504 Help Wanted Office-Clerical

Customer Service Rep
Guardian Glass Company is offering a full time office position. Responsibilities include order processing, telephone skills and every customer contact. We offer a competitive salary and benefits and excellent beneficiary. Apply in person at 1150 Haggerty Road, Farmington Hills.

- CUSTOMER SERVICE
Benefit approfiumities $14,000 to $17,000. 2 + years customer service experience needed. Your communication & interpersonal skills will be utilized when dealing with customers. Great benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF Troy
Farmington Staffing 737-8750 645-2720

DATA ENTRY CLERKS
A.M. & P. M. SHIFTS
Immediate openings for your data entry skills. We offer top pay, 401 pay pay, bonuses, temp-read treatment. Call today for an appointment.
COLLEGE STUDENTS WELCOME

SNELLING PERSONNEL SERVICES
NEVER A FEE
Livonia 464-8300
Southfield 352-1300
Auburn Hills 373-7300
Troy 244-0777

DATA ENTRY
Operators needed for work after-noon & midnight shifts in Livonia area. $500 + bonuses paid. Call now
EMPLOYERS
Temporary Service, Inc.
353-7050

DATA ENTRY - Temporary part time, full time hours available, mornings and weekends. Must be accurate and type at 45+wpm.
☎ 810-433-4800
6181 Box 2787

DATA ENTRY
Work in exciting field outside of one of the Big 3. Use your 10,000 key in this 8 hour, 5 day environment and be well compensated.
Benefits plus paid vacation.
Call Detail 796-3847
Uniforce Temporary Services

Data Processing
Computer Operator
Immediate service organization is looking for an individual willing to work a four-day work week (Friday-Monday). Requirements include a minimum of one year of computer experience with IBM 6121, MVS, TSO, CICS/11, TLMS Supervisor. Includes full benefits package. Send resume and salary requirements to:
COMPUTER OPERATOR
P.O. Box 2221
SOUTHFIELD, MI 48037

Desperately Seeking
Stop filling out applications and let us work for you!
- Apply Now
- Apply Now
- Executive Secretaries
- Data Entry
- Receptionists
- Typists

FREE Word Processing Training to the top bidder!
- Apply Mon.-Fri. 9 TO 11am Only
29745 Buckingham Ave., #B-4
Off Middlebelt, N. of 10 Mile
At Leasing Office
INTERIM PERSONNEL

ENTRY-LEVEL CLERICAL
Career opportunity with Nationwide Communications as the exclusive AT&T Vendor. Apply 29432 Haggerty Rd, Farmington Hills or call 476-0000, ext. 202 for an appointment.

EXECUTIVE ASSISTANT
$45,000 - Ann Arbor
Strong computer and administrative experience. Any fee agency offer experience a plus.
Call 353-2140
THE KPM GROUP

EXECUTIVE ASSISTANT
$32,000
Assist marketing & operations executives in all phases. Heavy client contact. Strong MS Word & professional, highly skilled.
Call Ann, Sue 358-2180
DAVIDSON, LAIND & ASSOCIATES

EXECUTIVE SECRETARY
For principal of small business legal practice. Organizational skills, accurate typing, transcription & knowledge of WordPerfect 5.1 needed. Confidentiality a must. Reply with experience and compensation requirements to P.O. Box 400, Northville, MI 48167.

EXECUTIVE SECRETARY
(Wixom, WordPerfect w/Windows, 2 yrs. exp.) Wixom area manufacturer seeks dedicated, motivated a plus, benefits, $8 $25/hr.
Call Sue 348-3830

EXECUTIVE SECRETARY
CHIEF FINANCIAL OFFICER
TO $35,000
Expanding Novi firm seeks Word-Perfect & Lotus experience. Bookkeeping or Accounting background helpful. Excellent work environment. Call Bernie, Call Demetra at 772-6790
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Excellent opportunity with growing corporation. Immediately available for experienced, self-motivated secretary/administrative assistant. Must be experienced, proficient in Word for Windows, Powerpoint and Microsoft Excel. Excellent pay and benefits. Call Ann at
Entech Personnel Services
528-8092

FINANCIAL SERVICES firm needs receptionist/typist. 30 wpm. Must know WordPerfect 5.1, must have good phone skills, great job for right person. Send resume to Mrs. The Company, 31731 Flint Troy Center, Bldg. 300, Troy, MI 48084

FRONT DESK
Key, presentable position. Need good phone skills, organized.
ARBOR TEMPS, 459-1166

GARDEN CENTER supply yard needs Cashier. Must have good phone position. Full time. Apply in person Garden Center of Farmington, 31841 Grand River, W. of 8 Mile.

A GARDEN CITY & A CANTON
Dentist seeks part-time general office help with general dental skills. Call Tracy at 420-0-APPL.
522-1177

PART-TIME office position available with lotus knowledge. Farmington Hills Center. Must be dependable call-ahead or on-day absence. Must have excellent phone skills, organized. Advancement potential. Call 941-4800.

TIGER STADIUM area manufacturer of specialized gaskets seeks person with typing skills & numerous manual skills. Full time, 8 hours, Monday-Friday. Call 8 - noon between 9 - 4 pm.
Detroit 841-3700

GENERAL OFFICE help needed. Bookkeeping experience helpful. Must speak English fluently. Call Gary, 4259 N. Wiedemann, Royal Oak.

GENERAL OFFICE - part time hours, leg to full time. Must have 5 years experience. Bookkeeping & word processor. Bookkeeping 4 years. Good typing skills. Good salary & benefits. Redford area. Phone 532-7660

GENERAL OFFICE
Permanent position for person to do various office duties. Must be good with figures. Typing necessary. Call Ann 8 - 5 (313) 937-3080. Call Mr. Corn 352-5100 ext 471
An Equal Opportunity Employer

GENERAL OFFICE help needed. Bookkeeping experience helpful. Must speak English fluently. Call Gary, 4259 N. Wiedemann, Royal Oak.

GENERAL OFFICE - Well-rounded person who is detail oriented with good math skills.
Bookkeeping, Bank Reconciliation, Payroll, Accounts Receivable, Accounts Payable, Data Entry, Word processing, Mail, Telephone, Filing, Typing. Send resume to: Personnel Director, Box 1000, Farmington Hills, MI 48332

504 Help Wanted Office-Clerical

GENERAL OFFICE DUTIES IN AUTO COLLISION SHOP - plus light bookkeeping. Must be dependable & organized. Apply in person, 480 E. Lexington, Pontiac. 6am to 6pm Mon. thru Fri.

GENERAL OFFICE in dental setting. Hours: 12:30-6:30 PM., Mon. - Fri. Phone, phones and paperwork. Farmington.
810-478-3366

GENERAL OFFICE - Part time, Monday, either position available. Duties including, but not limited to, filing and data entry. Competitive wage offered. Apply in person at Circuit Sales, 32600 Capitol, Livonia, off Farmington Rd., S. of I-96.

GENERAL OFFICE/
Creative area of advertising agency seeks candidates with recent experience. High energy level and computer skills. Temp to perm.
Call Sandra 799-3948
Uniforce Temporary Services

GENERAL OFFICE/
AD AGENCY
Creative area of advertising agency needs candidates with business experience. High energy level and computer skills. Will train.
Call Sandra 846-8500
Uniforce Temporary Services

GENERAL OFFICE
Some word processing, desirable. Multi-line phones, professional image. Several openings in desirable locations.
ARBOR TEMPS 459-1166
8433 Haggerty Rd., Plymouth, MI.

HOW SOON CAN YOU START?
CUSTOMER REPS
- Automotive experience preferred
- Min. typing speed of 35wpm
- Excellent communication skills
- Training provided
- Part time days & evenings

CALL NOW!
O/E
Management Services
525-8100 Fax 528-8107

IMMEDIATE OPENINGS
Clerical, Secretarial and Word Processing tests. $6.50-$11.25 per hour. Great locations throughout the Metro area. Knowledge of office procedures and computers a must. For an immediate appointment call:
SNELLING PERSONNEL SERVICES

INSURANCE
CSR
Agency in West Dearborn seeking full time EXPERIENCED Personal Lines Customer Service Rep. We offer continuing training and an above average salary and benefits package. Please phone:
McDonnell Agency, Inc.
561-4360

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial C&R's to $24K
Part Time Positions to $10/hr.
Commercial Personlines to $24K
CONCORD PERSONNEL
478-2200

INSURANCE OFFICE
Troy, General Administrative Knowledge of Windows (Excel 4.0, word 2.0) & basic accounting required. Call Dennis at 362-2961

INSURANCE
Personal Lines agency, full time, C&R, insurance experience preferred.
280-1966

NATIONAL MARKET RESEARCH company has immediate openings for interviewers, and editors. Excellent job. Advancement opportunities.
588-0444

JOB HUNTING?
START HERE!
ADIA has immediate part-time & full-time opportunities at top companies. Professional environment.
SWITCHBOARD
RECEPTIONIST
WORD PROCESSORS (MS Word, Lotus, Excel, WordPerfect)
Call today for an immediate interview & start earning some cash!
ADIA
THE EMPLOYMENT PEOPLE
442-7800

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

LOAN CLERK
For commercial lending at Comerica Union. Duties include typing, answering phones, working up daily totals, filing, and other duties as assigned. Typing 35 wpm. Knowledge of 10-key calculator a plus. Full time, $5.50 hr. Apply
COMERICA BANK
Attn: Personnel, Mail Drop 3464
Fax: 313-222-3464
EOE

LEASING PERSONNEL
Most apartment complex taking applications for Leasing Personnel. Prefer individuals with retail/customer service experience. Opportunity for advancement. Apply in person: Parkwood Apts., Parkwood Trail, E. of Beck Rd., Mon.-Fri.,8-5.

TROY LAW FIRM seeks experienced Legal Secretary in litigation. Excellent salary and benefits. WordPerfect 5.1. Send resume to: Office Manager, 901 W. Maple, Tower Rd., Ste. 200, Troy, MI. 48084

LEGAL Assistant entry level/secretary/non-smoker. Established law firm. Hard work ethic, $8. Profit sharing, bonus. Send reply Box 9 to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Mon 3 person non-smoking, litigation firm in Downtown Birmingham. Exp. preferred. Call 642-3192

LEGAL SECRETARY - Experienced in WordPerfect, family law firm, personal injury. Small firm, phenomenal benefits. Fax resume to 313-459-1854 or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY
For Southfield law firm, must be experienced in insurance defense. Workers Comp. helpful. Call 352-5660. Immediate opening. Bonus 352-5660

LEGAL SECRETARY
Uniqueness? Opportunity? Work for a fun, fast paced, small P.I. firm in Southfield. Strong litigation and word processing skills required. State of the art equipment.
646-6820

LEGAL SECRETARY
With minimum 5 years experience needed for busy P.I. firm in Farmington Area. Excellent typing and grammar skills required. Call
LEGAL SECRETARY
Needed for Farmington Hills law firm. Must be highly organized, proficient with WordPerfect 5.1 and 1 - 3 years experience in corporate, commercial litigation matters. Contact Kim for interview: 442-06 00

LEGAL SECRETARY - Southfield, Exceptional opportunities in workers compensation law. WordPerfect 5.1 a must. Good benefits. Salary commensurate with experience. Call Ann Marie Manager, Box 330, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Full or part-time for downtown Birmingham law offices. Must have Microsoft Word, PostScript.
Dave 642-1161 Beth 633-6304

LEGAL SECRETARY
Full-time, Bloomfield Hills office, trademark & copyright law firm. Must know WordPerfect 5.1. Minimum two years of legal experience. Excellent salary and benefits package. Call Ann at 642-8020

LEGAL SECRETARY
Patent law firm seeks full time experienced professional secretary. Must know Word-Perfect 5.1, Knowledge of WordPerfect and previous experience with patent, trademark and copyright skills. Min. 3 yrs. experience. Competitive starting salary. Send resume to: Personnel Director, P. O. Box 7068, Troy, MI 48007-7068

LEGAL SECRETARY
Troy law firm seeks 5-8 years experienced and a strong knowledge of litigation procedures is a must. We are looking for a hard working, detail oriented individual with good phone skills. Salary commensurate with experience. Send resume to: Office Administrator, 1001 W. Long Lake, #200, Troy, MI 48098

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Southfield plaintiff personal injury law firm. Minimum 2 years personal injury & WordPerfect experience required. Salary commensurate with experience. Send resume to:
Mindell, Premer, McKenna & Malin, 25800 Northwestern Hwy., Suite 900 Building, Detroit, MI. 48075.
No agencies please.

LEGAL SECRETARY for Birmingham law firm. Must have excellent skills in word processing, preferably with Word Perfect 5.1, at least 3 years experience, and demonstrated performance reasonably. Good benefits. Salary commensurate with experience. Send resume to: Box 332
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY. Full or part time for busy Farmington Hills law firm. Must be experienced. Word-Perfect 5.1. Call Sarah 553-0966

LEGAL SECRETARY
Part time for personal injury firm in Southfield. Call 354-2500
E

LEGAL Secretary or Paralegal for all phases of probate work. Full or part time. Experience mandatory. Salary commensurate with ability. Southfield Town Center
Call Bernice
358-4643

LEGAL SECRETARY - Southfield firm has immediate opening. Must know Word Perfect 5.1. Typing 60 wpm, 6 have minimum 4 years litigation experience. 29-27 Hours Benefits. Call Lynn at ☎ 810-433-4800
6161 Box 2789

LEGAL SECRETARY needed for small corporate practice in Bingham Farms. Must type at least 70 words per minute. Must have a minimum of 3 years legal experience & have good organizational skills. Contact Sue
947-8000

LEGAL SECRETARY wanted for litigation department. Must have legal experience required. Litigation experience preferred. Please send resume to: Box 300,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - "AY" listed Bloomfield Hills law firm seeks experienced legal secretary in Workers Compensation & medical malpractice defense. Salary commensurate with experience. Send resume to: T.T. Tryhoff, 4190 Telegraph Rd., Ste 200, Bloomfield Hills, MI 48302.

LEGAL SECRETARY
Detroit - Birmingham locations
3-8 years litigation experience necessary, WordPerfect 5.1.
Call Bernice
Hill Limits
100 Renaissance Center Ste.3200
Detroit, MI 48243
Attn: Administrator

LEGAL SECRETARY
Entry level secretarial position in Downtown Detroit law firm. Strong word Perfect, dictaphone & organizational skills required. Excellent position for individual with good communication skills. Prefer candidate with 3 long-term career. Legal experience helpful but not required. Paid parking, health & dental benefits provided. Please send resume and references to: Legal Secretary, 15243 Gartield, Allen Park, MI 48101.

LEGAL SECRETARY - Bloomfield Hills degree, 10 yrs experience, steady work history, knowledgeable in estate planning, probate, corporate & real estate, accurate typing & shorthand - $30,000. Fee paid

SECRETARY - RECEPTIONIST, Southfield, pension, pension fully supplied computer-based law firm, experience & personality, $10/hr. Fee paid

RECEPTIONIST, mid town Detroit for international company, phones, Microsoft Word for Windows & Excel, $11/hr. Fee paid

SECRETARY - northern suburbs, 1 person, large law firm, Word 5.1, Lotus, accurate records, payroll & invoicing, to $8.50/hr. Temp to perm. Fee Paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

LOAN CLERK
For commercial lending at Comerica Union. Duties include typing, answering phones, working up daily totals, filing, and other duties as assigned. Typing 35 wpm. Knowledge of 10-key calculator a plus. Full time, $5.50 hr. Apply
COMERICA BANK
Attn: Personnel, Mail Drop 3464
Fax: 313-222-3464
EOE

MEDICAL CLAIMS PROCESSOR
Seeking Medicaid/Medicare Processor for established TPA in Birmingham area. Pt. 8:30-3:30pm. Negotiable salary, excellent benefits, bond required. Send resume to: Box 3039, Birmingham, MI 48012.

OFFICE ADMINISTRATOR/receptionist. Bloomfield Hills manufacturing company is seeking a self motivated individual to fill immediate position. Must be organized, detail oriented & have computer experience. Insurance/Accounting skills a plus. Interested? Call Pete
488-5400

OFFICE ASSISTANT wanted in Farmington Hills dental office. Part time, may lead to full time with benefits.
471-6434

OFFICE CLERICAL
Assistant to fast paced Farmington Hills office. Secretary in back up necessary. Good phone skills & general attitude required. Call Christine
661-1510

OFFICE CLERICAL
For retail store in Farmington Hills. Computer skills helpful. Full benefits.
☎ 810-433-4800
6161 Box 2756

OFFICE CLERK
For small office in Oakland Mall area with good knowledge of Lotus or Excel, and Word of WordPerfect, 40 per hour. Call days
737-2690

RECEPTIONIST/EXPERIENCED
For professional office. Part-time, computer & Word Perfect experience necessary. Farmington Hills area.
661-1034

RECEPTIONIST/TYPIST needed for 4 attorney law firm. Must know WordPerfect and enjoy detail. Pleasant 94 hrs./wk. Call 810-300-9900

RECEPTIONIST
Fast paced Farmington Hills office
6161 Box 2756

RECEPTIONIST
Non-smoking with pleasant phone skills. Some knowledge of Word Perfect. Send resume to:
32000 Northwestern Highway, Ste. 275
Farmington Hills, MI 48334

RECEPTIONIST - Immediate full time opening in busy Farmington Hills law firm. Must have pleasant voice. Unrelated duty position requires good typing skills, word processing skills. Call
661-2100

RECEPTIONIST/SECRETARY
Bloomfield Hills area, experienced in Lotus.
☎ 810-433-4800
6161 Box 2788

RTO Temporary Services
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE HELP/Part Time. Smoke-free office. Typing & computer skills. Knowledge of Word Perfect & Lotus Lotus helpful.
836-6500

OFFICE HELP - part-time. Troy area. Approximately 14 hours/wk. Flexible, Bright, energetic & reliable for filing, typing, data entry & special projects. Call Marty: 646-6700

OFFICE & MANAGEMENT ASSISTANT - Light bookkeeping, word processing, advertising & bookkeeping. Send resume to: Box 643, Walled Lake, MI. 48390.

OFFICE MANAGER

Detroit-based expanding communications company, military background considered. Immediate opening. Responsible for manager level responsibilities. Must possess and salary expected to:
Wilgore Associates, Limited
29145 Greenfield
Southfield, MI 48076-3066

OFFICE PERSON - duties include phone, computer, typing, etc. Apply at Detroit Nursing Home. Call Phyllis, 862-2100

OFFICE PERSON - Computer side. Minimum 2 yrs. experience, part time or full time. Call Mon-Fri., 10-3.
641-6188

PARALEGAL TO $26,000
Commercial litigation experience. Paralegal degree or certificate. Major Oakland County firm. Opportunity to advance. Benefits include:
Independent consultant
Call Ann 772-6780
SNELLING PERSONNEL SERVICES

PAYROLL SPECIALIST
Immediate opening available for detail oriented individuals with an accounting perspective. Individuals must possess good math aptitude, organizational skills & a strong desire to provide customer service. Benefits. Payroll experience helpful but not required. Send resume. Salary and benefit package available. Send to:
PAYCHEX, INC.
5995 Opdyke Road, Suite 110
West Bloomfield, MI 48322

PHONE ORDER PROCESSORS
Data Entry. Full & part time positions available. Very lenient on Brighton/Farmington area. Minimum 3 years experience required. Intelligence, organization & creativity desired. Pleasant environment. Send resume to: Steven Goren, 30300 Telegraph, Ste 120, Birmingham, MI. 48025

PHONE WORK - Part-time work in our Farmington Office calling for Pepsi Heart. Flexible hrs., $4.25/hr
☎ 810-433-4800
6161 Box 2737

PURCHASING CLERK/
RECEPTIONIST
TO $18,500 FEE PAID
Busy suburban Detroit office seeks for your organizational skills. Light clerical, typing, phone & computer data entry skills. Great benefits. Call Mark at
810-433-3120
or FAX resume to 848-FAX-2
M BOOKKEEPING & ASSOCIATES
PERSONNEL SERVICES

RECEPTIONIST
Flexible hours & weekends for real estate office in West Bloomfield. Experience on multi-line phone and computer a plus. Call and ask for Linda Smith, between 9-1 ONLY at:
626-6000
Must speak English
Equal "AGE" Employer!

RECEPTIONIST/TYPIST at private club, must be organized, have a some days. $8.50/hr. Call Office Manager for interview
537-5330

RECEPTIONIST/SECRETARY
For busy plastic surgeon's office. Light typing, filing, phone. Pleasant personality. Minimal legal experience preferred. Fax resume to: (810) 443-1508

RECEPTIONIST
Full time entry level position for busy Troy office. Extensive phone & people skills required. WordPerfect 5.1 experience necessary. (8:30am-5pm). Non-smoking office.
Send resume to:
Somerset Park Apartments
2400 Dorchester
Troy, MI 48084
Attention: Sandy Hall

RECEPTIONIST/TYPIST
Full time, 3 years experience. Benefits available.
731-4720

RECEPTIONIST
Experienced, with good phone skills. Full time, 8:30 to 5:30, Mon. thru Fri. Call Mrs. Ross 557-4700

RECEPTIONIST for Executive Center in Livonia. Light typing, will train. Call Mike between 8AM-11AM at
476-2442

RECEPTIONIST
needed some days and evenings and one weekend day for a medical real estate office. Must be a non-smoker. Call
464-8400

RECEPTIONIST/TYPIST
For busy Rochester Hills company. Must have strong phone and data entry skills. Word processing. Experience required. Send resume to: Box 241, 2-4-30 at 1440 North Rochester Rd.
810-852-7300

RECEPTIONIST busy Southfield law office, 20 hrs. Experience required. Word processing, other duties, benefits. Send resume to: Box 200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
Must have telephone and secretarial skills for a busy office. Should be familiar with real estate office tasks (mortgage/mortgage). Job requires some data entry, filing, typing at 40 WPM, and neat, office duties. Good driving record necessary. Excellent benefits. Hours are Monday-Friday, 10 a.m.-7 p.m. with some flexibility. Knowledge of Macs are helpful. Please send resume to:
Linda Rae Realty, P. O. Box 247, Southfield, MI 48037

MANAGER'S ASSISTANT
Good typing skills, ability to multi-task required. Full time with benefits. Send resume & salary requirements to:
Box 2000, Dept. 27200 W. 8 Mile Rd., Redford, MI. 48240.

RECEPTIONIST/SWITCHBOARD
H.W. area corporation. Excellent phone skills required. Multi-line switchboard. Must be versatile & able to handle pleasant customer service. No typing or computer knowledge required. Salary commensurate with experience. Full time. Send resume to:
Box 2000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY - full time, $7 per hour plus benefits. Pleasant Farmington Hills office. Must have working knowledge of WordPerfect 6.0. Send resume to:
J. Howard Hudell Associates, Inc.
30800 Northwestern Hwy., Suite 308
Farmington Hills, MI 48334

RECEPTIONIST/ADMINISTRATIVE ASSISTANT needed full-time for our fast-paced Southfield office. Qualified individual will handle a variety of responsibilities. Must also be a sales assistant. These duties will involve telephone sales. Qualified individuals will handle a variety of responsibilities. Must also be a sales assistant. These duties will involve telephone sales.
☎ 810-433-4800
6161 Box 2719

RECEPTIONIST/SECRETARY - full time, $7 per hour plus benefits. Pleasant Farmington Hills office. Must have working knowledge of WordPerfect 6.0. Send resume to:
J. Howard Hudell Associates, Inc.
30800 Northwestern Hwy., Suite 308
Farmington Hills, MI 48334

RECEPTIONIST/ADMINISTRATIVE ASSISTANT needed full-time for our fast-paced Southfield office. Qualified individual will handle a variety of responsibilities. Must also be a sales assistant. These duties will involve telephone sales.
☎ 810-433-4800
6161 Box 2719

RECEPTIONIST/SECRETARY
Bloomfield Hills area, experienced in Lotus.
☎ 810-433-4800
6161 Box 2788

RECEPTIONIST
Non-smoking with pleasant phone skills. Some knowledge of Word Perfect. Send resume to:
32000 Northwestern Highway, Ste. 275
Farmington Hills, MI 48334

RECEPTIONIST - Immediate full time opening in busy Farmington Hills law firm. Must have pleasant voice. Unrelated duty position requires good typing skills, word processing skills. Call
661-2100

RECEPTIONIST/SECRETARY
Bloomfield Hills area, experienced in Lotus.
☎ 810-433-4800
6161 Box 2788

RTO Temporary Services
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING DEPARTMENT,
Clerk II
Schoolcraft College
Livonia, MI

Maintain records, compile reports, assist buyers in ordering supplies, quotes or refer to appropriate personnel, maintain, distribute and standard materials or route accordingly. Requirements: at least one year of high school diploma with business or clerical experience in purchasing including data entry, typing & $463 per week after 6 months. Interested applicants may pick up an application at the Personnel Office, Schoolcraft College, 18600 Haggerty Rd., Livonia. Mt between 8am-4pm. Applications must be returned by no later than Fri., April 29, 1994 by 5 p.m. to the attention of the Board of Trustees of Schoolcraft College not to discriminate against any person on the basis of race, creed, color, sex, age, handicap or marital status.

RECEPTIONIST, Part-time. Needed approximately 25-30 hrs/wk., Mon-Fri. Must have prior experience necessary. Light typing & certain duties. Call Mary Ann Cleary, Cindy Dorbatt, 836 W Long Lake Rd #100, Bloomfield Hills, MI 48302.

RECEPTIONIST/SECRETARY
Articulate, enthusiastic, good phone skills a must. Light typing & filing skills required as well.
Call: (810) 473-9828

RECEPTIONIST
★ We are seeking an organized person with good phone skills, to work in a new contemporary office. Typing and computer word processing skills are required. Please send resume to:
4210 N. Tuergo Dr., Sterling Heights, MI 48314.

RECEPTIONIST/SECRETARY
sought by busy law firm in Detroit firm. General office experience in-cluding typing, filing, and 2 or 3 pleasant phone voice a must. Send resume to:
MPC, Attn: Human Resources, 9631 W. Jefferson, Detroit, MI 48228
An Equal Opportunity Employer

RECEPTIONIST
Modern, upbeat, Troy facility seeking experienced, Dot-policy personnel. Must be well-mannered, professional, and able to work well with others. Send resume and salary history to:
Receptionist, P.O. Box #780451
Lathrup Village, MI 48076

RECEPTIONIST for new office in Rochester. Light typing, 20 hours a month. Must have professional appearance & good attendance record. Experience with telephone & typical duties. Send resume to
Box 378
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Full time position for individual with good attitude & organizational skills. We are a variety of the phones, financial firm. Troy & Bloomfield Hills locations. Lunch provided.
Call Sandy 646-7863
Uniforce Temporary Services

RECEPTIONIST/GENERAL OFFICE
AS & Real estate, Farmington Hills. Mac & accounting knowledge helpful. Farmington Hills.
Call Kim-3pm 810-626-7150

RECEPTIONIST/GENERAL OFFICE
Help needed full time. WordPerfect & Lotus preferred. Responsible, dependable self-starter. Benefits are available. Fax resume:
Box 2000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Harvard Graphics/WordPerfect 5.1
Temp to Perm, Farmington
Temporary Resources 737-1711

SECRETARY

Hertz Claim Management, a wholly owned subsidiary of The Hertz Corporation, has an immediate opportunity available in our Livonia office.

To qualify, you must be detail oriented and have proficiency in Word, Lotus, Harvard Graphics would be a definite plus. Typing skills of 60 + WPM as well as excellent verbal, interpersonal and communications skills are required.

We offer a competitive salary and unique benefits program. Please send/fax your resume to:

HERTZ CLAIM MANAGEMENT
32290 West 5 Mile Rd.
Livonia, Michigan 48151
Fax: 313-425-1819
An Equal Opportunity Employer

WOLVERINE STAFFING
879-9070

SECRETARIES/
WORD PROCESSORS
WHERE ARE YOU?

If you possess any of the following skills, we have a job for you:

TYPE 45 WPM +
Ability to answer phones, take a accurate message, Knowledge of Word Perfect or Word Processing.

Word Perfect
Microsoft Word
Word Perfect for Windows
Microsoft Word for Windows
Lotus 123
Lotus 123 for Windows
Lotus 123 DOS
Excel

We have full and part-time positions available in Detroit, Southfield, Livonia, Troy, Farmington, Farmington Hills, Farmington, West, Northville, Wixom, Ann Arbor.

Call Today - Work Tomorrow
COLLEGE STUDENTS WELCOME

SNELLING PERSONNEL
NEVER A FEE

Livonia 464-8300
Southfield 352-1300
Auburn Hills 373-7300
Troy 244-0777

SECRETARY
A medical call processor company seeks a highly motivated individual to assist the branch manager in all aspects of office, telephone, customer billing and medical administrative responsibilities. Must have excellent communication skills, excellent telephone and communication skills, be able to work independently and be self-starter. Current requirement is 25 hours a week (8am-2:30pm).

We offer a competitive salary and an excellent benefit package. Please send resume to:

PURITAN-BENNETT CORPORATION
ATTN: Personnel Secretary
33326 GLENDALE
LIVONIA, MI 48150

SECRETARY
Busy office in Farmington. 20/1 Week hours, a computer/word, highly organized, self-starter, able to work under stress and have working experience with Word Perfect 5.1 and Lotus. Knowledge of Word Perfect 6.0 a plus. Call Ann at 737-1400

504 Help Wanted Office-Clerical

SALES SUPPORT SECRETARY
Full-time entry level position. General clerical and word processing duties plus. $18,000 a year to start. Call for interview 478-7600, ext. 100

SECRETARIAL
Immediate Salem Township, Must type 40 wpm minimum. Long and short term assignments. Open locations Southfield, Farmington Hills, and surrounding areas.
Excellent wages. Call today for an appointment.

OFFICETEAM
(810) 358-0222 Fax 358-0841
28588 Northwestern Hwy #250
Southfield, MI 48034
E.O.E.

SECRETARIAL POSITION. Full time, $400 weekly, not bonded $ nor, in a nonprofit corporation. Advanced WordPerfect, a good one person skills a must. Send resume: Ms. Tamp, 31330 Northwestern Hwy., Suite A1, Farmington Hills, 48334

SECRETARIAL POSITION, must assume corporate law firm computer skills helpful, typing skills 50 wpm or better, full time, benefits, mileage reimbursement. Send resume to: David Field, 833 Griswold, 2230 Buhl Bldg., Detroit, MI 48226

Secretaries
Word Processors
Data Entry
$8-$13/HR
Immediate need for experienced, dependable people for terrific long and short term assignments. We offer top pay, benefits, excellent companies. Many of our assignments are "temp-to-hire". Let us match you with these great jobs!
CALL TODAY!!!
Madison Hts 545-3530
Farmington Hills 615-0480

Western
TEMPORARY SERVICES

SECRETARIES
$19,000 - Team player with good communication & typing skills needed. Word processing experience. Lotus is a plus. Terrific opportunity.

$25,000 - Great opportunity for your personality and organizational skills & Lotus skills. Lots of client contact. Work hard, play hard environment.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Staffing Troy
737-8750 645-2720

SECRETARY/ASSISTANT
Articulate, enthusiastic, good phone skills a must. Light typing & filing skills required as well.
☎ 810-433-4800
6181 Box 2788

SECRETARY
Aura related, computer literate, 9 lines, General Office, Detroit/Plymouth, Temp-from $8 +
Call Ann 645-0800

SECRETARY - Entry level, Weekly benefits, Mon.-Fri., 8:30-5, Excellent typing skills, Pleasant office, Resume to: P.O. Box 1540, Rochester, MI 48308-1540 Attn: Susan Kingman. ROIS is an EOE

SECRETARY
For small construction/developer office. Full time, knowledge of Microsoft Windows, Excel or Lotus preferred. Send or fax resume to:
Box 1000, Dept. 27200 W. 8 Mile, Ste. 1500, Redford, MI 48240. Fax: 810-353-8444

SECRETARY - FULL TIME
Telephone skills computer & typing required, $6 per hour. Nonsmoking office. Resume to: Box 27708 Schoolcraft, Livonia, MI. 48150.

SECRETARY
FULL/PART TIME
Long term positions in prestigious Novi offices for receptionist/secretarial firm. Troy & Bloomfield Hills locations. Lunch provided.
Call Sandy 646-7863
Uniforce Temporary Services

SECRETARY/GENERAL OFFICE
AS & real estate, Farmington Hills. Mac & accounting knowledge helpful. Farmington Hills.
Call Kim-3pm 810-626-7150

SECRETARY/GENERAL OFFICE
Help needed full time. WordPerfect & Lotus preferred. Responsible, dependable self-starter. Benefits are available. Fax resume:
Box 2000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Harvard Graphics/WordPerfect 5.1
Temp to Perm, Farmington
Temporary Resources 737-1711

SECRETARY

Hertz Claim Management, a wholly owned subsidiary of The Hertz Corporation, has an immediate opportunity available in our Livonia office.

To qualify, you must be detail oriented and have proficiency in Word, Lotus, Harvard Graphics would be a definite plus. Typing skills of 60 + WPM as well as excellent verbal, interpersonal and communications skills are required.

We offer a competitive salary and unique benefits program. Please send/fax your resume to:

HERTZ CLAIM MANAGEMENT
32290 West 5 Mile Rd.
Livonia, Michigan 48151
Fax: 313-425-1819
An Equal Opportunity Employer

SECRETARY
International Marketing Corp. We seek an individual with strong work history for administrative assistant position. Full benefits. Call or send resume to: Arthur Thomas, 3003 Town Center, Suite 100, Southfield 48075 358-4190

SECRETARY/MARKETING
Advertising agency needs your word processing and typing skills. Harvard Graphics a plus. To $10/hr.
Call Sandy 646-7863
Uniforce Temporary Service

SECRETARY/RECEPTIONIST - Troy real estate firm requires excellent communication skills. Must read, WordPerfect 5.1. Hours 9am to 2pm., Mon. thru Fri.
Call Ann 646-1111

SECRETARY - part time position for busy sales office. Mon. & Wed., 9am to 2:30pm & Fri. 9am-12noon. Successful applicant must possess excellent phone manners, typing 50 wpm fact, Excel & Harvard Graphics a plus. Call Ann at Sales Office, 31875 Northwestern Hwy., Farmington Hills, across from Laurel Park Place. Livonia, MI 48154.
No Phone Calls 644-5900

RECEPTIONIST/
Highly energetic, Must have 3 arms & 4 legs to be able to do 10 things at once. Experience helpful but not necessary. Mon., Wed., Fri. 9-1pm. Sal Sam-Noon. Tappan Chiropractic Clinic
31875 Northwestern Hwy. Corner Drake, across from Laurel Park Place. Livonia, MI 48154.
644-5900

RECEPTIONIST/
Highly energetic, Must have 3 arms & 4 legs to be able to do 10 things at once. Experience helpful but not necessary. Mon., Wed., Fri. 9-1pm. Sat 9am-Noon. Tappan Chiropractic Clinic
31875 Northwestern Hwy. Corner Drake, across from Laurel Park Place. Livonia, MI 48154.
644-5900

RECEPTIONIST/
TELEPHONE ANSWERING/Computerized telephone system. Must be experienced, highly dependable. Full time. Call Judy
539-9992

TYPIST, BIRMINGHAM
Part time, two, ideal for homemaker. 80 + words Word Perfect 5.1.
TEMPSTAFF No Fee 548-0800

TYPIST
Large insurance company in Troy needs Typist in Claims Dept. Accuracy a must. Competitive pay & benefits.
CONTEMPRA
583-9500

TYPIST/RECEPTIONIST
Excellent computer skills including Windows/Word Perfect 5.1. Phone experience. Downtown Birmingham.
Call 5-8pm 642-9611
CMA

Word Processor
We need your Job responsibilities include general office duties in addition to word processing. WordPerfect 5.0 or DOS. This is a full time position and temporary. Will be negotiable based on performance. Excellent attitude and team oriented. Minimum typing speed of 60 WPM required. Applicants must be professional in dress and manner. CMA is a growth oriented company. CMA is a premier provider of research and outcomes services from offices in Troy, Bend Oregon, Ann Arbor, Hillsdale, Ft. Lauderdale, Auburn Hills, MI 48326. (810) 340-9770. An equal opportunity sex player.
EVERYONE LOOKS FORWARD TO
FRIDAY'S

504 Help Wanted Office-Clerical

SECRETARY
Expanding mid-size manufacturing company seeks Sales Secretary for Rochester facility and Human Resources Secretary for Dearborn facility. Send resume: HR Manager, Dynamic Corporation, 1900 W. Big Beaver, Suite 220, Troy, MI 48084

secretary

KEY
OPPORTUNITY!

Our client, a major Southfield-based automotive supplier, currently has an outstanding part-time