EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
With 2-3 years accounting experience. Must have communication skills. Computer expertise in WordPerfect 5.1, Creative Solutions Payroll and general tax & audit background needed for CPA firm. Send resume to: JCC, 30700 Telegraph Rd. Ste 2175, Birmingham, MI 48025

ACCOUNTING CLERK - Full time. Diverse duties to assist Accounts Payable. Payroll. Or Bookkeeping Experience in Excel & WordPerfect preferred. Good salary & benefits. MARKETING & SALES, 28411 Northwestern, Jr., Part time. Must be self motivated, task-change individual. Personal computer and Database experience required. Excellent opportunity for the right individual. SEND RESUME & salary requirements to: Nachi Robotics Systems Inc., 27150 Halo Tech Ct., Farmington Hills, MI 48331

ACCOUNTING
Manufacturing firm seeking clerk for data entry and daily production. Position includes work with bill of materials, spread sheet, word processing and a basic understanding of average costing in a manufacturing inventory. experience necessary. Non smokers only. Send resume to Human Resources, 41700 Gardenia, Plymouth, MI 48170 or FAX resume to:313-459-1904

ACCOUNTING SUPERVISOR
PATIENT ACCOUNTING
Operational activities of medical billing, collections and patient accounts functions are primary responsibilities. Requires previous supervisory experience. An Associate's degree in Business Administration or related field and 2 years medical billing experience required. Please send resume to:

Recruiter/Patient Accounting
DMC Health Care Centers
4192 Woodward
Novi, MI., 48377

A member of the Detroit Medical Center and affiliated with Wayne State University
An Equal Opportunity Employer

ACCOUNTS PAYABLE/File Clerk
Computer literate experience, detailed, neat and willing to work with a high volume paper flow. Excellent benefits and wages. Send resume and salary requirements to: Gilbert Office Management, 31101 Cleat St., Plymouth, MI 48170

ACCOUNTS RECEIVABLE
Southfield-Lathrup area firm has an immediate opening in the accounting department. An Accounts Receivable Clerk. Benefits included. Experienced only need apply. Send salary requirements and resume to: Box 490
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE, Secretarial, Data Entry. Personnel needed for high paying permanent, temporary placement. Send resume to: PASS, PO Box 2900, Dept. Site 1126, Troy, MI. 48083.

ADMINISTRATIVE ASSISTANT
Broker/developer looking for an experienced bookkeeper with some accounting background. Computer experience necessary. Flexible hours. Forward resume to: PO Box 1078, Royal Oak, MI 48068

BOOKKEEPER(Experienced)
Must have excellent organization & writing skills. Apply within.
15725 Telegraph Rd., Redford Area.
255-5228

BOOKKEEPER - Experienced. Part time Flexible work schedule. Travel agency experience helpful but not necessary. Resume/salary requirements to: C. Feinberg, 28240 Franklin Rd., Southfield, MI 48034

BOOKKEEPER - Family owned seasonal business seeks Bookkeeper, thru trial balance, with knowledge of computerized system. Part time now, full time summers. Great opportunity for the right person. Send resume to: 32750 Northwestern Hwy., Suite 200, Farmington Hills, Mi. 48334

BOOKKEEPER, FULL CHARGE
For Farmington Hills CPA office. Full-time position. Minimum 3 yrs. recent experience required. Please send resume to: Dave Sindel, 29200 Orchard Lake Rd., Ste. 230, Farmington Hills, MI. 48334.

BOOKKEEPER, FULL TIME
Payroll tax experience a plus
Local CPA firm. Southfield
Call Sylvia 352-3230
Ask for Janet

BOOKKEEPER - full charge for property management company in Garden City. Must have 3-5 yrs. exp. Must have knowledge with Lotus & WordPerfect. Salary based on experience. Send resume to: 32650 W. Warren, Ste 11, Garden City, MI. 48135.

BOOKKEEPER
part time, payroll & accounts payable, reply to Box 4598
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER SECRETARY
Scrap yard experience helpful but not necessary. Send resume to: P.O. Box 297, Wayne, MI 48184

BOOKKEEPER/SECRETARY
Permanent part time for Farmington Hills office. Computer skills preferred. Send resume to: P.O. Box 250548, Franklin, MI 48025

BOOKKEEPER
Telegraph/12 Mile area. Accounting firm, experienced thru trial balance & financial statements, full-time flexible hours 258-0220

BOOKKEEPER thru trial balance for Small construction company. Software knowledge preferred. Send resume to: M-11, 1300 Lafayette, Detroit, MI. 48207.

BUILDER'S BOOKKEEPER
Residential developer/builder seeking long term full time employment of bookkeeper/accountant for accounts payable, receivable, insurance maintenance, tax deposits, closing statements, etc. Knowledge of software shops construction manager a plus. Salary 373,000-$28,000 annually based on experience, health insurance available after 90 days. Send resume to:
Box 536
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Call Today
SECRETARY
Major financial institution with multiple locations has immediate short and long term openings. MS Word a + . Call Sheila 646-7662 - 799-3949
Uniforce Temporary Services

CLERICAL
FOR CARPET STORE
Alert, reliable person needed to handle general office duties. Part time position. Evenings & weekends. Pleasant working conditions. Apply in person at:
New York Carpet World
2225 Elizabeth Lake Road
Waterford

CLERICAL, part-time position available immediately. We are looking for a responsible, dependable & hard working person. Evenings. Apply in person at: Scott Sweetnam, 4110 Telegraph, Bloomfield Hills, MI 48302.

CLERICAL - part-time position available immediately Mon-Thurs 1:15-8:15pm. Sept. thru May. Qualified candidates must have excellent communication skills & WordPerfect experience. Send resume to: Farmington Community Schools, 32412 Shiawassee, Farmington, MI. 48336.

CLERICAL

RECEPTIONIST
Perm position in Livonia & Southfield. Typing 55wpm, data entry, WordPerfect. Salary to high teens.

SECRETARY Part-time
Temp to Perm in Detroit. Typing, dictation, organizing and planning. Perm salary is $10/hr.

ACCOUNTS PAYABLE
Temp to Perm in Livonia & Southfield. Experience with Peachtree helpful. Perm salary to $20,000.

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

504 Help Wanted Office-Clerical

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

AUTO DEALER needs full time File Clerk. Must be able to learn switchboard/charting & data entry. Flexible hours. Major benefits. Apply: 17000 Northville Road, Northville, Call Cathy at 550 West 7 Mile Road, Northville, MI 48167

AUTO DEALER
seeks responsible person with good driving record to handle light office work, filing, and customer follow up. We will train. $3.75 per hour to start, full time. Apply in person: Bob Dutcheau Lincoln-Mercury, 31625 Grand River, Farmington.

AUTO DEALERSHIP/BILLER
Large auto dealership looking for experienced car biller. Please send resume to: P.O. Box 700337, Plymouth, MI., 48170.

BILLING/ACCOUNTS Receivable Clerk wanted for fast paced Medical Farmington Hills. Minimum 1 year previous experience required. Computer knowledge a must. Mail resumes to: Human Resources, Dr. 35326 Grand River, #242, Farmington Hills, MI 48335

BILLING CLERK for Birmingham law firm. Good with numbers & some computer experience. Call Jan 10am-noon, Mon thru Fri. 642-7800. Nonsmoking office. 540-7701

BILLING CLERK
Must have experience processing invoices on computer. Light bookkeeping helpful. Will be working in a 5 person Billing Dept. Call for appointment 559-3434 or 471-4090
CORRIGAN MOVING SYSTEMS
23923 Research Dr.
Farmington Hills
Ten Mile/Haggerty Area

BILLING PERSON needed full time for Michigan Therapeutic Services. 29452 W. 10 Mile Rd., Farmington Hills, MI., 48336. Send resume or phone Laurie Kuchirer, between 10-2 PM 474-3335

BIRMINGHAM Law Firm looking for part time Bookkeeper, 10-12 hours per week. Send resumes to: Gilbert M. Cheritz, Attorney at Law, 950 W. Woodward, Suite 220, Birmingham, MI 48009. No phone calls please

BOOKKEEPER- Accounting firm in Livonia is seeking part time bookkeeper. Experience preferred. Must type 50 wpm. Call. 442-4880

BOOKKEEPER
Builder/developer looking for an experienced bookkeeper with some accounting background. Computer experience necessary. Flexible hours. Forward resume to: PO Box 1078, Royal Oak, MI 48068

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Uniforce Temporary Services

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2225 Elizabeth Lake Road
Waterford

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354-2410
ACCOUNTANTS ONE
Agency Fee Paid

504 Help Wanted Office-Clerical

REAL ESTATE Management Company in Bloomfield Hills is seeking an individual with experience in data entry, WordPerfect, bookkeeping, & filing. Full time. $7.50/hr.
Call
CLERICAL/BOOKKEEPING position for Troy distributor. Full time, full benefits. Computer experience preferred, not required. Send resume to: P. O. Box 1158, Troy, MI 48099

CLERICAL - Orchard Lake company seeking full or part time person. IBM DB2 is used extensively. Great benefits. Contact Mary Ann, 32121 Mr. Havens, 4198 Orchard Lake Rd., Orchard Lake, MI 48323

CLERICAL - PART TIME
Second shift Tuesday & Thursday
Apply at Canton Insurance agency. Call 459-2023

CLERICAL person needed for fast growing Troy based International corporation. Qualified candidates must have excellent organizational & communication skills. WordPerfect experience, people & phone skills helpful. Competitive salary. Call Kim: 828-3290 Ext. 417

CLERICAL/RECEPTIONIST
Bloomfield Hills office. Office experience preferred. Full time. Send resume to: 545 E. Larned, Detroit, MI 48226

CLERICAL SUPPORT
Olde Dearborn Office Supply has immediate opening in our Bloomfield Hills office. Candidates should have Word Perfect experience, strong organizational skills, and general clerical knowledge. Position is 35hrs/week, monthly and a full benefit package. Please phone sales. Forward resume to:
Human Resources
Olde Discount Corp.
751 Griswold Street
Detroit, MI. 48226

CLERKS
1 year steady work history, male/female Processing paper work & filing. 2:30 pm - 10 pm; 8:00 am - 5 pm. $5.00/hr. Farmington/Novi
737-1717
TEMPORARY HR RESOURCES

CLERK TYPIST
Attorneys in Farmington Hills will train for their office. Typing and spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases
853-6562

COLLECTIONS/BILLING
Pactel Paging has an opening in the collections/billing department. Responsibilities include computer billing, collect accounts, reconcile reports, researching customer fees and general accounting duties. Candidate should have at least 2 years of related accounting experience a must. We offer a competitive salary and benefits package including medical, dental, life, tuition reimbursement, and 401K company placement plan. Please send resume with cover letter stating salary requirements to:
PACTEL PAGING
28800 Orchard Lake Rd., Site 200
Farmington Hills, MI 48334-2957
EOE Equal Opportunity Employer
A Drug Testing Environment

COMMERCIAL INSURANCE
Manager for mid-multi department an independent agency. Multiple company experience required.
971-1000 or eves. 420-9322

CUSTOMER SERVICE/
DATA ENTRY
Must be experienced with data entry & able to work Noon-8pm. Send resume to: Dan Rose, ecom Data Services, 31000 Northwestern Hwy., Farmington Hills, MI. 48334.

CUSTOMER SERVICE
Long term customer service positions in Livonia. 12 Noon-8pm. 1-2 years customer service/telephone experience needed handling 1-800 phone calls, customer inquiries, problem solving, and other telephone skills. 35wpm typing minimum & basic data entry knowledge. $6 to start. Merit raises.
NORRELL SERVICES 953-9748

CUSTOMER SERVICE/
INSIDE SALES
Manufacturer and industrial distributor seeks energetic customer-oriented candidate for immediate opening. Minimum 5 years experience, posses excellent phone communication skills, mechanical background, computer literate, degree preferred. Send resume and salary requirements to: Mr. Robert Cross, 31935 Industrial Park Dr., Farmington Hills, MI 48225-2877.

CUSTOMER SERVICE
Fast-paced professional office looking for dependable person with customer service background for entry level position. Must have excellent communication & organizational skills. Please apply in person, Monday-Friday 9-5 at: Sales Protection One, 30785 Grand River, Farmington Hills.
478-7030

DATA ENTRY CLERK
Knowledge of accounts payables & receivables a plus. Typing of 50 wpm minimum. Salary negotiable
563-5000

DATA ENTRY- Entry level position in Southfield. Work in our Livonia office. Type 40-45 wpm. $5.75 per hour. No medical. Non-smoking. Send resume to: Data Entry, PO Box 2945, Livonia, MI 48150
Call Cathy 734-261-9303

DATA ENTRY-Full & part-time, evenings. Apply after 7pm. In person. Ask for Carol or Jill. Detroit Bulletin Board, 23955 Freeway Park Dr. in Farmington Hills. 471-4111

DATA ENTRY/
PART TIME. Flex your own day time hours. Key 10-15 words/min. Insurance firm. Attention to detail and 10,000 key strokes per hour required. Call Ms. Bailey 642-3230
Uniforce Temporary Services

DENTAL RECEPTIONIST - experienced for busy Bloomfield Hills office. Must have computer experience, assertiveness & detail oriented. Salary 8$-$12 per hour to start. Excellent benefit package. Mail resumes to:
31111 INDUSTRIAL RD.
LIVONIA, MI 48150
ATTN: E.M.F.DV.

FILE CLERK/Entry Level Secretary
WordPerfect 5.1 a must. Minimum 1 year legal experience.
Cheryl, 932-3505

EXECUTIVE SECRETARY - immediate position available - pleasant working environment in Farmington Hills. Seeking full time experienced secretary with solid WordPerfect & Lotus expertise coupled over a 5 year. Excellent communication skills, the ability to perform multiple tasks at once, organized, good proofreader with a pleasant telephone voice. Non-smoker. Excellent opportunity to grow for right individual.
FAX resume, cover letter and salary requirements to:
313-932-3255

EXPANDING National retailer has the following openings at its Troy corporate office:
ACCOUNTING CLERK: 1-3 years accounting experience, good math and computer skills
MERCHANDISE COORDINATOR: Data entry experience, good phone skills, familiar with computers.
Advancement opportunities, competitive salary, benefit package. Send resume and salary history to: Mr. Ruby Travis and Gina, Personnel Department, 755 W. Big Beaver, Ste 1600, Troy, MI 48084-4903

504 Help Wanted Office-Clerical

DATA ENTRY
OPERATORS
LONG TERM POSITIONS
8,000 + keystrokes, must have minimum 1 yr. experience.
ADIA
THE EMPLOYMENT PEOPLE
(313) 382-2342
(313) 722-9060

DOWNTOWN LAW FIRM seeks Legal Secretary with minimum 3 years litigation experience. Experience with WordPerfect helpful. We offer competitive salary & benefits. Send resume & salary history to: Director of Administration, Berry, Moorman, King & Hudson, 400 Woodbridge Place, Detroit, MI 48226.
No phone calls please

ENGINEERING OFFICE CLERK
Must have typing, filing, phone skills, etc. Experience with word processor & spread sheets a plus. Call 10AM-3PM:
CPI ENGINEERING, CANTON
454-1000

ENTRY LEVEL BOOKKEEPER
Credit Union is looking for entry level bookkeeper. Please send resume or apply in person at:
Hospital & Health Services Credit Union, Attn: Director of Accounting, 959 Maiden Lane, Ann Arbor, MI. 48105

FILE CLERK/PART-TIME
Now company needs a part-time file clerk. Work will be 15 hrs/week, 12:30pm. Call Judy at 313-478-9700
An Equal Opportunity Employer

FRONT DESK
Challenging, busy key spot in this fast paced professional office. Strong communication skills, provide word processing assistance, courteous professional demeanor, upbeat personality. Growth opportunity. Great environment. Excellent pay. No fees.
PERSONNEL SYSTEMS
9433 Haggerty Rd., Plymouth
459-1166

FULL TIME Mail Clerk for fast paced Birmingham office. Ask for Mike
Mike Mutter 645-2440

DATA ENTRY CLERKS
A.M. & P.M. SHIFTS

Immediate openings for your data entry skills
We Offer: Top pay, Holiday pay, Bonuses, Temp-Med insurance Call today for an appointment!

SNELLING PERSONNEL
NEWCOMER
Livonia, 464-2100
Auburn Hills, 373-7500
Southfield, 350-1300
Taylor 284-0777

JOB FAIR
OPEN HOUSE
SAT., OCT. 23
BETWEEN 11 AM. & 2 PM.
Snelling Personnel currently has clerical openings in all locations for the following skills:

RECEPTIONIST
DATA ENTRY CLERKS
WORD PROCESSORS
(ANY SOFTWARE)
FILE CLERKS
PAY ROLL CLERKS

See you Saturday at:
SNELLING PERSONNEL SERVICES
37625 ANN ARBOR RD., LIVONIA
(Bet Newburgh & Wayne Road)
313-464-2100

29777 Telegraph, Suite 1311
Southfield
In Onyx Realty Building
313-352-1300

GENERAL OFFICE CLERK
Answer phones & clerical $5 to start. Apply at 27209 W. Warren, Dearborn Hts. Corner of Inkster.

GENERAL OFFICE- friendly atmosphere, light typing, filing, & basic office duties. Apply within: Dunn Blueprint, 20300 W. 8 Mile, Southfield. Mon-Fri, 8:30-5pm

GENERAL OFFICE CLERK- Immediate opening for non-smoking office. Typing, telephone, filing, & other duties. Full time. Send resume to: DUNI, PO Box 9047, Walled Lake, MI 48390

GENERAL OFFICE
BRIGHT Mature Worker needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or bookkeeping. Must have recent work history. Full benefits, 401K, sick pay, paid vacation & holidays, salary commensurate with ability & experience. Send resume with salary requirements to: Personnel Dept., 30037 W. 8 Mile, Livonia, MI 48152, Or call Mon. thru Wed. 9-3 473-9305

GENERAL OFFICE duties, strong communication skills necessary, computer literate, medical sales experience helpful, full time 542-5530

GENERAL OFFICE for catering company. Mon-Fri., 2-6pm. Will consider part time. Must have a clean Non-smoking office. Apply at: 26250 W. 8 Mile, Southfield

GENERAL OFFICE - Property management company offering employee benefits has a Basic knowledge of clerical skills, willingness to learn, some experience in the operation of the Corporate Personnel staff, support will be to all H.R. areas.
Qualifications include: good organizational skills, good communication manner, neat appearance, accurate typing/word processing skills, multi line phone system experience, and a friendly, outgoing personality.
Call 489-0557
Or Send Resume:
28275 Orchard Lake Road
Farmington Hills, MI 48334

Inventory Control Clerk
Position requires strong computer skills. Must be detail-oriented. Duties include: Receiving invoices, vendor settlement, data entry, cycle counting processes, and extensive clerical duties. Send resume
with wage requirements
to: Attn: Controller, P.O. Box 721069, Berkley, MI 48072

JUNIOR SECRETARY
Suburban office needs your all around experience and desire to learn. 40+ typing.
Call Gail 799-3947
Uniforce Temporary Services

KEYPUNCH OPERATORS
Experienced only. 12,000 keystroke minimum. Days and afternoons available. Farmington. 474-1136

LEGAL SECRETARY
Small Garden City firm.
261-4700

LEGAL ASSISTANT/SECRETARY
Downtown personal injury firm. Strong computer, WordPerfect 5.1 & English skills necessary. Legal Assistant/Paralegal experience or training preferred. Good salary. Fringe benefits. Send resume to: Ste. 2212, One Woodward Avenue, Detroit, MI. 48226.

504 Help Wanted Office-Clerical

Immediate openings
DATA ENTRY
Many short or long term openings. Multiple shifts. Fast growing local financial corporation. Top pay and benefits. Call Donna 557-9500
Uniforce Temporary Services

INVENTORY
CLERKS
Large manufacturing company in the Plymouth area is looking candidates for short and long-term temporary basis. Must have some mechanical aptitude and be willing to do lifting in a warehouse environment. Candidates must have a proven track record of attendance. Shifts vary and may be asked to work 50-55 hours per week. Reliable transportation a must.
Call Maureen for an appointment.
Livonia 522-4020
29125 Buckingham
Suite 4

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D
KELLY LOOKS GREAT
ON YOUR RESUME!
There's no better way to earn money and gain experience than at Kelly. You can choose from a variety of assignments:
RECEPTIONISTS
SWITCHBOARD OPERATORS
DATA ENTRY OPERATORS
Call for an appointment today!
Livonia 522-4020

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

LEGAL
SECRETARIES
Our reputation for integrity and service has paved the way for many of the best law firms in the area. For permanent and temporary assignments, contact with THE agency for Legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments.
FEE PAID
ALL EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY: For Southfield Law Firm. Word Perfect experience, with 50 wpm knowledge of LAN. Salary plus Call Sylvia 352-9580

LEGAL SECRETARY
with 2-3 years experience is needed for Farmington Hills personal injury firm. Computer experience required. Send resume & salary requirements to: Metis & Rubes, P.O. Box 250542, W. Bloomfield MI 48325

LEGAL SECRETARY/PART TIME
For busy, non-smoking litigation firm. Minimum 3 years legal docket/calendar experience with WordPerfect, 5.1 and knowledge of Windows. Flexible late afternoon/evening and weekend hours. Resumes only to: Mrs. Smith, Suite 2200, 20500 Civic Center Dr., Southfield, MI. 48076

LEGAL SECRETARY
For Southfield law firm. Must have minimum of 3 years experience in Estate, Corporate, Commercial & Real Estate law. Excellent Word Processing skills. Must have knowledge of Word Perfect 5.1 and Word Processing experience helpful. Please send resume to:
Office Administrator
P.O. Box 2055
Southfield, MI 48037-0215

LEGAL SECRETARY, full-time. Experienced with WordPerfect 5.1. Salary negotiable. Bloomfield Hills: 642-2255

LEGAL SECRETARY
for Troy defense firm. Must have 2 years experience in litigation. Computer literate. Excellent benefits & salary. 524-2500

LEGAL SECRETARY- Full time for personal injury litigation. Excellent salary & fringes. Experienced preferred. 354-2500

LEGAL SECRETARY
Experienced in insurance defense litigation firm. Excellent salary & benefits. Call Ms. RON Secrest, P.O. Box 3040, Farmington Hills, MI 48333-3040

LEGAL SECRETARY
Personable, thinking and organized legal secretary with strong secretarial skills for small personal injury firm. Northville Personal Injury firm. Competitive salary & full benefits. Minimum 5 yrs. experience preferred. Ask for Bonnie 349-6030

LEGAL SECRETARIES
needed for non smoking law firm. Bloomfield Hills. Must have high school graduate preferred with high academic skills.
Experienced Secretary - 1-5 years experience in litigation. Both must have computer skills & type 50-60 wpm. Send resume to: Barb, 2530 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
North Oakland County law firm seeks an experienced legal secretary. Must have previous experience working (litigation experience not required) in a fast paced environment. Must have and have previous experience using word processing equipment. Verbal and written communication skills a must. We offer a non smoking work environment and salary commensurate with experience. Send resume and cover letter to:
Box 498
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Full time. Must be experienced, good speller, nonsmoker. Southfield area. 537-8400

LEGAL SECRETARY - 2 years litigation experience in WordPerfect 5.1 preferred, experience necessary. Non-smoking office in Bingham Farms. Please call Karen 645-1003

LEGAL SECRETARY; PART TIME
For Farmington Hills immigration law firm. Possible full time position. Word processing experience necessary. Salary negotiable. Please call Jeffrey Weisberg at 932-0630

LEGAL SECRETARY
Busy partner in Bloomfield Township law firm seeks experienced Secretary to handle a variety of duties. Excellent benefits. Send resume to: June, 280 W Maple, Ste 310, Birmingham, MI 48009

LEGAL SECRETARY for small busy office, at I-275 & 7 Mile. We need a highly skilled person who can efficiently use WordPerfect and handle the telephone. Lotus & shorthand helpful. Excellent computer, grammatical and organizational skills required. Extensive experience is not a requirement. 953-0200

504 Help Wanted Office-Clerical

LEGAL SECRETARY
A Full Service Agency
for the professional legal community
TEMP...TEMP TO PERM...PERM
Fee paid, exclusives, no charge resume service, 9-5 gets you $95 00

PERSONNEL
AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone 358-0060

LEGAL SECRETARY
Full or part time, must know Word-Perfect. Send resume only to: Robert S. Ellman, 29555 Orchard Hill Place, Suite 600, Novi, MI 48375

LEGAL SECRETARY/PARALEGAL
Min. 2 yrs. experience. Must have knowledge of WordPerfect. If interested, please send resume to: Box 2301 W. Big Beaver Rd., Ste. 777, Troy, MI 48084

LEGAL SECRETARY/Receptionist
wanted for small non-smoking defense firm. Must have good typing, communication and organizational skills. Word Perfect 5.1 helpful. Excellent benefits. Send salary requirements and resume. Office Administrator, 2001 Woodward Ave., Ste. #220, Farmington Hills 48334-2278

LEGAL SECRETARY
Full time, Farmington Hills office. Typing 65-wpm, dictaphone, WordPerfect 5.1 experience required. Knowledge of Lotus helpful. Call Mrs. Birmingham office. Salary based upon experience, benefits. If interested please send resume to Box 602;
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Attorney in Farmington Hills located in downtown Detroit, has a full-time opening for an experienced Legal Secretary. Ideal candidate will possess 2-3 years of secretarial experience, excellent typing skills, experience with Word Perfect; and strong organizational skills. Word processing, paid parking, and excellent company benefits. Forward resumes to:
Pamela deVeer
28 West Adams
Detroit, Michigan 48226

Amersupa is an equal opportunity employer and encourages women and minorities to apply.

LOAN PROCESSOR
The Money Store, a leading mortgage lender, is in need of an experienced loan processor. Min. 1-3 years mortgage processing experience is mandatory. Must be computer literate and have general office skills. Must possess excellent typing skills. We offer an excellent salary and benefit package. Mail or fax resume to:
Dan Grover
17197 N. Laurel Park Drive
Suite 129
Livonia, MI 48152
(313) 462-2695

LOOKING for a self motivated individual with some legal or general office & telephone skills. Data entry experience helpful. Company paid medical & dental benefits.
Call 557-1200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LPN'S & RN'S
Private duty.
Bellevue, Jackson Area.
696-3838

MAIL CLERK
Part time/Full time openings.
Fast-paced Birmingham law office. Ask for Mike Mutter 645-2440

MAIL CLERK - part time position involving light clerical duties and computer data entry. Hours are 12:00 to 5:00 pm. Send resume to: Box 9066, Farmington Hills, MI 48333

MARKETING
CONSULTING FIRM SECRETARY
Fast paced progressive firm looking for an individual with very strong computer skills and willing to learn new software. Must have strong word processing skills. Full benefit package. Ask for Betty: 559-2100

NEEDED - SOMEONE to replace the proverbial "Girl Friday". Light typing. Experience in bookkeeping/accounting helpful, typing, composing letters required. Computer experience helpful or will train. Mature individual seeking long term benefits, perks. Call Mike, 362-1400, 9-5 Monday-Friday days, or 979-5075/7-9pm or weekends

NO EXPERIENCE NECESSARY
Do you enjoy meeting people? Looking for a bright, outgoing person for an entry level position. No previous experience. Excellent opportunity for a recent high school graduate. The position entails general office skills and day to day operations with a fast paced, computer oriented office. Please forward your resume to:
P.O. Box 1798, Troy, MI 48099

NORTHWEST SUBURBS - Busy Office requires full-time experienced real estate receptionist, with good word processing & organizational skills. Flexible hours. Benefits. Please send resume & salary requirements to P.O. Box 370.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT, reliable with some bookkeeping for jewelry sales office. Permanent full time or part time hrs. Call: 968-3500 474-5233

OFFICE ASSISTANT for: Shopping Center Management Company, diversified projects required Mon. - Fri., 9-3 accounting/office experience. Fax or Respond to: Employer, Box 721273, Berkley, MI., 48072. Include salary requirements.

OFFICE ASSISTANT
MUST be mature, energetic, dependable and detail oriented. Duties include fax, photocopy, kitchen, light bookkeeping, mail and light typing for multiple companies. Please send resume to: Carol at Insurance Dynamics, Suite 1900, Southfield, MI 48075 or call 351-2606

OFFICE CLERICAL
Must have good clerical & computer skills and transportation, computer experience preferred. Excellent benefits, available weekends for fast-paced office. $7 per hour.
Call Jim Kaminski, 476-3644

Office:
PART TIME
• 9-2 30 hours/week
with WordPerfect 5.1
• 9-1, Farmington. Answer phones & sales
737-1111
TEMPORARY RESOURCES

OFFICE PERSON for fast-paced small insurance & investment office. 3 days, 25-30 hours. Detailed customer service, light typing, filing, data entry & errands. Dog Beaver & I-75. Ray McCaura: 362-3422

OFFICETEAM
Office positions available with wide variety of responsibilities.
Administrative Assistant
Secretary
Word Processor
Librarian
Mail Sorter
Part Time Secretary
The change you've been waiting for to get your career moving.
Call Officeteam today!
Phone Fax
358-0222 358-0641
28588 Northwestern #250
Southfield, MI 48034

524-3110 524-3115
201 W. Big Beaver #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/FEE

PAYROLL CLERK
Experienced. Computerized payroll for approximately 150 employees. Knowledge of general ledger, cost accounting skills. Send resume with salary requirements to: P.O. Box 705, Novi, MI 48376

504 Help Wanted Office-Clerical

OFFICE CLERK
Full time for busy sales office. Good phone skills, accurate typing, filing & some computer experience required. Send resume to: Attention Sales Secretary, Star Cutter Company, P.O. Box 378, Farmington Hills, MI. 48332-0378.

OFFICE MANAGER
Experienced only, send casual attrapiance. Computer experienced light filing. Call 10-12 noon.
Mon-Fri., Joe or Joann 534-1480

OFFICE SUPPORT
$7/HOUR TO START
Total Staffing of Detroit needed for BUSY heating & air conditioning office.
• Excellent telephone skills
• Handle multiple tasks easily.
• Dispatching experience preferred.
• Previous office experience a must.
Immediate start, excellent benefits for full time person. Call Fri. or Mon., 354-2410

AIR MASTER
399-2818

PART TIME LEGAL SECRETARY
(3 days) Litigation experience required. Southfield law firm. Mail resume to: 17117 W. 9 Mile Rd., Suite 1515, Southfield, MI 48075 or Fax resume to: 559-8700

PART-TIME PHONE
RECEPTIONIST/TYPIST
Very personable, excellent phone & typing skills, organized, capable of efficiently handling a variety of responsibilities in busy but pleasant Livonia office. Hours: Mon-Fri, weekdays, flexible Attn: Mike Nagy, P.O. Box 51220, Livonia 48150

PART-TIME Secretary/Receptionist, etc. Small publisher needs creative person with good typing, telephone skills, friendly, outgoing personality and professional appearance. Must have knowledge of spreadsheet experience required, accurate typing, proofreading, have demonstrated ability to assume increasing responsibility and handle multiple demands. Send resume, salary history, and recent references to:
HUMAN RESOURCES DEPT.
30665 Northwestern Hwy., 3700
BINGHAM FARMS, MI 48025

RECEPTIONIST
Metro Detroit Medical Group, Division of Health Alliance Plan, has an immediate part-time (28 hours per week) opening for a receptionist at our Livonia Medical Center. The chosen candidate will have experience in a clerical capacity and MUST be able to pass a typing test of 40wpm. We offer an excellent starting salary and fringe benefit package. Interested applicants please send resume to the Human Resources Dept. at:
METRO MEDICAL GROUP
15001 Schoolcraft
DETROIT, MI. 48206
Equal Opportunity Employer
An Equal Opportunity Employer

RECEPTIONIST, FULL TIME
Must have Word Perfect 5.1 experience, CPA firm, Southfield Ask for Janet. 352-3230

RECEPTIONIST/SECRETARY
for fast paced real estate office in Northville. Some eves & weekends. Call Bob 420-4530

RECEPTIONIST/SECRETARY
For Farmington Hills real estate office. Salary dependent on experience. Call Mr. Haven afternoons & eves Century 21 Metro 851-6700

RECEPTIONIST
Immediate opening for entry level position. Must have pleasant phone voice. Peak Performers Inc.
Livonia. 477-5777

RECEPTIONIST - PART TIME
Week end hours included, in a busy real estate office. Knowledge of Word Perfect and excellent telephone skills required. Call Sue Kelly at Real Estate One, 644-4700

RECEPTIONISTS - needed for the Livonia area. We offer short & long term assignments. Call Temp-to-Perm. Call 464-7078
710 Temporary Services
An Equal Opportunity Employer

RECEPTIONIST
57 wpm for accounting department of major company, Livonia area. 5 days, great benefits.
Employment Guide Agency.
569-1638

RECEPTIONIST/SWITCHBOARD
Perfect for a mature lady, No sales office