
SECRETARY
Duties include: answering phones, reception desk, typing, filing, order entry, preparing shipping documents, handling customer orders. General computer knowledge, good typing skills & pleasant phone manner. Knowledge of Word-Perfect a plus. Send resume to:
Attn: Linda
2V Industries, Inc.
46533 Wixom Rd.
Wixom, MI 48393

OFFICE EMPLOYMENT
TEMPORARY
Guardian Alarm Co. has immediate openings for data entry positions. Morning and afternoon shifts available.
Contact Lynn Gorzelski at:
GUARDIAN ALARM
20800 Southfield Rd.
Southfield, MI 48075
(313) 423-1000
An Equal Opportunity Employer

OFFICE WORK - Permanent full time position for 13 Lake/Kochman location. Accounts Payable Department. Data entry & light typing. Mon.-Fri., 8am-4:30pm. Call Tonkovich, 559-8400

504 Help Wanted Office-Clerical

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for a part time position. Qualified candidate must be courteous and businesslike with excellent telephone skills. Computer experience helpful. Lotus 1-2-3 and WordPerfect a plus. Job train. Excellent benefit package. Send resume to: Receptionist, Hagar Zatkoff Company, 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 HELP-25-30 Hrs. Looking for neat & organized person to help with duties including filing, posting, accounts payable. Non-smoking office in Westland. Call: 595-8400

Office Manager/Secretary
PART TIME
Dependable, organized individual needed for building material distributor. Responsibilities include: Computer data entry, Word World accounting preferred. Accounts Receivable/payable, general ledger. Excellent benefits. Good phone skills. Customer service, receiving orders. Office work. Hrs. Available Mon-Fri. 8-5, Mon.-Fri. Send resume to:
Box 1000, Dept. 1
34119 Aldry, Livonia MI 48150

OFFICE MANAGER
needed full time for busy home based Troy business. Must have experience & retail. Must have typing & computer skills, Lotus, Word Perfect, & Pagemaker skills a plus. Book keeping experience. Fax resume attn: Lori Lee, Fax Box 1000, Dept. 1, 34119 Aldry, Livonia MI 48150

OFFICE MANAGER
needed for small Birmingham law firm seeks experienced person with excellent communication and computer skills. Word Perfect, telephone skills, WP 5.1, 1-2-3 & Pagemaker a plus. Salary negotiable. Fax resume to: 540-0254

RECEPTIONIST
Several post - 1s, MUST like being a receptionist - id want to be a receptionist, excellent telephone & phones and computer literacy required. Call Sharon, 525-5200.
DOROTHY DAY PERSONNEL
Serving Detroit & Suburbs
Since 1953
962-0565 or fax 962-2571

RECEPTIONIST
Part-time (Thursday & Friday) needed for diversified position in Westland Physical Therapy Clinic. Must enjoy working with people. Prior telephone experience & typing ability a plus. Send resume to:
Receptionist
8810 Beech Daly
Redford, MI 48239
An Equal Opportunity Employer

RECEPTIONIST/CLERICAL
Plymouth CPA firm seeks enthusiastic, professional appearance, excellent organizational and communication skills. Must have telephone voice, proficient in typing, word processing and data entry to perform various office duties. Salary commensurate. Qualified candidates send resume to: Box 1000, Dept. 1, PO Box 701422, Plymouth, M