504 Help Wanted Office-Clerical

★ CLERICAL Administration
• Typing & Reception
• Computer skills
• Report summaries
• Typing
• $7.50/hr.
• Benefits
MasterStaff
442-2255

ADMINISTRATIVE ASSISTANT
Growing company is searching for a top-notch professional. Successful candidate will possess strong PC and word processing skills for diverse job duties. Self-starter also needed for many special projects. Excellent Benefit Package. Full time hours with flexibility. E.O.E. Please send resume to:
Box 426
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Metro Medical Group, a division of Health Alliance Plan and affiliate of the Henry Ford Health Systems, has an immediate opening available for an Administrative Assistant to the Associate Vice President of ambulatory centers. This is an excellent opportunity for an individual with strong organizational and interpersonal skills, strong communication skills, through knowledge of statistical data analysis and from charting.
The chosen candidate will have the ability to type 60-wpm. Bachelor's degree in related field and/or two years experience in a similar role and proficiency in Lotus, Wordsearch and Harvard Graphics. The responsibilities will include preparation analysis and maintenance of statistical reports, administrative liaison for ambulatory care and providing clerical support. We offer a competitive starting salary and flexible benefits package. Interested candidates please submit resume and salary history to:
METRO MEDICAL GROUP
1600 Broadway
DETROIT, MI. 48206
An Equal Opportunity Employer

ANOTHER TEAM MEMBER is needed with excellent clerical skills, some PC experience, for data entry & word processing. Full time benefits and well organized. If this is you, Call Mar. / Peanut at 354-5190

APPRAISAL COMPANY - 13 Mile & Telegraph area. Office expanding - several new openings. Great benefits available. Full time receptionist, courier & typists positions. If responding to receptionist or courier positions call 647-9490 ext. 203. Typist position ext. 211.

ASSISTANT
Manufacturers Rep in Plymouth needs a detail oriented, self-motivated assistant with professional phone manner, strong organizational skills & general clerical knowledge. Computer skills helpful. Will train right person. Resume to: Box 443, Plymouth, MI 48170. Or call: 455-7990

BOOKKEEPER ASSISTANT
Part time, to assist Bookkeeper with accounts receivable/payable, payroll, misc. office duties, light typing required. Send resume or fill out application at:
33830 Grand River
Farmington Hills, MI 48335

BOOKKEEPER - experienced, for Farmington Hills Dr's office. Twice monthly, approximately 3-4 hours per month. 476-1818

We're recruiting for TEMP assignments: some lead to PERMANENT.
• Fulcharge Bookkeepers
• Accounting Clerks
• Clerk-typist, short term, Mahindale
• Software Specialists (Lotus, Quattro, Open Systems, Creative Solutions, Peachtree, Solomon, Platinum, etc.
PERMANENT openings include:
• Full charge Bookkeepers, Northern suburbs, to $25K
• Accounts Payable Clerk, suburbs, to 18K
• Collections Clerk, Detroit, to 23K
• Accounting Assistant, suburbs, to 19K
Our Permanent recruiter places all temp positions, and will help you with your job search! Let us place you temp for us.
Ask about TEMP-MED group health insurance
354-2410
ACCOUNTANTS ONE
agency fee paid

BOOKKEEPER
Considering a change? We are looking for the right individual to join a strong bookkeeping background to assist vs with receivables, collections, payroll, bank work and payables. To $25,000 per year with an excellent benefit package including flex hours, training & 401(k) plan. Apply in person Tues-Thurs 10am-12Noon or call Dan Bergstrom for appt.
BERGSTROM'S, INC.
30633 SCHOOLCRAFT RD.
LIVONIA, MICH. 48150
522-1350
An Equal Opportunity Employer

BOOKKEEPER
Farmington Hills property manager/developer needs bookkeeper. Duties include accounts receivable, accounts payable, cost & general ledger thru financial statements. Mail or Fax resume with salary requirements to: Nelson Companies, 32605 W. 12 Mile, Ste. #340, Farmington Hills, MI 48334. FAX: 810-553-2987

504 Help Wanted Office-Clerical

ASSISTANT OFFICE ADMINISTRATOR
Opportunity for bright person who has some math skills. Be associated with progressive insurance company. Entry level position. Realistic opportunity for advancement. Excellent fringe benefits. Call Mr. D'Angelo, morning, at: 358-1920

ATTENTION
IMMEDIATELY AVAILABLE
SECRETARY/WORD PROCESSOR
Must have Data Base III, Word Perfect 5.1 or Lotus with Windows, Ventura package/desk top publishing, excellent writing skills.
BARTECH PERSONNEL SERVICES
271-5454

Attention
SECRETARY
Your all around skills and experience are needed for long term opportunities with suburban firm. Candidates should have Word Perfect or Microsoft Word. Benefits and paid vacation. Call Sabina/799-3646
Uniforce Temporary Services

AUTO DEALERSHIP
ACCOUNTS RECEIVABLE
Immediate opening for a person with Accounts Receivable and/or Dealership experience. Non smoking office. Please apply to:
JOE FARHAT CHEVROLET
28111 Telegraph Road
Southfield 358-1000

BIRMINGHAM HOTEL seeking front office personnel. Experience preferred. Send resume to: Village Inn 300 N. Hunter Blvd. Birmingham, MI. 48009. No phone calls please.

BOOKKEEPER
Experienced only. Time keeping, payroll (ADP), IBM Wordperfect and Lotus. Will consider part time. Send resume stating qualifications and salary requirements to:
Box 392
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - FULL CHARGE
Full time. Experienced in accounts payable, accounts receivable, general ledger & Lotus 1-2-3, computer literacy a must. Send resume & salary requirements to: D. & P. 1301 W. Long Lake, Suite #245, Troy, MI., 48098.

BOOKKEEPER
Full charge, part time, 20-30 hours/week. Need computer skills (Windows, WordPerfect, Lotus). Beautiful Farmington Hills office. Send resume to: Ben Schwartz, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

BOOKKEEPER/GENERAL OFFICE
for Commercial/Industrial general contractor. Must have computer job cost & other construction company experience. All inquiries strictly confidential. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER, mature, part-time, flexible hrs. Must have bookkeeping experience. Downtown Birmingham. Call for interview 646-0535

BOOKKEEPER
Needed full time by Bloomfield Hills law firm. Must have minimum of 3 years experience with strong law firm bookkeeping background. Knowledge of QA, W.B. software preferred. Competitive salary & benefit package. Resume to Box 316
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part time. Data entry & word processing. Birmingham area. Send resume to: Box 284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part-time. (2 weeks/mo.) for Farmington Hills firm. 3 years experience. "Creative Solutions" software a plus. Call 553-0900

BOOKKEEPER: Part time balance/computer experience, payroll issues a plus. Reply to:
Box 224
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPING POSITION
Ability to use computer bookkeeping system. Call 443-2220

BOOKKEEPING POSITION - full charge, available for beauty salon located in Livonia. Send resume to Robert Schauer, 30230 Orchard Lake, Rd. #250, Farmington Hills, MI 48334

BOOKKEEPING POSITION - full charge, available for a restaurant located in W. Bloomfield. Experience in the restaurant industry preferred. Send resume to Robert Schauer, 30230 Orchard Lake, Rd. #250, Farmington Hills, MI 48334

BOOKKEEPER/SECRETARY
Growth oriented plumbing wholesaler seeks experienced individual with strong follow up skills. Must have Strong computer aptitude and excellent professional skills a must. Please send resume to: D & C Supply Company, Jeff Petoff, PO Box 1445, Ann Arbor, MI 48106-1445.
An Equal Opportunity Employer

Career Opportunities
SECRETARY
Growing national service firm has opportunities for experienced secretaries. Varied word processing skills. Temp to perm available.
Call Sharon 473-2931
Uniforce Temporary Services

CASHIER/WARRANTY CLERK
Auto dealer seeks cashier/warranty clerk. Dealership experience preferred. Apply in person at: Bob Saks Motor Mall, 35300 Grand River, Farmington Hills.

504 Help Wanted Office-Clerical

BUSINESS TO BUSINESS
Market research firm seeks mature person for part-time or full-time position for Support Systems Analyst. Job responsibilities include creating charts, data entry and statistical analysis. Experience with Windows, Excel and any graphics package. Starting wage is $7.00 per hour. Send resume: Cheryl Rathbuske, 6905 Telegraph Road, Suite 300, Bloomfield Hills, MI 48301

CAREER POSITIONS
WE HAVE THE JOBS YOU HAVE BEEN APPLYING FOR.
LET US WORK FOR YOU!
Many Temp to Permanent Positions
• Data Entry
• Word Processors
• Secretaries
• Receptionists
Free Word Processing Training Available
For those who qualify
IMMEDIATE OPENINGS!
Livonia 261-3830
Southfield 557-7444
Pontiac 682-4510
Interim Personnel
NEVER A FEE

CLERICAL ASSISTANT for accounts payable department in Farmington Hills. Light typing, computer input. Accuracy & organizational skills a must. Full-time, Mon.-Fri. Benefits.
Send resume to: Box 410
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Clerical Assistants
Leading automotive supplier has immediate openings in several openings for Clerical Assistants. All positions involve basic clerical duties such as filing, mail distribution, and answering phones. Must have good organizational skills. Need excellent math skills and computer skills such as Wordperfect, Lotus, Quattro Pro, or Flow Plus for use in creating charts. Previous exposure to automotive industry a plus. Please send resume WITH SALARY REQUIREMENTS or submit completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL/DISPATCHER - for small growing truck company. Some clerical & dispatching experience helpful. Call Larry. 476-0740

CLERICAL - excellent typist, accurate math, good on phones, taking a processing orders, filing, etc. Computer skills helpful. Wang helpful. DOE. Call for appt. 722-7171

CLERICAL FOR CARPET STORE
Alert, reliable person needed to handle general office duties. Two part time positions available, evenings only. Pleasant working conditions. Apply in person at:
New York Carpet World, 855 South Hunter Blvd., Birmingham.

CLERICAL HELP needed for Farmington Hills property management company. Good pay and benefits. Multi-line phones. Computer experience helpful. Send resume and salary history to: P.O. Box 2480, Farmington Hills, MI 48333

CLERICAL - Part time, Plymouth area. Light clerical. Phone, typing, filing & bookkeeping. Send letter or resume to: Box 320
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - Part-time, 16 hrs./wk. Thurs. & Fri., some extra training hrs. Some word processing. Rochester Hills area. 653-8378

CLERICAL/PART-TIME
Entry level position available in a computer center. Log and file jobs are easy, detail oriented. Must be available mornings, Mon-Fri, approximately 20-25 hours per week. Apply in person or submit resume to: 31PM/McKesson, 2445-2561 Graft, Livonia, MI 48150, Attn: Human Resources.
EOE/M/F/D/V

CLERICAL POSITION - Full time, available immediately. Experience in manufacturing environment required. Must have good organizational & math skills. Must work with minimum direction. Computer experience preferred. Good pay & benefits package. Send resume to: P.O. Box 476, Northville, MI 48167.

CLERICAL POSITIONS
SECRETARY/RECEPTIONISTS
Entry level, full time & part time. All services available. Substitute in busy Bloomfield Hills main office.
DATA ENTRY ASSISTANT
Entry level, full time. Bank deposits, filing, typing, pleasant phone personality a must. Send resume to: Sabina Bloomfield Clinic, Attn: Linda Lonsbury, 2000 S. Woodward, #102, Bloomfield Hills, MI 48302. EOE

CLERICAL & STOCK WORK
Truck distributor. Permanent full time. Mon.-Fri., 9-5:30, no weekends. Will train.
Call Mr. Rodney 810-380-8200

CLERICAL typing, filing, basic bookkeeping. Lotus 1-2-3 & WordPerfect experience helpful. Full time. Minorities are encouraged to apply. Send resume to: PO Box 701611, Plymouth, MI 48170-0968

504 Help Wanted Office-Clerical

CLERICAL
Human Resource Department seeks experienced, enthusiastic individual who works well with multiple personalities. Position requires high degree of confidentiality, Word Perfect knowledge, organization and adaptability. Some duties include scheduling interviews, testing applicants, preliminary interviewing, typing, maintaining office equipment contracts and other diversified secretarial duties. Excellent benefits including 401(k) plan. Qualified candidates may send resume and salary history to:
Ms. Jane Schmidt
P.O. Box 1745
Troy, MI 48099-1745

CLERICAL SUPPORT
Farmington Hills builder seeking responsible individual for assistance in Closing Department. Must have professional phone manner, and people skills. Duties include typing, scheduling, math, and problem solving. We can right person. Send resume and salary requirements to:
BONNIE BUTLER - MANAGER
THE SELECTIVE GROUP
27825 HOLDCROFT #130
FARMINGTON HILLS, MI 48334

CLERICAL with WP needed for long term assignment in Livonia. Possibility temp-to-perm. Call 464-7076
ETD Temporary Service
An Equal Opportunity Employer

CLERK NEEDED for evenings. Computer knowledge helpful, good typing skills. Livonia. 261-3810
An Equal Opportunity Employer

CLERK
Position available for work on an as needed basis. Hours are flexible. Duties will include preparation of Emergency Room and Outpatient records, preparing folders, filing and other related duties.
Qualified candidates must possess a high School Diploma or equivalent, minimum of six months office/clerical work experience, previous work experience with medical/hospital records preferred and a typing speed of 20 WPM.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 INKSTER Rd.
Garden City, MI 48135
(313) 424-3400

CLERKS/TYPISTS
TELEMARKETERS
Long term positions opening in the Plymouth area.
• Full time hours
• $6.00/hr. to start
• 50-50 split (no TYPIST)
Corporate Personnel Services
653-4190
sos no fee

CLERKS
(8 OPENINGS)
FARMINGTON AREA
7 - typists 50+ wpm
5 - typists 35+ wpm
3 - 10 key clerks
Call Mon. Morning
Temporary Resources 737-1711

CLERKS
6 full time positions for Birmingham bank. Filing, faxing, & customer service.
Call now for immediate interview!
643-8590
EXPRESS
Personnel Services

CLERK TYPIST
Livonia based company needs self starting person with good communication skills. Varied duties with some computer input. 20-40 hours per week. Call Mrs. Hunt between 2-4pm at 427-1820

CLOSING SECRETARY
for real estate company, experienced in processing deals (from start to finish). Comfortable working atmosphere. Excellent salary. Call Doug Hardy 538-2000

COLD CASH
Get paid the same week you work. Experienced, dependable people needed for:
• Word Processors $9/hr +
• Secretaries $8/hr +
• Data Entry Operators $7/hr +
(10 key or invoice)
• Receptionist with typing $6.50/hr +
Employers
Temporary Service
353-1929
An Equal Opportunity Employer

COLLECTION PERSON wanted for Southfield office, experience preferred. Send resume & salary requirements to: Lee Jewelers, P.O. Box 2646, Southfield, MI 48037-2646

COMMITTEE SECRETARY
Growth company looking for a professional, articulate person who will handle confidentiality, Excellent introduction into association management. WordPerfect experience required. Large Branch Office in Troy. Salary, $18,000 + benefits. Call Ann Tues. or Wed. between 10 & 12am: 646-2963

CUSTOMER SERVICE Representative needed for busy professional office. Must have good communication & organizational skills. Must be able to work a flexible schedule. Salary & benefits. Apply in person at: 30785 Grand River, Farmington Hills. 478-7030

CUSTOMER SERVICE
Inside Sales/order desk for T-shirt advertising specialty company. Various office duties. Experience only. Send resume to: ASI, 24433 Halsted Rd., Farmington Hills, MI 48335

CUSTOMER SERVICE
Customer service position in parts and service department of Auburn Hills appliance distributor. Pleasant working environment, computer training, and excellent benefits package. Send resume with cover letter to Personnel Dept., 1293 N. Opdyke Rd., Auburn Hills, MI 48326.

504 Help Wanted Office-Clerical

CLOSING COORDINATOR. Career training for right individual to process real estate closings. Emphasis on customer service, requires strong people/telephone skills, must be detail oriented with 40 wpm. Real estate experience would be helpful but not necessary. Apply in person: 353-1900
Call Kathy
An Equal Opportunity Employer

CONTEMPRA
is seeking highly motivated & dependable people with various skills:
WORD PROCESSORS - $7-$10
SWITCHBOARD $4-$5
SECRETARIES - $8-$12
RECEPTIONISTS $4-$5
DATA ENTRY CLERKS $5-$8
Short & Long Temp to Perm Positions
583-0500 (Madison Hgts.)
563-5900 (Dearborn)

CONVENTION SECRETARY
N. W. Detroit (old Redford area) Technical company is seeking experienced Secretary who is well organized, detail oriented, possesses strong skills & a minimum of 5 yrs. secretarial experience. Duties include typing, assisting with hotel arrangements for meetings, maintaining file records, correspondence & compilation, preparation & proofing of programs. Word Perfect skills & experience essential. Shorthand or transcription desired. Send resume & salary requirements to:
Personnel Director - CS
P.O. Box 19346
Detroit, MI 48219

CUSTOMER SERVICE
Unique Detroit area company seeks people skills with major service provider. Learn variety of assignments. Will train. Light typing.
Call 357-2947
Uniforce Temporary Services

CUSTOMER SERVICE
Immediate opening for upbeat, high energy, people person. Work with one of Michigan's largest distributors of office products. Office support experience preferred. Must be sharp, dependable, flexible & have common sense. Data entry & heavy phones. Fast paced environment. Apply at Business Resources, Inc. 41554 Koppernick, Canton.
An Equal Opportunity Employer

CUSTOMER SERVICE TRAINEES
Several people needed for great company in western suburb. Full time, part time, evenings, weekend shifts. Good communication skills & light data entry needed.
Call 615-0642

Western
TEMPORARY SERVICES

CUSTOMER SERVICE
Team oriented Customer Service Department seeking self motivated, friendly individual to process customer orders and problem solve for our nursery home customers. Candidate should have customer service and computer experience. Knowledge of insurance and medical product knowledge helpful. Full time position, competitive wages & full benefit package. Send resume and wage requirements to: Janet McPherson, P.O. Box CN3325, Livonia, 48151.

DATA ENTRY
Both part/full time. Answer this call to use your 9,000 + key stroke attention to detail for steady long term assignments with expanding firm. Training. Two shifts. If you are looking for excellent hours this is your call Doris 476-7664
Uniforce Temporary Services

DATA ENTRY
Southfield finance company needs part-time data entry clerks. Good typing & communication skills required. Shift runs from 7-11pm. $6 per hr. & up. Send resume to: Nanny, PO Box 513, Southfield, MI 48037-0513.

DATA ENTRY
Detroit company relocating to Troy is looking for a person to do data entry for fast paced construction news operation. Entry level position with competitive salary and excellent benefits. Experience with IBM computers helpful. Send resume to: Managing Editor, P. O. Box 33056, Detroit, MI 48232.

DATA ENTRY - Looking for a dependable, self-motivated person for data entry & general clerk duties. Appraisal company. Some computer skills helpful. Blanki 644-0920

DATA ENTRY
Office Systems Specialists. Full & part time. Great pay & benefits. Immediate opening. Apply in:
ARY M'NN FURNITURE
22553 Greenfield
Southfield, MI 48075

DATA ENTRY OPERATORS
Need for:
- SOUTHFIELD -
- FARMINGTON -
- LIVONIA -
$7-$8 per hour
Temporary Resources 737-1711

DATA ENTRY OPERATORS
• Immediate part time positions available
• 9,000-10,000 key stroke
• Livonia area
• Flexible hours
BARTECH PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

DATA ENTRY
Research firm has part time operings for data & telephone persons. Available hours: days, evenings and Saturdays. Starting pay $6 per hour. Livonia. 425-6582

DO YOU LOVE WEDDINGS?
Must have excellent typing/telephone skills needed for full time office position, data entry experience helpful. Hours are Mon.-Thurs., 9AM-7PM. 258-5361

DATA ENTRY
Permanent part time position, 25-30 hrs. weekly. Inputting claims data, VIA CRT, keyboard, telephone and organizational skills needed. Top pay & benefit package including medical & dental. Some entry level positions requiring filing skills and no experience also available. Send resume or stop in to complete application.
Liberty Mutual Insurance Group
Atten: Dept. 33
26200 Town Center Suite 200
Novi, MI 48375-5001
An Equal Opportunity Employer

DATA ENTRY
Permanent part time position, 25-30 hrs. weekly. Inputting claims data, VIA CRT, keyboard, telephone and organizational skills needed. Top pay & benefit package including medical & dental. Some entry level positions requiring filing skills and no experience also available. Send resume or stop in to complete application.
Liberty Mutual Insurance Group
Atten: Dept. 33
26200 Town Center Suite 200
Novi, MI 48375-5001
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Customer Service Rep
Part-Time
Entry level position, flexible 4 hour shifts between 8am & 5:30pm Monday-Friday 24-36 hours per week which includes every other Saturday. Real estate experience would be helpful but not necessary. Apply in person: 353-1900
An Equal Opportunity Employer

DATA ENTRY CLERK
A fast paced Farmington Hills service organization seeks a sharp, energetic individual for a data entry position. IBM System 38 or AS400 experience preferred. The job full time entry level position. We offer a competitive benefits package and a great work environment. Salary commensurate with experience.
Please send resume and salary history to: HR/DEC, P.O. Box 9072, Farmington Hills, MI 48332-9072
EOE

DATA ENTRY & SWITCHBOARD OPERATORS
Livonia/Plymouth area.
Full/Part Time
Full-Time.
ADIA
525-0330

DATA ENTRY
$6-$8 PER HOUR
Temporary & Temporary-to-Permanent positions immediately available if you have some experience. Wide variety of clerical work assignments. Call 544-4800 for immediate Appt.
SKILLED PERSONNEL SERVICES

★ ATTENTION EMPLOYMENT COORDINATOR
Personnel Service
• Interviewing
• Staffing
• Placement
• Clerical Skills
• 6 months experience
MotorStaff 442-2255

ENTRY LEVEL office position for payables and payroll. W. Bloomfield Nursing Center. W. Maple Rd. Call between 9-11am 661-1600

EXCEPTIONAL
1994 OPPORTUNITIES
Receptionist $18,000-$18,000
3 years office experience, good typing plus word processing for front desk, fast paced suburban position

Advertising Secretary $19-$20,000
Top firm needs your 3 years experience plus Excel and Microsoft in visual presentations

Administrative Assistant
$20-$23,000
Top company hi-tech suburban firm needs strong Lotus and secretarial skills

Executive Secretary $25-$30,000
6 years executive level plus Word for Windows and strong computer skills. Degree or 2 years CPA or property management background a plus.
Call Today, Interview Tomorrow
ALL FEES ARE COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5150
Troy: 585-3720

EXECUTIVE ASSISTANT
SECURITIES
Seeking highly motivated take charge individual to work with senior VP's of large national firm in corporate finance. Degree in investment industry a must. Also, computer literacy and strong skills necessary. Excellent opportunity for career type Salary.
Ask for Betsy; 645-6450

EXECUTIVE SECRETARY-Full-time position for busy Psychiatrist.
Organizational skills a must. High level of responsibility & confidentiality. Flexible hours. Good computer experience helpful. Minimum starting salary $17 per hour. Send resume to: P.O. Box 871034, Canton, MI. 48187

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee. Call Deal with
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
Expanding executive offices of major manufacturing firm needs experienced administrative assistant. Windows, spreadsheet, word, Graphics preferable. Excellent starting salary and benefits. $445-561
Uniforce Temporary Services

EXECUTIVE SECRETARY
$28,000 PLUS
Exceptional position with a very well established manufacturer. Work with high level executives and public figures. Must have excellent Word, Shorthand & preference. Great benefits. Fee paid. Service 557-7810
SKILLED PERSONNEL SERVICES

EXECUTIVE SECRETARY
REQUIREMENTS:
• 60-65 WPM
• Lotus 1-2-3
• Professional Appearance
• Clerical Skills
WOLVERINE STAFFING
Southfield 557-2370
Troy: 879-9070

EXECUTIVE - secretary, H.S. auditor, work for dynamic CFO, good shorthand, WordPerfect with Windows, MicroSoftware experience preferred, very professional & personable. To $23,000. Fee paid

SECRETARY - working in sales & engineering dept. Southfield firm, good typing, dictaphone, math skills, ability to learn, computer background. 3-5yrs experience. To $21,000 with insurance background. Fee paid

RECEPTIONIST - secretary, PC skills, WordPerfect/dBase, Lotus, math skills a plus. 1k incoming fines, fast paced office, upbeat self-starter. To $23,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FARMINGTON HILLS insurance agency has opening for clerical/trainee position. Great opportunity for advancement. 661-1330

FILE CLERK
Immediate opening in N. Woodward area for mature, dependable detail oriented individual with good attendance record. Must be able to work with customer telephone & typing skills. Knowledge of computers helpful. 8-4pm weekdays 652-3445

FILING CLERK, PART TIME
For doctor's Rochester Hills office. Flexible hours. Call 652-1777

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Fast-paced, 1 man office. Must be highly motivated with good organizational skills. Experience a must. Must have fluent skills in WordPerfect 5.1, experience with WordPerfect 5.1, Mail Merge, & Paradox 3.5. Must be willing to work overtime during peak season. Salary commensurate with experience. Send resume to: Genesis Foundation, 3000 Livernois, Suite 600, Troy, MI 48083

FARMINGTON HILLS based engineering firm is seeking an experienced, energetic individual to fill the position of office manager/executive secretary. This self starter should be capable of implementing as well as facilitating tasks, possess managerial skills & be knowledgeable in all facets of running a business. Must be computer literate. Bookkeeping a plus. Excellent salary. Send resume to: 27620 Farmington Road, #.684, Farmington Hills, MI 48334

FILE CLERK-Part Time. For busy doctors office in Troy. Filing, typing, phone. Good pay, $5.50 per hour. Call Pam 810-828-6111

FILE/MAIL ROOM CLERK for Troy based company. Pleasant working conditions. Benefits. Send resume to: Office Manager, P.O. Box 828, Bloomfield Hills, MI 48303

FILING - part time evenings. W. Bloomfield, Northwestern, Detroit. Speed & accuracy important. Hours flexible, computer skills a plus. 758-4400

Full-time TEMPORARY executive secretary position. Two to six months assignment. Experienced with Lotus and Word Perfect knowledge. Fast meeting deadlines. Excellent good work numbers. Computation, communication, and secretarial skills, but will consider executive secretary or high school grad for training position. Call (313) 961-6343, ask for Carolyn for appointment. FAX resume to (313) 961-6556, or mail to
Law Office, 33 E. Kirby, Congress, Suite 480, Detroit, Michigan 48226

GENERAL OFFICE person with good communications skills is needed to help with typing, processing phone and selling customers. IBM PC and Word Perfect knowledge required. Send resume to: Job Opportunity, 40001 Grand River, Suite 108, Novi 48375

GENERAL OFFICE
Southfield company has full time entry level position for reliable individual. Light typing, office skills & pleasant phone personality a must. Call Mon.-Fri., 9am-4:30pm. 354-2550

GENERAL OFFICE
Part time, to assist in Production Office, light typing required. Knowledge WordPerfect helpful, shipping documents. Send resume or fill out application at:
33830 Grand River
Farmington Hills, MI 48335

GENERAL OFFICE full time, energetic self starter, billing, phone, WordPerfect 5.0, Lotus 1-2-3, benefits. Royal Oak. 548-6117 ext 302

GENERAL OFFICE
Varied duties. Professional demeanor, Good phone & keyboard skills. Temp-to perm.
ARBOR TEMPS 459-1166

GENERAL OFFICE/
RECEPTIONIST
Fast paced suburban ad agency needs a general office person to interact with clients and use your prior experience with phones, typing, computer entry and typing. Temp to perm. Call Sally at 557-7447
Uniforce Temporary Services

GENERAL
OFFICE
TO $21,000
2-3 years office experience. Good typing, strong computer skills, Wordperfect phone skills. Call Dulcelina. Pleasant working environment with excellent salary. Fax resume to 852-3521 or call Mr. Weinstein.
932-3500 ext. 221

LEGAL SECRETARY wanted for Genesee Law firm seeking Legal Secretary, 1-3 years corporate litigation experience. Must be organized, have perfect 5.1, excellent typing and superior organizational skills. Salary based on skills, experience, & benefit package. Resume to Box 578:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

POSITIVE TEAM PLAYER
With pleasant phone skills needed for busy Bloomfield Hills office. Full time position requires excellent clerical skills, previous office experience, high school diploma and own transportation. Salary in person only Mon.-Fri. 10am-4pm:
NAHOUM & TRUILS, INC.
30621 MAPLERIDGE
SOUTHFIELD, MI 48075

PROFICIENT WORD PROCESSOR needed for Bloomfield Hills law firm with knowledge of Word Perfect 5.1. Must have strong organizational skills with attention to detail and strong follow up. Benefit package. Resume to Box 578:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Office management receptionist for public relations. Must have great attitude & phone personality.
Call Monica • 459-7070

RECEPTIONIST WANTED
Full time. Some light typing, answering phones and some data entry. Send resume to: Box 412
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - mature, dependable, friendly. Must have experience with multi-line phone systems. Call Ted, 557-4403, ask for Robyn

RECEPTIONIST, immediate need for busy Farmington Hills law firm. WordPerfect required. $10 hour. 553-1840

RECEPTIONIST/typist position. Detroit area. Office & computer experience necessary. MUST be professional, pleasant, reliable. 313-873-8600

RECEPTIONIST
answering Phones & word processing. Must have Lotus, 5.1 & phone skills. Pt/ft. ,$700, Redford, MI 48239
Call Joyce Lawrence, 261-8400

RECEPTIONIST NEEDED - for busy W. Bloomfield real estate office. Must have good typing skills. Real estate experience helpful. Leave message at 810-532-7144 EOE 362

RECEPTIONIST - Must have excellent phone skills, some computer knowledge, bookkeeping, and light typing. Apply in person:
21800 W. 8 Mile Rd., Farmington, MI 48336, Attn: Office Personnel

RECEPTIONIST needed for a part-time position, will be full time in Spring. We are a friendly, client oriented veterinary clinic. Send resume to: Box 1, 30 Mill Pond Park Rd., Novi, MI 48377, Attn: Alana.

RECEPTIONIST - FULL TIME
Medical practice in Southfield seeks organizational skills. Send resume to: Box 1, 30 Mill Pond Park Rd., Novi, MI 48377, Attn: Alana.

RECEPTIONIST needed for entertainment & sports law firm. Excellent salary, benefits, bonuses, flexible, general office duties. Send resume & salary requirements to: Box 808, Bloomfield Hills, MI. 48304.

RECEPTIONIST/SECRETARY
Note taker/typist - Typical Property Management office, friendly environment. Send resume to: Box 33300 Northwestern Hwy., Ste 215, Farmington Hills, MI 48334

RECEPTIONIST - Mature person for busy Bloomfield Hills Realtor. Must have good typing skills, phone & benefit package. Hours: Sam-Noon, Mon.-Fri. Call 645-9000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Part time, for orthodontic office, flexible, to assist receptionist, receive calls, perform clerical duties. Must be organized, have good phone & typing skills. Send letter of interest or resume to: Box 1, 30 Mill Pond Park Rd., Novi, MI 48377
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Needed full time by Bloomfield Hills firm. Candidates must be detailed oriented, able to work independently, & have excellent organizational skills. Necessary qualifications include knowledge of Word Perfect 5.1, Lotus 1-2-3, Competitive salary & benefit package. Resume to Box 318:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - for busy Bloomfield defense firm. 3 yrs. experience, WordPerfect 5.1, excellent benefits. Please send resume to: Human Resources, 2000 Town Center, Suite 900, Southfield 48075

LEGAL SECRETARY
Farmington Hills sole practitioner with general practice & emphasis on collection matters seeks high skills, knowledge of court procedures & ability to handle office management.
737-7170

LEGAL SECRETARY, EXPERIENCED
Needed for medium sized Troy law firm. Must have excellent organizational skills, knowledge of Word Perfect 5.1. Litigation experience helpful. Salary commensurate with qualifications. Send resume to:
Dodd, Booth, McGrath, P.C.
5445 Corporate Dr., Ste. 170
Troy, MI. 48098

LEGAL SECRETARY - experienced, for Detroit law office, familiar with Wordperfect; also seeking TYPIST/RECEPTIONIST. Ideal candidate could have law office experience and knowledge of communications, phone and secretarial skills, but will consider receptionist/typist or high school grad for training position. Call (313) 961-6343, ask for Carolyn for appointment. FAX resume to (313) 961-6556, or mail to
Law Office, 33 E. Kirby, Congress, Suite 480, Detroit, Michigan 48226

LEGAL SECRETARY
Minimum 5 years experience and WordPerfect necessary. Non-smoking office. Call Valerie 645-1003

LEGAL SECRETARY - Experienced in personal injury and family law. WordPerfect 5.1, strong phone skills, negotiable. Call 9:30-2:30, Farmington Hills. 851-7054

LEGAL SECRETARY
2-5 years experience sought for defense litigation firm. One on one position plus professional work environment. Ability to earn overtime. Call Arthur Thomas. 355-4140

LEGAL SECRETARY
3 Yrs. experience & ability to use WordPerfect 5.0 required. Call Background in Plaintiff Litigation preferred. Send resume to Mr. D. D. Donovan, 18500 W. 10 Mile Rd., Southfield, MI. 48075.

LEGAL SECRETARY/RECEPTIONIST for expanding, non-smoking Farmington firm. Minimum 1-2 yrs. legal experience, WordPerfect a plus. Excellent benefits. Salary commensurate w/experience. Submit resume including current salary to: Office Administrator, 30201 Orchard Lake Rd., Ste. 100, Farmington Hills, MI 48334-2278

LEGAL
SECRETARY
TO $27,000
Corporate probate and tax experience needed for this westside firm. Package including paid medical, dental and profit sharing. PC and Word experience required. Call Lynne today or stop in to complete application at:
Liberty Mutual Insurance Group
Attent Dept. 14
26200 Town Center, Suite 200
Novi, MI 48375-5001
An Equal Opportunity Employer

PAYROLL/BENEFITS CLERK
Part-time, approximately 20 hrs./week. Ideal candidate will be a mature, responsible person with strong communication skills. Flexible hrs.
Resume & salary requirements to:
Attn: Susan Ross
34405 W. 12 Mile, Ste. 300
Southfield, MI 48076-1923

PERSONNEL AGENCY
FULL TIME

Energetic person needed for busy Farmington Hills office. Duties include light typing, answering phones, interviewing & employment. Benefits package. Call Renee at 442-2053

POSITIVE TEAM PLAYER
With pleasant phone skills needed for busy Bloomfield Hills office. Full time position requires excellent clerical skills, previous office experience, high school diploma and own transportation. Salary in person only Mon.-Fri. 10am-4pm:
NAHOUM & TRUILS, INC.
30621 MAPLERIDGE
SOUTHFIELD, MI 48075

PROFICIENT WORD PROCESSOR needed for Bloomfield Hills law firm with knowledge of Word Perfect 5.1. Must have strong organizational skills with attention to detail and strong follow up. Benefit package. Resume to Box 578:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Office management receptionist for public relations. Must have great attitude & phone personality.
Call Monica • 459-7070

RECEPTIONIST WANTED
Full time. Some light typing, answering phones and some data entry. Send resume to: Box 412
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - mature, dependable, friendly. Must have experience with multi-line phone systems. Call Ted, 557-4403, ask for Robyn

RECEPTIONIST, immediate need for busy Farmington Hills law firm. WordPerfect required. $10 hour. 553-1840

RECEPTIONIST/typist position. Detroit area. Office & computer experience necessary. MUST be professional, pleasant, reliable. 313-873-8600

RECEPTIONIST
answering Phones & word processing. Must have Lotus, 5.1 & phone skills. Pt/ft. ,$700, Redford, MI 48239
Call Joyce Lawrence, 261-8400

RECEPTIONIST NEEDED - for busy W. Bloom