EMPLOYMENT

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Local training & consulting company looking to fill immediate opening for full time Administrative Assistant to support three executives.
Must have 5 yrs. office administration with proficient use of various Macintosh software. Attention to detail, dedication & initiative are a must. Responsibilities include general support, assisting with corporate functions and direct customer contact. Resumes only:
Administrative Assistant Position
37000 Grand River Avenue
Suite #230
Farmington Hills, MI. 48335
No phone calls will be taken.

ADMINISTRATIVE ASSISTANTS
Up to $10/hr.
• WordPerfect 5.1
• Microsoft Word
• Lotus 1-2-3
• Harvard Graphics
• Paginemaker
• Paradox
WOLVERINE STAFFING
Southfield 358-4270
Troy 879-9070

ADMINISTRATIVE ASSISTANT - Keego Harbor, computer literate, bookkeeping experience, work with distribution clerk, coordinate & assisting on projects, good communication skills, highly organized, office experience required, $21,000. Fee paid

RECEPTIONIST - Birmingham, answer 10 line phone/voice mail, typing, filing, computer literate. $7.50/hr. on permanent basis or 35/hrs per wk. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ADVERTISING AGENCY SECRETARY
Account management department needs sharp WordPerfect and spread sheet background.
Call Sara. 646-7862
Uniforce Temporary Services

ADVISOR - OPERATORS
Full & part time positions available, evenings & weekends. Good base pay plus medical & fringe benefits. Also 10hrs. Mon-Fri. Overnight hours available. Will train the right people.
478-7325

ALARM RESPONSE OPERATOR
Duties are dispatching, police & fire department & monitoring client alarm systems in our computerized central station. Positions are for the afternoon shift, full time with benefits. Call Ray at 699-2206

ALL SECRETARIES WORD PROCESSORS
TO $10/HR.
• WordPerfect • MS Word
• Excel • Lotus • D-Base
ARBOR TEMPS 459-1166

ANSWERING Service in Southfield needs operators, part time, on call leading to full time. Prefer CRT experience. Good pay and benefits. Must be available all shifts. Call Paula 10am-2pm 754-7000

ASSISTANT
to Office Manager, typing, filing, phones, benefits. Send resume to: 13800 Tyler, Detroit, MI 48227.

ATTENTION CLERKS
Needed in the Madison Heights area for a fast growing company. All positions are permanent. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

ATTENTION MOMS WE NEED YOU!!
If you can run an adding machine and type we have a part time position for you. Call Alice at 852-3190
CORPORATE PERSONNEL SERVICES
NO FEE EOE

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
Part time, flexible hrs. Self-starter, 1-person office. Write or call:
Subway Development of Detroit
2026 Eby Rd.
Dearborn Heights, MI 48127
Eby/Rouge River

BOOKKEEPER, EXPERIENCED. Must have excellent organization & writing skills. Fax resume to: 15775 Telegraph Rd., in Redford. 255-6226

BOOKKEEPER - full time, full charge. Westside residential builder. Computer literacy a plus. Salary open. Send resume: Mr. Kay, 3261 McCormick, Waterford, MI. 48328.

BOOKKEEPER - Full time. Must be versatile & motivated. Salary commensurate with experience. Benefits. Send resume in confidence to: Nucon Corp. Attn: Controller, 24100 Industrial Rd., Livonia, MI 48150
NO PHONE CALLS PLEASE

BOOKKEEPER, FULL TIME
Needed for 53 person Auto Parts facility. Long term care experience in billing and collecting third party accounts a plus. Competitive wage and benefit package. Send resume or call Shelley Wayne Convalescent Center, 34530 Van Born Rd., Wayne MI 48184. 313-721-0740

BOOKKEEPER: Full-time position using a computerized accounting system in a division of a Fortune 500 firm. Duties include accounts payable, accounts receivable, general ledger and bank reconciliations. A minimum of 3 years experience with Platinum or other PC-based accounting systems software required. Salary commensurate with education and experience. Send resume and salary history to: HRC-Controller, 31700 Middlebelt Rd., Ste. 140, Farmington Hills, MI 48334

BOOKKEEPER
Minimum 5 years experience. Must be meticulous, self starter, self assuming. Knowledge of payroll taxes, bank reconciling, & computer.
After 2pm. 353-4347

BOOKKEEPER/SECRETARY
For Southfield property management company. Must be computer literate with knowledge of WordPerfect & Lotus. Light typing & filing. Resume to: 22745 Middlebelt, Farmington Hills, MI 48334, Attn: Jeff.

BRIGHT ENERGETIC person to work in medical office. Experience preferred but will train. No benefits. Ask for Nita or Carol 425-6600

BUSY REAL ESTATE AGENT - looking for assistant. Computer skills and office experience required. Call Kathie at. 851-4400

CHECK US OUT!
Our Southfield office is looking for experienced word processing people. Varies to work on WordPerfect & Lotus assignments.
Call for an appointment.
EMPLOYERS TEMPORARY SERVICE
353-7050

504 Help Wanted Office-Clerical

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

BUSINESS/FINANCIAL POSITION
Payroll Data Entry, Wage Verifications & Customer Service responsibilities. Full time. Southfield area. 357-7083

CHURCH SECRETARY, full time. General office duties, must know word processing. Pleasant work environment in Southfield. Please call 356-1430

CLERICAL
(Afternoon Shift)
We are seeking energetic, enthusiastic individuals with previous office experience to work in our fast paced closing area. Positions involve calculating loans, setting up loan information and data entry on the computer. Familiarity with PC, calculator operational skills and proficiency with a calculator are required. Hours for these positions will be Mon-Thurs. 2pm-10:30pm and Fri. 8:15am-4:30pm. We offer a competitive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

CLERICAL ASSISTANT - reliable, self motivated, individual needed to fill full time clerical position. Applicant must be able to work independently and as part of a team. Send resume to: 28411 Northwestern Hwy., Suite 1300, Southfield MI 48034. Attn: Personnel.

CLERICAL ASSISTANT
Applicants must possess good skills in typing, communications and computer knowledge. Send resumes to: Patient Care Service, 11565 Farmington Road, Livonia, MI. 48150. Attn: National Sales Director

Clerical
GENERAL OFFICE CLERK
We are an industry leader in the multi-billion dollar business forms and related computer supply industry with an excellent opportunity available at our new office in Troy.
Proficiency with Microsoft Word and Excel, excellent typing and organizational skills, a strong eye for detail, and a high level of accuracy are required along with a HS diploma. Previous office experience is plus.
This growth opportunity offers a competitive salary and outstanding benefits including major medical coverage. Please mail or FAX your resume to: Jeff Grayson, Wallace Computer Services, Inc., 17197 N. Laurel Park, Dr., Suite 207, Livonia, MI. 48152, FAX (313)462-1573.
An Equal Opportunity Employer
WALLACE

CLERICAL HELP needed, part-time, evenings & weekends. Data entry, filing, & phones for Livonia based appliance warehouse. Contact Chris after 2pm: 953-0750

CLERICAL
Dale Discount Distributors has immediate openings in our Livonia office. Candidates should have good phone manners, strong organizational skills, and general clerical knowledge. Position offers $1000 monthly, and a full benefit package.
Forward resume to:
Human Resources
Dale Discount Corp.
7351 Woodward
Detroit, MI 48202

CLERICAL - part time, must be able to type, phones, filing etc. Ask for Bill or Tina. 421-5010

CLERICAL, Part time. Experience necessary. Computer knowledge. Evenings & Saturdays. 277-3293

CLERICAL - Part time mornings. Homemakers welcome. 9am-3pm. Mon-Fri. Apply in person at:
Matheson's Kitchen & Bath
28243 Plymouth, Livonia
522-5633

CLERICAL FAST TIME - Livonia retailer is looking for an ambitious 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 427-2210

CLERICAL POSITION with book-keeping & insurance background. Computer experience desirable. Part-time only. Call 628-2980

CLERICAL POSITION
With small company in Plymouth. Attention to detail and customer relation skills needed. Apply at Trade Service, 9700 General Dr., Plymouth, 453-4220

CLERICAL SUPPORT person to fill vacancy in our Farmington office. Experience necessary (WordPerfect data entry). Workers compensation experience helpful. Farmington Hills TPA. Contact Mr. Peters, 626-2624

COLLEGE STUDENTS & HOMEMAKERS...
• Assignments in Livonia
We need high production data entry operators to work 20 hours per week for mornings or afternoons. These assignments could lead into permanent 20 hour per week positions.
Call Diane or Michele for an appointment!
Livonia 522-4020
29125 Buckingham #4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

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. Benefits plus salary. Send resume with salary requirements to:
Metro Medical Equipment, Inc.
12965 Wyoma Rd.
Livonia, MI 48150
No Phone Calls or Walk-ins Please

COMPUTER DATA ENTRY, part-time for Milford GPA office. Experience required. $7/hr. Please call between 1-5pm: 685-0971

CUSTOMER SERVICE
Major manufacturer needs your communications skills. WB train. Two shifts. Typing 30 wpm.
Call Cora 645-7884 or 799-3848
Uniforce Temporary Services

CUSTOMER SERVICE - Full time/part-time, hours 1 to 8pm. Ground floor opportunity. Incoming and outgoing calls. Resumes to Box 298.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

CUSTOMER SERVICE Manager for small fast paced growing company in 13 Mi/Southfield area. No health benefits. Call Jeff 540-2020

CUSTOMER SERVICE • FULL TIME
Hours 9 to 6pm. Ground floor opportunity. Incoming and outgoing calls. Resumes to: Box 296.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening in its Customer Service Dept. Some knowledge of basic office functions helpful. You must be organized, ambitious and possess a pleasant personality. Call Personnel 347-2397

CUSTOMER SERVICE
Collections
Major Farmington Hills corporation has immediate openings to add to our customer service department. Looking for an opportunity to gain financial credit experience? Interested in a career of contribution should send resume: PO Box 514, Southfield, MI 48037

CUSTOMER SERVICE
NEEDED IMMEDIATELY! Professional individual with good communication skills, high energy level, and a strong work ethic. Competitive pay & benefits. Long term assignment.
CONTEMPRA
583-9500 • Madison Hgts.
563-5900 • Dearborn

DATA CONTROL PROCESSOR
Our data systems dept is looking for a detail-oriented, dependable person.
RESPONSIBILITIES INCLUDE:
• Labeling, disbursing, binding & filing both daily & monthly reports
• Updating report distribution tables
• Receive and handle telephone calls
• Encoding of data entry
QUALIFICATIONS REQUIRED:
• Typing
• Knowledge of data entry
We offer a competitive wage and benefit package, and a professional, non-smoking environment. Please submit resume to:
Staff Month
23500 W. 12 Mile Rd.
Ste. 3000
Southfield, MI 48034-5339
EEO/AA M/F Attn: Data Systems

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings. Two shifts. Call Dana 645-6300
Uniforce Temporary Services

DATA ENTRY CLERK
Growing company has an entry-level position for applicants with 1 yr. office experience. Must have the ability to quickly learn our proprietary system. Some computer experience a plus. Excellent benefits package. Salary commensurate with experience, excellent benefits offered. Call for interview. 313-535-5266

DATA ENTRY
Large corporations in Farmington and Livonia areas. 10,000 T st/sec, alpha and Numeral. Data Base III a plus. Start immediately.
BARTECH SERVICES
271-5454
An Equal Opportunity Employer

DATA ENTRY OPERATORS
Needed for the Plymouth area. We have day and afternoon shifts available. Call for an appointment.
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

DEPENDABLE PERSON wanted for part time Receptionist position in Canton, Mon.-Thurs., 2PM-9PM. Call 455-0720

Excellent earnings
SECRETARY
Openings for experienced word processors. Candidates must have WP 5.1 and Lotus. Long/short term assignments. Top pay. Benefits. 473-2934
Uniforce Temporary Services

EXECUTIVE ASSISTANT
Downtown Birmingham consulting firm seeks experienced professional person with excellent communication and organizational skills. Requires 5-7 years experience as an executive assistant, degree & plus Word Perfect for Windows, short-term, full & transcription experience. Free enclosed parking. Non-smoking office. Please call Mary Beth at 540-0254

EXECUTIVE SALES SECRETARY
$12-$25,000
Experienced in sales environment. Good organizational skills. Word-Perfect and Lotus needed. Opportunity to advance. Benefits package include dependent coverage and profit sharing. Call 772-6760.
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Require professional image, WordPerfect, Lotus 1-2-3. Fee paid.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARIES
Microsoft Word
With/without Windows
Immediate long and short, full and part time positions available for secretaries with advanced skills in Microsoft Word for a large company in Troy. Call for an appointment.
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

FARMINGTON HILLS recruitment firm needs part time high end operator position in answer phones, enter data, type WP 5.1.
FRONT DESK SECRETARY
TO $18,700
A well established engineering company offers a very pleasant work environment. Good communication skills and word processing needed here. Call 661-0909.
SNELLING PERSONNEL SERVICES

GALA & ASSOCIATES, INC. is an A/R firm with an opening for a part time Receptionist. Good phone skills & proficiency in WordPerfect a must. Pleasant work, with references, to 31333 Southfield Rd., Beverly Hills, MI 48025-5412.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
NW suburban manufacturer has long term opportunities. Full/part-time, WP 5.1 necessary. Salary based on experience. Bus 472-2931
Uniforce Temporary Services

EXECUTIVE SECRETARY
Full time, immediate opening in the Southfield area for professional individual. Word processing experience, organizational skills, and excellent phone manner a must. Please call Julie Cart for appointment, at 799-8000

FILE CLERK
Entry-level position in Accounting. Interested candidates should like looking, data entry, vendor phone contact, and misc. clerical projects. Computer skills a plus. Pleasant work environment. Must be responsible, dependable, accurate and able to work alone. Full-time with excellent benefits. Please send resume and salary requirements to:
Contract Interiors
Attn: Human Resources
10 Oak Hollow
Southfield, MI 48034
Equal Opportunity Employer

FINANCIAL SALES CLERK PART TIME
Challenging part time clerical positions available in a fast paced, professional environment. Ensuring that all is held related to finance, such as accounting, bills of lading, and receiving activities preferred. Good telephone etiquette, knyboard skills, and accurate math aptitude required. Hours: 9 AM. - 1 PM., Mon. thru Fri. Compensation is $7.75 per hour to start. Send resume to:
FORD MOTOR CREDIT CO.,
Attn: Brian Grafka,
The American Road, P. O. Box 1732,
Dearborn, MI. 48121-1732

FRONT DESK - Full time for Farmington Hills optical office. Light typing, telephone, phone & office skills. WB train. 626-2111

FRONT DESK RECEPTIONIST
Long term assignment located in Troy. Light typing, filing, etc. Computer literate helpful but not necessary. Competitive pay & benefits.
CONTEMPRA
583-9500
GENERAL OFFICE
Intelligent, self-starter, light typing skills, hours and wage negotiable. 661-2600

GENERAL OFFICE POSITION:
Telephone, data entry, filing, shipping & receiving, etc. Computer knowledge helpful. Call Micom, ask for Erin. 476-2950

GENERAL OFFICE MANAGER
Bookkeeping skills, typing 50wpm, reception, take over person. Salary commensurate with experience.
799-9988

GENERAL OFFICE - NW Suburban real estate appraisal company needs person with computer experience & light typing. 649-1140

GENERAL OFFICE CLERK
Leading national down river firm has unique job for you! Your all around skills and recent experience.
Call Rose 699-3948
Uniforce Temporary Services

GENERAL OFFICE - Detail oriented and organizational skills a must. Some bookkeeping knowledge helpful. Send resume to: Heritage Environmental Group, Attn: Marc Wilford, 31731 Northwestern, Bu. 156W, Farmington Hills, MI 48334.

GENERAL OFFICE - full time, typing, computer entry, phones, cashiering a must. Farmington Hills area. Reply to Box #262.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills. Prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Associate, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

GIRL FRIDAY for telephone answering, bookkeeping, filing for Southfield Engineering Firm. Full-time desired/part time negotiable. Interested applicants please call Lois at 358-1000
An Equal Opportunity Employer

INSIDE SALES
CUSTOMER PLUS COMMISSION
$18,000 PLUS COMMISSION
Service charge paid by company. Outstanding benefits. Responsible position handling tuition reimbursement, health care, life insurance, motivated individual. Assigned territory, minimum 2 years sales experience plus. Call for an immediate appointment. 399-3450.

JUNIOR SECRETARY
Suburban Detroit law firm seeking all around experience and desire to learn. 50 wpm typing.
Call Gretchen 799-3947
Uniforce Temporary Services

LEGAL SECRETARY needed full or part-time for Southfield law firm. Experience & knowledge of WordPerfect necessary. Not-smoker.
Please Fax resume to: 559-8700

LEGAL SECRETARY
Reputable Southfield law firm searching for a Legal Secretary with at least 3 years experience. Requirements include typing speed of 50wpm, knowledge of word processor and spelling skills. Medical malpractice experience helpful. Competitive salary/benefits. Send resume and salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for 8 attorney Troy office. Minimum of 3 years legal experience necessary. Word-Perfect 5.1 experience desirable, as well as computer network skills. The successful candidate will be highly organized, self motivated, detail oriented and will be eager to assist other staff members. The firm offers a pleasant work environment & excellent fringe benefit package. Please send resume & salary requirements to: 3290 W. Big Beaver, Rd., Suite 310, Troy, MI 48084

LEGAL SECRETARY
Bloomfield Hills law firm seeks responsible individual to assist senior partner in all facets of busy, fast paced practice. Involves excellent administrative & secretarial skills, good organizational abilities, commitment command of the English language & the ability to manage many projects simultaneously. Shorthand preferred. Excellent benefits & salary based. Very pleasant office & congenial environment. Competitive salary & benefits.
Call Personnel: 258-8700

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney (litigation experience not required). Must be proficient in Word Perfect and have previous experience using dictaphone equipment. Varied & 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

504 Help Wanted Office-Clerical

KIDS IN SCHOOL??
Kelly Temporary Services is now hiring for the following areas:
RECEPTIONISTS/ CUSTOMER SERVICE REPRESENTATIVES
• Recent experience with multiple line phones required
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

LEGAL SECRETARY for plaintiff P.I. firm in Southfield. Experience in area of medical malpractice, products liability, auto negligence, etc. Must have excellent skills. Salary DOE. Call 552-1000

LEGAL SECRETARY
Town Center Personal Injury firm seeks top notch secretary for medical mal-practice attorney. Must have WordPerfect experience, excellent communication and clerical skills with minimum supervision required. Competitive starting salary with bonus. Call 653-2000
Voice Mail # 7086

LEGAL SECRETARY - Experienced in PI litigation, busy Farmington Hills law office. WordPerfect 5.1. Non-smoker. Ask for Jennifer. 737-6400

LEGAL SECRETARY for PI firm. Excellent salary. Part/full time. 354-2500

LEGAL SECRETARY with general practice. Must have medical malpractice experience for Southfield law firm. WordPerfect experience needed. 353-3600

LEGAL SECRETARY/TROY
Minimum 2 yrs. experience. Must have knowledge of WordPerfect. If you have a pleasant telephone voice. Call Mary, 2301 W. Big Beaver Rd., Ste. 777, Troy, MI 48084.

LEGAL SECRETARY
Part time, permanent, 16-20 hours per week. Our Farmington Hills firm needs your Word Perfect skills, corporate and estate planning experience, and good attitude for this job-share position. Work in a team environment with pleasant people and competitive offices. Send resume to: Jill, P.O. Box 9037, Farmington Hills, MI 48333

LEGAL SECRETARY - for fast paced personal injury law firm. Prefer Kolsky in Westland area. Call 326-2626

LEGAL SECRETARY
Full time afternoon position with large medical lab. Previous experience preferred. Benefits. Apply in person or send resume to: Citation Medical Lab, 23775 Northwestern Hwy., Southfield, MI. 48075.

LEGAL SECRETARY
Growing company has an entry-level position for applicants with 1 yr. office experience. Must have the ability to quickly learn our proprietary system. Some computer experience a plus. Excellent benefits package. Salary commensurate with experience, excellent benefits offered. Call for interview. 313-535-5266

LEGAL SECRETARY-Experienced for Plymouth law office. Fax resume. Call for interview. 459-0062

LEGAL SECRETARY-2 years litigation experience & WordPerfect necessary. Non-smoking office. Please call Lynda or Karen at: 645-1003

LEGAL SECRETARY
For busy Southfield law firm. Experience required. Excellent benefits. Salary negotiable. Call 352-7755

LEGAL SECRETARY experienced, needed for defense firm. Non-smoker, salary commensurate with experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017.

LEGAL SECRETARY - full time for soul practitioner attorney in Southfield. Salary commensurate with experience. Fax resume to:
Mark Teicher, 24721 Lahser, Suite 201, Southfield, MI 48075

LEGAL SECRETARY
We are seeking 10+ years work experience in litigation. Must be self-friendly office. Professional environment seeking a match. Call Arthur Thomas. 335-4140

LEGAL SECRETARY
needed for immediate hire. Must have 1-5 years experience in litigation. Type 70wpm. Knowledge of calendar necessary. Send resume to:
Barb, 2550 Telegraph Rd., Suite 350, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Part time for W Bloomfield attorney. Litigation experience and WordPerfect skills required. Please send resume to: Philip D. Mayer, P.C.
3787 W Maple Rd., Su. 100,
W Bloomfield, MI 48322

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent grammar, typing, transcription skills and be self organized. Minimum 3 yrs. of corporate litigation & estate planning experience. Competitive salary & benefits. Send resume to: Box 292, Observer & Eccentric Newspapers, 380 N. Woodward, Suite, 300, Birmingham MI 48009.

LEGAL SECRETARY
$27,000
TWO POSITIONS. Seeking law firm or medical malpractice experience. Support staff, excellent benefit environment, excellent location. Benefits include expenses paid parking. Call Jeanette, 773-6760.
SNELLING PERSONNEL SERVICES

MAIL CLERK - part time position involving light duty duties and mail processing. Flexible hours. Up to $8.00 an hour. Send resume to: S.H., P.O. Box 9068, Farmington Hills, MI 48333

MEDICAL SECRETARIES
MEDICAL BILLERS
Immediate openings at major medical facilities for qualified candidates
• Top pay
• Temp to perm
• Long & short term
Birmingham • 645-7884
Southfield • 799-3950
Uniforce Temporary Services

NEEDED IMMEDIATELY!!
Word Processing Secretaries
$8.50 & Up
Experienced in Wordperfect 5.1, typing 50wpm, good phone & communication skills. Short & long term assignments. Located in all areas. Please call for an appointment today!
CONTEMPRA
583-9500 • Madison Hgts.
563-5900 • Dearborn
new openings
RECEPTIONIST
GENERAL OFFICE
SWITCHBOARD
• long & short term
• temp to perm
• best pay & benefits
•three shifts
Birmingham • 645-7884
Livonia • 472-2622
Southfield • 799-3949
Uniforce Temporary Services

504 Help Wanted Office-Clerical

LIFE & DISABILITY Insurance Co. Computer experience required for Sales Assistant position. Should also have strong typing abilities & excellent communication skills. Send resume to: P.O. Box 979, Bloomfield Hills, MI 48304-0979

MEMBER RELATIONSHIP REP
A leading credit card processor seeking individual with 3 to 5 years experience in credit/debit cards. FDR experience a must and credit union background preferred. Individual must possess excellent oral and written communication skills. Please provide resume and salary requirements to: P.O. Box 530218, Livonia, MI 48153

MICROAGE COMPUTERS in Novi has an immediate opening for Sales Support Rep. Duties include order quotes; order placing, sales tracking & shipping size products. We would like someone full-time. Pay is negotiable. We also offer benefits. Our hrs. are Mon-Fri., 8:30-5pm. We are looking for someone who is well organized & can manage their time wisely. We want train, if interested call (313) 473-0300 or send resume to:
Microage Computers
39831 Grand River
Novi, MI. 48375
Attention: Larry Wensley

MORTGAGE
• Processors
• Clerks
• Data Entry
Call Today
WOLVERINE STAFFING
Southfield 358-4270
Troy 879-9070

OFFICE ASSISTANT
WordPerfect 5.1. Type 60+. Southfield area. Call Jeanette for Box 172.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK
Engineering consulting firm seeks a general office clerk for a challenging assignment in a fast paced environment. Duties range from clerical & light secretarial to administrative tasks, including some data entry. Must have some experience and be comfortable with personal computers. Excellent benefits package. Salary commensurate. Qualified candidates forward resume to: Multiple Systems Corp., 29700 Southfield Rd., Suite 105, Southfield MI 48076. Attn: Mr. M. Anton.

OFFICE CLERK
Home fashion company is seeking retail office clerk. Must be able to answer phones, prepare store detail reports and experienced using a calculator. Must have good math skills. Light math skills required. Call 455-4400

OFFICE CLERKS
Six full time openings in local bank. Mon.-Fri. 8:30am-5pm. Ideal for day or after probationary period. Filing, typing and system training may be required. Ideal for evening students or homemakers. Call today
643-8590
EXPRESS SERVICES
Never a Fee. Never a Fee.

OFFICE HELP - PART TIME
General office position. Need good communicative skills. Mon.-Fri. 10am-2pm. Farmington/Westland area. Please send resume to:
15100 Cadieux, Detroit, MI 48227.

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
WORD PROCESSORS/ ANY SOFTWARE
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS (AM. & PM.)
CUSTOMER SERVICE REPS
FILE CLERKS
We offer: Temp-Med Insurance, Top Pay, Holiday Pay, Bonuses. Call today for an appointment.
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

OFFICE STAFF
Needed for busy home inspection firm in Livonia, Plymouth, Troy. Requires smiling personality, DOS & WordPerfect experience. $8.50/hr. to start. Drop off, mail or fax resume to:
AMERISPEC
501 S. MAIN ST.
PLYMOUTH, MI 48170
E.O.E.

OPEN HOUSE
We Have The Jobs, All We Need Is You!
Todays Temporary is now recruiting for both long & short term assignments. We are looking for motivated & highly motivated individuals who have at least 3 mos. office experience in word processing, data entry, other office functions. Apply at:
• Word Processors • Typists
• Data Entry Operators
• Receptionists • General Clerks
If you are willing to go to work now, stop by our office any time this week between the hours of 8am-5pm.
TODAYS TEMPORARY
Auburn Hills. 373-7161
Troy. 649-4450
Detroit. 393-1890
An Equal Opportunity Employer

OPERATIONS CLERK - For national distribution company based in Warren. Assist with daily processing of accounts payable, subcontractor customer billing & secretarial/clerical duties as needed. Computer literate, WordPerfect but not required. Entry level position. Starting salary, $232/week, benefits available after 90 days. Medical, dental & dental. Send resume to: Controller, 23001 Sherwood, Ste. 111, Warren, MI 48091

PARALEGAL for Town Center Plaintiff P.I. firm for auto negligence Dept. Responsibilities include client interviews and medical records. Immediate opening. Competitive salary & benefits. Send resume to:
Attn: Pamela Rastin, 1000 Town Center, Su. 500, Southfield, MI 48075.

PARALEGAL
For Farmington Hills law firm. Professional with a minimum 3 years experience in an office setting and a degree in paralegal work in our Probate Dept. Good organizational skills, attention to detail and WordPerfect required. Working in attractive offices with friendly people. Send resume to: File, P.O. Box 5067, Farmington Hills, MI 48333

PART-TIME • Customer accounts payable & receivable, mail, office duties. Hours Mon. and Fri., 8:30 to 5 and Wed., 12:00 to 5:30. 645-5007

PART TIME DATA ENTRY position for Southwood CPA firm. Experience with Microsoft Word, WordPerfect, Peachtree PC Plus. Fax PX data entry a plus. Seasonal flexible hours. Send resume to: 21700 Northwestern Hwy., Suite 960, Southfield, MI 48076.

PERSON FRIDAY
Non-smoker needed for small office, full-time. Diversified duties to include: Payroll, light bookkeeping, correspondence, some phone work, data entry. Salary negotiable. Excellent benefits. Apply in person to: Hydro-Craft, 1511 Rochester Industrial Dr., Rochester Hills, (3 blks. W. of Livernois, N. off Hamlin.)

504 Help Wanted Office-Clerical

ORDER ENTRY/Customer Service ASSISTANT • part time for a health care fabricator. Electrical background, full time employment may be required in the future. Order entry & customer service experience preferred. Good typing skills & word processing experience required. Please send resume to: P.O. Box 24061 Research Dr., Farmington Hills, MI 48335. Attention Karen.
An Equal Opportunity Employer

PART TIME - Office Assistant. Light typing & good phone skills required. Flexible hours, approx. 20 hrs/wk. P.O. Box 40062, Redford MI 48240.

PAYABLE/RECEIVABLE CLERK
Office full-time, experience in distributor, Troy area. Must be computer literate and computer skilled for accounts receivable, payable, general ledger & inventory. 689-0500

PAYROLL CLERK - Part-time position in a fast-paced contract staffing company based in Farmington Hills using Platinum computer payroll system. Monday through Wednesday - 24 to 30 hours per week. Duties include payroll data entry and check processing in an accurate and timely manner. Minimum 1 to 2 years computer payroll experience, with experience in Platinum, Lotus 1-2-3, and dBase preferred. Salary commensurate with skills and experience.
Send resume and salary history to HRC - Payroll Manager, 31700 Middlebelt Rd., Ste. 140, Farmington Hills, MI 48334.

PAYROLL DATA INPUT CLERK
Perry, Auburn Hills. 373-5064

PERSON needed to join our team in growing telecommunications business in Farmington area. Experience mandatory. Leave name and phone number at: 553-0407

PHONE RECEPTIONIST for fast paced office in Oak Park. Must be experienced in at least a 15-line phone, taking messages & have a pleasant phone voice. Light typing experience helpful. Full time. Full benefits. A non smoking office. Call Jerry late after 10am at 398-4560

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

PROPERTY Management/Clerical. Large Southfield property management company has immediate opportunities for temporary to work in main office. Prior experience preferred. Please send resume to: 1 Town Square, Suite 1610, Southfield, MI 48076. Attn: Jane/Sector

PURCHASING CLERK - aggressive individual needed who has opportunities for person with office & organizational skills to assist in all clerical functions of busy purchasing department. Math proficiency, 10 key data entry & light typing skills a requirement. Spread sheet & WordPerfect a plus. Must be self confident with good interpersonal skills. Full benefits & advancement opportunities. Send resume with salary requirements to: Box 264.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA Chiropractor still looking for energetic, self motivated, people-oriented, front desk receptionist. Clerical skills needed. Office is smoke free environment. Send resume to: Doctor's Office, C/O 6375 Dalwood, Waterford, MI 48329

RECEPTIONIST
Experienced. Mon. thru Fri. Call Debby • 416-0810

RECEPTIONIST
Experienced. Must be reliable. Good telephone skills. Non smoker. Send resume to: Receptionist, 27150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST
For pleasant Southfield law office. Good typing skills and ability to handle busy phones and computer. Salary commensurate with experience. Excellent benefits. Send resume to: Richard B. Kapes, PO Box 2207, Southfield, MI 48037

RECEPTIONIST for busy upscale salon in Southfield. Experience preferred, but will train qualified person. Immediate opening. 644-6300

RECEPTIONIST needed full-time for entry-level position in Farmington Hills. Please call Kelli, weekdays between 9-11:30am at: 737-6929

RECEPTIONIST - part time. Mon. thru Fri. Must have phones, typing, computer background required. Wilson area. 824-4400

RECEPTIONIST - To answer multiple phones, team player with general office skills. Pleasant environment. Apply in person at: Troy Ford, 777 John R. Troy

RECEPTIONIST/SECRETARY
Part time, Telephone receiving skills required. Duties will include: data entry, typing, filing & other office functions. Apply at:
Recycling Connection,
830 West Ann Arbor Trail, Plymouth

RECEPTIONIST/SECRETARY
Busy office needs pleasant and friendly telephone voice. WordPerfect and Lotus 123 experience required. Company offers excellent fringe benefits. Send resume to: Eca, Inc., P.O. Box 700438, Plymouth, MI 48170.
No phone calls please.

RECEPTIONIST/SECRETARY
Plymouth manufacturing company seeks person to handle busy phone & front desk. Person should be proficient in WordPerfect 5.1, Spreadsheets, basic bookkeeping skills are a plus. Send resume & salary history to: Box 263, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150.

RECEPTIONIST needed for busy industrial clinic. Cheerful, organized person with typing skills. Call between 2-4 Pst. 425-4600

RECEPTIONIST/SECRETARY for busy furniture store in Rochester. Tuesday-Saturday. House of Denmark. 651-9430

RECEPTIONIST/SECRETARY
Part-time.
Telephone & computer skills.
645-6107

RECEPTIONIST/WORD PROCESSOR - Position open for Southfield accounting firm. Full time.
Call Elaine: 357-8400

RECEPTIONIST
Downtown Birmingham area. Full time position requires excellent telephone & typing skills. Must be organized & efficient. Non-smoking office. For interview call:
RECEPTIONIST/WORD PROCESSOR
For Southfield CPA firm. Send resume to: N.A.S., 29201 Telegraph, Ste 808, Southfield, MI 48034. No Phone Call Please

RECEPTIONIST/SECRETARY permanent full time. Looking for mature, outgoing person who enjoys working with people. Good phone & typing skills a must! Prefer Word-Perfect computer experience. Try!. Call Jennifer between 9-2. 643-8262

RECEPTIONIST
Canton Center Animal Hospital is looking for an outgoing energetic person. Must love people & animals, have typing, computer & phone skills. Part-time position. Flexible hours are 4 pm-8 pm, Mon.-Fri. & Sat. 8 am-3 pm.
Send resume to: Janet
5900 N. Canton Center Rd.
Canton, MI. 48187
459-1400

504 Help Wanted Office-Clerical

RECEPTIONIST
Good typing & phone skills required. Part time, permanent, 4½ hours day each day. Figure work, take mail, buy office supplies located in Troy. Must drive and have own reliable auto. $5 an hr. Call