504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Enhance your career and interact with caring professionals in the warm atmosphere of this major suburban health care headquarters. Long term positions. Excellent salary and benefits.
Call Shaker, 473-2931
Uniforce Temporary Services

Administrative Assistant
Farmington Hills automotive supplier, Microsoft preferred experience required. General office duties. Evaluation thereafter. 30-50 per hr.
EXPRESS PERSONNEL SERVICES
Farmington Hills Troy
474-5000 643-8590

ADMINISTRATIVE ASSISTANTS
WORD PROCESSORS
•LOTUS
•WORDPERFECT
•MICROSOFT FOR WINDOWS
•EXCEL
CALL TODAY!!
Madison Hts . . . 810-545-2550
Farmington Hills . . . 810-476-0660
Western TEMPORARY SERVICES

OVER 25 CLERICAL POSITIONS
Are now available at top companies in the Farmington Hills, Southfield, Novi areas. We are looking for experienced RECEPTIONISTS, DATA ENTRY OPERATORS, GENERAL SECRETARIES, and WORD PROCESSORS
Call AIDA now for an immediate interview.
442-7800

A NATIONAL corporation has a need for a highly motivated individual with 5 years recent clerical experience, 50 WP typing, strong communication skills a must. Position will be part timem, but with the opportunity for full time employment, no expenses paid to relocate. Come join our fast paced environment. Please mail your resume to:
SOURCE EDP
2000 Town Center, Suite 250
Southfield, MI., 48075

CLERICAL OPENINGS (Part-Time)
City of Farmington Hills
CLERK TYPIST - General office experience, typing 45 wpm (WordPerfect preferred), plus good customer relations skills for contact with public. High school graduate or equivalent. 20-24 hrs. per week, hourly rate $7.00-$8.82/hr.
MAIL CLERK - General office experience, knowledge of mail room equipment desirable. Excellent communication skills, ability to interface with public. Providing back-up on switchboard. High school graduate or equivalent. 20 hrs. per week. Hourly rate $7.50 (minimum).
Applications for both positions will be accepted until March 4, 1994. Apply in writing or in person to:
Personnel Department
City of Farmington
31555 W. 11 Mile Road
Farmington Hills, MI 48336
An Equal Opportunity Employer

CLERICAL - part-time position for small office. Telephone, word processing, copying & filing. Flexible hours. Apply by resume only: Sandler & Co., 27414 B - 3 Mile, Livonia, MI 48154

CLERICAL - 2/3 days per week. Accounts receivable. Telephone skills important. Typing, filing, computer, record keeping. 737-4002

CLOSERS - EXPERIENCED
for a fast growing title agency. Great benefits. Please send resume and salary requirements to: Home Title Co., 30785 Grand River, Farmington Hills, MI 48336. Attn.: Marie.

COLLECTIONS - DISTRIBUTOR
seeks part-time person for collection dept. Collection experience preferred, computer driver, must have clean driving record. Days and hours flexible. Send resume to:
Box 5084
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

COMPUTER
IMMEDIATE OPPORUNITIES AVAILABLE
ARC is the leading provider of technical staffing to Fortune 500 Companies. We are currently looking for qualified individuals for full time Entry Level Operator. Opportunities throughout the Metro Detroit area. We are looking for people with:
• Good work ethic
• Ability to work in a fast paced environment
• Desire to learn
• Reliable transportation
If you are a dependable, hard working individual looking to gain experience in the computer field, please call for consideration.
ALTERNATIVE RESOURCES CORP.
810-355-4900
An Equal Opportunity Employer

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 5 yrs. secretarial experience. Responsibilities include: assisting with hotel arrangements for meetings, maintaining meeting records, correspondence & completion, preparation & proofing of program copy. WordPerfect experience essential. Shorthand or transcription desirable. Send resume & salary requirements to:
Personnel Manager - CS
P.O. Box 33140
Detroit, MI 48219

CUSTOMER SERVICE
Use your telephone survey skills in plush offices of major consumer service firm. Will train. Two shifts, 10 hrs/wk 20 wks. Call Cindy 646-7664
Uniforce Temporary Services

CUSTOMER SERVICE REPS (WEEKENDS)
Kelly Temporary Services needs qualified candidates for WEEKEND ONLY Customer Service Representatives.
• Headquarters for local Retailer in Plymouth
• Day or afternoon positions on Saturdays AND/OR Sundays
• Excellent phone manner
• Previous computer/keyboarding experience required
CALL KELLY FOR AN IMMEDIATE APPOINTMENT
LIVONIA 261-4020
WESTLAND 326-5590
Equal Opportunity Employer

CUSTOMER SERVICE
Part time or full time positions available. Call Stephanie between 10am-2pm. 537-8679

CUSTOM SERVICE REP
Energetic, friendly, enjoy working with the public, detail oriented person wanted full time. Great benefits, salary, room for advancement. Contact Mr. Hoek at
GORDON CHEVROLET
459-5299

Customer Service Rep
Part-Time
Entry level position. Flexible 8 hour shifts between 8am & 8:30pm (approximately 24-30 hours per week which includes Saturday). Position requires typing and 10-key pad proficiency, order entry, pleasant phone manner & customer contact experience a must. Apply in person Mon-Fri between 8:30am & 12:30pm ONLY.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F/H

DATA ENTRY
★ Keystroke of 6500+ needed for long term assignment in Livonia area. Day & afternoon shifts available. Must have reliable transportation & an excellent work history.
DYNAMIC PEOPLE
464-6500

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge, part time, 20-30 hours/week. Need computer expertise (Windows, WordPerfect, Lotus). Call Dan Schwartz, 833-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

BOOKKEEPER NEEDED
Experience in computerized payroll, accounts payable/receivable and general bookkeeping background. Please send resume & salary requirements to: Box 894
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EEO
CAN YOU DO WINDOWS?
YES? EARN TOP PAY!
Experienced Wordperfect and Lotus operators needed for great contract assignments. Long & short term benefits, medical insurance available, free upgrade training. Many are Temp-to-Perm.
CALL TODAY!!
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Farmington Hills . . . 810-476-0660
Western TEMPORARY SERVICES

OVER 25 CLERICAL POSITIONS
Are now available at top companies in the Farmington Hills, Southfield, Novi areas. We are looking for experienced RECEPTIONISTS, DATA ENTRY OPERATORS, GENERAL SECRETARIES, and WORD PROCESSORS
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Southfield, MI., 48075

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City of Farmington Hills
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Personnel Department
City of Farmington
31555 W. 11 Mile Road
Farmington Hills, MI 48336
An Equal Opportunity Employer

DATA ENTRY & GENERAL OFFICE.
Full time, 8 hours/day, near I-96 Oaks mall. Experience helpful. Call Mrs. Hitchcock, 313-347-2310

DATA ENTRY
New Model Business Office supplies Detroit financial institution. Use your financial background and 9,000 a year time to be appreciated and rewarded with excellent pay plus benefits. Multiple locations.
Call Doris 848-7664
Uniforce Temporary Services

DATA ENTRY position available in Canton. 60 day assignment. 30 hours per week. Flexible schedule. Looking for detail oriented person who can type 50 wpm. $7 per hour.
Call Cindy, 981-4400

DATA ENTRY/RECEPTIONIST
Experienced with working knowledge of Database programs. Skills. Days and hours flexible. Send resume to:
Box 5084
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA INPUT OPERATORS - experienced in payroll preferred, IBM AS 400 or 2000 preferred. Permanent positions. Full & part time work.
Wages & benefits commensurate with experience. Auburn Hills office. Leave name & phone number on recording machine
313-0017

DATA PROCESSING
DMR Financial Services, Inc. is currently looking for data entry operators to add to the data processing department. Operator responsibilities include: Operator will be responsible for support, training and documentation of company software and hardware and software. Send Resume, in confidence, with salary requirements to:
Controller
P.O. Box 5084
Southfield, MI 48086-5084
An Equal Opportunity Employer

Desirable Positions
DATA ENTRY
Work in suburban sales office of one of the Big 3. Use your 10-key skills & be well organized. Benefits plus paid vacation.
Call Cathy, 799-3947
Uniforce Temporary Services

EDITORS AND INTERVIEWS
Needed by leading Market Research Company. Experienced preferred. Call, ask for Polly, 569-0444

ENTRY LEVEL POSITION with sales company. Wordprocessing, some light bookkeeping, good phone skills and attention to detail.
Sterling Volume Inc. 31731 W. Maple, West Bloomfield, MI 48322.

ENVIRONMENTAL LAB needs a meticulous person for counter/receptionist and sample handling with the following MUST skills: Microsoft-Excel, word processing, data processing and Microsoft knowledge is an added plus. NO CALLS. Send resume to: Marie, HVL, 5124 Harrison St., Romulus, MI 48174

EXECUTIVE SECRETARY
(822-5250)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee. Temp to perm.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
Requires WordPerfect, Lotus, dictating machine & shorthand. Organizational skills required. Real Estate/Development &/or construction experience required. Send resume, salary requirements to: Box 898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY with extensive word processing experience needed for busy management association. Non-smoking applicants must have strong computer skills using Microsoft Word for Windows with typing speed of 75 wpm+. A love of deadlines, outgoing personality, self motivation & strong grammar skills will make you the perfect applicant. Qualified applicants, please contact Ms. Ismail at 540-8833

FARMINGTON HILLS accounting firm seeking individual with computer experience accounting application. Data entry and general office duties. Send resume to Box 898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY-Successful candidate must have 3 years secretarial experience with at least 1 year reporting to Executive Director. Word processing and spread sheet software, shorthand skills 80 wpm and good communication skills. Associates degree or in business preferred. We offer competitive salary and benefits with opportunity for personal and professional growth. Send resume and salary requirements to: Sylvia, 23100 Providence Dr., Ste. 200, Southfield, MI 48075.

FILE CLERK - Do you have excellent phone skills? Apply at Pro Clean. Our firm is in need of a File Clerk with experience in filing, typing, and computer knowledge. Reply to: Personnel, Box 862,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK/GENERAL CLERICAL
Needed for Rent Insurance agency. Should have prior office experience & good communication skills. Great benefit package. Please send resume to: Hunter Insurance Agency, 30445 Orchard Lake Plaza Dr., 2-400, Novi, MI 48070 810-360-5100

504 Help Wanted Office-Clerical

LOOKING FOR an office work with these qualities: Positive, people oriented, thorough with problem solving abilities for customer service/clerical work in an insurance agency in N. Royal Oak. Computer experience a plus. Send resume to: Carole Balick, 772 Brookwood Ct., Rochester, MI 48309.

CUSTOMER SERVICE
Team oriented Customer Service Department seeking self motivated, friendly individual to process phone orders and perform solve for our nursing home customers. Candidate should have excellent 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 CH0325, Livonia, 48151.

25 DATA ENTRY CLERKS
NEEDED
UP TO $8/HR.
8,000 BONUS POINTS +
WOLVERINE STAFFING
TROY: 879-9070

WE'VE GOT THE KEY TO THE BEST DATA ENTRY JOBS
Immediate Openings
Minimum 8,500 kph.
For a wide selection of challenging assignments at some of the most prestigious companies. Call us at:
OLSTEN STAFFING SERVICES
Dearborn: 313-441-3182
Livonia: 313-525-1244

DATA ENTRY/CLERICAL
Fortune 500 company, located in Southfield, desires individual for Benefits department. Duties include claims payment information & general clerical duties. Must have data entry experience & word processing a plus. Reply to Box 718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK
Village Green Management Company, a leading apartment property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department. Typing, 10-key and CRT experience a plus. Other duties will be to assist as back-up switchboard operator. For consideration send resume with salary requirements to:
Director of Human Resources
Village Green Management A/R
30833 Northwestern Hwy.
P.O. Box 2068
Farmington Hills, MI. 48334
An Equal Opportunity Employer

DATA ENTRY
Full/part time. Enjoy your experience and attention to detail in the warm friendly atmosphere of a new expanding company. Flex time available. Call Beverly, 473-2932
Uniforce Temporary Services

DATA ENTRY & GENERAL OFFICE.
Full time, 8 hours/day, near I-96 Oaks mall. Experience helpful. Call Mrs. Hitchcock, 313-347-2310

DATA ENTRY
New Model Business Office supplies Detroit financial institution. Use your financial background and 9,000 a year time to be appreciated and rewarded with excellent pay plus benefits. Multiple locations.
Call Doris 848-7664
Uniforce Temporary Services

DATA ENTRY
Immediate full time career opportunity. Organizational skills a must! Responsibilities include: clerical duties, knowledge of WordPerfect 5.1, primary backup to busy Merlin II computer system. Telephone backup lines. Competitive salary and excellent fringe benefits. Must be bright, non-smoker & have a high work ethic. Excellent communication skills and ability to work as a team player a must. Join our established, progressive and rapidly growing retirement plan services corp.
If you are interested in growing with a leader in the healthcare industry, please send resume in confidence:
DIVERSIFIED REHABILITATION
Attn. Manager/Business Operations
75 W. Big Beaver Rd.
Troy, MI 48084-4903

GENERAL OFFICE: Filing, phones, etc. Part-time. $5.50 per hour. Apply in person: BMC Manufacturing, 100 S. Mill, Plymouth, MI.

GENERAL OFFICE: Filing, phones, etc. Part-time. $5.50 per hour. Apply in person: BMC Manufacturing, 100 S. Mill, Plymouth, MI.

GENERAL OFFICE
PART TIME
Filing, phones, typing, knowledge of Word Perfect. Call 478-9494

GENERAL OFFICE - Full time, data entry, phone, typing 50 wpm, filing, light filing, etc. 8 Mile/Farmington Road area. Call Gary, 473-2310

GENERAL OFFICE - Experienced for busy retail store. Full & part time. Apply Mon-Fri, 10-4 at Jacobson's, N. Woodward Ave., Royal Oak (between 13 & 14 Mile).

IMMEDIATE OPENINGS IN LIVONIA
Kelly Temporary Services needs high production data entry operators to work 20 hours per week. 4 hours per day between the hours of 8 AM - 5 PM or 5 PM - 9 PM. These are ongoing positions paid at $6.00 per hour per week permanent positions.
Call for an appointment.
522-4020
KELLY TEMPORARY SERVICES
An Equal Opportunity Employer M/F/D

INFORMATION Systems Manager (MIS), for mid-sized, multi-state manufacturing operation located interested in Oakland County. Must have experience with IBM-AS400, software program of Lotus/Notes and 20 plus years. Good benefits, salary negotiable. Send resume to: Box 843
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PROFESSIONAL PERSONAL LINES CSR - Troy insurance agency in need of career oriented individual with sales, customer service, data entry, bonus & benefit package. Contact Dolores, 810-362-8000

INSURANCE CSR ASSISTANT
Seeking energetic & motivated person for clerical support. Some experience preferred.
Please call Kathleen: 810-348-8200

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial Lines CSR
Part Time Positions to $10/hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
476-2200

INSURANCE-experienced, 20-25/hr wk. Mature, good personality & strong phone skills. Farmington area rep. Garden City area 261-1000

INVOICING/PAYABLES clerk needed for small established building manufacturer offering competitive wage & excellent benefits. Applicant will be responsible for daily invoicing, accounts payable, receptionist duties & general office work. Apply at other clerical duties. Applicant must be a self-starter with minimum of two previous experience with data entry & accounts payable. Must possess good math & typing skills & have a pleasant phone manner. Fax resume to: The Dietrich Tubing Mill, 12671 Eaton, Detroit, MI. 48227

EXPERIENCED LEGAL SECRETARY wanted for small office supporting a board in downtown Ann Arbor area. Knowledge of Word Perfect helpful. Salary commensurate with experience. Benefits available. Send resume to: Box 2026, Ann Arbor, MI 48106

504 Help Wanted Office-Clerical

JUNIOR SECRETARY
Outstanding opportunity to develop your career as team member with suburban office of major insurance company. Good skills and some office experience required.
Call Rose 473-2933
Uniforce Temporary Services

KEYDISK-KEYPUNCH
Experienced data entry operators, full/part time, day/afternoon shifts. Dearborn. Ms. Rodgers 561-5151

KEY ENTRY OPERATORS
Experienced operators, familiar with Intersa keyboard, needed for day shift, full or part-time. Flexible hours, benefits. 478-5111

KEYPUNCH OPERATORS- Full-time full/part time afternoons. Exp. reference required. 12,000 keystrokes. Farmington area. 474-1126

LAW OFFICE RECEPTIONIST
Farmington Hills firm seeking full time receptionist, Monday - Friday, 9-5:30pm. Answer phones, great client, light typing, excellent telephone manner to learn legal field, with room for advancement. Dependable, professional and positive attitude a must. Send resume to: 37000 Grand River, Suite 290 Farmington Hills, MI 48335

LEGAL SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placement, Register now with THE PEOPLE MARK
FEES EMPLOYER PAID
HILLSBORO & CROSS AGENCY, INC.
626-8188

LEGAL SECRETARY - experienced. Farmington office. 3 yrs. experience minimum, WordPerfect 5.1, non smoking office. 477-6000

LEGAL SECRETARY - Experienced in WordPerfect, large personal injury. Small firm, pleasant atmosphere. Resumes: 651-9138 or send: 31275 Northwestern Hwy., Ste. 102, Farmington Hills, MI 48334

LEGAL SECRETARY
Small office in Southfield prefers 2 yrs. experience in the practice field. Word processing, Multi-Mate, typing 50 wpm, use of dictating equipment. Call for appointment 559-9-5, Mon-Fri. 810-353-3757

LEGAL SECRETARY
Southfield personal injury firm seeks secretary with at lease 2 years personal injury experience. Word Perfect. Excellent salary & benefits. Send resume to: Box 100 Town Center, Suite 2510, Southfield, MI. 48075

LEGAL SECRETARY
Large Detroit law firm is looking for talented legal secretary for its Bloomfield Hills office. Must have 3 or more years litigation experience. Excellent proof reading & typing skills required. Excellent benefits package, team oriented & quality focused. Great fringe benefits, bonus & people. Competitive salary.
Send resume to: Box 830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
for downtown Detroit law firm. WordPerfect 5.1 required. Salary negotiable. Call Jeanette, 962-7722

LEGAL SECRETARIES
Need two people with experience. Salary negotiable. 2 to 5 Yrs. experience. Call Sheryl 552-8500

LEGAL SECRETARY
Temp to perm. Experience with litigation and WordPerfect. Farmington Hills. Call Patricia, 313-535-2299

LEGAL SECRETARY
Position available for litigation secretary & organizational skills. The successful candidate will be comfortable with a heavy workload independently. Some exposure to the legal field helpful but willing to train right person with strong academic skills. Excellent benefits & work environment. Please send resume to: Human Resources, PO Box 250118, Franklin, MI 48025.

LEGAL SECRETARY
Legal Secretary with 1-3 years experience needed for Farmington Hills personal injury law firm. Please send resume to: Office Manager, 31731 Northwestern Hwy., Suite 240, Farmington Hills, MI 48334

LEGAL SECRETARY - for Detroit defense firm. Minimum requirements 3 yrs. experience. Knowledge of WordPerfect, excellent organizational & self motivation skills required. Competitive salary & benefits. Resume to: Suite 3660, Penobscot Bldg, Detroit, MI 48226.

LEGAL SECRETARY
Multi-disciplined law firm seeked to support legal counsel in fast paced office. Work in processing skills, typing 70 wpm, & priority & organizational skills a must. Minimum 3 yrs. experience. Salary commensurate with experience. Benefits included. Send resume to: Legal Secretary, P. O. Box 5545, Plymouth, MI. 48170

LEGAL SECRETARIES
1-2 YRS. EXPERIENCE
REQUIREMENTS:
• WRITING
• LOTUS 1-2-3
• WORDPERFECT
Call Now!
WOLVERINE STAFFING
358-4270

LEGAL SECRETARY for Birmingham law firm. 2 years litigation experience. Word Perfect 5.1. Call immediately for Office Manager, P.O. Box 5195, Birmingham, MI 48012-5195.

LEGAL SECRETARY - PART TIME
For small Farmington Hills general practice firm. Legal experience preferred but not required. Must possess strong organizational skills required. Salary negotiable. Please call Joel Kaufman for appointment. 851-2880

LEGAL SECRETARY: 70 wpm minimum, excellent knowledge of WordPerfect 5.1, transcription for deposition preparation, communication with clients, telephone skills (80 a wpm), scheduling & filing. Attention to detail, able to work unsupervised & work well with others. Salary DOE, based on skills, commensurate with experience & benefits available. Send resume to: Office Manager, 33411 Beechnut Ave., Westland, MI 48185

LEGAL SECRETARY
Bloomfield Hills law firm seeks a happy motivated, experienced legal secretary with minimum 3 years experience in litigation. Additional requirements: WordPerfect proficiency, dictaphone experience, ability to type and written communication skills, excellent organization skills, ability to work in a team environment. Non-smoking office. Send cover letter, resume and salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL
TOP RATES $97.50...for your top skills.
Recruiting for legal temps, legal secretaries and experienced ABA paralegals. Call, fax or mail your resume to:
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 355-0235 Phone 355-0300

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Experienced, for permanent & temporary positions. Call today.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4681

LEGAL SECRETARY needed for real estate/development company. Word Perfect 5.1 required. Knowledge of Lotus. Strong organizational skills and attention to detail a must. Salary commensurate with experience. Send resume to: Box 698
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
For Farmington Hills firm. Minimum 3 years experience. WordPerfect 5.1, know medical terminology, with good organizational communications skills. Send resume and salary requirements to: D.K.P.
20777 Center Park Dr., Suite 275,
Farmington, MI 48335

LEGAL SECRETARY - Experienced & professional wanted for insurance firm in Southfield. Must be self motivational & communication skills, accurate typing, Word Perfect 5.1 knowledge. Salary commensurate. Call Cathy. Reply to: Personnel, Box 862,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Garan, Lucow, Miller is looking for a legal secretary with litigation experience to work in medical malpractice area. Must have excellent word processing skills, be team player and able to handle a heavy work load. Word Perfect experience helpful but offer an excellent work environment. Send resume, salary and accomplishments to: Human Resources, Garan, Lucow, Miller, 1000 Woodbridge St., Detroit, MI 48207.
An Equal Opportunity Employer

Immediate position available for litigation secretary. Must have excellent Word Perfect 5.1 skills with regards to speed (min. 75 WPM), proofreading, grammar & spelling. Legal experience necessary. Excellent benefits package. Some mandatory overtime. Excellent pay and benefits for qualified applicant. Send resume to: Box 2000, Dept. 1
HOWARD & HOWARD ATTORNEYS
1400 Woodbridge, P.O. Box 2101,
Bloomfield Hills, MI 48304

MANAGER/SECRETARY
Detailed oriented for insurance agency. Real Estate & Word Perfect experience a must. Salary commensurate with experience. Send resume to: Fidelity Title, Co. Attention: Carol, 32100 Telegraph, Suite 215, Bingham Farms, MI 48025 or call Carol for more details, 645-1700

MARKETING ADMINISTRATOR
Aggressive, highly organized, good communications skills needed. Familiar with WordPerfect & Lotus & a general office procedures. Must make direction easy & work without constant supervision. Salary commensurate with experience. Benefits. Send resume to: Box 830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NEEDED

• Administrative Assistant
WordPerfect & Lotus
• Word Processing Secretary
Word Windows
• Word Processing Operator
Macintosh
• Receptionist
7 lines, light typing
• Bootha Aide
For downtown seminar.
Call or come in today
OLSTEN STAFFING
373-8118

NOW HIRING
* DATA ENTRY
* WORD PROCESSORS
* GENERAL OFFICE
Must have 6 months on the job experience. Jobs conveniently located in Detroit, Southfield, Troy and Farmington Hills Areas. Call NOW for appointment.
METROSTAFF
Temporary Services
569-8700
NO FEE EOE

OFFICE ADMINISTRATOR
Full time position for sales, job for a rapidly growing Livonia company. Typing & computer experience necessary. Excellent benefits. Call 261-3000

OFFICE ASSISTANT
Person needed for manufacturing company in Livonia. Variety of duties. Must be able to work in a fast paced environment. Call Mon.-Fri., 8-11:30am. 464-8200 ext. 18

OFFICE CLERICAL
Full time. Variety of office duties. Must have phone skills. Call Ms. Hoggerty between Joy & Warren, 8AM-3PM, Mon.-Fri.

★ **OFFICE/CLERICAL**
Fasted paced Lathrup Village office needs a motivated person for general office duties. Must be experienced with the 10 key pad (Mac Write & Excel) type 50wpm min. dictation skills a plus. Must be organized, possess full time, must be flexible. If you are well organized & a self-starter & would like to be a team player in a professional environment, please send resume, references and wage desired to: 18500 W. 10 Mile Rd., lathrup Village, MI 48076

OFFICE HELP NEEDED
Full time position available for fast paced Southfield office. Must be accounting & computer experience helpful. Salary DOE. Benefits.
Apply in person: 313-277-0200

OFFICE MANAGER
With WordPerfect proficiency, strong organizational skills, good telephone manner, full time position, salary DOE, benefits.
Call 354-5551

OFFICE MANAGER - The Body Shop, a retailer of quality bath products, skin care & hair care preparations, seeks an office manager/bookkeeper. Computerized bookkeeping is a must. Forward resume by mail to: 1480 Old Baldwin, Bloomfield Hills, MI 48009 or fax: 810-847-8104

OFFICE POSITION
Full-time, light typing position for apartment complex, Plymouth area.
453-1215

ORDER ENTRY
Metal stamping manufacturer in Livonia looking for someone who is pleasant to work with, good numbers, data entry computer experience. Send resume to: P.O. Box 2994,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME - branch office of Transamerica Life Co. In Troy has immediate opening for a permanent part time data entry position. Ideal candidate is a student, homemaker or retiree. Pleasant work environment. Non-smoking office. Send cover letter, resume and salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME ENTRY LEVEL
Clerical position available in insurance office located in Farmington Hills. Filing, typing and data entry skills are required. Knowledge of insurance is desirable but not necessary. Send salary requirements and resume to: Box 2000, Dept. 2
Farmington Hills, MI 48333-2999

PART-TIME, permanent, clerical position in Southfield. Accounting experience helpful. Phone, filing & typing. Computer experience helpful. Call 557-0863

PERSONNEL - Needed for Farmington animal hospital. Experience or knowledge of computers helpful. Call 810-477-0334

RECEPTIONIST/SECRETARY
High-energy person with good typing skills. Phone 208-3600 or 562-9842

504 Help Wanted Office-Clerical

RECEPTIONIST
Good phone skills, light typing, varied duties.
ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

RECEPTIONIST - construction company seeking individual with general office skills to answer phones, typing, light bookkeeping and typing resume to: Rock Homes, 30600 Telegraph, Suite 4290, Bingham Farms, MI 48025.

RECEPTIONIST - Senior Citizens, 6 days, 40 hrs. for Troy based company. Send resume to: Box 700
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Part-time afternoons for Troy based office. Duties include: answering phones, data, mail, data entry, typing & filing. Send resume to:
Mail Stop 1000, 655 Oliver,
Troy, MI 48084. Attention Anne.

RECEPTIONIST - Healthcare Provider in Farmington seeking a full time receptionist for front desk operations. Requires multi-line phone experience and some computer knowledge. Full time office hours care field a plus. Primary duties include phone operations and clerical assistance. Competitive salary and benefits. Please forward resume to: Human Resources Director, P.O. Box 7248, Bloomfield Hills, MI 48302-7248

RECEPTIONIST/OFFICE CLERICAL
For fast paced insurance agency in Farmington Hills. Must have good typing & multi phone experience. Pleasant work environment. Salary DOE. Call Carol, 476-5250

RECEPTIONIST/SECRETARY for video company. Professional phone voice, general office experience & transportation necessary. Royal Oak. 284-4080

RECEPTIONIST for Birmingham development company. Must know WordPerfect 5.0. Symphony, Excel. Send resume to: 1935 E. Maple, Birmingham, MI 48009.

RECEPTIONIST/CLERICAL
Waterford area. Light typing and filing. Phone & typing skills a must. Call:
476-1000
PEOPLEMARK

RECEPTIONIST - expanding company seeks receptionist for new office in Plymouth. Typing and general office skills required. Full time position. Call Sue. 476-2500

RECEPTIONIST
Full-time Answer phones, light typing, filing. Plymouth area.
Send resume & letter to: Box 726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

A Growing Company is looking for someone to share our office with clerical work. Duties include typing, filing, and answering phones along with other clerical work as required. Please apply at 40 Shaws Plaza, Novi between 7am-5pm, Mon.-Fri.

RECEPTIONIST
For busy Livonia office. Pleasant voice, good personnelmanship are essential. Light typing. Will train to learn and quick study. ONLY call Personnel Director, Thurs 2-4 and Fri 1-4 at 522-2913

RECEPTIONIST/SECRETARIAL
Busy Southfield law firm is looking for energetic individual to answer phones and perform clerical duties. Some typing required. Weekend hours. Some weekday as needed. ENTIRELY 21 Mile, Mile & Anne Norris. 484-7111

RECEPTIONIST
Manufacturing facility looking for a receptionist with prior front desk experience and cheerful personality. Must be professional in appearance and have good telephone general office skills. Apply in person:
Mon.-Fri., 8am-5pm. 1351 Rix Rd., Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST needed real estate development corporation. Candidate must be a team player, computer literacy, and professional in manner. Must be capable of performing a variety of duties. Please send resumes to: Beachum & Roberts Management Corp., 31100 Northwestern Hwy., Ste. 200, Farmington, MI 48025. Attn.: Confidential.
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD
Canton area manufacturer of trailer kitchen has an immediate opening. Must have pleasant personality and excellent typing skills. We also do clerical typing for Personnel Dept. Full time with benefits.
Send resume to: Personnel,
Kitchen Kompact, 2500 Van Born Rd.
Canton, MI 48188

RECEPTIONIST

Full time position available at our Farmington Hills office. The successful candidate must possess strong phone skills, have the ability to handle a large volume of phone calls, be able to type a minimum of 40 wpm and good math skills also required to be able to assist other office procedures. Knowledge of Lotus 1-2-3 a plus. Excellent health/benefit package. Only qualified applicants need apply 8:30am-5pm, Mon-Fri. Fax or send resume including salary history to:
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150.
Equal Opportunity Employer M/F/H

REFORD office seeks a motivated individual for an OFFICE MANAGER. Computer, phone, typing, bookkeeping skills. Call MARTINO immediate opening. 255-0094

SALES SECRETARY
Immediate opening in national education training group (NETG), the leading provider of technical training has an opening for a part time, which may lead to full time, position in our Farmington Hills office. For consideration you must possess the following qualifications:
2-3 years secretarial experience.
Previous sales office experience preferred.
Through knowledge of Word 2.0 and Excel 4.0 for Windows.
Typing speed 60wpm.
Call 553-7300 for phone and communication skills
Ability to prioritize daily activities and assignments.
Must be a positive, enthusiastic, well organized individual.
Ability to multitask, should send their resume, including salary history, confidentially to:
NETG
Box 13
34405 W 12 Mile Rd., Ste. 380
Farmington Hills, MI 48331
Equal Opportunity Employer M/F/H

PERSONAL SECRETARY
Full time position. Southfield location for this mature individual with excellent typing, shorthand & telephone skills. Must be detail oriented, of responsibilities relate to charities, fundraising. Candidate should be detail oriented; excellent communication & interpersonal skills required. Salary to commensurate with experience. Send resume to: Box 5087, Southfield, MI., 48086.

ENTRY-LEVEL SECRETARY

Village Green Residential Properties, a leading national real estate firm, headquartered in Farmington Hills, is currently adding an entry level secretary. The individual must possess one to three years secretarial experience, courteous phone skills, excellent communication, a high degree of professionalism and strong organizational skills. Word Perfect 5.1 and Lotus preferred.
For immediate consideration, qualified candidates should send resume and salary requirements to:
VILLAGE GREEN COMPANIES
30833 NORTHWESTERN HWY.
3RD FLOOR
FARMINGTON HILLS, MI. 48334
Attn: Sandy Bernstein
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Needed full-time for health care agency in Farmington Hills. Send resume to: M.P.B., 29482 W. 10 Mile Rd., Farmington Hills, MI 48334. Or call Lauie Kugler, 474-3335

RECEPTIONIST/SWITCHBOARD - operator needed part-time in Plymouth for long term assignment. Mon-3 days a week. Call 454-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/DATA ENTRY
Full-time for busy Southfield law firm. Telephone and computer experience necessary. Some filing and general office duties. Non-smoking. 827-7000

RECEPTIONIST - PART-TIME
Sterling Heights law firm seeking an energetic person with excellent phone skills. Wordperfect a must. 20 to 25 Hrs. Send resume to:
HUNGRY HOWIE'S PIZZA
Attn.: Sarah Lynn, 35301 Schoolcraft, Livonia, MI 48150

RECEPTIONIST

Unique temp to perm growth opportunity! Ideal candidate will thrive in a high atmosphere of this major international service firm. Learn new skills. Flexible hours.
Call Rhonda, 646-8188
Uniforce Temporary Services

RECEPTIONIST
Seeking friendly professional individual as Receptionist for large, fast paced apartment community in Southfield. Qualified applicants must possess typing skills and previous background in apartment client. Benefit package available.