EMPLOYMENT

504 Help Wanted Office-Clerical

BUSY Canton office is searching for aggressive, organized, detail minded individual. Typing, telephone & computer skills a must. Some weekends required. Good pay, plus benefits. Reply to Box #878 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CLERICAL - monitoring office seeks mature, efficient person with typing, computer & telephone skills for this diversified position. Billing & customer communications experience a +. Approximately 25hrs/wk, evenings, days smoking office. Call Kelly at 5-A-L-A-R-M-S or 525-2767

CLERICAL with Microsoft Word and Excel needed for long term assignment in Novi. Call ETD Temporary Service. An Equal Opportunity Employer

CLERK, PART-TIME. Entry-level position. Typing, telephone, clerical duties. Typing experience necessary. Mail resume to: M. D. Box 2770, Southfield, MI 48037.

CLERK TYPIST

A full time, entry level position for a self-starting, detail oriented individual personal computer & typing skills. *You will prepare and type quotes for our sales/service staff.* Good communication skills a must. Exposure to blue prints and machine shop terminology would be helpful. Excellent benefits package.

Mail resume & salary history to:

Mr. Lee
Modular Manufacturing Co.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170-2584

CLERK TYPIST
WordPerfect 5.1, ability to work in high volume environment. Good communication skills. Full time, benefits interested only send resume and SALARY HISTORY to Stella Boleman, National Bulk Food Distributors, PO 1273, Taylor, MI 48180-5773

COMMERCIAL INSURANCE
Manager for small department in an independent agency. Multiple company experience required. Salary 971-1000 or even 429-9222

CUSTOMER SERVICE/CLERICAL
Entry level position, good telephone skills would be a plus. By resume only. Include salary requirements in your letter. Reply to: Receptionist, Cable Technologies, 40460 Grand River, Novi, MI 48375

CUSTOMER SERVICE RESEARCH

Immediate Troy and Farmington openings with national research firm. Light typing. Will train. Flexible hours. Call Claire 799-3948 Unitorce Temporary Services

CUSTOMER SERVICE REP
Technical book publisher needs a person with excellent communication skills to answer customer calls, write quotes and work on sales projects. Part time, flexible hours. Send resume to: Effective Training Inc., 3096 S Wayne Rd., Westland, MI 48185, or call 728-0909

CUSTOMER SERVICE REP
Part-Time
Entry level position, flexible 8 hour shifts, 8am-12noon. Approximately 24-36 hours per week, which includes 2 hours training. Responsibilities include: Receiving telephone calls, processing customer orders, Personal phone manner and customer contact experience. Apply in person or send application to: apply Mon-Fri 8:30am-12:30pm only.

MELODY FARMS
31111 INDUSTRIAL RD.
LIVONIA, MI 48150
E.O.E.M.F.D.V.

CUSTOMER SERVICE REP/ORDER DESK. Excellent telephone, typing and computer experience required. Some evening hours. Mon-Fri. Bilingual necessary. Fax resume 731-2670 or call Joann

CUSTOMER SERVICE/Order Entry Clerk for Detroit manufacturer in Farmington/Wayne area. Must be flexible & have excellent people & communication skills. Some computer experience preferred. Resume must have salary history and requirements to be considered. Send to: CUSTOMER SERVICE CLERK, P.O. Box 2967, Troy, MI 48084-2967.

DATA ENTRY CLERK - Financial planning firm, flexible hrs. Approximately 30hrs/wk. $7/hr. Rochester Hills 299-4090

DATA ENTRY - Part Time
Must be accurate on 10 key.
Redford area. 534-1100

DEPENDABLE, MATURE person needed to do filing, typing & general office work. Please apply in person: 15479 Haslett Road, Livonia

DATA ENTRY/ KEYPUNCH

Can you key at 13,000 KPH or above & knowledge of Microsoft Word? Our Livonia office is looking for reliable people to work part-time hours and permanent basis. Every other Monday-Friday from 8:00 every Friday at 10pm. Call, Tues.-Fri., 8am-noon.

An Equal Opportunity Employer

DATA ENTRY POSITION
Write automotive supplier. Starting salary $15,000 & up depending. Send resumes to, MCF Sales, Inc., 37000 Grand River, Ave., Ste. 364, Farmington Hills, MI 48335.

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Auburn Hills distributor has immediate opening for customer service. Professional appearance and manner required. Training will be provided. Send resume with letter of interest and wage requirements to the Personnel Department, 1295 N. Opdyke Rd., Auburn Hills, MI 48326.

CUSTOMER SERVICE
Growing Livonia Company has immediate opening for a sales & service support person. Must be organized & responsible with Word Processing experience. Excellent opportunity for eager individual. Send resume to: 33305 W. 7 Mile, Livonia, MI, 48152, Attn: Mr. Hulett or call between 10-4 pm. 442-0501

DATA ENTRY/PROOFREADER
Environmental consulting firm has an immediate opening for a part time proofreader/data entry person. Requirements include data entry experience, proofreading experience. Strong organizational and interpersonal skills, attention to detail and good follow-up skills required. Flexible schedule a must. Send resumes in confidence to Ms. C. Kapanka, 22345 Rosehill Drive, Novi, MI 48375. No phone calls. EEO/AAE/M/F/H/V

EXECUTIVE BENEFITS INSURANCE Brokerage firm seeking clerical assistant. *Must be able to work independently under pressure.* We are dynamized, multi-task oriented, strong communication skills, good math, grammar, typing, computer & phone skills. Assisting clients & problem resolution. Forward resume & salary requirements to: Benefits, P.O. Box 676, Bloomfield Hills, MI 48303.

ENJOY DEING busy? We're looking for an experienced Legal Secretary for 2 partners of a Southfield defense firm. Excellent communication & clerical skills required. Must know WordPerfect. Please send resume & salary requirements to: Lori Driggs, 4000 Town Center, Ste 909, Southfield, MI 48075

EXECUTIVE SECRETARY wanted for principal of medium sized, professional practice. Organizational skills a must, short hand- speed dictation helpfulness, knowledge of Word Perfect 5.1 necessary. Selection & confidentiality a must. Call Ann. 349-3980

EXECUTIVE SECRETARY/ DATA ENTRY

Minimum 3 yrs. experience. Excellent typing & phone skills. Knowledge of WordPerfect 5.1 or Ami Pro. Send or fax resume to: 433-0615

401 S. Woodward
Suite 233
Birmingham, MI 48009

FAST PACED office in Canton in need of enthusiastic receptionist with professional image, must have good typing & customer relations skills, approximately 30hrs per week including some weekends. Reply to Box #878 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

FRONT DESK/ SWITCHBOARD

Unique opportunity in plush environment with international division of major health care corp. needs your front desk experience. Rom & plus. Call Ruth 646-6168

GENERAL OFFICE
Part time. Computer literate, good phone manners, non-smoker, Saturdays a must. Farmington. 471-0320

GENERAL OFFICE
Typing, filing & proficient in Word-Perfect. Full time in Livonia. Send resume to Box 648 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

GENERAL OFFICE POSITION
Capable, reliable person, full time, telephones, filing, A/R, customer service, etc. Excellent phone manner's required. Computer experience preferred, b/Southfield area. Send resume to Box #650 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

GENERAL OFFICE, on-site Dealership, Southfield or Livonia. Telephone skills, light typing, computer literate, $5.25 per hour. 559-0200

GENERAL OFFICE/PART TIME
Typing, filing, computer experience a plus. Flexible hours. Send resume to: C. Blain, PO Box 1600, Farmington, MI 48332-1600

GENERAL OFFICE Clerk/Computer Operator - Immediate opening in well established, fast paced Auburn Hills contracting company. Full time person to complete 3-person non-smoking office staff. Duties include answering phone, payables/receivables, data entry. Send resume & salary requirements to: Office Manager, P.O. Box 214032, Auburn Hills, MI 48321 or fax: 313-299-0903

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

Immediate openings
DATA ENTRY
Full/part time, new opportunities with this Western suburb insurance firm. Attention to detail and 8000 key strokes. Call Denis 473-2932
Unitorce Temporary Services

KEYPUNCH OPERATORS
Experience operators, familiar with Intersa Keyboard. Needed for day shift. Full/Part Time. Flexible hours, benefits. 478-5111

504 Help Wanted Office-Clerical

GENERAL OFFICE
BRIGHT Bell Station needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent and wage requirements to be considered. Benefits, paid vacation & holidays, salary commensurate to ability. Fax resume. Send resume with salary requirements to: Personnel Dept., 30657 W. 5 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

NEW BUSINESS COORDINATOR
LIFE INSURANCE
Must have computer knowledge, good book file insurance experience, and be a people-person. Full benefits. Send resume to: 747 Bennaville, Birmingham, MI 48009.

INVESTMENT FIRM

Specializing in the institutional market seeking experienced, self motivated individuals to become brokers. Small base, large commissions, earn 6 figures plus income within several years. Series 7 beneficial but not necessary, will train. Send resume to: Multi Bank Services, LTD. 28411 Northwestern Hwy. Southfield, MI 48034

LAW FIRM entry level secretary/receptionist. Word Perfect knowledge helpful. Send resume to: P.O. Box 37094, Livonia, MI 48137

LEGAL CLERICAL
Full time, Troy. Moving to Farmington Hills Dec. 1, 1993. High speed paper office. Typing, computer & organizational skills a must. Salary benefits negotiable. Call after 4:30pm. 637-3030

LEGAL SECRETARY TRAINEE
Will train. Full or part time. Good typist. Start $200, downtown Detroit. 963-7755

LEGAL SECRETARY - Full & part time positions available for small law office. Must have excellent typing skills. Call Marie 557-3540

LEGAL SECRETARY for insurance defense litigation firm. Excellent benefits. Send resume to: Kohl Secrest, P.O. Box 3040, Farmington Hills, MI 48333-3040.

LEGAL SECRETARY
Experienced, full time for insurance defense litigation firm. Excellent benefits. Send resume to:
Kohl Secrest, P.O. Box 3040, Farmington Hills, MI 48333-3040.

LEGAL SECRETARY
Large downtown Detroit law firm has immediate opening for an experienced Estate Planning Secretary with legal experience for our commercial real estate area. WordPerfect experience required. Submit resume with salary desired to:

CLARK, ANDON & BEAUMONT
1600 First Federal Building
Detroit, MI 48226
Attn: MFH

LEGAL SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms and corporations in the area for temporary placement. Register now with THE agency for legal secretaries.
FEES EMPLOYER PAID
HILLSTRON & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY wanted for Troy firm. Litigation experience and knowledge of WordPerfect necessary. Send resume to: 2301 W. Big Beaver, Ste 222, Troy, MI 48084

LEGAL SECRETARY
For Southfield law firm. Must have minimum of 5 years experience in Estate Planning, Corporate, & Real Estate. Word Perfect knowledge helpful and organizational skills required. Wang Word Processing experience helpful. Please send resume to:
Office Administrator
P.O. Box 215
Southfield, MI 48037-0215

LEGAL SECRETARY
Established Southfield law firm seeks experienced Legal Secretary with good math skills and litigation background. Detail-oriented individual must possess excellent computer (WordPerfect required), telephone and organizational skills. Please send resume & salary requirements to: Box 668
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

Full time, for fast paced Birmingham office. Ask for:
Bill o Mulder 645-2440

MATURE OFFICE HELP
With some computer accounting experience (Peachtree) necessary. Livonia area. (313)525-6872

LOAN PROCESSOR
The Money Store, a leading mortgage lender, is in need of an experienced loan processor. Must have 3 years mortgage processing experience. Knowledge of FNMA/FHLMC, computer literate, detail oriented, and possess excellent typing skills. We offer an excellent salary and benefit package. Mail or fax resume to:
Dan Gilewicz
12197 N. Laurel Park Drive
suite 129
Livonia, MI 48152
(313) 462-2965

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
needed for non-smoking law firm. Trainee Secretary - recent high school graduate preferred with typing skills a must.
Secretary - 1-3 years experience.
Experienced Secretary - 1-5 years experience in litigation. Both must have computer skills & type 60-80 wpm. Competitive salary.
2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
Personal Injury law firm seeking experienced individual. Must have knowledge of WordPerfect 5.1 & be able to work independently. Salary commensurate with experience. Call Hans at: 642-1300

LEGAL SECRETARY
Farmington Hills law firm is seeking experienced Legal Secretary. Word Perfect experience required. Excellent benefits. Send resume to:
Personnel Director, Foster Swift Collins & Smith, P.C., 313 S. Washington Rd., Lansing, MI 48933.
No Phone Calls Please
An Equal Opportunity Employer

LEGAL SECRETARY
Full time, 2 years experience. Typing 65wpm, dictaphone, WordPerfect 5.1 experience required. Knowledge of bankruptcy helpful. Small Farmington office. Salary based upon experience. If interested please send resume to Box 602:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK
Part-time. 10 hrs/wk. Filing, typing, record keeping duties. Will train. Send resume to:
Attention Secretary, Star Cutter Company, 23461 Industrial Park Dr., Farmington Hills, MI 48335

OFFICE CLERK WANTED
For Kroenke Glass of Allen Park. Apply now. Call for appointment. 382-1100

OFFICE HELP
Farmington Hills company looking for the right person to add to our staff. Some experience needed, we train right person. Reliability, willingness to learn and an attention to detail a must, word processing experience helpful. Please send resume or job experience to:
Personnel Manager, P.O. Box #518, Farmington Hills, MI 48333

OFFICE MANAGER
You're on intimate terms with manual bookkeeping and WordPerfect and have a nodding acquaintance with Lotus. Your attitude is as upbeat as ours. Flexible hours (20-25 per week) Call for an interview (313)650-8400

OFFICE PERSONNEL - we are a small size financial company in the Livonia area looking for an individual who is organized & versatile with experience in truck sales & service. Must be as with general knowledge of bookkeeping. Please send resume & salary requirements to:
JRS, 1751 Lawrence, Troy, MI 48083 Attn Shirley

OFFICE

Retailer needs to increase capacity in all areas of our office due to recent expansion. Full-time Clerical positions available in Cash Department, File Room, Accounts Receivable, Inventory, Accounts Payable & Accounting. Math & computer skills are a must. Full time with benefits available in some departments. Now located in Livonia but possible headquarter move to Detroit area. Send resume to: Box 638
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME RECEPTION WORK for busy Farmington Hills law office. Light typing. Your attitude is as upbeat as ours. 737-8400

PART-TIME RECEPTIONIST needed for Farmington Hills law firm. Telephone background helpful but not necessary. 474-7078
ETD Temporary Service
An Equal Opportunity Employer

PAYROLL/ BILLING CLERK

Applicant must possess good math skills, be detail oriented, have good organizational skills, and basic computer knowledge. Candidate must be able to meet corporate deadlines, and handle multiple responsibilities. Full company benefit package is provided. Call now for immediate interview:

354-6230

PAYROLL CLERK
Downtown Detroit area seeking a payroll clerk. Applicants should possess good math skills, have a basic word processing knowledge, and be detail oriented. Salary DOE plus Position offers full benefits. Please send salary requirements and resume to:
Payroll Clerk
P.O. Box 2117
Detroit, MI 48231

PAYROLL/CUSTOMER SERVICE
Expanding Southfield based law firm seeks experienced Payroll Specialist to assist in Royal Oak is interested in a dynamic work environment. Responsibilities with motivated individuals desiring to work in percert data entry and customer service under a team approach. Practical experience with payroll and knowledge of computers preferred. Send resume to: P.O. Box 194, Royal Oak, MI 48067

PERSONAL INJURY LAW FIRM seeks legal secretary. Word Perfect 5.1 a must/personal injury experience. Contact Beth Junod 556-5820

Purchasing Assistant
Part time position opening. Responsibilities include: Light, knowledge of electrical parts helpful. Filing, typing, data entry required. Send resume to: Dynalogic Engineering, 2245 Rochester, Suite 106, Walled Lake MI 48390

Real Estate
CLOSING MANAGER
For full time position in Novi. Must have knowledge of FHA & VA mortgages & be able to develop good rapport. Fax resume to:
Mary Beth 661-9899

LIVONIA manufacturing company needs a Receptionist/Typist. Mon-Fri., 7:45am-12:45pm. Experience a must. Salary $6.50-7/hr. Call L. Caves at: 513-1330

RECEPTIONIST needed full-time for growing electronics repair firm. Good typing skills, phone & pleasant personality. Salary DOE. Call Drew 274-0351

RECEPTIONIST/SALES SUPPORT
Farmington Kitchen Company seeking individuals interested in independence in a personality. Light secretarial duties. 25 hours/week. Call Dawn for appointment 478-8888

RECEPTIONIST/RECEIVABLES clerk for Property Management Company in Birmingham. Some computer experience preferred. Send resume to J. N., 280 N. Woodward, #407, Birmingham, MI 48009

RECEPTIONIST needed for Farmington Hills CPA Firm. Must be able to type. Computer experience & plus. Send resume and salary to: 32255 Northwestern Hwy #296, Farmington Hills, MI 48334

RECEPTIONIST needed full time for busy non-smoking Farmington Hills real estate office. Experience on multi-line phone system helpful. Must type 45 wpm. Janet Horner, Sabin Realtors 851-8000, Ext. 64

RECEPTIONIST Word Processor CPA firm needs experienced Receptionist/Word Processor, WordPerfect skills a must. Send resume to: Polk & Associates, 30700 Telegraph Rd., Suite 3450, Bingham Farms, MI 48025

RECEPTIONIST
Entry level position/automotive supplier. Must type 35wpm, accurate typing, some filing, self-starter, team player. Hon smoking office. For further information call Dale thru Fri. 1-3pm 313-422-5800

504 Help Wanted Office-Clerical

RECEPTIONIST

MODEL TYPE

Office management receptionist for public relations. Must have great attitude & dealing with people. Call Monica 416-0810 or 459-7070

RECEPTIONIST - Rochester Hills - Must have computer experience & good typing. 852-3400

RECEPTIONIST
Part time
Flexible hours
521-1122

RECEPTIONIST/TYPIST
short-term assignment in Farmington Hills construction office.
852-8921

RECEPTIONIST needed full or part-time for busy Bloomfield Hills office. Light typing, pleasant phone manner. Call Eileen or Colleen at 313-478-3303

RECEPTIONIST/SERVICE CLERK
Construction company in Novi. Call Eileen or Colleen at 313-478-3303

RECEPTIONIST
Full time evenings. Light typing. Apply in person, 32001 Cherry Hill, Westland.

RECEPTIONIST/GENERAL OFFICE
For busy ad agency in Farmington Hills. Must have excellent typing skills to work with little supervision. Duties are varied. Experienced on both PC and Macintosh a plus. Call Sandy, 737-7377.

RECEPTIONIST

$15,000 - $16,000

Varied duties. Good clerical skills including word processing & multi-line phones. Great opportunity.

ARBOR TEMPS 459-1166

RECEPTIONIST - Full-time receptionist and switchboard operator needed for beautiful real estate office in Southfield. Hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. Must be reliable, cordial and have pleasant telephone voice. Knowledge of computers a plus. Call daily. Some experience required. Please call Lynne at 357-5187 for an interview.

RECEPTIONIST

$20,400

Key spot. Heavy phones. Word processing. Upbeat personality. Great environment. No fees.

PERSONNEL SYSTEMS
9433 Haggerty Rd.-Plymouth
459-1166

RECEPTIONIST

Receptionist needed for busy front lobby. Duties include answering multi-line telephone system, greeting visitors, and miscellaneous typing and filing jobs. Candidate must be proficient with computer knowledge and a excellent verbal communication skill. Please send resume WITH SALARY REQUIREMENTS or submit a completed employment application to:
Human Resource Department

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

RECEPTIONIST
Needed immediately for retail and auto office. Pleasant Ann: 474-6610

RECEPTIONIST/SECRETARY
Outgoing & professional. WordPerfect/Lotus, variety. Birmingham.
TEMPSTAFF NOFEE 642-0900

RECEPTIONIST/OFFICE Help. Good phone skills. Must have own car. Farmington Hills area. 477-8200

RECEPTIONIST - PART-TIME
busy engineering firm. Phone experience required. 1 to 5:30. Call Tim 332-5000

RECEPTIONIST, PART-TIME needed for busy West Bloomfield Century 21 office. Phone experience & light typing. Evenings & weekends. Ask for Claudine at 626-8600

RECEPTIONIST to $18 500 - benefits. Expanding Detroit WordPerfect 5.1, customer service & general office skills. Call Jackie 473-7210
STEVEN J. GREENE PERSONNEL

RECEPTIONIST for small engineering design company. Must have excellent phone skills. Please send resume to: Box 652
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/
SECRETARY
For busy home health care agency in Canton. Must be able to handle in-coming calls, deal effectively with people, and interface with management. Knowledge of WordPerfect, typing, filing skills required & strongly desired. To apply call Barb at 981-5820

RECEPTIONIST
Large professional health care service company, desires cheerful highly motivated individual to answer phones, take messages and perform some typing duties. Full time position, Mon-Fri. Hours are 8am-5pm-excellent benefits. Send resume to: Chris Belisle, General Manager, 24293 Telegraph, Suite 140, Southfield, MI 48034

RECEPTIONIST/OFFICE ASSISTANT
With an upbeat, cheerful personality is needed for a graphic design studio in Farmington. Light typing, phone skills & computer knowledge a Macintosh knowledge preferred. This is an entry-level, full time position. Send resume to:
P.O. Box 1712
Royal Oak, MI 48068

RESEARCH INTERVIEWERS
Part time flexible hours, 3 shifts: 8 a.m.-12 p.m., 12:30-4:30, 5:00-9:00 p.m. Conduct phone interviews from our swanky Troy office. $6/hour, no fees, no high-pressure quotas. Team atmosphere.
837-1434, leave msg or send resume.
CMA, Director of Recruiting,
2301 W. Big Beaver, Suite 411,
Troy, MI 48084

RN
Monday-Friday, day shift in Pediatrics Department. Must be able to travel to multiple locations. Peds and ambulatory care experience required. Interested candidates, please send resume to:

Recruiter/Nursing
DMC-Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI, 48377

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

CLOSING SECRETARY
full time for real estate office located in Livonia. Computer experience. Non-smoker.
Ask for Mr. D'Angelo 464-8400

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Westland based law firm, professional firm needs entry level full-time, permanent Receptionist/ Secretary for their busy office. Must have excellent telephone skills, friendly, outgoing personality and professional appearance. Word processing experience preferred. Experience required, accurate typing necessary. Must have demonstrated ability to assume increasing responsibility and handle multiple demands. Send resume, salary history, and recent references to:
HUMAN RESOURCES DEPT.
30600 TELEGRAPH, SUITE 2700
BIRMINGHAM FARMS, MI 48025

SALES SECRETARY
Seeking mature person for fast paced Sales Department. Position requires pleasant phone manner, typing 50 wpm, computer & organizational skills, telemarketing helpful. Full time & benefits. Send resumes to: Branch Mgr., American Air Filter, 12213 Criterion Ct., Livonia, MI 48150

SCHOOL SECRETARY needed for montessori school in the Farmington Hills area.
Contact Sandy at: 851-4166

EXECUTIVE SECRETARY
Word processing experienced for regional technical association. Salary commensurate. If interested, 2350 Green Rd., Suite 190, Ann Arbor, MI 48105

SECRETARIAL OPENINGS

Growing national educational nonprofit program has immediate openings for skilled office staff. Machine transcription, word processing, database/spreadsheet.
DO YOU HAVE THE ATTITUDE?
answer phones, type, file, data entry, etc.
ADMINISTRATIVE ASSISTANT: Handle phones, typing, light project office, coordinate events, mailings, other duties as assigned.
If you are organized, well-spoken, detail-oriented, and self-motivated, send resume and salary history by NOON, Fri. Nov. 5 to: ETHICS RESOURCE CENTER, 1025 W. Nationwide, Detroit, MI 48223
An Equal Opportunity Employer

SECRETARY ASSISTANT
Suburban office needs your all purpose secretarial skills. Must learn Wall Street. 40+ typing.
Call Gale 799-3347 or 557-2933
Unitorce Temporary Services

SECRETARY/CUSTOMER SERVICE Rep.- Full time, sales office. $7/hr. Seeking person with telephone sales, computer order processing and filing. Contact Ann Marie, P.O. Box 51064, Livonia, MI 48151

SECRETARY - Employee Benefits Secretary position in insurance agency. Must be computer literate (Word, Excel, Lotus preferred), typing (fast), ratings, etc. Applicant must be a self-starter with the ability to work independently. Excellent benefits, salary. Resumes to: 30755 Bainton, Madison Heights, MI 48071. Attn: Jackie Hooper.

SECRETARY for Manufacturers Rep. Downtown Birmingham. Sal. Fri. 8:30-5. Experience required. Medical insurance. Not permanent. Call for further details. 644-2648

SECRETARY for busy front office, parts department. Varied responsibilities. Good phone & organizational skills. Knowledge of Word Perfect. Resumes to: Premia Federal Savings Association, Administrator, 15100 W. 10 Mile, Oak Park, MI 48237

SECRETARY
Full time position for secretary person with good typing and phone skills, knowledge of Microsoft Word (preferred word processing, spreadsheets, and Database) a plus. Duties also include light bookkeeping. Salary DOE. Excellent Benefits. Send resume to: The Senior Alliance, 3840 Second St., Suite 160, Wayne, MI 48184

SECRETARY - full time position. Computer skills required. Must be people oriented & have good communication skills. West Bloomfield location. Call 661-1000, ext. 7878

SECRETARY-Full time, $8/hr. Exp. Farmington. Send resume to: Box 662
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

★ SECRETARY ★
Immediate opening at a growth oriented, fast paced position for assertive, dependable, team oriented person with good phone skills. Typing 55 wpm., Word-3-4 years per week, 9-5. $7/hr. 401K. Send resume and salary requirements to:

R.D. WHITESELL & ASSOCIATES
27300 West 11 Mile, Suite 802
Southfield, MI 48034

SECRETARY needed for company with 2 locations in Redford. 20 hours per week location. Tuesday-Friday hours. Ask for Ron. 532-5211

SECRETARY needed full-time for 1 person office in Livonia. Must be able to effectively manage the phone & computer system, handle routine sales. Call & ask for Eddie: 954-3900

Secretary/Office Manager

Bloomfield Hills area. Real Estate Company in W. Bloomfield seeking Secretary/Office Manager. Call 855-4147

SECRETARY/Office Manager needed for outdoor recreational product company. Must have good, flexible, energetic, fun.
Send resume to: P.O. Box 04, Box 240340, Orchard Lake, MI 48324

SECRETARY - part-time, 20 hours/wk. Southfield area 9am-1pm Mon-Fri. Typing, phone & filing $6-$7/hr. Call Don 569-3030

SECRETARY

PART-TIME
Growth-oriented Farmington Hills company relocating to Birmingham/Bloomfield area, seeks part-time person with strong typing, computer (WordPerfect) & data entry skills, good math and telephone skills. Approximately 25 hours/week. Must be proficient in spelling & grammar.
Secretary/Receptionist
To perform general office duties for manufacturer in Farmington Hills. WordPerfect necessary, knowledge of spreadsheet helpful. Salary commensurate w/experience. 12 Mile/Farmington. Call Trudy 489-9410

SECRETARY RECEPTIONIST
For Royal Oak area. 40 hrs. Phone experience required. Good pay, great environment. 548-2000

Secretary, Receptionist, fast paced Southfield real estate office. Computer experience, typing 50wpm, shorthand helpful. Salary commensurate w/experience 356-4715

Secretary/Receptionist

Position open in pleasant, non-smoking Bloomfield office. Duties include: General office work & word processing. Must be detail oriented, versed in written & oral communication & able to work independently. Salary commensurate w/experience. Please send resume to:
Swiss Pretzel
24293 Telegraph Rd.
Southfield, MI 48034

SECRETARY/
RECEPTIONIST
Small Troy CPA firm seeking a full time, secretary/receptionist with typing, filing, office experience, bookkeeping a plus. Must be computer literate. Salary commensurate with experience & ability.

Send resume to: CPA Firm, 273 E. Big Beaver, Suite, 109, Troy, MI 48083.

SECRETARY/RECEPTIONIST
Needed for 30 hours a week, 8am-3pm, at the headquarters office of a Livonia area automotive supply company. Must be organized, self-motivated, able to handle multiple tasks, & have a professional phone manner. 2-3 yrs. secretarial & word processing experience necessary. Word Perfect & Lotus 1,2,3 a plus. Salary commensurate with experience. Please send resume to: Human Resources, 31478 Industrial Rd. #200, Livonia, MI 48150

504 Help Wanted Office-Clerical

SNELLING PERSONNEL SERVICES HAS THE RIGHT JOB FOR YOU!

Secretaries/Word Processors
Receptionists/Switchboard
Data Entry Clerks/Typists
Call today

Full and part-time AM & PM, shifts. Temp-Med Insurance, Holiday Pay, Bonuses, Top pay.

Call today for an appointment!
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777

SNELLING PERSONNEL SERVICES
NEVER A FEE

SECRETARY
Full time 3 months. Birmingham real estate office. Mature person with good communication and typing skills, some computer knowledge. Ask for Ann or Jeanette. 646-1000

SECRETARY & inside Sales Coordinator for 10 person industrial rep firm. Bright phone personality, good, relate typist, detail oriented, computer skills, team player. Send resumes to: Branch Mgr., American Air Filter, 12213 Criterion Ct., Livonia, MI 48150

SECRETARY/RECEPTIONIST - for Plymouth real estate office. General office skills, multi-line telephone experience, typing 50wpm, good math & sensitivity & be capable of handling a number of tasks at one time. Call Marilyn 9am-11am ONLY at: 459-6222

SECRETARY/RECEPTIONIST
Southfield title company seeking outgoing, energetic and professional individual to handle reception area, as well as secretarial duties. Key-board experience a plus, computer knowledge. Please send resume to One Town Square, Suite 1913, Southfield, MI 48076. Attn: Chris

SECRETARY
Report directly to Chief Operating Officer of First Security Underwriting Services.
Duties will include maintenance of departmental files and other clerical duties, preparing monthly, quarterly, and annual reports, preparing Senior Management Reports in WordPerfect and have working knowledge of Lotus 1, 2 & 3 in order to prepare spreadsheets.
First Security Underwriting Services is an Equal Opportunity Employer offering a wide range of employee benefits. Salary is commensurate with level of experience.
Resumes to: 30755 Bainington, Madison Heights, MI 48071.
Attn: Jackie Hooper.

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Sales office in Farmington hills for exclusive Northeastern Ohio. Answer phones, computer experience, need terrific personality. $18k-$21k. Contact Amy Marx at 932-1170
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Farmington Hills, MI 48334

SECRETARY

Temp to Perm opportunity with Southfield financial headquarters. Experience with MS Word and Windows. Call Sue 799-3947
Unitorce Temporary Services

SECRETARY to 52 attorneys. Must have excellent typing, WordPerfect 5.1, Microsoft Word, Windows, Excel. Type 50wpm.
STEVEN J GREENE PERSONNEL

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262-1401

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TYPIST/SECRETARY - seeking part-time, entry level. WordPerfect/Word Perfect 5.1 MUST. Full time position in future. Real estate experience preferred. Send resume to: Fidelity Title Co., 32100 Telegraph Rd., Ste 215, Bingham Farms, MI 48025.

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