EMPLOYMENT

504 Help Wanted Office-Clerical

CLERICAL - Troy investment firm seeks clerical person 30-40 hours per week, flexible. Send resume, salary & benefit requirements: 1301 W. Long Lake, Ste. 310, Troy, MI 48098

CLERK
Immediate opening for full time Clerk, in Pathway Review System, located in Plymouth. Word processing experience necessary. Interested applicants should contact Mary Martus, PR, Manager of Client Services at: 313-459-2997

CLERK - Plymouth manufacturing company seeking clerk to process and handle paperwork for our warehouse facility. Must be energetic and have good phone skills. For more details call 453-4400 ext 203

CLERK TYPIST
Duties include typing (50WPM accuracy), maintaining computer records, making payments, filing. Some exes. required. High pay for right person. Send resume to: P. Sutton, 6012 Merriman, Garden City, MI 48135. E.O.E.

CLERK TYPIST
PART-TIME
First Federal of Michigan has an opening in its Customer Service department of our Birmingham office at Adams & Maple. Responsibilities and duties must have general clerical experience, the ability to type accurately, must be able to use the ability to deal with the public in person and over the phone. Work hours will be 10am - 2pm, 2-3 days per week.

Apply in person 10am-2pm, Mon. thru Fri. at the personnel office, main office or at the First Federal Bldg., downtown Detroit, corner of Woodward & Lafayette. Attention: Personnel Division, 5th Floor. It is the policy of First Federal to conduct pre-employment drug testing.

FIRST FEDERAL OF MICHIGAN
1000 Maple
Birmingham, MI 48008
An Equal Opportunity Employer

FULL TIME COMPUTER SUPPORT needed. Knowledge of programs, Pagemaker, Harvard Graphics, and word processing. Must have personal skills a must. Please send resume and salary requirements to: Northwestern National Life, 5001 W. 80 Ste 250 T56, West Bloomfield, MI 48323.

CUSTOMER SERVICE
Unique long term opportunity with temp to perm opportunity for your people skills with major service provider to Fortune 500 companies. Train for variety of assignments. Bloomfield Hills.
Call Cathy 646-7554
Uniforce Temporary Services

CUSTOMER SERVICE
Immediate need with major research firm in Farmington Hills area. Qualified candidates must have light computer and good communications skills. Prior business experience. Thorough training provided to selected candidates. Full/part time. Day & nights available. Some weekends. Call Diane at 799-3948
Uniforce Temporary Services

CUSTOMER SERVICE COORDINATOR
Major specialty steel producer offers a career type opening at its local Troy sales office for customer service coordinator. This entry level position requires excellent typing, computer skills, & good telephone demeanor. Prior customer service helpful. Must be high school graduate. Competitive salary & benefit package offered. Send resume to: Carpenter Steel, 448 Executive Dr., Troy, MI 48083

An Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVE
Entry level position. Full-time for outstanding individual with strong phone & written communication skills. Send resume to: SNPCO, PO Box 2600, Troy, MI 48007, Dept. SWF.

CUSTOMER SUPPORT
immediate opening for an outgoing, high energy, people oriented representative with one of Michigan's largest distributors of office products. Must be dependable, motivated & have good phone skills. Excellent environment with heavy income & career potential. Apply in person at Business Resources Inc., 34154 Schoolcraft, Livonia.
• An Equal Opportunity Employer

DATA ENTRY • Experienced person for busy medical office. Medical accounting background needed, looking for dependable person with good, clear attitude. This is a fast paced work environment. If qualified call 348-3100 ext. 43-3100

DATA ENTRY
Full/part time. Enjoy your experience and attention to detail in the form work industry. Experience of a few spanding company. Long term positions. Text editor available. Call Donna 473-2932
• Uniforce Temporary Services

DATA ENTRY/CLERICAL
full time position. Must have previous experience and be willing to work overtime. Good benefits. Send resume:

Attn: Mrs. Laetsch
Modeler Mfg. Co., Inc.
45938 Plymouth Oaks Blvd.
Plymouth, MI 48170

DATA ENTRY - long term full time, must be experienced. Call Gary or Shannon 455-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
minimum 1 yr. experience. Lotus 2.3 preferred. Full time, Flex time, non smoking environment, and medical benefits. PO Box 587, Southfield, MI 48037-0587

DATA ENTRY
few long term openings with prestigious national financial institution. Positions in both Detroit and Southfield. Must be experienced and have 10 key speed. Competitive salary and benefits. Call Doris 313-259-7564
Uniforce Temporary Services

DATA ENTRY OPERATORS
computer services company in Novi is seeking 10-key experienced data entry operators with a proven history of speed & accuracy. Prior experience a must. Full time, day & shift positions are positively available. Good pay & benefits await qualified candidates. For more information please call between 1-5pm at 261-8220

DATA ENTRY
part-time, Mon-Fri. 10-2. Excellent wages. Near social office. 478-7355

DATA ENTRY PROOFREADERS
Farmington Hills area. Monday, Tuesday, Friday evenings, Saturday 8-5. Work in W. Bloomfield area. Call Mr. Ken at 661-0487, Farmington, MI 48333-0487. Or call: 474-1900 Ext. 35

DATA ENTRY
$6 per hour. Livonia area.
Call Lee Temporaries
789-4802

DENTAL ASSISTANT
experienced or will train. Farmington/W. Bloomfield area.
Call after 6:30PM 421-7938

ENGINEERING CLERK
PART TIME
office experience required. 8 days per week, 4 hours per day. EUROPEAN GOOD. South Lyon area. $7-$8/hour, depending on experience. WordPerfect, filing, photocopying, obtaining & general office skills. Applicants will be thoroughly screened for good opportunity and pleasant working conditions. Responsibilities are as little as one; company is growing and may be opportunity for additional hours. Send resume: South Lyon Clerical, Box 2107, Southfield 48037

ENTRY LEVEL
clerical career opportunity with southeastern Michigan's largest 1787 VAR. Competitive salary plus + 401-k plan, profit sharing, and full medical, dental, optical insurance, tuition, paid holidays, etc. Farmington Hills or call for an appt. 488-0000 ext 202

504 Help Wanted Office-Clerical

DEPENDABLE, MATURE person needed to do filing, typing & general office work. Please apply in person, 1847 Maller Rd., Garden City.

DESK TOP PUBLISHER
With type setting background. 2-3 years experience. Quark Express. Type 50 wpm. Call Paul 398-6209

ENTRY LEVEL OPPORTUNITY
For highly motivated detail-oriented Payroll Assistant. Responsible for weekly payroll processing and accounting reconciliation. Position ideal for individual with strong organizational & communication skills. Proficiency in math & data entry a plus. Payroll experience and an Associate Degree preferred. Send resume with salary requirements to: Personnel, P.O. Box 3400, Novi, MI 48376-3400

ENTRY LEVEL position available in western suburb. Billing department. Engineering company. Data entry, filing. Some basic computer knowledge preferred. Call Paul.
FULL BENEFITS
Send resume to:
Mr. Gary
P.O. Box 1065
Westland, MI 48185

EXECUTIVE ASSISTANT
PRUDENTIAL SECURITIES
Seeking highly motivated, take-charge individual to work with senior V.P.'s of large national firm in Birmingham. Experience in investment industry a must. Also, computer, telephone & writing skills necessary. Excellent opportunity for career type. Salary open. Ask for Betsy 645-6450

EXECUTIVE LEGAL SECRETARY
Bloomfield Hills law firm seeks special person to assist senior partner in busy, fast-paced practice. Requires excellent communications & secretarial skills, good organizational abilities, excellent command of the English language & the ability to manage multiple projects simultaneously. Shorthand & computer literacy required. Very pleasant office & a competitive environment. Competitive salary & benefits. Send resume to: Personnel, 2050 W. Woodward Ave, Ste 350, Bloomfield Hills, MI 48304

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

EXECUTIVE SECRETARY
Farmington Hills based Real Estate Investment/Management firm has a full time secretarial position available with full benefits. The successful candidate will be well versed in Word-Perfect and Lotus for Windows. A flexible schedule and an active demanding environment will await the successful candidate. Send your resume and salary requirements to:

Sue Crotsley
Human Resources Manager
Clover Communications, Inc.
P.O. Box 40
Novi, MI 48376
An Equal Opportunity Employer

HUMAN RESOURCES Clerk
Position supports Human Resources Department for large downtown Detroit company. This busy office needs an entry level clerk to do light typing, filing, photocopying, answering phones and various other tasks. The highly visible position offers a great opportunity for advancement for the ideal candidate. Candidates should be able to type accurate rate typing skills (40 WPM), word processing (must know WordPerfect and/or Word Star), Lotus 1-2-3 a plus! Qualified candidates send resumes to:
Human Resources Clerk
P.O. Box 3059
Detroit, MI 48231

Insurance • Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's & CSA's
Part Time Positions to $10/Hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

JUNIOR SECRETARY
Develop your career and learn new skills with suburban office of Fortune 500 energy company. Good phone skills and some office experience. Call Rose 473-2932
Uniforce Temporary Services

KEYDISX-KEYPUNCH
Experienced data entry operators, full and part time, downtown Detroit, Mr. Roberts 681-5151

KEYPUNCH OPERATORS- Full-time and temp. full/part-time assignments. Experience required: 12,000 keystrokes. Farmington area. 474-1136

LARGE COMMERCIAL Real Estate firm seeks self-starter for fast paced secretarial position. Candidate must possess a minimum of 3 yrs. experience in demonstrable proficiency in WordPerfect 5.1, Lotus 2.4 & Dbase, preferably Paradox 4.0. Send resume with salary requirements to: Box 800
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LAW STUDENT or ParaLegal wanted for small Birmingham firm. Experience or good education required. Good pay. 642-9700

LEGAL
Available now!! Top permanent positions at leading firms in the Metro area.
Call us today...
Interviews tomorrow...
Offers to follow.
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 354-0275 Phone: 358-0080

LEGAL SECRETARY
Part time for independent contractor. Wordperfect 5.0.
Troy 952-8400

LEGAL SECRETARY
Farmington Hills Defense Firm seeks legal secretary with litigation experience, top notch skills, 90 wpm, WordPerfect, highly organized and motivated. Room for growth, benefits, salary commensurate. Send resume for immediate interview to: Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES
Experienced, for permanent & temporary positions. Top salaries.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY - Excellent typing/word processing skills. No previous legal experience needed, will train. Southfield. 356-2042

LEGAL SECRETARY - Troy law office. Experienced, excellent typing & WordPerfect required. District Court experience helpful. 643-5444

LEGAL SECRETARY
for small Bloomfield firm. Legal experience and efficiency in W.P. 5.1 required. Non-smoker. $8.50 an hour. No insurance. 647-0600

504 Help Wanted Office-Clerical

LEASING CONSULTANT
for large downtown Detroit location. Candidate must have outstanding sales ability & understanding of marketing. A proven track record & real estate license preferred. Attention to detail, professionalism & enthusiasm a must. We offer top compensation, training & a strong benefit program. Qualified applicants, send resume to: Box 787
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART-TIME LEGAL SECRETARY
Redford Twp. law firm seeks part-time legal secretary to work 2 or 3 days a week, 9 a.m. to 6 p.m. Experience in WordPerfect 5.1 and Workers' Compensation preferred but not required. Must type 55-70 wpm. Send resume and salary requirements to:

Branch Office Manager
Kirkon, Garzbier, Drutchas, Wagner & Kenney, P.C.
3001 Penobscot Building, Ste. 200
Troy, MI 48084

★ LEGAL SECRETARY
For Senior Partner
Southfield firm seeks organized professional secretary. Must know WordPerfect and possess excellent communication and computer skills. Minimum 3 years litigation experience required. Competitive starting salary with benefit package. Call Patricia at 948-9494
or FAX resume to 948-9494

LEGAL SECRETARY, experienced, for small Bloomfield Hills office. Full & part time available. Salary commensurate with experience. Send resume to: 39350 Village Beach Drive, #202, Farmington Hills, MI 48331

LEGAL SECRETARY
For Birmingham law firm. 2 years medical malpractice experience. WordPerfect 5.1. Send resume to: Office Manager, P.O. Box 1899, Birmingham, MI 48012-1899.

LEGAL SECRETARY • Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 651-9138 or Send resume: Box 1000, Suite 100, Bloomfield Hills, MI 48304

LEGAL SECRETARY for Farmington Hills law firm. Must be highly organized with excellent grammatical skills, proficient with WordPerfect 5.1 & have 3 years recent experience in corporate & commercial litigation support. Contact Kim to arrange an interview 810-442-0510

LEGAL SECRETARY - Southfield law firm specializing in workers' compensation attorney. Experienced preferred. Word processing experience, non-smoker. Salary commensurate with experience. Send resume to: Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Large Detroit law firm looking for talented legal secretary for its litigation department. Must have 3 or more years litigation experience. Excellent proof reading & typing skills required. Must be detail/client oriented & quality focused. Great fringe benefits, working in people. Competitive salary.
Send resume to: Box 630
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Full/part time experience necessary for personal injury litigation. Fringes, bonus plus salary. Call 354-2500

LEGAL SECRETARY - 2 days a week, 3 years litigation exp. Word/Perfect required. Non-smoking office.
Call 645-1008

LEGAL SECRETARY, experienced, PART TIME, Flex time, Good phone skills, typing & WordPerfect required. Ask for Rhonda: 522-2700

OFFICE/CLERICAL
All around clerical person needed for insurance repair company. Must have good phone manners & good typing. Part time leading to full time. Good pay for right person. 313-535-7580

OFFICE CLERICAL • full time position for Farmington Hills company. Requires and experienced, organized individual capable of multi-tasked person with computer, spreadsheet, word processing and accounts payable experience. Reliable team player essential. Send resume to: Box 2107, P. O. Box 2107, Hazel Park, MI 48030

OFFICE CLERICAL
Leading Southfield supplier has immediate opening for a clerical assistant in its sales department. Position involves basic clerical duties such as filing, 40 wpm typing, 10-key. Please send resume with salary requirements to: Human Resources, Dept. CC
Application to: HR Department I.P.I., 12400 Burt Road, Detroit, MI 48228

OFFICE CLERK - sales required: WordPerfect, typing, data entry, filing. Various other functions for Fabrication Dept. Spread sheets & purchasing skills a plus. Send resume & salary requirements to: RMM Fabricating, 375 Manufacturer Dr., Westland, MI 48185.

OFFICE HELP — 11 Mile/Greenfield area. Pleasant phone voice, filing, etc.
Call 543-2200

OFFICE MANAGER
Midsized Troy law firm seeks office manager. Send resume to: Legal Administrator, 2950 W. Big Beaver, Suite 550, Troy, MI 48084

OFFICE MANAGER
Bloomfield Hills engineering/design/build firm seeks individual to be AR. Proficient on Quicken & Excel & Word. Salary commensurate.
Send resume to: Box 818
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
We seek a professional individual with strong interpersonal skills, excellent written & oral communication skills, computer literate with an understanding of WordPerfect, Paradox, Harvard Graphics & Lotus. Interested candidates should fax resumes to 377-0403. Attn: Human Resource or call 377-0400

OFFICE MANAGER needed for active patient psych clinic. Computer experience required. Call 9-noon: 851-8020

PART TIME ASSISTANT
light books,keeping, filing, good organization skills. Work 10-2 daily. Salary open. Birmingham. 646-1584

PART TIME OFFICE • Mature person who likes people, to help us spoil the patients of our Livonia dental practice. Business calls only. Sev at. 313-462-5865

★ ATTENTION
PERSONNEL COORDINATOR
• Interviewing
• Staffing
• Customer Service
• Bookkeeping
• Reception duties
• $7.50-$8.50 per hour
MasterStaff
442-2255

PERSONNEL/PAYROLL
Must have experience in ADP Payroll, which is responsible for W/C claims, insurance, weekly and bi-weekly payroll, daily personnel record keeping. WordPerfect & Lotus 1-2-3 is a plus. Please send resume & salary requirements to:
TUF DETROIT
1200 Harbor Bay
Detroit, MI 48207
NO PHONE CALLS PLEASE. EOE.

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Troy law firm, 1 yr. experience preferable. Salary negotiable. Send resume to: 4000 Livernois, Suite 110, Troy, MI 48098
or Fax to: 810-680-0637

MAIN ROOM CLERK POSITION
Nov. Entry level, will train. Full or part time. Interviews available immediately. Call Esther at 471-1000

MEDALLION HOMES
IS EXPANDING
Experienced sales people needed immediately. Great opportunity with unlimited income potential. Join our team now. Call today, Terry:
810-887-5000

MEDICAL RECEPTIONIST
Experienced, to run front desk for a professional surgery office. Prior exp. or experience preferred. Full time, benefits. Please submit resume to: Box 630
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MORTGAGE SERVICING
HELP WANTED
If you need some extra money and can't work Monday, Wednesday, or following eves: Mortgage Payoff or Hazard Insurance Processing, we need you. Experienced or not, Mortgage System would be a plus. Hours are Tues, Thurs, Fri, Sat, Sun time from 9pm-6pm. Mon.-Thurs. Send your resume to:
MVD Mortgage Company, 24370 Northwestern Hwy., Southfield, MI 48075. Attn: Human Resources

NOW HIRING
* DATA ENTRY
* WORD PROCESSORS
* GENERAL OFFICE
Must have 6 months on the job experience. Temp to perm positions in Detroit, Southfield, Troy and Farmington Hills Areas. Call NOW for appointment.
METROSTAFF
Temporary Personnel Service
569-8700
NO FEE EOE

OFFICE ASSISTANT
Downtown area Excellent complex has an opening for an Office Assistant. Duties will include answering phones and some light typing. Some experience helpful. Send resume to: Office Assistant, Box 830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Part time for growing firm in Southfield. 15-25 hrs. per week. Call Chris at: 540-2020

OFFICE ASSISTANT
Part-time position in Northwestern Hills area law firm. Variety of duties including deliveries, document & filing, 40 wpm typing, 10-key, errands, projects, etc. Send letter or resume to: Human Resources, PO N. Woodward Ave, Ste 350, Bloomfield Hills, MI 48304

OFFICE ASSISTANT • Part time position (25 hrs./week — premium rate for attorneys). Pleasant professional office. Duties include filing, errands, light typing (WordPerfect 5.1 a plus) and assist professionals. Need reliable car (mileage paid). Mail resume to: McKenna Associates Inc., 38955 Hills Tech Dr., Suite 100, Farmington, MI 48331
An Equal Opportunity Employer

OFFICE CLERICAL - part time position for experienced individual with excellent clerical skills (typing, word processing, reception/switchboard). Send resume & salary requirements to: Personnel Manager, P.O. Box 2009, Bloomfield Hills, MI 48303-2000.
EEO/AA

OFFICE CLERICAL
Permanent part time. $5.50/hour. Farmington Hills area. Good telephone skills, typing & WordPerfect required. Ask for Rhonda: 522-2700

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All around clerical person needed for insurance repair company. Must have good phone manners & good typing. Part time leading to full time. Good pay for right person. 313-535-7580

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★ ATTENTION
PERSONNEL COORDINATOR
• Interviewing
• Staffing
• Customer Service
• Bookkeeping
• Reception duties
• $7.50-$8.50 per hour
MasterStaff
442-2255

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Must have experience in ADP Payroll, which is responsible for W/C claims, insurance, weekly and bi-weekly payroll, daily personnel record keeping. WordPerfect & Lotus 1-2-3 is a plus. Please send resume & salary requirements to:
TUF DETROIT
1200 Harbor Bay
Detroit, MI 48207
NO PHONE CALLS PLEASE. EOE.

504 Help Wanted Office-Clerical

OFFICE MANAGER - Part-time, for exterior design/interior shop. Must have good bookkeeping & clerical skills. Some typing, good phone, computer literate. Knowledge of/or retail experience helpful. 645-2433

PART TIME ENTRY LEVEL
Clerical position available in insurance office located in Farmington Hills. Flexible hours. Light entry skills required. Some insurance knowledge is desirable but not necessary. Send salary requirements along with resume to: PO Box 2999, Farmington Hills, MI 48333-2999

PART-TIME PHONE contact & some clerical help wanted. Mon-Fri evenings. Livonia area. Call Ann
473-4031

PART TIME RECEPTIONIST
Light clerical, typing, phone knowledge a must. 11-9, Mon-Fri. Call 9am-12 only. 522-6530

PAYROLL CLERK
full time position available immediately, word processing & Lotus skills required, benefits. Please reply to Payroll Supervisor, P.O. box #246, Troy, MI 48099

PHONE RECEPTIONIST wanted for company of 25 employees. We are looking for a person, preferably with a wonderful phone voice, organized, with a positive attitude. Work motivation to do a good job for the company is important. Starting salary $19,000 or higher based on experience. Full benefits package. Please send resume to: Mr. Healthy Options, PO Box 2604, Farmington Hills, MI 48333-2604

PHONE RECEPTIONIST
DATA ENTRY
Need multi-line phone skills, friendly voice and computer experience. Apply in person 9-4 or 3-15-94, between 9.00-4.00.
Dynatec, Inc.
17187 N. Laurel Park Drive
Suite 401
Livonia, MI 48152

PLACEMENT SPECIALIST
Needed for fast paced association this temporary service. Must have excellent communication skills & be able to work in chaotic environment! Prior experience helpful. Call Kathy or Pat Painter for appt. 810-548-7171

PROGRAM SERVICES ASSISTANT
Innovative training and development company has immediate opening for pleasant and personable individual that possesses customer service experience, organizational skills, and an excellent phone manner. Successful candidate will be responsible for data entry experience, ability to type 55 wpm and 10 key. Neat handwriting skills are a must. Proficiency with Microsoft Word is an advantage. Ability to work in a fast paced environment and be detail-oriented also required. Excellent salary and benefitial resume and salary history to:

Human Synergistics, Inc.
39819 Plymouth Rd.
Plymouth, MI 48170

Attention: Ms. Paula Ilare
No Phone Calls Please

PROOF OPERATORS
Looking for proof operators for Michigan's State tax project. 6 week full time assignment. Livonia area. 10,000 keys a hour. Must know how to use automated switchboard, handle large volume of paperwork. Permanent part-time. Minimum 25 hours a week. 35 hours a week April thru August. Competitive salary & benefit package. Send resume with salary history/requirements to:

Mr. K. King
Recon Clerical
P.O. Box 2970
Livonia, MI 48151

RECEPTIONIST/CUSTOMER SERVICE SUPERVISOR
For retail kitchen & bath center main store. Prior customer service, computer sales entry, people skills experience required. Must possess positive attitude, detail oriented, highly organized individual. Minimum hours to be available: Mon. 10am-7pm; Tues. 10am-7pm; Fri. 9am-5pm; Thurs. 8am-5pm; Sat. 9am-4pm. Weekly average 48 hours with overtime. Prior retail experience, excellent benefits package, part time or full time positions also available. Approximately 25 hours per week, Fri. & Thurs. 12-8pm; Sat. 9am-4pm. Send resume with salary history to: Recruitment, Kitchen Center, 12500 Merriman Rd., Livonia, MI 48150.

RECEPTIONIST NEEDED, Sat. only, 8AM-5PM, Bloomfield Hills area. Front desk responsibilities plus.
Call Kelsey at 332-5756

RECEPTIONIST
Life Insurance Agency, Southfield area, pleasant voice, 45 wpm, typing. Call Vicki Hopson, 647-0780

RECEPTIONIST
For Farmington Hills law firm. Light typing, computer experience required. Phone: 932-2800

RECEPTIONIST WANTED
Part time, typing a must. Apply in person or fax us your resume:
Nelson Paper Recycling, 30680 Smith, Romulus, Fax 721-0172

RECEPTIONIST — needed for fast paced Birmingham office. Must be computer user-friendly, Full time, 8-5 Mon. thru Fri. Benefits negotiable. Call V.T. 645-6170

RECEPTIONIST/CLERICAL
Full time. Growing medical supply company. Prior experience required. Apply in person: 1 Farmington Blvd., Livonia. 261-2944

RECEPTIONIST
needed for long term assignment in Farmington Hills area. Call 417-0079

ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST - for therapeutic massage office in Farmington Hills. Pay based on experience. Call Ann at 553-0700

RECEPTIONIST/SECRETARY
For video company. Professional phone voice, computer literate, knowledge of transportation necessary. Royal Oak. 288-4060

RECEPTIONIST/TYPIST
WORD PROCESSORS
Needed for long and short term assignments. To apply
Call: 476-1000
PEOPLEMARK

RECEPTIONIST/SECRETARY
Needed, weekends, for Farmington office in Birmingham/Bloomfield area. Must be dependable, personable individual. Multi-line phone experience a plus. Call Bernie 9am-5pm. 646-7487

RECEPTIONIST
Novi real estate office looking for part time receptionist.
32 hours + per month.
Typing, phones, setting appointments, etc.
If interested call ROBIN
Mon.-Fri. 10-3:30 ONLY
348-3000

RECEPTIONIST • Healthcare Provider is currently seeking a full time receptionist for front desk operations. Requires multi-line phone experience and some computer knowledge. Experience in health care field a plus. Primary duties include phone coverage and clerical assistance. Competitive salary and benefits. Please forward resume to: Human Resources Director, P.O. Box 7249, Bloomfield Hills, MI 48303-7249

RECEPTIONIST
Builder/developer seeking a person to handle the front desk at a busy office. We need a person who has multi-line phone answering experience, computer experience on WP 5.1 and spreadsheets, typing 35wpm, 2 years exp. in field preferred, reliable, dependable individual. Salary w/benefits.
SEND RESUME and cover LETTER SALARY REQUIREMENTS to: Personnel Director, P.O. Box 1730, Birmingham, MI 48012-1730.

504 Help Wanted Office-Clerical

RECEPTIONIST TOP NOTCH - responsible individual for aggressive advertising specialty co. Must have pleasant voice, excellent grammar, and WordPerfect a plus. $5.50 to $6 per hour plus benefits. Please send resume to: Box 832.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Farmington Hills organization seeks DEPENDABLE & enthusiastic individual to perform receptionist & general clerical duties. Ideal candidate will be a team player, have excellent communication skills & possess a high energy level. Excellent benefits package. Word Processing & a proven track record of reliability a plus. If interested please send resume to: Ms. Harris, P.O. Box 691, Southfield, MI 48037

RECEPTIONIST/SECRETARIAL
Busy Livonia real estate office looking for energetic individual to answer phones and perform clerical duties. Some typing required. Weekend hours with some weekdays and evenings as needed. CENTURY 21 Row, ask for Anne Norris. 464-7111

RECEPTIONIST
Experienced person to greet visitors, answer/screen calls (Merlin System), and perform other general clerical tasks including typing. WordPerfect 5.1 & Lotus Required. Send resume with cover letter & salary requirements to: Human Resources, PO Box 21100 Middlebelt, Suite 100, Farmington Hills 48331

RECEPTIONIST/SECRETARY
Interest with exciting people and enjoy your days. Has need at least 1 year experience in a front desk position. Knowledge of Word Perfect, Windows & plus. Hours 8-5. Very pleasant office environment.
Call Dave at 810-471-3520

RECEPTIONIST/
AD AGENCY
Interact with exciting people and enjoy your days. Has need at least 1 year experience in a front desk position. Knowledge of Word Perfect, Windows & plus. Hours 8-5. Very pleasant office environment.
Call Dave at 810-471-3520

RECEPTIONIST/
SWITCHBOARD
Immediate opening for a professional, high energy people oriented receptionist. This is a fast paced high volume office. Experience preferred with a Mitel switchboard.
Call 454-9292 or apply in person at Sterling Commons, 31255 Ann Arbor Trail, Westland. 41554 Koppernick, Canton.
An Equal Opportunity Employer

RECEPTIONIST/
SECRETARY
Excellent opportunity for an experienced front office person in Novi. Good 10-key skills a plus.
For immediate consideration call:
PICO Resources
435-4100
EOE M/F

RECRUITING CLERK
Home care agency seeks candidate with minimum two years' recruitment experience. Must be able to handle multiple duties which include scheduling, screening and testing of applicants, conducting reference checks and coordination and placement of employees. Accurate typing skills and computer knowledge preferred.
$8.50/hr. with benefit package.
Call for more information.
COMMUNITY HOME CARE
Quality Care
a heartbeat above the rest.
(810) 978-7484
Equal Opportunity Employer/ADM

SALES ASSISTANT
Jewelry store seeking a professional individual to assist sales staff. Qualifications include strong organizational skills, attention to detail, ability to work through good interpersonal and phone sales, working knowledge of sales related functions, Word Processing, Spreadsheet, and basic computer knowledge. Position requires three plus 5 years secretarial/sales experience required. Full benefit package and profit sharing. Send resume and salary requirements to Box 812:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES AUDIT/
SWITCHBOARD RELIEF
Full-time position available. General auditing duties, detail work involving checking and verifying reports for receipt totals and bank deposit totals. Experience on a 10 key calculator and switchboard. Send letter of interest to: ACO Hardware, 2303 Coolidge Hwy., Farmington Hills, MI, 48335-2784.
Attn: Human Resources. (SA).

SALES SECRETARY
PART-TIME
Exciting opportunity with a leading food company. Must have excellent communication skills, Typing 60 wpm, Word Perfect, Lotus 2.4 & proof reading. Send resume to:
Human Resources Department, Corp. 22260 Haggerty Rd., Ste. 150
Northville, MI 48167.

CHURCH SECRETARY
Wanted 30 hours/week, Mon-Fri. Please submit resume to: Secretary, Hills United Methodist Church, 20000 West 13 Mile Road, Beverly Hills, MI 48025

JR. SECRETARY
Entry level. Good skills. Word processing. Reliable. Professional image. Great opportunity.
ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI.

NEW HOME BUILDER needs full time receptionist. Must know Word Perfect. Work in builders model office in Milford & Farmington Hills. Ask for Jeanette 685-1500

A GROWING OFFICE system company seeks Sales Secretary. Full time. Must have Lotus, Word Perfect required. Entry level. Southfield area. 356-2042

ATTENTION SECRETARIES
Building contractor looking for the right person. Have exceptional benefits, must have computer knowledge, Word Perfect 5.1 preferred, to be able to type 60 + words W.P. Medical insurance plus.
Call 354-8120 810-546-4035

SECRETARIAL OPPORTUNITIES
Salary $21,000 + Bloomfield Hills firm seeks individual with WordPerfect & Lotus 1-2-3 skills. Excellent speed writing is a plus. Professional atmosphere, great benefits.

$19,000 + Growing west side firm needs experienced secretary to work in busy sales office. Lots of customer contact. Great benefits.

Additional positions available.
ALL FEES COMPANY PAID
PERMANENT STAFF
Tony 348-2720
FAX: 348-2729

SECRETARIAL • Bloomfield management firm seeks secretarial assistant to perform helpful. Word Perfect, Lotus preferred. Fax resume ONLY: PIP Inc., 24133 Northwestern Hwy., Suite 210, Southfield, MI 48076

SECRETARY/ASSISTANT
Part time, 25 hours per week, for Southfield Town Center area. 30-35 years experience required. Strong clerical/organizational skills. Pleasant phone voice, non smoking office. Call Corinne Bern-Tomb 948-7600

SECRETARY CLERICAL
15-20 hrs./wk., flexible hrs. Filing, correspondence, phone, light computer knowledge helpful. Call 313-459-2200

SECRETARY • Full time, Farmington Hills company. Basic computer knowledge, good communication skills. For interview call 478-9630

SECRETARY for real estate office. Duties include typing, filing, answering phones, doing mailouts, etc. Experience with Word Perfect 5.1 required, Lotus helpful but not required. Please send resume & salary requirements to: Attn: Office Manager, Van Daley Real Estate, 747 W. Ann Arbor Trail, Plymouth, MI 48170

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER
experienced with general office procedures. WordPerfect 5.0 and Data Base. Bookkeeping thru trial balance, including payroll and related tax forms. Knowledge of 401 accounting program a plus. 458-8544
Or fax 458-8543

SECRETARY
CORPORATE
Unique long term positions in prestigious executive offices of international management firm. Troy location. Excellent salary & benefits. Lunch provided. Bandy 848-7663
Uniforce Temporary Services

SECRETARY - Experienced, Administrative Secretary. Proficient in WordPerfect. Excellent communication skills & phone manner. Full time, benefits. Salary requirements to: HR/Secretary, 29400 W. 12 Mile, Ste. 175, Southfield, 48034.

SECRETARY/EXPERIENCED
Long term opportunity for secretary for busy insurance agent. Able to type 55wpm, use transcriber, knowledgeable of insurance investment business. $8 an hour to start. Apply Person: Lincoln Financial Group of Michigan, 2855 Coolidge Hwy., Troy, MI
An Equal Opportunity Employer

SECRETARY
Financial Services Company in Bloomfield Hills seeks Secretary with Word Perfect 5.0 and database knowledge. Must have good verbal and answer telephones. Comprehensive benefit package. Send resume and salary requirements to: Jeff Endrejes, Lincoln, Inc., 400 Galleria Officentre, Suite 215, Southfield, MI 48034-2184

SECRETARY • Full time, general office/clerical duties for office near Walled Lake & Farmington Hills. Computer knowledge helpful. Send resume & salary requirements to: Personnel, 29800 W. 13 Mile Rd., Ste. 100, Farmington Hills, MI 48334-3232

SECRETARY • Full time, Automotive manufacturing representatives, located in Bloomfield Hills, seeks full time experienced secretary. Must have good telephone presence, word processing and ability to handle! Attractive salary. Call Carol at 11AM-1PM only. 338-9110

SECRETARY/GENERAL OFFICE
Pleasant office for sharp individual with strong public relations & phone skills. Must have good typing, filing, dates, typing 60wpm, computer literate & light bookkeeping. Send handwritten resume to: Secretary, PO Box 721178, Berkley, MI 48072.

SECRETARY: Good telephone voice, excellent organizational & grammar skills. 70-80 wpm. Microsoft Windows, Word 6.0, Lotus 2.4. Fax resume to Mr. Williams at: (313) 455-2001
Or mail to: Mailer Life, 6900 Haggerty Rd., Canton, MI 48187.

SECRETARY
Must have Excel, computer, organization & communication skills for expanding Troy company. $8-10/hour

SECR