504 Help Wanted Office-Clerical

BOOKKEEPER

General ledger analyst (full time position) for a mental health non-profit agency located in Taylor, 6/5, BA or BBA in Accounting or 4 years demonstrated experience in accounting procedures. Proficiency in automated accounting software, equipment and computer operations is desired. Competitive salary & benefits. Position closed Feb. 4, 94. Send resume to: Community Mental Services, Dept. DKKP, 8700 Telegraph, Ste. 120, Taylor, MI 48180
An Equal Opportunity Employer

BOOKKEEPER
Needed full time for Bloomfield Hills law firm. Must have minimum of 3 years experience with strong law firm bookkeeping background. Knowledge of Lotus, WordPerfect preferred. Competitive salary & benefit package. Resume to Box 378/-
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Strong accounts payable. Must know payroll & taxes. Send resume to ABL, 24433 Highland Rd., Farmington Hills, MI 48336

BOOKKEEPING POSITION
Ability to use computer bookkeeping system. Call 443-2320

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

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

BRANCH SECRETARY
Growth oriented plumbing wholesaler seek a responsible individual for Ypsilanti Branch Operation. Strong computer skills and office duties required. Salary and benefits. Please send resume to: D & C Supply Company, 2000 Hogback Rd., Ann Arbor, MI 48105-1445.
An Equal Opportunity Employer

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

CAREER OPPORTUNITY. Credit person wanted. Part time, possible full time. Sales training also available. F.D. Nicholas 478-7400

CASHIER/WARRANTY CLERK
Auto dealer needs full-time Cashier/Warranty Clerk. Dealership experience preferred. Apply in person at: Bob Saks Buick-GMC, 33200 Grand River, Farmington Hills.

LIVONIA INSURANCE AGENCY
Part-time clerical, 12-5:30pm.
Mon-Fri, $5 per hr. to start.
522-3901

Clerical

ADMINISTRATIVE ASSISTANT

We're seeking a highly organized individual to perform secretarial duties and provide administrative support for our Regional Managing Director. The polished individual we seek must possess previous retail office experience, strong interpersonal skills, proficiency with WordPerfect and Lotus 123. College degree preferred. Salary requirements necessary for consideration.

If you have the drive to succeed with an industry-leader, we invite you to learn more about our attractive compensation/benefit package. Please submit your resume to: Montgomery Ward & Company, P.O. Box 2304, Livonia, MI 48150. EOE.

MONTGOMERY WARD

CLERICAL ASSISTANT
Computer literate with Perfect & Lotus-123. High volume HVAC Service Organization. Benefits package. Salary commensurate to: P.O. Box 201, Dearborn, MI 48128

CLERICAL/DISPATCHER - for small growing Auto Company. Some clerical & dispatching experience necessary. Call 1440

CLERICAL FOR CARPET STORE
Alert, reliable person needed to handle phones and other duties. Full time days & weekend. Pleasant working conditions. Apply in person at New York Carpet World, 30295 Plymouth Rd., Livonia.

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

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

CLERICAL - Part time, Plymouth. Experienced required. Light typing & bookkeeping. Send letter or resume to Box 327
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. 853-8376

CLERICAL PERSONNEL
Experienced. Good telephone manners. Must be able to work weekends & evenings. Apply in person at: Classic Interiors, 20292 Middlebelt, Livonia, MI.

CLERICAL POSITION - Full time, available immediately. Experience in manufacturing environment preferred. Must have good organizational skills and be able to work with minimum direction. Computer experience preferred. Send resume to: P.O. Box 476, Northville, MI 48167.

CLERICAL POSITIONS
SECRETARY/RECEPTIONISTS
Entry level, full time & part time. Attractive offices, Bloomfield Hills area. Bloomfield Hills main clinic.
Call Ms. Lynn 644-0880

CLERICAL
Entry level, full time. Bank deposits, filing, typing, general office duties. Knowledge of 10 key calculator a must. Send resume to: Oakland Psychological Clinic, 4103 Lorraine, 2000 S. Woodward at 102, Bloomfield Hills, MI 48302. EOE

CLERICAL SUPPORT

Michigan National Corporation, one of the nation's premier banking institutions, currently has an excellent opportunity for a full-time Clerical Support member.

The successful candidate will be responsible for handling calls on billing tracks, resolving problems, and processing manual/exception track activities. We are looking for someone with over 60 outside investment managers.

You must possess a high school diploma or equivalent; some college and accounting/business coursework preferred. Strong 102 communication skills, customer service experience, knowledge of Microsoft Word business word processing proficiency required.

Michigan National Corporation offers an attractive working environment, as well as competitive compensation and an excellent benefits package. For prompt, confidential consideration, please forward your resume to:

Michigan National Corporation, Human Resources, P.O. Box 77777 Department Rcnp, P.O. Box 9065, Farmington Hills, MI 48333-9065.

We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. We are an Equal Opportunity Employer.

CLERICAL typing filing, basic bookkeeping. Lotus 1-2-3 & Wordperfect. Apply at Bloomfield Twp. Library. Mornings are preferred to work. Call Ann 682-0120 or fax resume to: PO Box 79181, Plymouth, MI 48170-0966

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT for accounts payable department in Canton. Filing, mail processing, computer input. Accuracy & organizational skills a must. Full-time, Mon. thru Fri., benefits.
Send resume to: Box 410
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
COMPUTER SUPPORT

Aggressive company needs several people to help support sales force. Ground floor opportunities in all phases of company. Must have excellent communication skills and helpful to know WP, Lotus, Paradox. Please call 9-5 973-5504

CLERICAL
Human Resource Department seeks experienced, enthusiastic individual who works well with multiple personalities. Position requires high degree of confidentiality, Word Perfect 5.1 knowledge, organization and adaptability. Some duties include scheduling interviews, testing applicants, preliminary interviewing, filing, 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/PART-TIME
Entry level position available in a computer Help Log and the tapes, and misc clerical duties. Must be available Mondays, Wednesdays, Fridays approximately 20-25 hours per week. Apply in person or submit resume to: 3PM/Mackenzie, 30681 Schoolcraft, Livonia, MI 48150. Attn: Human Resources. 523-9566
EOE/M/F/D/V

CLERICAL - Opening in Farmington Hills for an individual with general clerical skills including filing, typing and general posting of recorded documents. Light typing helpful. Hours are 8:30-noon work shift. Send resume to: Ms. C. Mac Donald, 1600 W. Big Beaver, Suite 100, Troy, MI 48084.

CLERICAL
Southfield Corporation has 2 part time clerical positions. Individual must be detail oriented and able to adapt to fast paced environment. Hours 8 AM. - 12 PM., Mon. - Fri., Some banking experience is helpful. Send resume to: CCCU, P. O. Box 5210, Detroit, MI. 48235.

CLERICAL SUPPORT
Farmington Hills builder seeking responsible individual for fastpaced Closing Department. Must have proven ability to multitask and have strong skills. Duties include typing, scheduling, math, and problem solving. Will train right person. Send resume and salary requirements to:
BOHNER BUTLER / MANAGER
THE SELECTIVE GROUP
27855 MIDDLEBELT #120
FARMINGTON HILLS, MI 48334

CLERICAL with WP needed for long term assignment in Livonia. Possible temp-to-perm. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

CLERK NEEDED for evenings. Computer knowledge helpful, good typing skills. Livonia
522-3810
An Equal Opportunity Employer

CLERK

Seeking clerk to support Human Resources and Benefits Department. Must be proficient with Word-Perfect 5.1 and Lotus, type 50 wpm and have excellent proofreading and communication skills. Must have 1 year office experience at plus. We offer a competitive compensation and benefits package. If qualified, send resume with cover letter detailing credentials and salary history to: Human Resources, 34375 W. 12 Mile Rd., Farmington Hills, MI 48331
EOE/AA Employer

CLERKS

HOW SOON CAN YOU START?

Data Entry Clerks
- 8,500 keystroke per hour

Remittance Clerks
- Opening and processing mail

- Afternoon and midnight shifts
- Long-term assignments
- Vacation and paid holidays

Excellent assignments with a leading provider of insurance and benefits. All participants must have clerical experience and/or record keeping. Please call Joe today for an appointment.

522-4020

KELLY TEMPORARY SERVICES

Equal Opportunity Employer

CLERK/TYPIST

Technicolor Video Services, Inc., a leader in the home video duplication industry, is presently seeking a Clerk/Typist for its Westland facility.

Responsibilities will include routine clerical duties, filing, typing, compilation of meetings and related duties. Qualifications and requirements include typing skills of 60 WPM and word processing experience in Word Perfect for Windows and EXCEL including spreadsheet and graphics preferred. Must possess a High School diploma/equivalent. Some college course work preferred. Good basic math, oral and written communication and interpersonal skills also necessary.

Candidates possessing the necessary qualifications and experience are urgent to apply in their resume and salary history/requirements to:

TECHNICOLOR VIDEO SERVICES
Attention: Human Resources - C/T
39000 Seven Mile Road
Livonia, MI 48152
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLOSING COORDINATOR. Career seeking for Bankruptcy Law firm. Process real estate closings. Emphasis on customer service. Excellent strong people/telephone skills, must be detail oriented, typing 45 wpm, quality 1 must. Send resume to: Oakland Psychological Clinic, 4103 Lorraine, 2000 S. Woodward at 102, Bloomfield Hills, MI 48302. EOE

CONVENTION SECRETARY

N. W. Detroit (old Redford area) Technical Society seeks a detail oriented Secretary, who is well organized, has excellent communication skills & a minimum of 3 yrs. secretarial experience. Responsibilities include assisting with hotel arrangements for meetings, maintaining membership records, preparing mailings, compilation, preparation & proofing of program copy. Word Perfect and Microsoft experience. Shorthand or transcription desirable. Send resume & salary requirements to:
Personnel Manager - CS
P.O. Box 8188
Detroit, MI 48219

CUSTOMER SERVICE
Unique long term openings for your people skills with major service provider. Learn variety of assignments. Work area. Light typing.
Call Cory 799-3647
Unforce Temporary Services

CUSTOMER SERVICE
Immediate opening for upbeat, high energy, self-starter in Customer Service of Michigan's largest distributor of office products. Ideal candidate will have 2 years experience. Must be energetic, dependable, motivated & have good basic math skills. Pleasant working environment. Fast paced environment. Apply at Boehringer Mannheim, 4188 Research, Dearborn.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLOSING SECRETARY
Fast paced mortgage company seeking a responsible individual for closing department. Strong communication, organizational skills and attention to detail a must. Full time, benefits.
Send resume to: Box 410
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CPA FIRM seeks individual with extensive PC, payroll tax and bookkeeping experience. Knowledge of creative solution and time slips software helpful. Excellent salary and benefits. Mail resume to: 28715 Greenfield Rd., Southfield, MI 48076

CREDIT/COLLECTION position available with construction Detroit company. Strong communication, organizational, analytical and problem solving skills required along with prior computer and collection experience. Please send resume to: Credit/Collection Manager, P.O. Box 2656, Detroit, MI 48231.

CUSTOMER SERVICE
Inside sales order desk for T-shirt advertising specialty company. Various office duties. Experience only. Send resume to: Box 444, 29566 Beck Rd., Farmington Hills, MI 48335

CUSTOMER SERVICE
Customer service representative in parts and service department of Auburn Hills appliance distributor. Pleasant working environment, computer training, 401(k) and benefits available. Send resume with cover letter to Personnel Dept., 1295 N. Opdyke Rd., Auburn Hills, MI 48326.

CUSTOMER SERVICE
Team oriented Customer Service Department needs good motivated, friendly individual to process phone orders, and problem solve for our nursing home customers. Candidate must have customer service and computer experience. Third party insurance and medical product knowledge helpful. Full time position, competitive wages & full benefit package. Send resume and wage requirement to: Janet McPherson, P.O. Box CR2325, Livonia, 48151.

Customer Service Rep
Part-Time

Entry level position, flexible 6 hour shifts between 8 AM & 6:30pm (approximately 24-36 hours per week depending on your availability). Position requires typing and 10-key pad proficiency for order entry, pleasant phone manner & customer contact experience a must. Apply in person: Monday-Friday between 8:30am & 12:30pm ONLY.

MELODY FARMS
37700 Grand River
Livonia, MI 48150.
Equal Opportunity Employer M/F/H

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.
Call 615-0662
Western
TEMPORARY SERVICES

DATA ENTRY

Both part/full time. Answer this call to use your 9,000+ key strokes and 3 work environments. Long term assignments with expanding hours. Temp-to-perm. Call today if you're looking for excellent hourly pay.
call Dorothy 645-7564
Unforce Temporary Services

DATA ENTRY CLERK
A fast paced manufacturer's sales office organization seeks a sharp, energetic individual with 2-3 years experience. IBM System 38 or AS400 experience preferred. This is a full time position. Apply in person or send a competitive benefits package and a complete resume. Applicants will be tested. Please send resume and salary requirements to: HR/DEC, P.O. Box 9072, Farmington Hills, MI 48333-9072. EOE

DATA ENTRY CLERK
For fast paced office. Accounting experience helpful but not required. Part time, Advantageous hours per week, 8am-4pm. 810-960-7200

DATA ENTRY CLERK
Must type 40-60 wpm, dependable, strong accounting skills. Flexible part-time, including weekends.
Contact Juanita at Trading Times:
474-1600 Ext. 299

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

DATA ENTRY experience. Must type 50 to 60 wpm. Seeking highly motivated individual. Call 810-932-3711

EARN EXTRA CASH.
Part-time evenings. Call for interviewing personnel. No Sundays.
478-7333

EXECUTIVE ASSISTANT
SECURITIES
Seeking highly motivated take charge individual to work with senior VP.'s of large national firm in Birmingham. Experience in investment industry a must. Also, computer literate with strong word processing. Excellent opportunity for career type. Salary commensurate.
Ask for Betsy; 645-6450

EXECUTIVE SECRETARY
($22-$25K)

Career opportunity. Requires professional image, WordPerfect, Lotus and 50 wpm. Temp to perm.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY

Expanding executive offices of make for manufacturing firm seeks experienced administrative assistants. Knowledge of word processing, Lotus, Graphics preferable. Excellent earning potential. Call Sheila 646-7661
Unforce Temporary Services

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 in WordPerfect 5.1 Mail Merge, & Paradox 3.5. Must be willing to work overtime. Mail resume to: General Foundations, 300 Town Center, Detroit, MI 48207.

EXECUTIVE SECRETARY

REQUIREMENTS:
- 60-65 WPM
- Lotus 123
- Word Perfect
- Client Skills

WOLVERINE STAFFING
Southfield: 354-4275
Troy: 879-9070

FARMINGTON HILLS insurance company has openings for clerical trainee position. Great opportunity for advancement. 641-1330

FARMINGTON HILLS based engineering firm is seeking an experienced, energetic individual to be the backbone of office manager/executive secretary. The self starter should be capable of implementing as well as facilitating tasks, possess managerial skills & be familiar with all facets of running a business. Must be computer literate. Bookkeeping a plus. Excellent salary. Send resume to: 37000 Grand River, Suite 288, Farmington Hills, MI 48334

FILE CLERK-Part Time. For busy doctors office in Troy. Filing, light typing, answering phones. $5.25 per hour. Call Pam 810-828-8111

FULL-time TEMPORARY executive secretary position. Two to six month assignment. Experienced with Lotus and Word Perfect knowledge. Fast and accurate typist and good with numbers. Organization, communication and ability to organize a must. Excellent benefits to qualified applicant. Please send resume and salary history to:

Ms. Cynthia Rudnick
P.O. Box 787
Southfield, MI 48037

GENERAL OFFICE full time, swing shift, Light typing, Billing, Word/Perfect 6.0, Lotus 1-2-3, Boston Rd. Royal Oak. 548-6117 ext 302

GENERAL OFFICE

Varied duties. Professional dispatcher. Good phone & keyboard skills. Temp-to perm.
ARBOR TEMPS 459-1166

GENERAL OFFICE CLERK
35 hrs./wk. Mon. thru Friday, 8-5. Phone, Proofreader, Light Typing.
E Dale Tolan - Union 10-645-7272

504 Help Wanted Office-Clerical

FILE CLERK
Immediate opening in N. Woodward firm for mature, dependable detail oriented individual with good administrative record. Must be a team player. Light typing, good math & filing skills. Knowledge of computers helpful. Salary commensurate. 852-3483

FILE/MAIL ROOM CLERK for Troy law firm. Entry level position with excellent benefits. Send resume to: Office Manager, P O Box 826, Bloomfield Hills, MI 48303

GENERAL OFFICE/ RECEPTIONIST

Fast paced industrial ad agency needs a general office person. Interact with clients and use your phone experience with multi line phones, computer entry and typing. Temp to perm. Call Gloria 798-3947
Uniforce Temporary Services

GENERAL OFFICE
Looking for sharp individuals to join our clerical team. Temporary, part time positions. General clerical duties. Benefits include 100% college tuition refund, paid holidays, vacations and holidays. $293.50/wk.

Please send resume to:

Personnel Dept.
MERRILL LYNCH
650 New Center One Bldg.
Detroit, MI 48202

An Equal Opportunity Employer

GENERAL OFFICE - PART-TIME
Mon.-Wed. 8:30-5:30. Good typing skills & knowledge of 10 key calculator. Entrylevel position. 855-7200

GENERAL OFFICE - PART-TIME
16 to 24 hours a week. Mon., Tues., Wed. Mon. & Wed. 8 to 12 or 1 pm. Thurs. 12 to 4 at: Saylor Electric, Inc., 30000 Evelyn Ave., Sta. 220, Bloomfield Hills.

GENERAL OFFICE/RECEPTIONIST
Include phone, typing, filing (filing & acting as relief switchboard/receptionist). Hours of work: 9 am-5 pm. Prior date entry & switchboard experience required. Salary commensurate with experience & training. Liberal fringe benefits. Send resume to:
PERSONNEL DEPT.
Mr. Mark Hoffman
24800 Novi Rd.
Novi, MI 48375
Affirmative Action Employer

HUMAN RESOURCES ASSISTANT
Large Warren manufacturing company seeking experienced person to assist in all human Resource functions. Must be experienced in Lotus, WordPerfect, payroll and Worker's Compensation.
Call 953-2000
Voice Mail # 7107

Immediate openings

DATA ENTRY

full/part time. New opportunities with this Western suburb insurance firm. Attractive office & benefits package. Call Dana 473-2932
Unforce Temporary Services

CUSTOMER SERVICE
REPRESENTATIVE
Full-time, flexible hours for insurance agency in Novi. Must have Personal Lines experience. Excellent benefits package. Salary commensurate. Please send resume & salary requirements to: Nuclear Insurance Agency, 27777 Orchard Hills Place Dr., Suite 420, Novi, MI 48374

INSURANCE AGENCY CSR
Immediate opening for responsible individual. Some insurance knowledge helpful. Send resume to: P.O. Box 2466, Livonia, MI 48151

INTEGRAT SPORTS Wear - Part time help answering phones, quoting jobs, producing sales materials, working 1:1 with customers. 531-7370

KEYPUNCH OPERATORS - Full-time days. Must have 2 years computer Experience required. 12,000 keystrokes. Farmington. 474-1134

KEYPUNCH OPERATORS for days full-time & afternoon full & part-time. Experienced. Benefits. Call between 9 am & 12 pm.
853-2290 ext. 205

LEGAL ASSISTANTS
Entry level positions available. Detroit. Legal Search & Placement. Contact Linda. (810)471-3443

LEGAL SECRETARY
Fast paced litigation defense firm. 3-5 years litigation experience. Send resume to: Kohl, Secrest, P.O. Box 3040, Farmington Hills, 48332

LEGAL SECRETARIES

Experienced litigation secretaries for temporary assignments. Full-time, part-time.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY
Needed full time for Bloomfield Hills law firm. Candidates must be detailed oriented and able to work independently, & have excellent telephone & writing skills. Necessary qualifications include secretarial experience & knowledge of word 5.2. Competitive salary & benefit package. Resume to Box 378.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Experienced, WordPerfect 6.0, 30-35 hrs. per week, Farmington Hills area. Write qualifications practice. Sue, 810-645-6236

LEGAL SECRETARY, EXPERIENCED
Needed for medium sized Troy law firm. Must have excellent telephone skills & knowledge of WordPerfect 5.1. Litigation experience preferred. Salary commensurate with qualifications. Send resume to: Hurd, Dunham, Rolfe & Lee, P.C.
6443 Corporate Dr., Ste. 170
Troy, MI 48098

LEGAL SECRETARY
Minimum 5 years experience and WordPerfect required. Bloomfield Hills area office. Call Karen 645-1003

LEGAL SECRETARY - Experienced in personal injury. Must know WordPerfect 6.0, salary and hours negotiable. Call 9:30-2:30, Farmington Hills.

LEGAL SECRETARY 3 Yrs. experience & ability to use WordPerfect 5.1 required. Strong Background in Plaintiff Litigation preferred. Send resume to: Box 444, Arcara, 18501 W. 10 Mile Rd., Southfield, MI. 48075.

LEGAL SECRETARY
for downtown Detroit law firm. Minimum 3 years experience. Salary negotiable. Call Jeanette, 962-7722

LEGAL SECRETARY/RECEPTIONIST for expanding, growth oriented law firm. Minimum 1-2 yrs. legal experience. Word Perfect & plus. Excellent benefits package. Resume w/experience. Submit resume including salary requirements to: Office Administrator, 30201 Orchard Lake Rd. #250, Farmington Hills, MI 48334-2378

LEGAL SECRETARY
For western suburb of Farmington Hills law firm specializing in family law. Must be mature, well-pointed, computer literate with minimum 2 years recent litigation experience in family law. Knowledge of Word Perfect, Time Slips and Quicken. Salary commensurate with experience. Send resume and salary history to:
Box 420
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Full time position for partner in North Woodward area office. Prior 3 to 5 years of legal experience required. Must be detail oriented and have strong organizational skills. Excellent compensation package. Send resume to: Box 326
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY TRAINEE
Good typist. Dependable. Detail. Start 56.00 per hour. Full time. Call 643-7748

504 Help Wanted Office-Clerical

LEGAL CLERK/paralegal Detroit finance company is looking for legal clerks to assist in the operation of its legal department. Experience in legal collections preferred. Send resume & salary history to: Box L, Nanny, P.O. Box 513, Dept. LC, Southfield, MI 48037-0513.

LEGAL SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms in the area.
Permanent and temporary placement. Register now with THE agency for legal staffing.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
628-8188

LEGAL SECRETARY
Established Bloomfield Hills law firm has immediate opening for experienced litigation secretary. Bonus & excellent benefits package. Must Good benefits. Salary commensurate with experience.
810 642-1330

LEGAL SECRETARY

Bloomfield Hills law firm seeks a team player to assist three attorneys. Must have excellent secretarial skills, including WordPerfect 5.1 and shorthand, plus strong administrative and organizational abilities. Excellent benefits and salary. Send resume to: Personnel 2050 N. Woodward Ave., Ste. 200, Bloomfield Hills, MI 48304

LEGAL
TOP RATES $97.50...for your top skills.

Recruiting for legal temps, legal receptionists and experienced ABA Paralegals. Call, fax or mail your resume to:

PERSONNEL AT LAW

3000 Town Center, Ste. 2580
Southfield, MI 48075

FAX 358-0235 Phone: 358-0060

LITIGATION PARALEGAL
for Plaintiff Personal Injury Law firm. Full time, 40 hrs. average after a yr. of college. Salary commensurate with ability. Send resume to: Cindy Ball, Gursten, Tomkins & Lavoie, 26555 Evergreen, Suite #1530, Southfield, MI 48076 or FAX to: 810-353-4504

LITIGATION SECRETARY
Bloomfield Hills, Minimum 4 years experience. Accounting/payroll required. Word processing & litigation skills. Familiar with WordPerfect Windows. Good working knowledge of computers necessary. 2 attorney office. No reception duties. Competitive salary & benefits plan. Ask for Martin Baum 647-6290

MAIL ROOM CLERK

A major international corporation based in the northern suburbs has an opening for an administrative assistant to distribute incoming mail, sort and distribute outgoing mail/packages, order office supplies and administer other general mailroom duties. We seek someone with clerical experience, knowledge of express carriers and motor vehicles, and an excellent driving record and have the ability to lift up to 50 lbs. We offer a competitive starting salary and benefit package. Please send a resume or letter to:

BOX 443
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MARKETING OFFICE seeks part time typist for general office duties. Must have computer experience necessary. 557-2660

MARKETING - Part-time, phoning prospects to invite to Seminars. Good phone manner, be assertive, enthusiastic. Pay $5 an hr. plus bonuses. No benefits. 354-1300

NEW OPENINGS!
WORD PROCESSORS
Prestigious national service firm Detroit headquarters has many temp-to-perm openings for WordPerfect 5.1 or MS Word and Lotus 123 spreadsheet.
Call Sylvia 646-7561
Unforce Temporary Services

New Opportunity
INPUT ANALYST

Major suburban corporation has immediate short and long term needs for data entry. Must be able to type 40 words per minute, 10 key strokes and 40 keystrokes per minute. Excellent earning potential.
Call Donna 799-9580 or 948-7863
Unforce Temporary Services

NOVI INSURANCE AGENCY in need of office assistance full time, Mon. thru Fri., 8-5. Call 810-348-1150

OAKLAND COUNTY Bar Association, seeking experienced Executive Secretary/Office Manager. Small office position. Candidate must possess a professional attitude, be flexible, have strong skills, working knowledge of word processing, bookkeeping and multi-line phone functions is a must. Position requires high degree of multi-task assignments. Send resume and salary requirements to:

FSA
255 East Brown Street - Ste 235
Birmingham, MI 48009

OFFICE ADMINISTRATOR/ Legal Secretary
Excellent position for a professional, self and reliable person. Good phone and organizational skills. Data input helpful. Send resume to:
CBS
17376 W. 12 Mile Rd., Ste. #102
Southfield, MI 48076

OFFICE ASSISTANT
Non profit organization seeks Assistant for Director of Home Care Information Agency. Must have excellent Word Processing, Lotus 1,2,3, Communication, organization & supervisory skills. Bookkeeping experience is for one year only. Salary $18,500. Send resume by 1/29/94 to: P.O. Box 2000, Bloomfield Hills, MI48303-2030

OFFICE ASSISTANT

Bloomfield Hills investment firm is seeking an experienced Office Assistant with at least 1 year of office experience. Typing 35 wpm, ability to use calculator, excellent math skills and 10 key pad. Familiarity with PC preferred. Position requires the ability to work comfortably with people & provide quality service. Very good basic math skills. Apply in person, 10-noon, Mon.-Fri. at: Dolan, 15400 W. 12 Mile Road, Detroit, MI 48223
An Equal Opportunity Employer

OFFICE/CLERICAL

Will Detroit Realty Investment company seeks responsible person to fill interesting and diversified clerical position. Knowledge of real estate experience helpful. Excellent benefits. Call 537-5400

OFFICE - part time, must be dependable, detailed, organized & able to work in a fast paced office. Phone skills a must, some computer work. Apply at Jack Demaria, Dynaform, 30411 Stephenson Rd., Livonia.

504 Help Wanted Office-Clerical

OFFICE CLERK
Company located in VanBuren Twp. has immediate full time opening for individual with good math, typing and communication skills. $6.00 per hour to start. Group & health ins. provided. Send complete resume, in confidence, to: P.O. Box 2000, Belleville, MI 48112-0790.

OFFICE CLERK
2-3 Days per week. Accounts Payable/Accounts Receivable and job cost experience helpful. Hours are flexible. Send resume to: Drescher Tool, Inc., 376 Albertson Rd., Rochester, MI 48307

OFFICE COORDINATOR NEEDED
For administrative office starting immediately. Type 45 wpm, knowledge of computer software required. Demonstrate ability to listen to: Office Manager, 34000 Plymouth Rd. Livonia, MI, 48150.
An Equal Opportunity Employer

OFFICE MANAGER - Livonia area, computer literate, multi-line phone, multi-tasking, organizational skills required. Send resume to: Box 408,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE/OPERATIONS MANAGER
Valet company in NW suburbs seeks individual with following qualities: previous experience, self-starter, dependable, organized & creative to help run company. Call Jerry Kaplan, 8291 St. James Ct., W. Bloomfield, 48322 or fax to: 810-626-1000

OFFICE PERSONNEL

Immediate openings for the following clerical positions:

WORD PROCESSORS
(Any software)
DATA ENTRY CLERKS
(A.M. & P.M.)
RECEPTIONIST/SWITCHBOARD
CUSTOMER SERVICE REPS
FILE CLERKS
TELEMARKETERS

Holiday Pay, Temp-Med Insurance Bonuses
Call today for an appointment!

SNELLING PERSONNEL
NEVER A FEE

Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7700
Taylor 284-0777

OFFICE SUPPORT

General clerical position for rapidly growing company offering internal growth potential. Light data entry experience. Great opportunity for self-starter. Call

Call OFFICETEAM today!

358-0222 Fax 358-0941
26588 Northwestern #250
Southfield MI 48034

ONE PERSON needed temporary secretarial replacement, office experience with computers helpful. Call Kim Ann, 10-12 or 2-4pm-noon or 1-3pm at 532-4068

PARALEGAL
Immediate Opening in Litigation Dept. of Birmingham firm. 4 year degree and clerical experience. Word processing. 9-3pm weekdays 642-3483

PART-TIME HELP
Potential full time position. Computer and typing skills essential. Mail processing. Call Mr. Hoffman, 6230 Orchard Lake Rd., Ste. 100, West Bloomfield, MI 48322.

PAYROLL/BENEFITS CLERK
Part-time, approximately 30 hrs./week. Ideal candidate will be a multi-line phone person with Sales & communication skills. Flexible hrs.

Resume & salary requirements to:

Attn: Susan Ross
34405 W. 12 Mile Rd. 300
Farmington Hills, MI 48331

PERSON NEEDED to perform secretarial duties, typing, & general office work. Call for an appointment, 414-5100

POSITIVE TEAM PLAYER
With excellent typing skills needed to join growing bus company. Full time position requires excellent clerical skills, previous office experience, ability to multitask and over time occasionally. Mon.-Fri., 10am-6pm.
NATIONAL TRAILS, INC.
20291 MAPLERIDGE
SOUTHFIELD, MI 48076

PROFICIENT WORD PROCESSOR
Needed full time for Bloomfield Hills Exper firm with knowledge of Word Perfect 5.2. Must have strong organizational skills with attention to detail. Competitive salary & benefit package. Resume to Box 378/-
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PUT YOUR BUSINESS SKILLS TO WORK!

- Word Processing Secretaries
- Data Entry Operators
- Receptionists
- File Clerks (experienced)
- Computerized Accounting

Excellent assignments at leading edge companies. Applicants must have 6 months recent clerical experience and be available to work 40 hours per week, Monday thru Friday.

522-4020
&
KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/D

RECEPTIONIST

Office management receptionist for public accounting firm. Light typing & dealing with people.
Call Sue Ann 645-9070

RECEPTIONIST WANTED
Full time. Duties include answering phones and some data entry. Send resume to: Box 358
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - Immediate need for entry level Receptionist/Clerical for downtown Birmingham law firm. Word processing skills. Call 645-1330

RECEPTIONIST/CLERICAL
full time, excellent working conditions, experience helpful, typing 50 wpm.
Troy, 649-8330

RECEPTIONIST needed for ½ days in 12/Telegraph area office. Pleasant working conditions. Call Judy between 8:30-11:30 am 843-1700

RECEPTIONIST - for insurance agency. Word Processing skills required. Salary negotiable. Fax resume to Box 538,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY: Part-time, Experience multi-line phone, typing 35 wpm. Please send resume to: AIAS, 1806 Rochester Industrial Dr., Rochester Hills, MI 48309

RECEPTIONIST
needed for Medical Practice in Canton. Must be mature, have good phone skills and pronounced appearance. Sales & bookkeeping experience helpful. Salary commensurate. Call Donna, Tues.-Fri. 10AM-4PM 981-5811

RECEPTIONIST
3 Yrs. experience required with multi-line system. Typing & data input & 10 key pad. Salary negotiable. Fax or Box #420
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Prestigious firm seeks a professional individual to greet high level clients and years switchboard responsibility. Excellent telephone skills, top benefits package. Salary commensurate.
Diversified Recruiters Co.
344-8700 FAX 344-8704

RECEPTIONIST/SECRETARY for small Farmington Hills tax-preparation agency. Pleasant phone manner, good typing, Word Perfect 5.1 experience, working knowledge of tax forms, ordering supplies. Type 40+ wpm. Good benefits plus Bonuses. Send resume to: Box 2373, Farmington Hills, MI 48333-2373

504 Help Wanted Office-Clerical

RECEPTIONIST

Light typing, filing, Good phone voice. Southfield. Resumes only to B W & Associates, 17200 W. 10 Mile, Ste. 232, Southfield, MI. 48075.

RECEPTIONIST
For Troy law firm, full time, entry level position. Legal experience a plus.
Call: 643-4700

RECEPTIONIST
needed for long term assignment in Livonia. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Auburn Hills Engineering agency looking for an experienced person for busy phone. Good phone voice, computer experience & aptitude figures a must. Send resume & salary requirements to: PO Box 215080, Auburn Hills, MI 48321-5080 or fax 377-0082

RECEPTIONIST/ SECRETARY

Several openings in the Plymouth area. Multi-lines, professional image, 50 wpm, excellent communication skills, some word processing/spreadsheet.

ARBOR TEMPS 459-1166

RECEPTIONIST
Afternoons

Needed 12-7pm for busy Redford physical therapy clinic. Must be well-pointed, in person & on phone. Numeric aptitude & typing skills a plus. Resumes to:
6810 Lahser Beach Dab
Redford, MI 48239
An Equal Opportunity Employer

RECEPTIONIST/CLERK
Part time position with Farmington Hills construction company. Type minimum 35 wpm. Light typing and general clerical. Hours/days flexible. May work from home per supervision. (35 hours). Salary commensurate with skills. Send resume to:
Box 378/-
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Farmington Hills Leasing company. Contemporary Office. Good communication skills to answer multi-phone lines & greet clients. Evaluation/Hrs. $7.00