504 Help Wanted Office-Clerical

BUSINESS OFFICE COORDINATOR
Needed for Medical Office in Farmington Hills area. Looking for energetic, detail oriented, people person committed to serving patients with excellence.
Call Sandy, 1-pm. 932-5650

BUSY REDFORD office seeking person with potential to be office manager. Must have general, banking & bookkeeping skills. Immediate opening.
Call 533-0054

CAR BILLER/TITLE CLERK
Dealership experience preferred but not necessary. 401K, BCBS, paid vacation, occasional overtime. Apply at 30000 Northwestern Hwy., Mon-Fri. Gordon Chevrolet, 313-626-1400 Ford Rd., Garden City, MI 48135.

$$JOBS, JOBS, JOBS$$
Are you looking to increase your skills, work with other people, make a career change? Excel Staffing is looking for the following areas.
• Receptionists
• Data entry operators
• Word Processing secretaries
• WP 5.1
• Word for Windows
• Owners of office
LIVONIA MANPOWER OFFICE
Call between 9am-5pm
462-0204

CLERICAL ASSISTANT - Familiar w/office procedures: filing, copy & answer phones. Must be able to work occasional overtime. Birmingham. Call Sharon: 810-433-0375

CLERICAL
Expanding Bloomfield Southfield seeking motivated Clerical personnel. Immediate openings. Call 569-6600

CLERICAL - Farmington Hills busy sales office needs person for general office work. 25 hrs a week. Flexible daytime hrs. Interesting, variety of work, some typing & some filing. Call eng. 97 for Mr. Contact Mr. Wright at: 661-2100 810-642-9293

CLERICAL HELP needed for small export Hills property management company. Good pay and benefits. Part-time process. Computer experience helpful. Send resume and salary history to: P.O. Box 2480, Farmington Hills, MI 48333

CLERICAL - Must have excellent phone skills, organized, typing, filing, clerical skills. Part-time position, Bloomfield area. Call for appt. person at 25215 Glendale Ave., S. of Schoolcraft, W. of Telegraph.

CLERICAL

SENIOR CLERK

Symbol Technologies, Inc., the leading manufacturer of state-of-the-art, laser-based bar code scanners, portable data terminals, and radio frequency products, is seeking a Senior Clerk for our Farmington Hills Sales Office.

Your responsibilities will include Order Entry, Data Entry, Word processing in WordPerfect 5.1 or Word Perfect for Windows, Excel Advanced functions, and able to type 50 wpm. Excellent communication skills are required. Additional software knowledge would be a plus.

We offer a competitive salary and benefits package including a 401(k) plan. For confidential consideration please forward your resume to: Area Administrator, Symbol Technologies, Inc., 32605 West Twelve Mile Road, Suite 100, Farmington Hills, Michigan 48334. We are an equal opportunity employer m/f/h/v.

symbol

CLERICAL SUPPORT

Interested in a challenging high level clerical skills to use? An opportunity exists to become part of a highly skilled engineering group in the manufacturing firm. Qualified applicants should have 5 + years clerical experience and be thoroughly familiar with WordPerfect Unix, 35 wpm, Lotus 1-2-3 and Harvard Graphics.

We offer a competitive salary with a progressive benefits package immediately upon hire. For immediate consideration forward resume or apply in person to:

Mascotech Tubular Products
7450 E. M-36, Box 185
Hamburg, MI 48139
Attn: Mrs. Tammy Casey
Human Resources
An Equal Opportunity Employer

CLERICAL - Troy investment firm seeks clerical help, 30-40 hours a week. Must have clerical experience & benefit requirements: 1303 W. Long Lake, Ste 200 Troy, MI 48098

CLERK SECRETARY
Growing financial counseling agency is in need of a full time clerk secretary for the Farmington Hills office. Candidate must have 2 years of inter personal skills and be able to handle multiple tasks in a busy fast paced office. Medical office or Credit Union experience preferred. Send resume to Box 8186, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERK TYPIST
Must have switchboard experience. Type 40-55wpm.
345-1871

COLLECTIONS

Use your problem solving and customer service skills at the Fortune 500 Co. Accounting or credit department. Be a Collection Specialist. We say, we trust you for the rest. Full time, Day Shift, Mon-Fri.
Call Connie 799-3948
Uniforce Temporary Services

COLLECTIONS
Wholesale distributor seeks full time person to assist in the Collections Department. Accounts Receivable and Collections experience helpful. Must possess excellent phone communication skills. Send computer resume to: P.O. Box 902
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FULL TIME COMPUTER SUPPORT needed. Network systems, PC problems, Word Perfect, Lotus and word processing a plus. Inter-personal skills a must. Please send resume and salary requirements to: Northwestern Industrial, P.O Box 250756, West Bloomfield, MI 48325

COMPUTER OPERATOR
For fast paced wholesale distributor. Must be 18 + by proficient in computer, good organizational ability, A5400 experience preferred. Excellent opportunity and benefits package. Send resume with salary requirements to: Northwestern Industrial, P.O Box 250756, West Bloomfield, MI 48325

CUSTOMER SERVICE
Part time or full time position in Livonia area. Call Stephanie between 10am-2pm. 537-6978

DATA ENTRY CLERK

Rapidly expanding company seeks an experienced individual for our data entry department. Must type 55 wpm, 10 key experience and accuracy a must. 56-87 an hour. Send resume and cover letter to: Production Manager, 30000 Cabot Drive, Dr., Site 207E, Southfield, MI 48076

DATA ENTRY/CLERICAL
40 year old Livonia based wholesale distributor of automotive paint, body, & equipment supplies has immediate opening for a customer support department. Full-time employment along with fringe benefits including health, dental, 401K, & profit sharing. Ideal candidate data entry & clerical skills. Starting wage $6 per hour. If you are an experienced, organized individual, apply at: 11800 Market Street, Livonia (1 block W. of Levan N. of Plymouth) between 8am-5pm.
An Equal Opportunity Employer

DATA ENTRY CLERKS

A.M. & P.M. SHIFTS

Immediate openings for your data entry skills. We offer Very Paid Holiday Pay, Bonuses, Temp-Med Insurance. Call today for an appointment

SNELLING PERSONNEL
NEVER A FEE

Livonia 464-8100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

DATA ENTRY - Experienced person for busy accounting department. Accounting background preferred. Looking for dependable person with good attitude. Salary based on proven work environment. If interested call 313-416-100

504 Help Wanted Office-Clerical

CUSTOMER REPS

Immediate openings to conduct automotive phone survey. Must have:
• Light computer skills
• Excellent communication skills

Training provided. Part time, days & evenings. 30-38 hours.

O/E
MANAGEMENT SERVICES
928-8100 • Fax 528-8107

CUSTOMER SERVICE representative needed for Livonia insurance agency. Will license & train. Hourly wage plus bonus. Office experience needed. Insurance experience helpful.
628-8450

CUSTOMER SERVICE
Long term openings, temp to perm opportunity with major service provider in Troy. Flexible hours available. Train on variety of assignments. Bloomfield Hills, Southfield, Troy.
Uniforce Temporary Service

CUSTOMER SERVICE
mature, reliable person for small fast paced office located in Milford. Excellent telephone & organizational skills a must. Knowledge of Word-Perfect & Lotus for Windows required. Pay commensurate with experience. Send resume to:
PO Box 307, Milford, MI. 48381

CUSTOMER SERVICE REPRESENTATIVE
Pactel Paging, a national leader in personal communications marketing and a subsidiary of Pacific Telesis, has an immediate opening for a Customer Service Representative. Responsibilities include handling incoming telephone inquiries and walk-in customers regarding the sales and service of products to existing and potential clients. Candidates must have 1-2 years customer service experience.

Pactel offers competitive salary and benefits package such as medical, dental, 401K savings plan and tuition reimbursement. Interested candidates should send their resume and cover letter stating salary requirements to:

PACTEL PAGING
Attn. Human Resources
28500 Orchard Lake Rd.
Suite 200
Farmington Hills, MI 48334

NO PHONE CALLS PLEASE!
An Equal Opportunity Employer

DATA ENTRY CLERK

Village Green Management Company, a leading national property management company, is looking for a Data Entry Clerk in the Accounts Receivable Department. Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department. Working 10-key and 55 wpm is a plus. Other duties will be to assist as back-up switchboard operator. For consideration forward resume with salary requirements to:

Director of Human Resources
Village Green Property
MANAGEMENT A/R
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

DATA ENTRY

Full/part time. Enjoy your experience and attention to detail in the Accounting department of a new expanding company. Long term position. Two shifts available.
Call Donna 473-2932
Uniforce Temporary Services

DATA ENTRY

Immediate long term openings in Livonia area. Must have 6000 + keystroke. Afternoon shifts.
Many other assignments available.
• Paid Holidays
• Bonus plan.
Call: 553-1919
EMPLOYMENT GROUP
No Fee M/F/H
Equal Opportunity Employer

DATA ENTRY
Immediate opening for person with Data Entry experience. Hours are Service Department Mon. 7:30-7:00 p.m., Tues.-Fri. 7:30-4:00 p.m. Non-smoking office. Please apply to: JOE PANIAN CHEVROLET, 28111 Telegraph, Southfield, 48034. 355-1000

DATA ENTRY

New long term openings with prestigious national financial institution with offices in Troy, Detroit and Bloomfield Hills. Be appreciated and recognized for your excellent pay and benefits. Call Doris 445-7664
Uniforce Temporary Services

DATA ENTRY/OPERATORS
DAYS, AFTERNOONS, MIDNIGHTS
Computer marketing services company in Livonia seeking experienced data entry operators to join it's three shift operation. Must have a proven history of speed & accuracy, with 10-key experience & detailed plus. Good pay, benefits, shift premium and great working environment awaits the right candidates. For more information please call Monday through Friday between 10:00 am - 5:00 pm at 261-8220

DATA ENTRY OPERATORS

Manpower Temporary Services is looking for a professional individual to work at a micrographics company in Troy. All shifts available. Speed and accuracy are a must. No Fee
740-3420

906

DATA ENTRY
Permanent Full time position for executive office at 12 Mile & Northwestern. Light typing, data entry & phone. Pleasant work environment. Mon.-Fri., 9am-4:30pm. LUNENS & MORE, Mr. Fantetto, 353-5064

DATA ENTRY/PHONE
Research firm in Livonia seeks fast accurate person for data entry position. Previous data entry/computer experience useful. Must have pleasant phone manners. Competitive pay & benefits package offered. Call from 8:30-5, Mon-Fri. 425-6582

DEPENDABLE, MATURE person needed to do data entry, typing & general office work. Please apply in person, 1647 Inkster Rd., Garden City.

Desirable position
DATA ENTRY

Work in suburban sales office of one of the Big 3. Use your 8,000 key strokes and be well compensated. Benefits plus paid vacation.
Call Danielle 799-3947
Uniforce Temporary Services

DETROIT AREA manufacturer requires person with excellent typing skills and telephone manner. Experience with filing and customer service. Salary commensurate with experience. Mail resume to: P.O. Box 08086, Detroit, MI 48208

DIRECT CARE STAFF
Needed to work 2/3 shifts per week in westside sex group home with developmentally disabled adults. Must be over 18, have high school diploma or GED, and current driver's license with good driving record. Nursing home experience helpful. Will train. Call 296-2549

ENTRY-LEVEL DATA PROCESSING position. Ideal for college graduate. X Base & Windows knowledge required. Call:
832-7100

EXECUTIVE ASSISTANT

Must have experience in handling the functions and activities in a highly confidential setting. Requirements of the position include working knowledge of bookkeeping, payroll, banking, experience with real estate, WordPerfect for Windows plus other software. Please send resume to Box 530, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
(822-8236)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee. Temp to perm
ARBOR TEMPS 459-1166

FACILIST MAKE-UP ARTIST
Independent contractor, to use own base for large full service salon. Rochester Hills. 844-3600

FILE CLERK - FULL TIME
For fine furniture store in Livonia. Call Bob 981-2330

504 Help Wanted Office-Clerical

ESTABLISHED WHOLESALE company experiencing growth seeks a detail minded, hard working customer oriented person. The ideal candidate will have excellent telephone skills, phone etiquette and 1-2 yrs. customer service experience. Some inside sales, typing skills helpful. Send resume to: P. O. Box 51642 Livonia, MI 48151

ESTIMATED 20 hours per week, mornings & week-ends. Light clerical work, answering phone, some bookkeeping. Pay $8 per hour. Call Bob Corbett, Newton Furniture, 349-4600

EXECUTIVE SECRETARY
Farmington Hills based Real Estate Investment/Management firm has a full time secretary 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 await the successful candidate. Send your resume and salary requirements to:
32605 West Twelve Mile
Suite 300
Farmington Hills, MI48334

Experienced

WORD PROCESSORS
NEEDED. Downtown area.
Top wages/benefits.

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9060
Taylor: (313) 291-3100

GENERAL OFFICE
Part time, 20 hours weekly in Troy. $6.50 per hour to start.
Call 643-6025

GENERAL OFFICE
Immediate opening in fast growing company for a responsible person with light typing, light filing, phone & clerical duties, etc. Call: Ken, 10am-3pm 528-3820

GENERAL OFFICE/
AD AGENCY
Creative area of advertising agency needs candidates with bookkeeping experience, high energy level and computer skills. Will train.
Call Sandra 848-8500
Uniforce Temporary Services

GENERAL OFFICE

Some word processing, desirable, but will train. Knowledge of Macintosh image. Several openings in Farmington Hills area.
ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI.

GENERAL OFFICE

FARMINGTON HILLS LOCATION
Immediate full time career opportunity. Organizational skills a must! Responsibilities include: clerical duties, knowledge of WordPerfect 5.1, computer 10-key and file 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 Property
MANAGEMENT A/R
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

GENERAL OFFICE
Telephones, customer service, bookkeeping, computer knowledge. Send resume: 21323 John R, Hazel Park, MI 48030.

GENERAL OFFICE- full time position available. Filing, answering phones, light general office duties. Please send resume & salary requirements to: Box 8186, P.O. Box 5182, Southfield, MI. 48086.

GENERAL OFFICE
Small Southfield company for all types of office work. No experience necessary, but should be able to type 40 wpm. If you want to learn, we can start you immediately. Hours are Mon-Fri., 8am-4:30pm. Sound around phone. Call Mr. Bernard at Lutch, Off Ann Arbor Rd. btwn. Haggerty & Lilley. 454-9507

GOOD SKILLS
★ Immediate openings:
• Customer Service (Inbound)
• Data Entry (Min. of 250 per hour.
• Receptionists (2 full time) word processing experience a must
• Data Entry, minimum 7,000 KPH, data processing experience.
All positions have potential for permanency.
OAKTEC
EMPLOYMENT SERVICES
468-0464 377-4070

GROWING BUSINESS - seeking experienced customer service/accounts receivable person for fast paced office. Must have good typing & data entry skills. Pleasant telephone voice and excellent communication skills. Please send resume to: Foto-Fax of Michigan Inc., P.O. Box 2434, Dearborn MI 48123.

Hey Receptionists!!

Snelling Personnel Services
Wanda Trail

Do you possess good phone skills?
Do you have experience with Word-Perfect 5.1?
Do you have experience with Multi-Line phone systems?
Do you have the ability to Type or Not Type?
Do you want full time or part time?

IS YOUR ANSWER YES?!!
THEN CALL US TODAY

Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

HOST PERSON needed for new home sales. Part time students or homemakers. Sundays and occasional weekdays. Will train on move into sales if desired. Must be pleasant and professional. 55.50-87.500 hr. Call Lindon, Detroit Thurs.
810-380-5070, Northville/Canton

HUMAN RESOURCE
long term position in Novi. Employee benefit and Lotus experience a must. Please call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

IMMEDIATE OPENINGS

• Word Processing Secretaries
WordPerfect, Lotus, Microsoft, Excel, Sidwyn
• Data Entry
8,000 keys/hr.
Accurate
• Bilingual Customer Reps.
Fluent in Spanish & good communication skills

O/E
MANAGEMENT SERVICES
928-8100 • Fax 528-8107

FARMINGTON HILLS insurance agency has opening for clerical trainee position. Great opportunity for advancement. 810-661-1330

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

LEGAL SECRETARIES

Experienced, for permanent & temporary placements. Top pay.
ALL FEES PAID EMPLOYER
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

504 Help Wanted Office-Clerical

INSURANCE CSR
Needed for agency in Plymouth. Commercial & personnel experience required. Box 8172
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

KEYPUNCH OPERATORS
We are looking for full time, experienced operators for our second shift & afternoon operators for our Livonia office. Benefits.
Call today for appointment!
Indata Corp. 313-12-9002

LANDSCAPE SUPPLY accepting applications for clerical/counter help. Knowledge of landscaping useful. Full or part time & some weekends involved. Send resume to: The Rock Shoppe, 6219 Gotfredson, Plymouth, MI 48170, or by appt.
Call 313-455-5560

TROY LAW FIRM seeks experienced Legal Secretary in Insurance Defense. Must be knowledge in WordPerfect 5.1. Send resume to: Office Manager, 601 W. Big Beaver Rd., Ste. 500, Troy, MI. 48084.

EXPERIENCED Legal Secretary needed for small Bloomfield Hills law firm. Must type 50 wpm, word processing skills a must. Word for Windows experience preferred. Must be comfortable in a computer environment. Send resume & salary requirements to:
Personnel Director, P.O. Box 180212, Utica, MI. 48318-0212

LEGAL
Available now!! Top permanent positions at leading law firms in the Metro area.
Call us today...
Interview tomorrow...
Offers to follow.

PERSONNEL AT LAW

3000 Town Center, Ste. 2580
Southfield, MI 48075

FAX 358-0235 Phone: 358-0060

LEGAL SECRETARY - Troy law office. Experience, excellent typing & WordPerfect required. Divorce litigation experience helpful. 643-4444

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

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Email firm, pleasant atmosphere. Salary negotiable. 851-9130 or send: 31275 Northwestern Hwy., Ste. 100, Farmington Hills, MI 48334

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

LEGAL SECRETARY - Small one-attorney office in Farmington Hills. Approx. 4-5 years experience. WordPerfect Windows 5.1, high average salary, bonus incentive. Resumes to:
851-0003 or FAX 810-851-2837

LEGAL SECRETARY
Southfield personal injury firm seeks secretary with at least 2 years personal injury experience. Must be perfect. Excellent salary & benefits. Please send resume to: 25800 Town Center, Suite 2310, Southfield, MI 48075

LEGAL SECRETARY
For 14 attorney firm in Bloomfield Hills. Litigation experience necessary. Warm friendly atmosphere with ability. Send resume & salary requirements to: Office Manager, 300 East Long Lake Road, Suite 200, Bloomfield Hills, MI 48304

LEGAL SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placements, trust the pros with THE agency for Legal Secretaries.
FEES PAID EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY

Novi, Part or full time.
Non-smoker. 380-5361

LEGAL SECRETARY Troy, general practice firm, WordPerfect 5.1, excellent typing skills, 35 wpm, detail oriented with experience. 643-4515

LEGAL SECRETARY
Part time, Farmington Hills area, typing/filing, Word Perfect 5.1 Send Resume: 31275 Northwestern Hwy. Suite 100 Farmington Hills, MI 48334

LEGAL SECRETARY
For Southfield firm. Must be experienced in insurance defense. Word-Perfect 5.1, typing 80 w.p.m. Immediate opening. 352-9300

LEGAL SECRETARY
for small Southfield firm. Legal experience preferred. Word Perfect 5.1 required. Non-smoker. $8.50 an hour. No insurance. 557-4330

LEGAL SECRETARY - for mid size law firm in Southfield, 2 yrs legal experience & WordPerfect 5.1 required. Send resume to Box #892, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY needed for busy Southfield law firm. Minimum 3 years experience in insurance & appellate work. Pleasant surroundings & excellent benefits. Send resumes to: 4000 Town Center, Ste. 909, Southfield, MI. 48075

LEGAL SECRETARY - for Birmingham law firm. Must have excellent grammatical skills & proficient with WordPerfect 5.1. At least 2 yrs litigation experience necessary. Good benefits. Salary commensurate with experience. Send resume to Box #896.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES wanted. General practice, sole practitioner, Farmington Hills. WordPerfect 5.1 dictation transcription. 553-8264

LEGAL SECRETARY
Part time, Southfield area. Send resume to: David G. Drake, P.C., 2525 Cole, Suite 200, Bloomfield, MI 48302 or call 335-5200

LEGAL SECRETARY
Part time. Experience necessary. WordPerfect 5.1. Fast reserve for Office Manager. 24359 Northwestern, Suite 200 Southfield, MI 48075

LIGHT OFFICE work, part-time At Troy/Oakland airport.
Call Charlotte 288-4260

MAIL CLERK/FULL TIME
Needed for busy Southfield Birmingham law office. Good benefits. Call Mike at 645-2440

LOTUS 1,2,3 & ALWAYS
Immediately for experienced professionals needed proficient in Always software, in order upgrade, for clients in Southfield area. WordPerfect 5.0 software or upgrade necessary. a telephone skills. Call for long term assignment today
FUTURE FORCE
TROY - 528-8454
SOUTHFIELD - 353-6300

MEDALLION HOMES
IS EXPANDING
Experienced sales people needed immediately. Great opportunity with unlimited income potential. Join our team now. Call today, Terry:
810-887-4098

NOW HIRING
• DATA ENTRY
• WORD PROCESSORS
• GENERAL OFFICE
Must have 9 months on the job experience. Job opportunities in Detroit, Southfield, Troy and Farmington Hills Areas. Call NOW for appointment.
METROSTAFF
Temporary Personnel Service
569-8700
NO FEE EOE

504 Help Wanted Office-Clerical

LEGAL SECRETARY
1-3 yrs. experience & litigation. Must have computer skills & type 60-80wpm. Send resume to: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
Busy Southfield firm.
Minimum requirements: excellent WordPerfect 5.1 typing skills, strong organizational ability, 2 years legal experience, non-smoking.
Contact K. Mann: 353-4400

LEGAL TEMPS
Tired of not receiving assignments at top rates? Looking for a temporary assignment at top rates?
Join our leading temp team for premium quality assignments at top rates!

PERSONNEL AT LAW

3000 Town Center, Ste. 2580
Southfield, MI 48075

FAX 358-0235 Phone: 358-0060

MAIL CLERK
Full and part time positions available. Starting $5.00 per hour. Excellent fringe benefits. Tuition reimbursement. Nice local office. Must type 60 plus WPM.
478-7335

MANAGER/SECRETARY
Part time, Bloomfield area. Light bookkeeping. Perfect for retired person.
Call 855-4447

AMBITIOUS OFFICE ASSISTANT
Must have knowledge of computers, typing, 10 key. Call 373-1149.
Gerty, just N. of Pontiac Tr.

OFFICE ADMINISTRATOR
Growing Farmington Hills company seeking a dynamic, hard working administrator. Must be a seeker of challenge and be familiar with computers.
O-TECHNOLOGY
Call Ann
(313)459-0595

OFFICE ASSISTANT - Must be computer literate. Word for Windows a plus. Phone, Data Entry, Order filing, light bookkeeping. Flexible hours. Perfect for over 25 or college student. 40 hours during summer, 20 hours during school year. Call for interview between 1-3, Mon.-Fri. 649-0445

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

OFFICE ASSISTANT, part-time. Good computer & office skills required. Pleasant work environment. Hours flexible. Call for interview call 661-7687

OFFICE/CLERICAL
Entry level part time position as Evening Switchboard Operator/Accounts Receivable Clerk for distinguished long term skilled health care facility. Will train right high school graduate with a caring personality. For more information apply to: Mrs. Ann Anderson, HR Manager, Dearborn Heights Health Care Center, 2800 Ford Rd., Dearborn Heights, MI 48127 274-4600
An Equal Opportunity Employer

OFFICE/CLERICAL
All around experienced person needed for small construction contractor. Must have good phone manner & good typing skills. Will be leading to full time. Good pay for right person. 313-535-7660

OFFICE/CLERICAL
Full time customer service & billing. Fast paced freight brokerage. Must have excellent typing & communication skills, must type & use 10 key calculator. Please send resume to: RPL Associates, 21850 W. 11 Mile Rd., #105, Southfield, MI 48076

OFFICE MANAGER
Diversified, all around job. Some experience preferred. Full-time. Livonia.
Call 626-7401

OFFICE CLERKS
Due to rapid growth in our market place, we are looking for two groups. Positions available: Telephone operator, Cost accounting clerk. Excellent benefits package available. Please apply in person, Bob Saks Motor Mall, 15200 Grand River, Farmington Hills

OFFICE CLERK with good office skills needed for data entry. If you work in a job shop it helps. Shop and bookkeeping helpful.
☎ 810-433-8300
Fax 810-433-2909

OFFICE MANAGER needed for outpatient psych clinic. Computer experience required. Call 9-noon. Interfaced 462-1910

OFFICE MANAGER
Fast paced construction company seeks a "one person support staff" for full time position. Responsibilities include managing & maintaining general office needs, answering phones, assisting on special projects & running errands. Individual must have ability to prioritize & great rapport with clients & coworkers. Experience with Macintosh computers using MacWrite & Excel is desired. Demandable transportation necessary. Benefits available. Please forward resume with salary requirements to: Box 8188, P.O. Box 5182, Southfield, MI. 48086.

OFFICE SUPERVISOR
Growth oriented medical/dental supply distributor looking for experienced Office Supervisor. Skills are: Typing, excellent. Salary/benefits. Please send resume to: NOC, INC., P. O. Box 3307 Farmington, MI 48150

PART TIME - Must be dependable, efficient & organized. Strong phone skills a must. Some paperwork & errands and hours. Apply at: Newton Furniture 30415 Plymouth Livonia

PART TIME OFFICE CLERK
Canton retailer is looking for a dependable person to work part time in a friendly office atmosphere. Light computer, accurate typing, processing invoices, customer service, filing, and handling phones. Call Craig or Linda 313-728-9600

PAYROLL/ACCOUNTS receivable person needed with experience. Pro-Ride, 30415 Plymouth Rd., Livonia. Send resume to Box 158, Bloomfield Hills, MI 48236.

★ ATTENTION
PERSONNEL
COORDINATOR
• Interviewing
• Testing
• Customer Service
• Bookkeeping
• Reception duties
• $7.50-$8.00 per hour
MasterStaff
442-2255

POWERFONE,INC., a dynamic fast paced communication is searching for a self motivated, detail oriented individuals with experience in the following areas:

OFFICE MANAGER
Oversee administrative functions: accts payable, payroll, customer service, billing and customer service activities and personnel. Heavy customer interaction. Multi-function management required.

CUSTOMER SERVICE
REPRESENTATIVE
Heavy customer contact, customer retention and follow-up. Computer skills a must. Some travel requirements plus various administrative duties.

COORDINATION ASSISTANT
Experienced Windows user, interface with customer service and management, organizational skills, plus administrative duties. Permanent part-time.

Send resume identifying position applying for to: Personnel, 25800 Haggerty Rd.
Farmington Hills, MI. 48331
Attn: M.A.C.

PURCHASING/CLERICAL
Full time for manufacturing company in Northville. Full Benefits.
Experience helpful in data entry, communications, purchase & general office skills. Apply in person at:
BELANGER, INC., 1001 DONDRY CT., NORTHVILLE, 8-4 MON-FRI.

POSITION AVAILABLE for full/part time return, well groomed Receptionist. Individual must possess optimism, enthusiasm, & good phone reception skills are required. Please apply at: South Shoreline, 677 E. 14 Mile Rd., Troy, MI. 48083.

504 Help Wanted Office-Clerical

PUBLICATIONS COORDINATOR
Non-profit organization in Birmingham seeks coordinator for monthly publication as well as annual membership directory. Knowledge of desktop publishing helpful as well as WordPerfect 5.1 and Alpha Four. Excellent working conditions, benefits and location plus competitive salary. Send resume to: Box 8184
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/secretary
Afternoons & a evening.
Real estate experience preferred.
Harwin, Contact Ed 981-8100

TELEPHONE RECEPTIONIST
$8.50 per hour. Apply in person at 29820 W. 8 Mile Rd., S. Side, W. of Middlebelt in Farmington Hills.

ROYAL OAK Law Firm is seeking full-time, Receptionist. Typing, women, & experience with a multi-line phone system a must. Must be good communicator with experience. For interview call Angela at 548-9600

RECEPTIONIST NEEDED, Sat. only, 8AM-6PM, Bloomfield Hills area. Great income opportunities! Call Kelsey at 332-5158

RECEPTIONIST
Novi real estate office looking for motivated individual. Flexible hours.
32 hours + per month.
Typing, phone, setting appointments, etc.
If interested call ROBIN
Mon.-Fri. 9:00-3:30 only
348-3000

RECEPTIONIST
Part time, 9am-3pm., Mon. thru Fri., Wind area.
Call 549-0784

RECEPTIONIST/SECRETARY: Full time for Bloomfield Hills Law Office. Word Perfect 5.1 proficiency required. Call Debra. 910-334-6484

RECEPTIONIST/SECRETARY
Full time. Starting at $5.50 hr. Benefits. EOE. 30500 Telegraph, Site 1211, Bingham Farms, MI, 48025

RECEPTIONIST - Part time for Bloomfield Hills Law Firm. Typing & computer experience required. Will training. Flex hrs. Call for application: 697-9400

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

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

RECEPTIONIST - PART-TIME
Private rehabilitation facility to give switchboard, receive salary, perform clerical duties. 1 Yr. experience preferred. Mon.-Fri. 9-2:30 PO Box 530309, Livonia, MI 48153.
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Full time for Farmington Hills office. Experienced front desk person for medical-type office. Must have excellent people skills and phone manner. Position includes other general office duties. Call Jeanette 661-8191

RECEPTIONIST/FILE CLERK
Outgoing & friendly with excellent typing skills. Must have typing & 10key skills. Basic typing & WP5.1 preferred. Send resume and references to: Personnel, P.O. Box 718 Grixwold, Ste. 1800, Detroit 48226. Please no phone calls.

RECEPTIONIST/TYPIST
Suburban Detroit office looking for experienced receptionist/typist. Qualifications include: 2 yrs. experience, knowledge of Windows, typing minimum of 60 wpm, excellent salary & employee benefits. Send resume to: Personnel, P.O. Box 4545, Troy, MI. 48099-4545.

RECEPTIONIST

With multi-line phone experience and WordPerfect 5.1 skills. Full benefits, salary negotiable. Send resume:
OFFICE MANAGER
31780 TELEGRAPH RD.
THD PLOOR
BINGHAM FARMS, MI 48025

RECEPTIONIST WANTED
Must be good with people, handle many duties, good telephone manner, skills, hard working and reliable. Good benefits and room for advancement. Apply in person at Sherman's Deli, 29800 Telegraph at: Snethkamp Jeep Eagle, 11600 Telegraph, Redford.

RECEPTIONIST/
Front desk position for computer consulting company. Temp to perm opportunity. Ideal candidate lives in Novi and Farmington Hills. Choice opportunity for your people experience and pleasant personality.
Call Ruth 473-2033
Uniforce Temporary Services

RECEPTIONIST

Full time 11 Mile/Orchard Lake Rd. Farmington Hills construction company. Type 40, phone, 2 years phone experience preferred. Fax resume to 851-9130 or mail to: 31275 Northwestern Hwy. Dept's. 41, 31535 W. 14 Mile, Ste. 204, Farmington Hills, MI 48334-3312

RECEPTIONIST
Basic computer skills a plus for this busy front desk position. Full time afternoon shift. Opportunity for advancement in a growth oriented environment. Northern Oakland County Rehab Clinic. Send resume to: Box 858
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/FULL TIME
Seeking pleasant with excellent phone & word processing skills. Excellent benefits. Call Mr. Ferrell at Dustro Pro preferred. Benefits include health insurance. 401-K Plan, Mail or Fax resume to:
KOLTANBAR ENGINEERING
P. O. Box 3456
Troy, MI., 48007-3456
FAX 313-362-7219

RECEPTIONIST
For a premier Health Care facility. Must have strong communication and supervisory skills, be organized and an enthusiastic self starter. Medical office experience helpful, but not required. Fax resume to: Mrs. Fitz, 1984 Lake Shore Dr., Ferndale, Fax only:
Receptionist Position
Peachwood Inn
3500 W. Auburn Boulevard
Rochester Hills, MI 48309

RECEPTIONIST/CLERICAL
World leader in HVAC industry has an opening available in its busy Livonia office. Responsibilities associated with direct calls via automatic call distributor, handle clerical, mailing, data entry. Permanent part-time. Good salary/benefit package. Send resume with salary history/requirements to:
Mr. K. Kirk
Recep./Clerical
P.O. Box 970
Livonia, MI. 48151

RECEPTIONIST/TYPIST - Word Processing Experience. Professional person with excellent telephone skills. N. Oakland. Call 641-4424

RECEPTIONIST - FULL TIME
Mon.-Fri., 9am-5pm. Data entry and mathematical skills required. Apply in person at: Hot Wheels Sales, 27500 Plymouth Rd. 427-6711

RECEPTIONIST/SECRETARY
Seeking a professional individual capable of handling a myriad of administrative duties. Duties include good telephone skills, computer literacy, with a solid background of WordPerfect 5.1, & excellent typing skills are required. Salary to commensurate with experience. Accounting & construction experience helpful but not required. Forward resumes to: Ellis-Don Michigan, Inc., 24100 Anderson Dr., Ste 110, Southfield, MI. 48034-6183, Attn: Vicky Cole
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Full time position available with Livonia home builder. Looking for mature person who has good people skills and typing skills. 427-7733

RECEPTIONIST -PART TIME
for busy Farmington Hills builder. Seeking person for Receptionist. 32000 Northwestern Hwy., Suite 145, Farmington Hills, MI 48334

RECEPTIONIST
REAL ESTATE OFFICE
Busy branch office. Telephone, light typing and filing. Full time.
Call Mr. Berkowitz at 661-9770

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL
Fast-paced International freight forwarder in Troy requires reliable person with pleasant phone personality for an entry level position. Primary responsibility will be as a Receptionist with secondary duties to include clerical back-up/interaction with customer service. Ideal candidate will have 1-2 years of data entry & familiarity with PC's a requirement. No phone calls please. Send resume to:
Receptionist/Clerical, Canada Maritime, 3001 West Big Beaver Road, Suite 204, Troy, MI 48084

RECEPTIONIST - Part Time
For publishing company. Excellent communication skills & data entry a plus. Resume to: Box 8190, P.O. Box 2600, Troy, MI. 48007. Dept SWF.

RECEPTIONIST/SECRETARY
needed immediately for busy real estate office in Birmingham/Bloomfield area. Dependable, responsible, personable individual. Call BAM-3PM. 646-7587

RECEPTIONIST/SECRETARY
Organized, self motivated individual for flexible office. 35 hours per week. WordPerfect required. Send resume to: Office Manager, 27505A Schoolcraft, Livonia, MI 48150