504 Help Wanted Office-Clerical

AUTO DEALERSHIP
Immediate opening for Cashier/Receptionist/Data Entry. Full time, days, Wed., & Fri 9-6; Mon & Tues 12-9. Starts at $7.00/hour or more based on experience, plus full benefit package. Typing/phone experience necessary. Call Mary, 453-2424.
WHILE PARKS MALDA-MERCURY

BOOKKEEPER - Experienced in Public Accounting. Office in Southfield. Full time. No health insurance. Send resume: 6609 Rancy, Westland, MI 48185 or call 721-7371

BOOKKEEPER/EXPERIENCED
1-5 PM, Daily. Computer skills, immediate opening. Send resume to: BOX 158
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Must have excellent references. Salary DOE. Full time position. Retired area.
Call 455-6900

BOOKKEEPER
Part-time. Full charge. Must be able to organize small office. Flexible hours. Apply in person at:
21500 Greenfield, Suite 107
Oak Park, MI.

BOOKKEEPER/SECRETARY - experienced in public accounting for accounts payable. Salary DOE. Please send resume & salary requirements to: Box 1527, Northville, MI 48167

BUSINESS - BEGINNERS
PERMANENT JOBS

Customer Service Reps. Northeast Corp. Benefits & promotions. . $14K

Front desk, plush Southfield office. Benefits. Word processing. . . $17K

Love animals? Suburban front desk, social skills a must. Part time. . . $8K

Royal Oak Sales Reps. Friendly office needs assistant. $16K

Corporate Troy! Business attire, personality, P.C. literate. . . . $16K

Southfield purchasing department. Negotiate contracts. Accounts payable/receivable. . . . . $17K.

Oakland County receptionist. Good skills. 50 wpm typing. . . . . $16K.

West Bloomfield! Temp to perm receptionist. Nice office. Benefits. $14K

Downtown, paid parking & benefits. Clerical accounting. Fantastic. $16K

Suburban accounting department needs your academic business degree perienced. $16K

CALL 649-6797
FAX - 649-2496

DOROTHY DAY PERSONNEL
OF TROY, INC

DAY

CAREER OPPORTUNITIES
RECEPTIONIST - Enjoy the responsibility of this high profile position whose phones are your forte. Computer experience required. Great benefits including tuition. Salary $16-$20,000

SECRETARY - Plush suburban firm needs top skills. Must be proficient with Windows, graphics, dictaphone and statistical typing. Benefits including dental. Salary $24,000.

COMPANY PAID FEE
PERMANENT STAFF
Farmington Hills
737-5750
585-2720

CLAIMS CLERK - National insurance company is seeking entry level person. Must have high school diploma. Must type 30 wpm. We provide excellent salary & benefit package & promotional opportunities. Please send resume & salary requirements to: P.O. Box 936, Bloomfield, MI 48302, Attn: Gisela.
An Equal Opportunity Employer

TRANSPORTATION - Entry level or experienced office person. Need excellent phone communication skills to deal with customers, drivers, & national accounts. Work close with sales representatives. Computer background & typing ability. Full time, benefits, paid holidays. Call 41555 Koppernick, Canton, MI 48187.

BUSY Livonia contractor needs additional clerical help. Computer & phone skills necessary. Immediate opening. Excellent benefits. Room for advancement. Send resume & salary requirements to: Human Resources, 32930 Five Mile Rd., Livonia, MI. 48154. No phone calls.

CLERICAL - PART TIME
Light office duties, hours vary, Mon-Fri. Ideal for someone to start American Catering 525-3859

CLERICAL ASSISTANT - Accounts payable dept. Is looking for a self organizational skills a must. Full time. Benefits. 454-0300 ext. 288

CLERICAL ASSISTANT to Sales Manager and Sales Staff needed to help with various administrative and clerical tasks. Call 477-3000
JAGUAR-BAAS OF TROY 643-8000

CLERICAL - ENTRY LEVEL. Position with small, growth oriented company. Benefits. Lou LaRiche Chevrolet-Geo-Subaru, Dearborn. Pratt 453-4600

CLERICAL
Olde Discount Stockbrokers has immediate openings in our West Bloomfield office. Candidates should have good phone manner, strong communication skills, and/or general clerical knowledge. Position offers $ 10/hr. to start, and a full benefit package. Forward resume to:

Attention:
Human Resources
Olde Discount Corp.
751 Griswold St.
Detroit, MI 48226

CLERICAL/PACKAGING
Full and/or part time. Must have good public relations skills. Bloomfield Hills area. 334-7820

CLERICAL SUPPORT
Olde Discount Stockbrokers seeks an efficient clerical support individual. Candidate must be able to work accurately under pressure, able to work with a team, and have good hands-on WordPerfect experience. This position is for a motivated individual who is able to handle challenges. Position provides for a complete benefit package. Qualified candidates forward salary requirements and resumes to:

Attention:
Human Resources
Olde Discount Corp.
751 Griswold St.
Detroit, MI 48226

CLERK - FULL TIME
Perform data entry, filing, general office work, phones, handle calls for credits, student questions and problems. Typing 35 wpm. Must be available to work at least 2 evenings and 32 hours. Computer skills: Lotus 123, WordPerfect; some office experience and prior accounting experience preferred. Benefits are offered. Send resume to:
WALSH COLLEGE, P.O. Box 7006
Troy, MI 48007-7006
An Equal Opportunity Employer

CLERK
PART TIME

Livonia based construction/property management company has an immediate part time opening for a Clerk. Responsibilities will include light bookkeeping, general office work & special projects. Must be well-organized & customer friendly. We offer a casual work environment & the opportunity to assume increasing responsibility over time, at your own pace. $7-$8/hour to start, with excellent potential. If interested, please respond in strict confidence to:

Jim Rutowski,
Lehser, Miller, Gibbs
29180 Lahser, Suite 251,
Southfield, MI 48076
(313)-557-9030
HR One Recruiting For An E.O.E.

CLERKS/

- Long and short term positions
- Warren, Madison Heights
- Livonia, and Southfield areas.
- Call today for an appointment

CORPORATE
PERSONNEL
SERVICES
Troy: 362-9696
Livonia: 462-3990
NO FEE EOE

CLERICAL/RENTAL agent for full time position in Oak Park. Mature, dependable person who enjoys meeting people. Call Mon.-Fri. 9am-5pm: 968-1992

Clerical

We've Got a Good Thing Going!

Being one of the Midwest's premier Home Improvement chains is a big advantage. We have an image from home decorating to hardware and everything in between. Interior or exterior one roof, which means there's a place just for you.

We are currently seeking both full and part-time CLERICAL HELP to work in our installed Sales and Special Orders Departments at our national office in Livonia. You will be responsible, for answering phones, filing, data input, some light typing and other duties as assigned. You must be highly organized, able to work under pressure and have customer service as your number one priority.

If you possess the above qualifications, please apply in person at:

HANDY ANDY
HOME IMPROVEMENT
CENTERS, INC.
13507 Middlebelt Rd.
Livonia, MI 48150

EOE/M/F/H

CLERICAL WITH A TWIST
Accounting filing & data entry along with copying, operating fax, answering phone requires from a self-motivated, non-smoker who is willing to part-time flexible hours Mon.-Fri., with potential of full-time. Salary depends on experience & attitude. Send resume to:
P.O. Box 9087
Livonia, MI 48151

CLERK/DATA ENTRY
• Afternoon & Midnight Shifts
• Bank Teller Experience Helpful
• Accounting Experience Helpful
• Long Term Assignment
• $6-7.50 /Hour
• Livonia/Farmington Areas
583-1919
NO FEES E.O.E. M/F/H
EmploymentGroup

CLERK

Growing Livonia based employment staffing company is seeking a clerk that is qualified to work with customer & employee information. Must have 2 yrs. office clerical experience, preferably in personnel. Advancement is possible. For interview, please call Tom at 591-1100

COMMERCIAL
ACCOUNTS RECEIVABLE
Southfield management firm has an opening available in their accounting department for an accounts receivable clerk. Experience in commercial posting & billing required. Send your resume to: Commercial Accounting Manager, P.O. Box 305, Southfield, MI 48037-0305

COMPUTER OPERATOR
For data entry along with office duties as backup Friday. Must know microsoft; Windows, Word, Excel. Salary commensurate.
Universal Automotive Services
29001 Grand River
Farmington Hills, MI 48336
Attn: Ronald Moore

CORPORATE
PERSONNEL
SERVICES

MICROSOFT WORD
MICROSOFT WORD WINWINDOWS
WORDPERFECT

JOB FAIR OPEN HOUSE

Tuesday, August 24, 1993
9:00 a.m.
at: 753 W. Big Beaver, Suite 122
(off I-75, top of Troy bldg.)

Long and short term positions available for a Fortune 100 company in Troy

362-9696
NO FEE EOE

COURIER/CLERK
Birmingham law firm. Ideal part time position for retiree or student. Must have dependable vehicle. 642-3483

CREDIT &
COLLECTIONS CLERK
Some experience preferred, but not necessary. $5.75/hr. Apply at: Steel Crete Co., 45700 W. 12 Mile, in Novi. 348-7600

CUSTOMER SERVICE REP
Needed for growing national company in Livonia. Must be responsible and dependable. Professional phone skills and previous experience necessary. Call 522-7191

CUSTOMER SERVICE
Sales representative, firm has openings for your communications skills. Entry level positions. Typing 30 wpm. Will train.
Call Julie, 646-7564, 357-0641
Uniforce Temporary Services

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 24-32 hours per week) some evenings & Saturdays every other weekend. 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 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 CLERK
Inventory experience. 161 plant. Good benefits. 643-7200

CUSTOMER
SERVICE

Full and part time positions available for local company. Must have excellent computer, grammar, and proof reading skills. Polished phone manner and customer service ability necessary. Recent related experience and college degree a plus.

SNELLING PERSONNEL
SERVICES
NEVER A FEE

LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7808
TAYLOR 284-0777

DATA ENTRY
CLERKS

Needed in Royal Oak to work all shifts.

These long term positions are available Immediately.

Ask about our end of assignment BONUSES!

Call today for this great opportunity.

TODAYS
TEMPORARY
649-4455

EOE

DATA ENTRY/Customer Service
Position available immediately. Must test at 10,000 key strokes per hour, experience required, contact high volume & services. Please send resume to: Junior Home Care, 30230 Orchard Lake Rd., Ste 135, Farmington Hills, MI 48334. Attn: Beth-Ann Bradley, Customer Service Manager. No phone calls.

DATA ENTRY
(NUMERIC)

20 people needed for temp to perm positions located in Livonia. Midnight shift/mid pay.

CONTEMPRA
563-9500 - Madison Hgts
563-5900 - Dearborn

CUSTOMER SERVICE/CLERICAL needed for Farmington Hills. This is a long-term possibly temp-to-perm. Friendly personality with a willingness to help customers. Some computer experience. 464-7078
TOP Temporary Service
An Equal Opportunity Employer

CUSTOMER SERVICE REP
FULL TIME

Energetic person needed for busy Farmington Hills office. Duties include light typing, phone, telephone, log, lots of filing, and employment placement. Weekend hours included. Benefits. If you enjoy working with people, call Renee at 442-2047

CUSTOMER SERVICE/CLERICAL
Uniforce Temporary Services has full time permanent position. Order entry, invoicing, reception & general office. Must have high school education & typing skills. Apply in person Mon.-Fri., 8am-12, Amdryn Cleaning Systems, 12 Mile/Mulcahy, Lathrup Vill. in Plymouth Rd-E. of Farmington

CUSTOMER SERVICE REP
If you are a customer service professional and would like to join the exciting industry of cable television, send your resume to:
DIMENSION CABLEVISION
Attn: Helene J. Lutin
8463 Ronda Dr.
Canton, MI 48187
Equal Opportunity Employer
Minority/Female/Handicapped/Vet
(Benefits Available)

CUSTOMER SERVICE

Sharp Customer service Reps. needed. Dynamic temporaries firm looking for a special individual who can work in a fast paced environment, has retail & a sales disposition, who is detail oriented and has good grammar and phone 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

DATA ENTRY - Birmingham area environmental broker looking for part time computer operator for data entry & word processing. Must have calculation skills & must. Send resume & salary requirements to: K. Lipsitz, 34405 W 12 mile Rd., Suite 300, Farmington Hills, MI 48331.

FAST-PACED COMPANY looking for the right individual to perform general office duties. Experience helpful, but not essential. Forward resumes to: 29400 Greenfield, Suite Place Dr., Suite 205, Novi, MI 48375.

FILE CLERK/Entry Level Secretary - Law office. WordPerfect 5.1 a must. Minimum 1 year legal. Call Cheryl or Kathy: 932-0100

FRONT DESK/
SWITCHBOARD

Unique opportunity in plush environment with international division of major health care corp. needs your front desk experience. Rohrer & plus. Call Ruth. 473-2932
Uniforce Temporary Services

GENERAL OFFICE TYPIST
Position available at Farmington Hills Real Estate Office. Must know WordPerfect 5.1 & basic clerical backround. Send resume to:
Friedman Real Estate Group
32300 Northwestern Hwy., Ste. 205
Farmington Hills, MI. 48334.

GENERAL OFFICE PART-TIME
Farmington Hills office, Monday & Thursday, 10am-6pm, Saturday 9am-4pm. Good telephone skills, filing, typing, general office duties.
D & H PROPERTIES. 737-4002

GENERAL OFFICE WORK
In Farmington Hills, hours Mon.-Fri., 9:30-430. Must have some typing skills on computer & pleasant phone voice. Call, 851-7333

GENERAL OFFICE
NW Suburban real estate company, of several years, seeks person with computer experience. 646-1140

GENERAL OFFICE - Part Time. Some bookkeeping preferred. Flexible hours. Apply at: Troy Brand Center, 35 W Square Lake Rd.

GENERAL OFFICE
Data entry, some filing, typing & telephones. Call Sabin 353-2130

GENERAL OFFICE - Part time, Tues. & Thurs. afternoons & Sat. mornings (possibly other days). Knowledge of medical billing helpful but not necessary. Reference. 646-1171

GENERAL OFFICE HELP
Typing, filing, some WordPerfect helpful. Part/full time. Some travelling. Call Mr. Bowling at
Resume to: Technical Group Inc.
29111 Stephenson Hwy. Suite 210
Farmington, Livonia, MI 48150

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills. Person with 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. 30400 W 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-8303

IMMEDIATE OPENING
Take advantage of this high paid advanced skills in microsoft word for a Fortune 100 company in Troy. Call today for an appointment.

CORPORATE
PERSONNEL
SERVICES
362-9696
NO FEE EOE

EXECUTIVE
SECRETARY

Walled Lake. Excellent typing. WordPerfect 5.1, knowledge of accounting. Manufacturing backround helpful. To $28,000 fee paid.

WORD
PROCESSOR

Livonia, Typing 65 wpm, WordPerfect 5.1, Harvard Graphic. Benefits. $19,500, fee paid.

CONSULTANT
ANALYST
WORD PROCESSING
Able to train & utilize equipment for the latest, Southfield company. $10/hr., fee paid.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FRONT DESK
RECEPTIONIST
$19,000 FEE PAID
Busy Village office, for your front desk, word processing and organizational experience. Full benefits and suburban location. Call Mark at 948-5330 or FAX resume to:
948-FAX-2.
M. BOOKSPAN & ASSOCIATES

FRONT DESK
RECEPTIONIST

Long term assignment. Light typing, filing, etc. Computer experience helpful, but not necessary.

CONTEMPRA
563-9500 - Madison Hgts
563-5900 - Dearborn

ENERGETIC young company seeks part time person to handle overflow in Troy office. Telephone skills, general office duties & word for Windows knowledge required. Send resume to: Office Advisor, PO Box 994171, Troy, MI 48099

EXECUTIVE - CPA firm
Executive Secretary to work full or part time. Must be proficient in computer skills required. Send resume or letter of qualifications to:
Belfi & Kaplan, PC
31550 Northwestern Hwy. Ste. #180
Farmington Hills, MI 48334

EXECUTIVE
SECRETARIAL
WORD PROCESSORS

MICROSOFT
WORDPERFECT 5.1

Openings in Downtown Detroit, Southfield and suburbs. MUST type 45-55 wpm, have on-the-job word processing experience, excellent communication skills. PREVIOUS secretarial experience required. Call 8am-4pm for appointment.
METROSTAFF
Temporary Services
569-8700
425-8366
NO FEE EOE

EXECUTIVE SECRETARY opening in Bloomfield, Birmingham area. Good benefits. WordPerfect 5.1 required. Call 433-0600/fax resume 433-0615

EXECUTIVE SECRETARY
Walled Lake/W. Bloomfield area for CEO. Must have experience in managing the functions associated with the executive office. Requirements include typing, word processing, knowledge of accounting, finance, and Word Perfect 5.1. Excellent benefit package. Please send resume or Preadmission Test Battery to Mary, 6120 Golden St., P. O. Box 155, Walled Lake, MI 48390.

EXECUTIVE SECRETARY
HW suburban real estate firm has long term opportunities. Full and part time. WP 5.1 necessary. Top salary. Call Sue at 473-2931
Uniforce Temporary Services

EXPERIENCED Secretary needed for engineering firm. Microsoft Word, Lotus & Desk Top Publishing required. Knowledge of construction skills a must. Send resume & salary requirements to: K. Lipsitz, 34405 W 12 mile Rd., Suite 300, Farmington Hills, MI 48331.

FILE CLERK/Entry Level Secretary - Law office. WordPerfect 5.1 a must. Minimum 1 year legal. Call Cheryl or Kathy: 932-0100

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SWITCHBOARD

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Farmington, Livonia, MI 48150

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Take advantage of this high paid advanced skills in microsoft word for a Fortune 100 company in Troy. Call today for an appointment.

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362-9696
NO FEE EOE

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SECRETARY

Walled Lake. Excellent typing. WordPerfect 5.1, knowledge of accounting. Manufacturing backround helpful. To $28,000 fee paid.

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Livonia, Typing 65 wpm, WordPerfect 5.1, Harvard Graphic. Benefits. $19,500, fee paid.

CONSULTANT
ANALYST
WORD PROCESSING
Able to train & utilize equipment for the latest, Southfield company. $10/hr., fee paid.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FRONT DESK
RECEPTIONIST
$19,000 FEE PAID
Busy Village office, for your front desk, word processing and organizational experience. Full benefits and suburban location. Call Mark at 948-5330 or FAX resume to:
948-FAX-2.
M. BOOKSPAN & ASSOCIATES

FRONT DESK
RECEPTIONIST

Long term assignment. Light typing, filing, etc. Computer experience helpful, but not necessary.

CONTEMPRA
563-9500 - Madison Hgts
563-5900 - Dearborn

GRADERS
Immediate openings with Detroit area manufacturer for precision grinders (ID, OD, surface). Ideal candidates will have min. 5 years, experience. Due to size of job, only points, set-up, operate, hold tolerance to 1/2000. Experience w/milling, extra, extra. Overtime is preferred. Long term possible. Direct hire. Excellent benefits. Excellent pay, benefits offered. Please call 557-6600 or send resume to:

TempExchange
24423 Southfield Rd.
Southfield, MI 48075
313-443-0327

Immediate openings
RECEPTIONIST
GENERAL OFFICE
SWITCHBOARD

- Long and short term
- temp to perm
- best pay & benefits

Birmingham 646-7663
Troy 362-9696
Southfield 357-0641
Uniforce Temporary Services

IMMEDIATE
OPENINGS FOR

- DATA ENTRY
- RECEPTIONISTS
- CLERKS
- WORD PROCESSORS

Full or part-time temporary positions in the Livonia, Plymouth, Canton areas.
Call for an appointment.

525-0330
ADIA
PERSONNEL SERVICES

INSURANCE CLERKS
Large insurance agency is looking for mature individuals to work in our busy recreational vehicle dept. 1 yr. of previous office experience required. Must have good written & verbal skills & be able to type 40wpm. Previous telemarketing experience helpful. We offer a very competitive salary & excellent benefits including dental & life insurance. Ladiapparel.com please send resume to: Human Resources Dept., 700 Tower Bldg, Detroit, MI 48202. No phone calls please.
An Equal Opportunity Employer

KEYPUNCH OPERATORS
Full time, Monday-Friday positions needed for day & afternoon shifts at our Livonia facility. Health, dental & 401k available. Call today for an appointment:
422-8002 Indata Corp

LEGAL
ASSISTANT

Ideal candidates:
• Experienced in MacWrite
• Legal Experience

Long term assignment/great pay.

Call Todays for more details!

TODAYS
TEMPORARY
649-4455

EOE

LEGAL-ENTRY LEVEL SECRETARY
Work for Northwestern Hills. Commercial litigation firm. Great salary & benefit package. Send resume to: 32300 Northwestern Hwy., Suite 230, Farmington Hills, MI. 48334.

LEGAL SECRETARY
Immediate opening for Litigation secretary. Must have excellent word processing (WordPerfect 5.1) skills, be organized & speed (minimum speed 75 wpm), computer literate, have strong office support experience necessary, in Litigation area. Strong word processing experience to be organized & be able to communicate effectively. Some paralegal experience. Excellent pay & benefits for qualified applicants. Please forward resume to:

Laura Combs
Howard & Howard Attorneys
1400 N. Woodward Ave.
Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY - for Southfield law firm. Experience requested but not necessary. Call 946-1522

LEGAL SECRETARY
3 years litigation experience and WordPerfect 5.1 skills required. Non-smoking office. Please call
Lynda or Karen 945-1003

LEGAL SECRETARY - Immediate opening in small general practice firm, in Southfield. Town Center area. WordPerfect 5.1 is essential. Call Mrs Baxter, 353-8160

MARKET RESEARCH interviewers needed. No experience necessary, full time, Mon-Fri, 9-5. Must be talking to people. Westland Mall. Call 513-5040

LEGAL SECRETARY
With litigation experience for H. Woodward firm. Must be neat, well organized, & have good communication skills. WordPerfect experience preferred. Excellent benefit package. Please send resume to:
Box 886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Reputable, Troy law firm seeking for a legal secretary with at least 3-5 years of experience. Must have typing skills of 70 wpm plus, along with strong grammar and spelling skills. WordPerfect 5.1 experience preferred but not required. Experience in other software? Computerized Corporate, or Health Care also a plus. Competitive salary & benefits. Send resume and salary requirements to Box 886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

"LOVE THE PHONE!"
Experienced professional telephone/marketing representatives needed for temp to short term assignments. Must have experience with phones, 10 to 40 hours weekly and 20/40 tele-sessions. Top pay! Call now!
TEMPORARY
RESOURCES
737-1711

MAIL ROOM
Computer firm seeks individual for a mail room. Light work in mail room, Mail room or Pinney Sales experience is plus. Must be willing to work evenings, weekends and holidays. Competitive salary & benefits.
Send resume to:
Mail Room
P.O. Box 727
Detroit, MI 48231

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Birmingham law firm, 2 yrs. litigation experience necessary. WordPerfect. Please send resume to:
Office Manager
P.O. Box 1899
Birmingham, MI 48012-1899

LEGAL SECRETARY

The position is varied in scope, with emphasis on Probate, Corporate, Tax and Estate Planning, and be a self-starter who is able to handle organizational skills, with the ability to work under pressure and the willingness to work long hours at times. Also must be flexible enough to work cooperatively.
Requirement: Excellent word processing skills using WordPerfect 4.2 or 5.0 is a must, with a min. of 3-1 yr. of Probate, Corporate, Tax experience, back trust department experience would be helpful. Send resume to: Kathleen Mc Donough
Pepper, Hamilton & Scheetz
100 Renaissance Center, Ste. 3600
Detroit, MI 48243
An Equal Opportunity Employer

LEGAL SECRETARY
2-6 YRS
Major corp. seeks litigation experience for legal/administrative duties. 10th zoned Southfield office. Call or send resume: Arthur Thomas, 3000 Town Center, Ste. 2333, Southfield, MI 48075. 352-4140

LEGAL SECRETARY - Birmingham law firm needs Legal Secretary/Paralegal. Must type (Tower), have dictaphone & WordPerfect 5.1 experience. Send resume with salary requirements to: Box 138,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY TO $27,000
Corporate secretary needed for prominent firm. Opportunity to advance.

LEGAL SECRETARY, $25,500
2-3 years legal experience required. Organizational skills. Major firm, full benefits. Quick hire.

LEGAL SECRETARY $23,000
High school, Oakland county firm, medical malpractice or personal injury experience. Dependent

LEGAL ASSISTANT, $25,000
Corporate law firm, Bachelor degree & plus. Major firm. Benefits.

LEGAL ASSISTANT, $25,000
Degree, corporate/state/claims experience, friendly atmosphere. 772-6780.
SNELLING PERSONNEL SERVICES

MARKETING
SECRETARY

If research, analysis and typing appeal to you, then this is for you! Put your good computer skills to work for international company. 35 hour week. $18,200. Hurry!
Call Debra, 649-0900
SNELLING PERSONNEL SERVICES

MATURE PERSON FRIDAY,
Part time, for 2 smoke free Auburn Hills office. Computer skills, good telephone manners and an ability to handle details are basic requirements. Best suited for someone who is handwriting to: Bruce MacDonald, 3455 Auburn Rd., Auburn Hills, MI 48326

MESSENGER/CLERK
Birmingham law firm, ideal part time position for retiree or student. Must have dependable vehicle. 642-3483

MORTGAGE LENDER in Lathrup Village seeks self motivated, fulfillment individuals to join our team of professionals.

Loan Processor with at least 2 yrs. experience preferred. Knowledgeable in Government loans. Should be detail oriented, organized & have good communication skills.

Loan Closer with at least 1 yr. experience closing Conventional & Government loans. Responsibilities will include title & survey review, scheduling closings, communicating with buyers any closing requirements.

Please forward your resume to:
Shelly Wolfson, Personnel Manager
27400 Southfield Rd.
Suite #200
Lathrup Village, MI 48076
Attn: Kathleen Long

HIGH ENERGY - real estate development company seeks a motivated, Non smoker, salary commensurate with experience. Must be able to type 40 wpm. 380 N. Main, Clawson, MI 48017

LEGAL SECRETARY - experienced in real estate, landlord tenant & litigation. Computer educated.

LEGAL SECRETARY with general practice & medical malpractice experience for Southfield firm. Word WordPerfect experience needed. 353-3000

LEGAL SECRETARY - Experienced for Plaintiff, Personal Injury, Litigation practice. Salary commensurate. Fax resume to: P.O. Box 250542, West Bloomfield, MI 48325

LEGAL SECRETARY
Full time 5 yrs. minimum exp. typing 65 wpm, dictaphone, WordPerfect 5.1 knowledge, familiar with forms of bankruptcy helpful, small Birmingham firm, well established, good experience, benefits. If interested, please send resume to:
Box 862
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Immediate opening for Litigation secretary. Must have excellent word processing (WordPerfect 5.1) skills, be organized & speed (minimum speed 75 wpm), computer literate, have strong office support experience necessary, in Litigation area. Strong word processing experience to be organized & be able to communicate effectively. Some paralegal experience. Excellent pay & benefits for qualified applicants. Please forward resume to:

Laura Combs
Howard & Howard Attorneys
1400 N. Woodward Ave.
Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY - for Southfield law firm. Experience requested but not necessary. Call 946-1522

LEGAL SECRETARY
3 years litigation experience and WordPerfect 5.1 skills required. Non-smoking office. Please call
Lynda or Karen 945-1003

LEGAL SECRETARY - Immediate opening in small general practice firm, in Southfield. Town Center area. WordPerfect 5.1 is essential. Call Mrs Baxter, 353-8160

MARKET RESEARCH interviewers needed. No experience necessary, full time, Mon-Fri, 9-5. Must be talking to people. Westland Mall. Call 513-5040

LEGAL SECRETARY
With litigation experience for H. Woodward firm. Must be neat, well organized, & have good communication skills. WordPerfect experience preferred. Excellent benefit package. Please send resume to:
Box 886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Reputable, Troy law firm seeking for a legal secretary with at least 3-5 years of experience. Must have typing skills of 70 wpm plus, along with strong grammar and spelling skills. WordPerfect 5.1 experience preferred but not required. Experience in other software? Computerized Corporate, or Health Care also a plus. Competitive salary & benefits. Send resume and salary requirements to Box 886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

"LOVE THE PHONE!"
Experienced professional telephone/marketing representatives needed for temp to short term assignments. Must have experience with phones, 10 to 40 hours weekly and 20/40 tele-sessions. Top pay! Call now!
TEMPORARY
RESOURCES
737-1711

MAIL ROOM
Computer firm seeks individual for a mail room. Light work in mail room, Mail room or Pinney Sales experience is plus. Must be willing to work evenings, weekends and holidays. Competitive salary & benefits.
Send resume to:
Mail Room
P.O. Box 727
Detroit, MI 48231

504 Help Wanted Office-Clerical

OFFICE MANAGER & SECRETARY desired by small, elite insurance agency, full time. Salary commensurate with experience. Need some experience required. Title experience preferred. Fax resume to: 642-9535. Or call Harry 642-1115

OFFICE MANAGERS needed to provide administrative and clerical support services to new & current users. Must have two years computer experience, an accredited college or university. Must also have two years experience in a business office. Supervisory and/or management experience. Medical office background in the mental health field. Benefits. Job location in Southfield. Apply Human Resources, Michigan: Interested individuals should send their resumes to the corporate office:
Bound Tree Corporation
1750 S. Telegraph, #200
Bloomfield Hills, MI 48302
Attn: Tammy Helm
An Equal Opportunity Employer

OFFICE MANAGER
Part time, with accounting background and computer skills. Start $5.50 hour in Belleville. Call Dave Central Outlet Homes 697-4700

OFFICE POSITIONS
We seek qualified, full time & part time, clerical employees. Good communication skills a must. Bookkeeping, customer service experience a plus. Accounts payable clerks: Accounting Degree in business or accounting. Non-smoking employer.
Call Operation or call
23275 Orchard Lake Rd., N. of 12 Mile Rd. 489-0587

PART TIME-College Co-ed possibility, 20 hours a week, $4.75 an hour. Contact Irene Bakowski, Wayne Oakland Library Federation
Wayne, MI 467-0346

PART-TIME/
OFFICE SUPPORT

Position requires strong computer skills in either IBM or MAC. Approx 1-2-3 or Excel a plus. $10/hr., no benefits.

HODGSON - TYL ASSOCIATES

CALL 615-9222

PAYROLL & BILLING PERSON - experienced. Phone, typing and computer skills necessary. Full & part time. Please send resume to: P.O. Box 531117, Livonia MI 48153.

PAYROLL CLERK
Metro Medical Group, a division of Health Alliance Plan, has an immediate opening for a Payroll Clerk to work at our Detroit Northwest location.
Duties of this position include processing payroll and deductions, reviewing timecards for accuracy, resolving pay and hours discrepancies, processing wage garnishments, participation in special projects as needed.
All applicants must be high school graduates, have some payroll experience, must be able to operate a 10 key calculator, be detail oriented, minimal and be able to type 40 words per minute.
All interested applicants please send resumes to:
METRO MEDICAL GROUP
Human Resources Dept.
1600 TUXEDO
DETROIT, MI 48206
(no phone calls, please)

EOE/M/F

PERSONNEL/OFFICE SUPPORT
Farmington Hills based company seeks reliable, hard working professional individual for position. Experience with Lotus & WordPerfect preferred. Responsible for various human resources functions. Inventory control, general office duties & phone back-up. Competitive salary & benefit package offered. Please send resume to: Human Resources Director, P.O Box 9053, Farmington Hills, MI 48333-9053
An Equal Opportunity Employer

POSITION for typing & filing. Good telephone manners. Bring resume & apply in person: Classic Interiors
20292 Middlebelt, Livonia, MI.

REAL ESTATE
CLOSING SECRETARY
Must be experienced and familiar with the processing and preparation of closing documents. For confidential interview call Doug Hardy.
CENTURY 21 TODAY 538-2000

RECEPTIONIST/TYPIST
part time, pleasant phone voice, good spelling and handwriting skills required, prior office experience preferred. 637-2434

RECEIVABLES CLERK/
RECEPTIONIST
Part-time • 30 hrs. per wk. Good telephone skills & people skills. Apply in person: Plus Marketing Corp., 32580 Capitol, Livonia.

RECEPTIONIST
Part-Time
Needed for busy Troy Real Estate office. Multi-line telephone a plus. Must type 40wpm, take dictation, have pleasant personality & flexible. Call Melissa between 8-2pm, 689-7000 ext: 641-5300

RECEPTIONIST
For busy Southfield law office.
No medical benefits.
Call 646-3300

RECEPTIONIST - For law firm. Must have multi line phone system experience. Excellent salary & benefits. Send resume to: Box 841
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
wanted for Southfield law firm.
WP is plus.
334-1880

RECEPTIONIST
Part-time for busy Birmingham location. Applicant will be trained. Computer & typing skills. 645-3787

RECEPTIONIST
Full time, experience required. For busy doctor's office in Southfield. Ask for Phyllis. 424-8356

RECEPTIONIST needed in Wayne Heights & Westland areas optical offices. Office experience required. Good phone voice, mature person, full time. 261-9814

RECEPTIONIST/Secretary for real estate management company in Southfield. Computer experience, typing, bookkeeping skills helpful. Call 313-336-4715

RECEPTIONIST - Full time for busy Farmington Hills law firm. Pleasant phone manners and personality required. Resume to: Box 112
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious and energetic person to be responsible for Multi-Line Phone System in NON-SMOKING Office. Prior experience helpful. Other responsibilities include typing, filing and general clerical duties. Must be organized and have the ability to assist and support several individuals at a time in our busy office. Salary commensurate with ability. Call Mr. Bell
OFFICE MANAGER, Suite 306,
21415 Civic Center Drive,
Southfield, MI 48076

RECEPTIONIST - part time for busy office. Good telephone technique, typing, filing.
Call Judy 380-1290

RECEPTIONIST for Bloomfield office. Computer literate, good typing skills. Professional phone manner a must (others need not apply). $6.00 per hour. Call Kim, 9-5pm. 332-0290

RECEPTIONIST/SECRETARY
for busy law firm. Some experience required. Fax resume -
443-1806

RECEPTIONIST
Troy area. Mon.-Fri., 8AM-5PM. Must have good phone personality & typing required.