EMPLOYMENT

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT for Vice President, skills like letters, word, WordPerfect for Windows, 70 wpm, excellent grammar, spelling, telephone & salary requirements to: Baxter Coffee, 7200 Haggerty Rd., Canton, MI 48187.

ADMINISTRATIVE

We have several long and short term positions currently available in the Troy, Madison Heights & Birmingham areas and are looking for people who are experienced with any of the following:
• Word Processing/Secretarial
• Customer Service
• Receptionist/Switchboard
Please call ET Services & Systems, Inc. for more information!

(313) 589-8426

ADMINISTRATIVE ASSISTANT part time position for growing company, experienced. DACEASY, WordPerfect experience a plus. Call EE. 548-3090

ADMINISTRATIVE ASSISTANT Part or full time for international co. Windows, MS Word, Lotus 123 knowledge desired, German language a plus. 258-2400

ADMINISTRATIVE ASSISTANT Dearborn based medical equipment company has part time position available for an experienced Administrative Assistant. WordPerfect 5.1 + Window experience preferred. Send resume with salary requirements to: Human Resources, P.O. Box 1243, Dearborn MI 48120-1243.

ADMINISTRATIVE ASSISTANTS

Up to $10/hr.

• WordPerfect 5.1
• Microsoft Word
• Lotus 1-2-3
• Harvard Graphics
• Pagemaker
• Paradox

WOLVERINE STAFFING
Southfield 358-4270
Troy 879-9070

ADMINISTRATIVE ASSISTANT Experience in a fast-paced sales department is a plus. Typing requirement is 60-70 WPM accurate. Ability to juggle multiple priorities, have good judgment, maintain excellent organization/communications skills. Computer applications required: • WP 5.1 • LOTUS 1-2-3 • MICROSOFT WINDOWS 3.1 • KNOWLEDGE OF PAGEMAKER DESIRABLE

All positions include full benefit package. NO PHONE CALLS ACCEPTED. Please forward resume to:
ADISTRA CORP.
101 Union
Plymouth, MI 48170
Attn: Director of Human Resources
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - Keego Harbor, computer literate, bookkeeping experience, work with distribution dept. coordinating & assisting projects. Good communication skills, highly organized, $22,000. Fee paid

ADMINISTRATIVE RECEPTIONIST - Oak Park, telephone personality, multi line phones, help with projects, excellent pay and great benefits. To $8/hr. Fee paid

RECEPTIONIST - Bloomfield Hills office, phones, typing 45 wpm, $6.50-$7/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ADMINISTRATIVE ASSISTANT Corporate office for a multi-locality organization of quality retirement communities is seeking qualified candidates for the position of Administrative Assistant. This full time position is directly responsible for reception duties, copy/fax center, mail, files, Word Processing, taking board/committee minutes and assisting the President. Outstanding office, interpersonal, communication (verbal and written), motivational and organizational skills a must, as is computer competency in Word Processing, data base/file management and spreadsheets. College degree/courses in office management desired. Prior experience in similar high profile professional position preferred. Competitive compensation and benefits. For prompt consideration, forward resume in confidence with resume, cover letter and salary history to:
Karl Harbaruck
Director of Human Resources
Presbyterian Villages of Michigan
23300 W. Six Mile Road
Redford, MI 48240
An Equal Opportunity Employer

ATTENTION

CLERKS

Needed in the Madison Heights area for a fast growing company. We have both full and part time positions available, no experience necessary. All positions are permanent. Call for an appointment.

CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

AUTO DEALER
Redford Dodge Dealer Seeks individuals experienced in dealership billing, bookkeeping, and cashiering functions. Benefit package available. Call for appt., 538-1500.

AUTO DEALERSHIP positions available. Service Writer, Service Dept. Clerk, Dealership experience preferred. Apply in Person:
Black well Ford, Inc.
41001 Plymouth Rd., Plymouth

BOOKKEEPER - 40 hrs per week for home business. Must be organized, experienced & reliable. Send resume to: Box 13126 Grandville, Livonia, MI 48154

BOOKKEEPER
For Bloomfield Hills law firm. Must be computer literate. Send resume to: Barb, PO Box 6355, Bloomfield Hills, MI 48302

BOOKKEEPER - For small health care facility in Bloomfield. Good computer accounting skills required. Billing & general office skills a plus. Part time only. 875-8755

504 Help Wanted Office-Clerical

Advertising Secretary
Exciting atmosphere of national agency has openings. Mac a plus. Good communications skills. Call Shirley. 546-7563
Uniforce Temporary Services

BOOKKEEPER • Entry level, self-motivated, non-smoker needed for retail store. Basic computer experience in accounting & inventory control. Part time leading to full time. Organized/dependable. Individual needed. Submit resume to: 3248 Orchard Lake Rd, Orchard Lake, MI 48324

BOOKKEEPER
Entry level opportunity for professional individual to join the in our Birmingham law firm. Must be detail oriented and have bookkeeping experience. Send resume to:
Personnel Dept., 380 N Woodward, Ste. 300, Birmingham, MI 48009.

BOOKKEEPER, FULL CHARGE
• Through trial balance for apartment management firm. 2-3 years accounting experience required. Fast paced office. Send resume with salary requirements to:
Accounting Manager
32400 Telegraph, Suite 200
Bingham Farms, MI 48025-2400

BOOKKEEPER, FULL-TIME
General office position for apartment management firm. Knowledge of Lotus preferred. Send resume with salary requirements to: Human Resources, P.O. Box 1243, Dearborn MI 48120-1243

BOOKKEEPER - Part time. Immediate opening, with computer experience. References required. Resumes to: Box 176
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/RECEPTIONIST
Full time for small Birmingham law firm. Call: 646-7177

BOOKKEEPER/SECRETARY
Maximum 5 years experience. Bookkeeping thru trial balance. Strong typist with excellent organization & communication skills. Non smoker. Troy & Livonia area. Send resume to: Spectrum Graphics, 317 Park St., Troy MI 48083

BUSY NORTHVILLE insurance office - needs part time secretary, typing, computer skills a plus, salary negotiable 344-2550

CLERICAL ASSISTANT for wholesale distributor, part time position (20 flexible hrs/wk) typing, telephone & computer experience required, some accounting background helpful. Good driving record & own transportation necessary. Send resume to: M. Martin, 1763 E. 14 Mile, Troy, MI 48083

CLERICAL • basic clerical openings in Livonia. Major financial institution. All shifts available. Pay rates $3.50-$7/hr, depending on job duties. 4 hours of $.500/shift minimum. Need excellent phone skills & professional manner. Indefinite assignments. Casual work environment. NORRELL SERVICES 953-9751

CLERICAL/DATA ENTRY
Full time position for a hard working individual with data entry experience. This could be an advancement opportunity for the right person in a growing medical billing office. Excellent benefits included with salary. Send resume to: Medical Billing Office, 333 W. 7th St., Suite 5, Royal Oak, MI 48067

CLERICAL
Growing company seeks responsible individual for clerical work. Duties include typing, filing & phones. Forward resume to: National Security Title, 3250 W. Big Beaver, Suite 107, Troy, MI 48084. Attn: Lisa Nachman.

CLERICAL/PACKAGING
Full and part time. Must have good public relations skills. Bloomfield area.
324-7820

CLERICAL • Part-time, General office duties including typing & answering phones. Microsoft Windows a must! Call Vitex (313)668-5600

CLERICAL
Part time position, filing, mail processing & other misc. duties for a medical billing company. Approx. 20 hours, flexible. Send work history & references to: Medical Billing Office/Part Time, 333 W. 7th St., Suite 5, Royal Oak, MI 48067

CLERICAL PART TIME • Livonia retailer is looking for an energetic detail person to work part time (evenings & weekends) in a friendly office atmosphere. Light typing, filing, customer service, handling phones, light computer. Call Marie or Elaine, Mon-Fri., 10-5pm 427-7310

CLERICAL-PART TIME
Seeking mature dependable clerical support person for busy Northville insurance agency. Duties include word/processing, phones, filing and general clerical duties.
Send resume to:
Lincoln Financial Group of Mich.
Attention: Marlene
2855 Coolidge Hwy., Suite 208
Troy, MI 48084
An Equal Opportunity Employer

CLERICAL - Temporary full time position, in Livonia, for small manufacturing company. Some computer experience helpful. Wages negotiable. Call J.P. 591-1041

CLERK
Credit/Collection department of Southfield manufacturer looking for a dependable person with basic accounting skills & good phone skills with reliable transportation. Full time. Benefits after 6 mos., 401K. Apply in person between 9-5pm at: 28400 W. 8 Mile Rd.

CLERK TYPIST/SECRETARY
Must type 50, have 1-2 years office experience be computer literate, (company has WordPerfect 4.2 possibly upgrade). To $6/hour. Benefits.
Dorothy Day Personnel
Serving Detroit & Suburbs
Since 1953
962-0565 or fax 962-2571

CLOSING SECRETARY
Full time position available preparing real estate closing packages for national title insurance company in Troy. Mortgage, real estate or title insurance experience necessary. Full benefits. 362-1311

MEDICAL EQUIPMENT COMPANY seeking full time candidate for computer billing & assisting with set-up of new billing system. Computer experience necessary. Must be self-motivated, detail oriented with excellent organizational skills. Good attitude & common sense a must. Benefit package available. Mail resume with salary requirements to:
Metro Medical Equipment, Inc.
12945 Wayne Rd.
Livonia, MI 48150
No Phone Calls or Walk-ins Please

TIGER TICKET WINNERS

Shirley Cashero
9155 Arnold
Redford Twp. 48239

The Waz Family
477 Cardwell
Garden City 48135

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

953-2153

Congratulations!

504 Help Wanted Office-Clerical

CLERK, RECEIVABLES/PAYABLES Full time, Southfield area. Send resume to: York Construction & Development, 29889 Greenfield, Ste. 101A, Southfield, MI 48076.

CLERK TYPIST
The City of Birmingham, an equal opportunity employer, is seeking qualified minority and white applicants without regard to race for the position of Clerk Typist in the Department of Public Services. Minimum Qualifications: Possession of a high school diploma, or its equivalent, supplemented by formal coursework in clerical and secretarial office procedures and 1 to 2 years varied clerical experience in an automated environment. The ideal applicant will have excellent typing skills, a working knowledge of WordPerfect and spreadsheet software, and a demonstrated ability to deal tactfully with the public.

Salary Range: $19,048.08 to $26,434.08 plus a comprehensive benefit program.

Applications or resumes will be accepted until 5pm September 14, 1993 at the Administrative Offices, Birmingham City Hall, 151 Martin St., P.O. Box 3001, Birmingham, MI. 48012. (No application forms will be mailed; however, ideal candidates will be accepted for purpose of the application deadline).
THE CITY OF BIRMINGHAM IS AN EQUAL OPPORTUNITY EMPLOYER

CLOSING COORDINATOR
Career training for right individual at Southfield title company to process real estate closing packages, make telephone skills, detail oriented, typing 45 wpm. Real estate experience helpful but not necessary. Benefits.
Call Cathy 353-1908 ext 132
An Equal Opportunity Employer

COMPUTER DATA ENTRY
Learn about EDI in the auto industry entering electronic data. Computer experience or college background helpful. Computers required. Flexible hours mainly evenings (5:00-9:00) and occasional Saturday mornings. Approximately 20-25 hours per week, hourly rate dependent upon qualifications $3.50 to $6.50 per hour to start. Excellent job for a college student approximately 50% of time works available to study as computer programmer, electronic data. Please call Mark Zydeck at (313)416-8032 or send resume to:
ADVANCED TECHNOLOGIES SERVICE BUREAU
7001 Buckley Ct., Canton, MI 48187

COMPUTER OPERATOR
Full time, Mon. - Fri. no backups from 4-10PM. Mon.-Fri. Keyboarding skills needed, computer knowledge desirable. Hourly position, per hour. Will train a mature, dependable candidate. Call Management Services, Inc., Southfield. FAX resume to: 647-4713Attn: Human Resources.

COMPUTER OPERATOR
DATA ENTRY
Minimum 2 years experience with system operations & peripherals. Lotus & PC experience helpful. If you're a self-motivated team player, send resume to:
P.O. Box 5151, Southfield, MI 48086-5151, Attn: Director of MIS.

CORPORATE PERSONNEL SERVICES
is looking for:
CLERKS
DATA ENTRY
WORD PROCESSORS
RECEPTIONIST
SWITCHBOARD OPERATORS
MICROSOFT WORD
Call for an appointment
Troy: 362-9696
Livonia: 462-3990
NO FEE EOE

CUSTOMER SERVICE to $10/hr. Write sales orders. Dispatch deliveries. Problem solve. Good office skills & experienced. 473-7210
Steven J. Greene Personnel

CUSTOMER SERVICE needed for Livonia office. Friendly personality with a willingness to help customers. Some computer experience. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

CUSTOMER SERVICE
Suburban financial firm has openings for your communications skills. Include typing, filing & phones. Forward resume to: National Security Title, 3250 W. Big Beaver, Suite 107, Troy, MI 48084. Attn: Lisa Nachman.

CUSTOMER SERVICE
Suburban mortgage firm has openings for your communications skills. Early evening hours. Typing 30 wpm.
Call Cora, 546-7564, 557-0641
Uniforce Temporary Services

Customer Service Representative
Growing supplemental staffing company seeks candidates to add to permanent staff in Southfield and Troy. Determined, self-starters looking for an opportunity to gain training in customer service with level of contribution should send resume: PO Box 516, Southfield, MI 48037.

Customer Service Rep
Part Time
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. Ideal candidate will be strong 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
Livonia firm seeks dependable and detail oriented individual for alpha/numeric data entry on an IBM AS/400. Must be a quick learner with national title insurance company in Troy. Mortgage, real estate or title insurance experience necessary. Full benefits. 362-1311

MEDICAL EQUIPMENT COMPANY seeking full time candidate for computer billing & assisting with set-up of new billing system. Computer experience necessary. Must be self-motivated, detail oriented with excellent organizational skills. Good attitude & common sense a must. Benefit package available. Mail resume with salary requirements to:
Metro Medical Equipment, Inc.
12945 Wayne Rd.
Livonia, MI 48150
No Phone Calls or Walk-ins Please

DATA ENTRY
Large corporations in Farmington and Livonia areas. 10,000 7 strokes. Alpha and Numeral. Data Base III a plus. Start immediately.
BARTECH SERVICES
271-5454
An Equal Opportunity Employer

DATA ENTRY-Radiology office seeking full-time person to perform data entry & sorting of medical reports. Computer experience preferred. Call between 10-3: 932-5105

ELECTRONIC SALES FIRM has an immediate opening for part time position for general office work with an emphasis on computer data entry. Some previous computer experience in word processing required. Approximately 25 hours per week, most afternoons. Respond by resume to: P.O. Box 701515, Plymouth, MI 48170.

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunities. Full/part time. WP 5.1 necessary. Salary based on experience. Bus 473-2931
Uniforce Temporary Services

504 Help Wanted Office-Clerical

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings. Two shifts. Call Dana 646-8500
Uniforce Temporary Services

DATA ENTRY CLERKS
Needed immediately
all shifts, days & evenings.
Those long term positions are available immediately.
Call today for this great opportunity.
TODAYS TEMPORARY
649-4455
EOE

ENGINEERING SECRETARY
Hella Electronics Corp., an international OEM, is seeking a qualified to function as an Engineering Secretary in our Farmington Hills office. Ideal candidate will have a minimum of high school diploma, 3 plus years secretarial experience in engineering field, typing 50WPM and computer skills to include Microsoft Word. Mail resume to:
Att: Marie Schumacher
Box 242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Needed for small growth office facilitating facility in Plymouth. Past experience necessary, and strong computer skills. Excellent salary & benefits. Interviewing immediately. Send resume to: PO Box 1300, Birmingham, MI 48012-1300

KIDS IN SCHOOL??
Kelly Temporary Services is now hiring for the following area:
RECEPTIONISTS/
CUSTOMER SERVICE
REPRESENTATIVES
• Recent experience with multiple line phones required
DATA ENTRY
OPERATORS
• High production operators needed for full and part-time shifts.
WORD PROCESSING
SECRETARIES
• A minimum of 6 months' recent experience required for these short, long and Temp-to-full-time positions.
• All software needed especially WordPerfect, LOTUS, and Word for Windows
Call today to schedule an appointment!
Livonia 522-4020
Westland 326-5590
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

SOUTHFIELD personal injury firm seeks secretary with least 2 yrs personal injury experience & word processing skills. Excellent benefits. Send resume to: 3000 Town Center, Suite 2510, Southfield, MI 48075

LEGAL SECRETARY - Suburban Plaintiff's firm located in Plymouth/Canton area. Salary commensurate with experience. Non-smoking. Send resume to: Box 228
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY TRAINEE
for non smoking law firm. Must type 50wpm. Computer skills necessary. Send resumes to: B. Hill, 2150 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY - with at least 2-3 yrs. litigation and WordPerfect experience. Salary commensurate with requirements to: Office Manager, 33 Bloomfield Hills Parkway, Suite 100, Bloomfield Hills, MI 48304.

LEGAL SECRETARY
Must be detail oriented, good speller, Non-smoker, Southfield area.
Call 557-8400

LEGAL SECRETARY, full time, busy Farmington Hills law office. Word Perfect 5.1 must have law office experience. Call Sarah at 553-0995

LEGAL SECRETARY for plaintiff P.I. firm in Southfield. Experience in areas of medical malpractice, products liability, auto negligence, etc. Must be proficient in WordPerfect. Call 552-1000

LEGAL SECRETARY
Wanted for Grosse Pointe based insurance defense firm. Must have at a minimum of 3 yrs. experience in litigation. Please contact Sharon Edwards at: 343-5600

LEGAL SECRETARY needed full or part time for busy law firm. Exp. preferred. Knowledge of WordPerfect 5.1 a plus. Salary commensurate. Please Fax resume to: 559-8700

LEGAL SECRETARY TRAINEE
Preferably with prior secretarial experience. Requires knowledge of WordPerfect. In-town Birmingham office. Call: 644-1455

LEGAL SECRETARIES
Good legal experience for established companies. Top salary paid for experience. Call Kelly Services, Ex. Dept. at 649-3731

LEGAL SECRETARY, full time, busy Farmington Hills law office. Word Perfect 5.1 must have law office experience. Call Sarah at 553-0995

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Must be detail oriented, good speller, Non-smoker, Southfield area.
Call 557-8400

LEGAL SECRETARY
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 areas helpful. Organized & dependable individual need only apply. Submit resume with salary requirements to: O.C., 24545 Hatheway, Farmington Hills, MI 48335.

OFFICE MANAGER
Novi Village, an upscale apartment complex, for senior is currently seeking to fill the position of Office Manager. The successful candidate must be experienced, charismatic, organized and able to handle a variety of duties. For immediate consideration, submit a resume to:
NOVI VILLAGE
45182 West Rd. 313-669-5330

ORDER ENTRY CLERK
Troy durable medical equipment firm seeks a dependable candidate. Must be an experienced computer user & possess excellent phone skills. The salary range for this position is $8-$7/hr, plus a full benefit package including 401K. Send resume & salary history to:
Office Manager
Pediatric Special Care
753 W. Big Beaver Rd.
Suite 410
Troy, MI 48084

PART-TIME
RECEPTIONIST
SWITCHBOARD OPERATOR
Receptionist • 2 days a week. Switchboard Operator - Mon. thru Fri. 11am-3pm. Professional, articulate & friendly. Tom 591-4533

PLEASANT personality & good phone voice, light computer work, part time position, 8-5:30pm. Apply at: 23215 Glendale Ave., Redford, St. of Schoolcraft, W. of Telegraph

PLYMOUTH, PART-TIME answer phones, 2hr-4 hrs. afternoons, 4-5 days. Good handwriting & spelling a must. 459-5999

REAL ESTATE
CLOSING SECRETARY
Must be experienced, self familiar with the processing and preparation of closing documents. Title insurance experience a plus.
Call Doug Handy.
CENTURY 21 TODAY 536-2000

504 Help Wanted Office-Clerical

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 areas helpful. Organized & dependable individual need only apply. Submit resume with salary requirements to: O.C., 24545 Hatheway, Farmington Hills, MI 48335.

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RECEPTIONIST
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PLEASANT personality & good phone voice, light computer work, part time position, 8-5:30pm. Apply at: 23215 Glendale Ave., Redford, St. of Schoolcraft, W. of Telegraph

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CLOSING SECRETARY
Must be experienced, self familiar with the processing and preparation of closing documents. Title insurance experience a plus.
Call Doug Handy.
CENTURY 21 TODAY 536-2000

504 Help Wanted Office-Clerical

OPPORTUNITY KNOCKS
POSITIONS IMMEDIATELY AVAILABLE FOR
• WORD PROCESSING
• SECRETARIES
• WORD PERFECT 5.1/WINDOWS
• LOTUS
• EXCEL
• MICRO-SOFT
• HARVARD GRAPHICS
BARTECH SERVICES
271-5454
Servicing the Big 3
An Equal Opportunity Employer

PART TIME help needed, phone work for dental office in Canton, close contact with public.
Call Ann 981-1400

RECEPTIONIST
Full time for fast paced real estate company. Typing required requires excellent phone skills, light typing and general office skills. Call Mary P. O. Box 158, Southfield, MI 48037

RECEPTIONIST/BOOKKEEPER
Experienced. Full time.
Farmington Hills.
Phone: 932-8921

RECEPTIONIST
for Troy law firm. Good typing skills, legal experience preferred.
Full time. 643-4700

RECEPTIONIST - Minimum 2 years experience in customer service, telephone skills, Lotus 1-2-3 and WordPerfect. Full time position with benefits. Downtown area. Send resume to: Mr. J. Valentine, 433 E. Larned, Detroit, MI 48226

RECEPTIONIST
$17,000
Growing company offers advancement, variety, friendly environment & excellent benefits. Call 224-1260
DAVIDSON, LAIRD & ASSOC., INC.

RECEPTIONIST
for wild & crazy office
Call Debby • 416-0410

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL
Full time, 8 to 5. Good phone skills required. Entry level position for small Rochester Hills company. Non-smoking office. Ask for D. Gray. 853-2011

RECEPTIONIST • Troy based advertising company seeking an experienced professional receptionist with excellent phone skills. Great career responsibilities. Send resume to P.O. Box 99181, Troy, MI 48099

RECEPTIONIST
needed for Farmington Hills office. Telephone, data/data mail, computers helpful. Good pay & benefits. Resumes to: 28500 Orchard Lake Rd., #105, Farmington Hills, 48334.

RECEPTIONIST
Needed for busy office in Westland. Computer experience helpful. Call Linda 422-7255

RECEPTIONIST/SECRETARY for Livonia CPA firm. Friendly, outgoing personality, professional telephone skills, typing & WordPerfect experience. Call Patty, 427-8900

RECEPTIONIST
wanted 8:00am-5:30pm. Southfield area. Dependable, non-smoker with pleasant phone skills. Computer skills for utility billing and other misc. duties. 358-5180

RECEPTIONIST# needed for Livonia area. We offer short & long term assignments. Some temp-to-perm. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

RECEPTIONIST
Part time, for answering phones & minimal secretarial duties. $3.00/hr. Please forward letter with hours available for work to: Recreational, 17199 N. Laurel Park Dr., Ste. 421, Livonia, MI 48152

RECEPTIONIST/SECRETARY
Organized, part time person needed for Livonia office. WordPerfect required. Property Management experience a plus. Send resume to: 31836A Schoolcraft, Livonia, MI 48150.

RECEPTIONIST
Part time, 5 days a week for Bloomfield Hills office. Word processing a must, telephone, general office duties. Send resume to: Personnel, 838 W. Long Lake Rd., Suite 250, Bloomfield Hills, MI 48302

504 Help Wanted Office-Clerical

IMMEDIATE OPENING
for take-charge Bookkeeper, in Livonia. Must have experience with Lotus and WordPerfect. 30-40 hours per week. 425-1080

Immediate openings
RECEPTIONIST
GENERAL OFFICE
SWITCHBOARD
• long & short term
• temp to perm
• best pay & benefits
• three shifts
Birmingham 646-7563
Livonia 522-2933
Southfield 357-0641
Uniforce Temporary Services

IMMEDIATE OPENINGS
CLERICAL PERSONNEL
Work when and where you want. We offer TOP PAY, YEAR-ROUND ENCE, HOLIDAY PAY, OVERTIME PAY! Call for an appointment today!
WORD PROCESSORS
RECEPTIONISTS
DATA ENTRY TYPISTS
SWITCHBOARD OPERATORS
G.E. CLERKS
TELEMARKETERS
LIVONIA 464-2100
SOUTHFIELD 352-1300
BLOOMFIELD HILLS 373-0900
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

CUSTOMER SERVICE AGENT
Must have 3-5 years commercial property & casualty insurance experience or equivalent education & clerical skills. Excellent salary & benefits. Send resume to: PO Box 1300, Birmingham, MI 48012-1300

KIDS IN SCHOOL??
Kelly Temporary Services is now hiring for the following area:
RECEPTIONISTS/
CUSTOMER SERVICE
REPRESENTATIVES
• Recent experience with multiple line phones required
DATA ENTRY
OPERATORS
• High production operators needed for full and part-time shifts.
WORD PROCESSING
SECRETARIES
• A minimum of 6 months' recent experience required for these short, long and Temp-to-full-time positions.
• All software needed especially WordPerfect, LOTUS, and Word for Windows
Call today to schedule an appointment!
Livonia 522-4020
Westland 326-5590
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

Call Today
WOLVERINE STAFFING
Southfield 358-4270
Troy 879-9070

MOVING & STORAGE company needs all around clerical person for general office duties. Computer & phone skills a must. Send resume to: A-Apex Moving & Storage, 5060 Rice, Westland, MI 48185

NEEDED IMMEDIATELY
WORD PROCESSING SECRETARY
Experienced in WordPerfect 5.1, typing 60 wpm, good phone & communication skills. Long term assignments.
CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

NOVI Real Estate office seeking full-time Receptionist/Secretary. Must be dependable. Call: 349-5373 ext. 224

OFFICE ASSISTANT
Experienced, for busy Rochester insurance office. Knowledge preferred.
852-8000

OFFICE ASSISTANT
WordPerfect 5.1, Type 60+.
Please send resume to:
Box 173
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE/CLERICAL
NW Detroit Manufacturer has immediate opening for a responsible person to file, answer phone & receive, typed clerical position. Real Estate, Insurance or Accounting background. Excellent benefits. Call Jeanie: 537-5300

OFFICE CLERICAL POSITION - accounts payable, filing, telephones, word processing, part time day position. Send resume to: P.O. Box #1605, Troy, MI 48009.

OFFICE/CLERICAL
Part time position in Livonia has Clerical Positions available in cash, accounts payable, and accounts control departments. Math & analytical skills helpful. Must be functions done on AS400 computer. Send resume or letter of interest to: Box 164
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER - willing to take charge of a busy real estate office in Farmington/W. Bloomfield area. Highly organized, hard working personal skills. Some computer knowledge helpful. Send work history resume to: P.O. Box 831423, Livonia, MI 48153-1423.

OFFICE MANAGER - Small Plymouth office needs full time all in one person. Must be experienced & self-motivated. Send resume to: PO Box 489, Plymouth, MI. 48170.

OFFICE POSITION
Entry level, 20-30 hours per week in Farmington Hills Group Insurance Agency. Duties include: typing, accurate typing, filing, answering phones, WordPerfect a plus. Call Diana for interview. 553-5130

OFFICE STAFF
Needed for busy home inspection firm in downtown Plymouth. Requires good typing ability, DOS & WordPerfect 5.1 proficiency, 55-60/hr. to start. Drop off, mail or fax resume to:
FAX: 453-4812
AMERISPEC
501 S. MAIN ST.
PLYMOUTH, MI 48170
E.O.E.

ORDER ENTRY/Customer Service ASSISTANT - part time for a health care furniture distributor. Possible full time opportunity may be required in the future. Order entry & customer service experience preferred. Good typing skills & word processing experience required. Please send resume to: CSC, 24061 Research Dr. Farmington Hills, MI 48335. Attn: Kathleen Cary
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Full time, 2 years experience, typing 50 wpm, dictaphone, WordPerfect 5.1 experience required, knowledge of bankruptcy helpful, small busy Livonia 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
Prominent suburban firm has immediate opening. Medical and estate planning plus good skills qualifies you. Friendly/professional environment. 35 hour week, benefits, dental, medical, dental, optical, life, 401K, pension, profit sharing. Evening/weekend days and more. Kathy, 772-5760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
$21,000
Two positions available. Troy, downtown. Challenging and diversified duties. Must possess excellent skills. Corporate experience needed. Opportunity for advancement. Call 772-8760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Southfield based insurance company has position available for experienced Legal Secretary. Department all around person required. If you are interested in being friendly and challenging work environment and would like to work for progressive company please tax resume to: LS/Personnel, Fax (313)357-2495 or send to: LS/Human Resources, P.O. Box 2223, Southfield, MI 48037

LIFE & DISABILITY insurance company in Troy is seeking a qualified for Sales Assistant position. Should have good clerical skills, possess excellent communications skills. Send resume to: PO Box 979, Bloomfield Hills, MI 48304-0979

MAIL CLERK • part time position involving light clerical duties and mail processing. Flexible hours. Up to 20-30 hours per week. Send work history to: E.H., P.O. Box 9066, Farmington Hills, MI 48333

MARKETING SECRETARY
If research, telephone, clerical to you, then this is for you! Put your good computer and clerical skills to work for international company. 35 hour week. $19,200. Hurry!
Call Diana, 454-3000
SNELLING PERSONNEL SERVICES

MARKET RESEARCH Interviewers needed, Mon. - Fri. 9-5. Training will train. Full or part-time. Must like talking to people. Westland Area Call 513-5040

MEDICAL SECRETARIES
MEDICAL BILLERS
Immediate openings at major medical facilities for qualified candidates
• Top pay
• Temp to perm
• Long & short term
Bloomfield Hills • 646-7664
Southfield • 357-0641
Uniforce Temporary Services

MORTGAGE CO. Entry-level position for Assistant to Processor. Will train. Clerical skills required as well as good verbal & written communication skills. Salary + benefits. Send resume to:
Citizens Mortgage Corporation
24725 W. 12 Mile
Southfield, MI 48034

MORTGAGE
• Processors
• Clerks
• Data Entry

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Wanted for Grosse Pointe based insurance defense firm. Must have at a minimum of 3 yrs. experience in litigation. Please contact Sharon Edwards at: 343-5600

LEGAL SECRETARY needed full or part time for busy law firm. Exp. preferred. Knowledge of WordPerfect 5.1 a plus. Salary commensurate. Please Fax resume to: 559-8700

LEGAL SECRETARY TRAINEE
Preferably with prior secretarial experience. Requires knowledge of WordPerfect. In-town Birmingham office. Call: 644-1455

LEGAL SECRETARIES
Good legal experience for established companies. Top salary paid for experience. Call Kelly Services, Ex. Dept. at 649-3731

LEGAL SECRETARY, full time, busy Farmington Hills law office. Word Perfect 5.1 must have law office experience. Call Sarah at 553-0995

LEGAL SECRETARY for plaintiff P.I. firm in Southfield. Experience in areas of medical malpractice, products liability, auto negligence, etc. Must be proficient in WordPerfect. Call 552-1000

LEGAL SECRETARY
Must be detail oriented, good speller, Non-smoker, Southfield area.
Call 557-8400

LEGAL SECRETARY, full time, busy Farmington Hills law office. Word Perfect 5.1 must have law office experience. Call Sarah at 553-0995

LEGAL SECRETARY for plaintiff P.I. firm in Southfield. Experience in areas of medical malpractice, products liability, auto negligence, etc. Must be proficient in WordPerfect. Call 552-1000

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