504 Help Wanted Office-Clerical

Customer Service Reps

Telephone Customer Service positions, job will work with a rate of the art computer software for a growing, fast paced company. Our hours are 7 AM - 6:30 PM, Mon-Fri, Sat 8-6 and Sun 12-6. Reps must be available for evening/weekend shifts as required to customer needs. We have a pleasant work environment with a lot of positive energy. If you enjoy customers, are comfortable with computers, can type at least 25 WPM and like working on the phone, you may have the job. Great opportunity for those interested in marketing or new product development. Full time reps receive paid health insurance, life insurance, 401k, tuition reimbursing is involved. Call or write.

CMA, Director of Recruitment
2301 West Big Beaver, Suite 411
Troy, MI 48084
810-643-7331

CUSTOMER SERVICE ASSISTANT. Eager person with letter or word processing skills for busy Livonia office. Bright & cheerful with good communication skills and attention to detail a benefit. Call Nancy 442-2232

CUSTOMER SERVICE REP
Experienced in telephone, computer order entry skills a plus. Phone skills needed. Send resume to:
Paper Express, Inc.
2785 Franklin Rd., Ste. 150
Bloomfield Hills, MI 48302
Attn: Chris McBride

CUSTOMER SERVICE
Growing company seeks upbeat, motivated Project Coordinator for small construction industry project. Strong negotiating skills. Computer proficiency and attention to detail. Construction experience not required. Job performed over phone.
Send resume to: Customer Service Corporation, 13425 Beck Road, Livonia, MI 48150 Fax 421-4182

CUSTOMER SERVICE
Suburban insurance headquarters has immediate needs. Qualified candidates must have:
• Excellent people skills
• Communication skills, team assignment
• Light computer skills
Thorough training will be provided to selected candidate.
Call Cathy 473-2934
Uniforce Temporary Services

DATA ENTRY
Be approached, rewarded with personal attention and assignments suited to your skills and interests. Excellent pay and benefits. Now having temp openings with prospective Data entry, Word Processing, medical typing. 8,000 keystrokes preferred.
Call Cathy, 540-7663
Uniforce Temporary Services

DATA ENTRY CLERK
Part time, approx. 20 hours per week, for company located at 12 Mile & Lahser. Ability to enter approx 10,000 keystrokes, be well motivated and organized a must. Some computer experience required. Send resume to:
CCC, Art Barb
30700 Telegraph Rd., Ste. 1875
Bingham Farms, MI 48025

DATA ENTRY CLERK
Rapidly expanding company seeks an experienced data entry clerk. Data entry department with opportunity to grow. Minimum 40 wpm. Ideal candidate will have 3 to 5 years experience. $ plus. Send resume to: Lynn Wright, Club Center, #207E, Southfield, MI 48076 or Fax to 948-0314

DATA ENTRY CLERKS
Needed, experienced, full time data entry clerks. 9,000 - 10,000 keystrokes required. Call Debbie Davenport company and Macomb County positions as well.
Good probationary skills needed. Call for appt. 463-1100
FUTURE FORCE
TROY - 528-8454
SOUTHFIELD - 353-6300

DATA ENTRY CLERK
We have an immediate opportunity for a Data Entry Clerk in our Accounts Receivable department. Must have typing, 10-key and computer experience. Ideal candidate will be detail oriented, self-motivated, and enjoy a fast paced environment. Please call or send resume and salary requirements to:
VILLAGE GREEN
MANAGEMENT COMPANY
30833 NORTHWESTERN HWY.
FARMINGTON HILLS, MI. 48334
ATTN: A/R BUTLER/VISOR
(810)932-2730
An Equal Opportunity Employer

DATA ENTRY
Excellent opportunity. Must have min. of 40wpm or 8,000 keystrokes. Immediate openings with experienced, temporary jobs. Please send resume to Dept. 326.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
FULL/PART TIME
Our client, a nationally known family enterprise of expanding company has immediate long term positions. Data entry skills required.
Call Donna 473-2922
Uniforce Temporary Services

DATA ENTRY & general office. Full-time, 8:30-5. Near 12 Oaks Mall. Must have typing, 10-key, and customer service. Call 313-347-2510

DATA ENTRY - long term full time, 3 months minimum. Call 464-7079
• ETO Temporary Services
An Equal Opportunity Employer

DATA ENTRY OPERATORS
Possibilities for full, part, or flex shifts. Knowledge of computer keyboard & 10-key helpful. Ask for Job #3636-1497B. 1-800-800-8834

DATA ENTRY
Part time, flexible hours, Livonia area. Apply in person 32996 Glendale, Livonia

DATA ENTRY • Part-time
Flexible hours
Call Beverly at 591-2300
for Karen,
937-6700

DATA ENTRY/REGISTRAR
Experienced, reliable, self-motivated. MS Word, Excel helpful. Sales Beth, Jan at Kelly Services, 26555 Evergreen Arbor Mall, OCOLL, 26025 Seven or Lahser Ct., Novi, MI 48377-3421.

DATA ENTRY/SECRETARIAL
Part time, flexible hours. Ideal for retiree. Knowledge of Market Communications.
Call Donna 473-2922
Uniforce Temporary Services

DO YOU LOVE WEDDINGS?
Good communication & phone skills needed for full time position. Light data entry experience helpful.
Call 356-6661

ENERGETIC person with general office skills to work inside agent's office in Farmington. Office in Southfield. Part time.
Call 557-4809
8 to 1 Mon-Fri

ENTRY-LEVEL CLERICAL
Career opportunity with Southwestern Bell. Ideal candidate will have 1 year of clerical work experience. Call 559-8280, ext. 302 for an appointment.

ENTRY LEVEL job opportunity. General office duties. Must be comfortable with 50 wpm and general computer knowledge. Call Mr. Bell at 851-7010
Fax 851-7020, Plymouth, MI 48170

FINANCIAL SECRETARY - for finance department. Must have strong financial expense accounting. Full or part time. Good pay & benefits.
Call Cathy 751-7000

FILE CLERK/COURIER
Small Bloomfield Farmer has immediate opening for file clerk/courier. Responsible, reliable, organized, & motivated a must. Must be able to lift boxes. Prefer someone who lives nearby and has dependable car.
Call Cathy, 644-4400

FILE CLERK/MESSENGER
Bloomfield Hills law & accounting firm seeks file clerk/messenger. Must be organized, detail oriented, have good math skills, have valid driver's license, have clean driving record, have good communication skills. Ability to lift 25 lbs. Salary commensurate with experience. Fax resume to 645-3689.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT needed for best skills beneficial. Fine, Required highly organized, detail oriented, self motivated person who thrives on challenges and is able to handle pressure. Responsibilities include: payroll, accounts payable, payroll, word processing, and other duties as assigned. Salary commensurate with experience. Please fax resume to: Dale Scott & Associates, 645 Corporate Dr., Suite 170, Troy, MI 48084. Attn: Jack

GENERAL OFFICE/
SECRETARIAL
Real estate experience a plus. Must have excellent telephone, typing, computer, (WordPerfect 5.0 and 5.1 preferred) Windows). Experienced. We need a dependable take ownership good people person. Send resumes only with salary requirements to: Dolores, LaKritz Weber 26406 W. 12 Mile, #3300, Southfield, MI. 48034

GENERAL OFFICE
$7.25/HR.
1 year office experience
with data entry skills
Call 358-3440 Fax 354-4699

THE KPM GROUP
$300 Shopping Spree!
Open to all students who register with us!
Permanent and Temporary
Final Week to Register!

HUMAN RESOURCES
ADMINISTRATIVE
ASSISTANT
We have an immediate opening for an Administrative Assistant in our Human Resource Department. Qualifications include one to three years of administrative experience in human resources or a degree from an accredited educational background. Must possess excellent communication skills, ability to handle multiple priorities in a fast paced environment and prior experience in Windows, Word, Dos, Lotus 1-2-3, Windows, Lotus and Excel.
We offer competitive compensation and benefits package with career growth potential.
For immediate consideration please send resume and salary history to

LEGAL SECRETARY
Experienced for personal injury law office. Non-smoker. Salary commensurate. Excellent benefits. Send resume to:
Richard S. Kopes
PO Box 5227
Bloomfield Hills, MI 48307-5227
All replies confidential.

LEGAL SECRETARY
Farmington Hills attorney specializing in family law seeks well organized legal secretary. Experienced in WordPerfect, who types 65 wpm. Experience in Time slips, Quicken, other basic computer skills helpful. A non-smoking environment.
FAX RESUME TO 473-3521 or CALL Mr. Weisman 932-3300

LEGAL SECRETARY
Fast-paced Oakland County law firm seeking experienced full-time legal secretary with knowledge of WordPerfect, familiar with bankruptcy to keep up with us. We offer a fun, but happy. Send your resume to: Office Manager,
1760 S. Telegraph, Ste 300,
Bloomfield Hills, MI 48302-0183 or fax it to us. (313)335-3346

LEGAL SECRETARY
Wanted for pleasant, busy, non-smoking, Farmington Hills office. Prefer mature individual who is perfect 5.1 or above skills (for Windows), WordPerfect. Must be reliable, responsible and self-starting. Salary commensurate with skills and experience. Send resumed to Legal Secretary, 29800 Orchard Lake Rd., Suite 140, Middlebelt Rd., Farmington Hills, MI. 48334

LEGAL SECRETARY
Ann Arbor law firm seeks highly motivated legal secretary with 3-5 years of litigation experience preferred. Requirements include typing skills of 65 wpm, strong grammar and spelling skills, and WordPerfect 5.1 knowledge. Salary based on experience. Send resume and salary history to: Box 1, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Fast paced corporate manufacturing company seeking an experienced dedicated individual for corporate & auditing functions. Must have minimum 5 yrs. experience, type 70 WPM and well organized to be considered. Word or WordPerfect preferred. Competitive compensation. Has plenty of opportunity for advancement. Please forward resume to Legal Secretary, P.O. Box 5545, Plymouth, MI. 48170

LEGAL WORD PROCESSOR/
DATA ENTRY
Need 5 yrs. secretarial, word processing & clerk/ telephone experience. Know Word Perfect, Excel, Lotus, communication, organizational & interpersonal skills a must. Please send resume & salary requirements to: Human Resources, PO Box 5800 Crooks Rd., Ste. 180, Troy, MI 48084 Fax 362-0314

LIGHT OFFICE & PHONE
Dependable 3-8pm. Mon thru Fri.
Livonia area
522-3370

MAJOR MEDICAL distributor in Livonia has openings for the following positions:

Customer Service
Must speak pleasant phone voice, detail oriented, able to work under pressure, have some medical product knowledge. Computer preferred. Send resume only to
Attn. CSOM-JJJ

Receptionist/File Clerk
Must have pleasant phone voice, accurate sorting of alpha/numerals filing. Send resume only to:
Attn. RF-OM-JJJ

45755 - 6 Mile Rd
Plymouth, MI 48170

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Must have pleasant phone voice, accurate sorting of alpha/numerals filing. Send resume only to:
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Plymouth, MI 48170

MARKETING CLERK
Barton Malow Company, a nationwide construction management firm, has an immediate opening for a clerk (20 hours/week) main mailing clerk. Candidate should be able to lift 25 lbs. Friday Job functions include mailing, typing, word processing, copying and other duties as assigned. Basic Macintosh computer experience a plus. Send resume to:
Barton Malow Company
Human Resources
27777 Franklin Road, Ste. 800
Southfield, MI 48034
Or fax resume to: (810) 351-4863
NO CALLS PLEASE
PRE-EMPLOYMENT TESTING REQUIRED

Market Research
NO Selling! Only 10 Qualified Households, Bloomfield and Warren. Must be able to read and follow directions. Call Mr. Bell at 851-7010
Fax 851-7020, Plymouth, MI 48170
Ask for Job #3636-1497A

Troy 643-4361
Farmington 474-5000
EXPRESS
PERSONNEL SERVICES

Medical Record Clerk
Full time opportunity exists for an individual interested in working Beaumont Hospital, 12 Mile/Drake area.
Qualified candidates must possess a minimum of 6 months medical record experience, typing skills of 50 WPM and excellent attention to detail.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313) 458-3400

MEDICAL REVIEW
ANALYST
Blue Cross Blue Shield of Michigan has an immediate opening for a full time medical review analyst in our Southfield, Michigan office.
Ideal candidate must have a minimum of 2 years experience in medical review, preferably in a managed care environment. Must possess excellent communication skills, be detail oriented and have a strong knowledge of medical terminology.
Blue Cross Blue Shield of Michigan offers a competitive salary and benefits package. Please forward resume to:
Blue Cross Blue Shield of Michigan
Attn: Human Resources
600 Lafayette East
MC 1925
Detroit, MI 48226
EOE M/F/D/V

504 Help Wanted Office-Clerical

GENERAL OFFICE • Entry level position available for person individual in a fast paced Southfield company. Multi-line phone, 10-key, word processing skills and computer experience required. Send resume to:
SCOTT MANAGEMENT
One Towne Square, Ste. 1613
Southfield, MI 48076
Attn: Jack

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SECRETARIAL
Real estate experience a plus. Must have excellent telephone, typing, computer, (WordPerfect 5.0 and 5.1 preferred) Windows). Experienced. We need a dependable take ownership good people person. Send resumes only with salary requirements to: Dolores, LaKritz Weber 26406 W. 12 Mile, #3300, Southfield, MI. 48034

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Blue Cross Blue Shield of Michigan
Attn: Human Resources
600 Lafayette East
MC 1925
Detroit, MI 48226
EOE M/F/D/V

504 Help Wanted Office-Clerical

MARKETING RESEARCH ASST
For busy media, research firm. Permanent part time, 3 or more days per week. Proficient in typing, 5-key, MS Word, Harvard graphics a plus. Salary based on experience. Send resume to: Box 516
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MARKETING SECRETARY
Fast growing marketing firm needs a motivated individual with excellent skills for important project management position. To 56 SC/hr.
Call Sally 357-0037
Uniforce Temporary Services

OFFICE ADMINISTRATOR
Automotive supply company, 5 degree. Accounting & data entry skills required. 5 day, 40 hours, Mon-Thru Thurs 8:30am-5:30pm. Send resume & salary requirements to: Dennis O'Neal, 391 East Wilson, Pontiac, MI. 48341

OFFICE ASSISTANT
Full time entry level. Southfield location. Must have typing and telephone experience, good math ability. Light calculator skills necessary. Send resume to: P.O. Box 5091, Southfield, MI. 48086

OFFICE CLERICAL in Mint Dept. for Farmington Hills office. Must have experience required 5 days per week, 8:00 to 4:30pm. No benefits. Call Personnel
643-8200

OFFICE/CLERICAL - Downtown Birmingham. 35 per hour. Light typing skills required. Ideal candidate will be detail oriented, organized, and have a pleasant telephone manner. Please send resume to: Employment, Niederlander Concerts, 211 S. Woodward Birmingham, MI 48009

OFFICE CLERICAL
Busy steel service Center is looking for a full time Clerical Order Entry Clerk. Hours 8:30am-5pm, Mon.-Fri. Responsibilities include preparing shipping documents, invoicing, filing, answering the phone. Call Marty
810-474-6644

OFFICE CLERK
Full time for Mechanical Contractor. Must have Word Perfect 5.1 & pleasant phone manner. 396-4015

OFFICE HELP - Livonia company needs person to do light bookkeeping, business & manager inside. Call Richard Brown-Spm.
813-9810

OFFICE HELP-PART TIME, Troy area. Flexible schedule. Energetic, dependable person for typing, filing, answering the phone. Call Marty
810-474-6644

OFFICE MANAGER
Part-time, position. Kyoto Japanese Restaurant Bookkeeping experience required. Computer knowledge in Lotus helpful. Benefits include health, dental & life insurance, 401K, paid vacations, etc. This is a permanent position. Call 348-7900

OFFICE MANAGER
Dynamic behavioral health services company seeks a strong manager. Has immediate full time opening for person who has demonstrated leadership skills and a flair of 2 yrs. office experience. CPO preferred individual should have supervisory and medical billing experience. Good interpersonal skills a must. Competitive pay. Red applicant send resume to:
PROMED MANAGEMENT, INC.
1376 Brescar Rd.
Lansing, MI 48911
An Equal Opportunity Employer

OFFICE NEEDS energetic, self-motivated, people person with considerable organizational skills to handle entire our client base. No sales. 4 days a week, no weekends.
737-7877

OFFICE PERSON
Mature, Experienced, Knowledgeable typing/ phone skills. Part time/full time, for insurance company. Competitive salary, wages & more. Radford 535-7660

OFFICE POSITION
Full time. Knowledge of data entry. Livonia area.
813-8040

ORDER DEPARTMENT
Mid-sized manufacturing company in Livonia has openings for Order Department. 6 & 8 sales area. Applicants must be good at remote reach & fractions. Prior office & typing skills a must. Call at: 20775 Chesley Dr., Farmington.
810-476-7788

ORDER DEPARTMENT
Part-time. Taking orders on phone. Typing & data entry skills. 12:30pm-5pm. Thru Fri. Call Darlene at
810-476-2170

PART TIME CLERICAL
for small construction firm, 25 hours/week. Flexible hours. Must be neat & know how to type.
Call Mr. Bell at 810-433-8181 Mon-Fri 7-11

PART-TIME
Permanent part-time position, 25-30 hrs. Mon-Fri, 8:30am-2:30pm. Duties include routine office support functions such as copy typing, filing and photocopying in our sales department for a large national accounting firm. Ideal candidate will be detail oriented, organized, and have a pleasant telephone manner. Advancement opportunities. Stop in or send resume to:
Liberty Mutual Insurance Group
Human Resources
26300 Lahser Road
Suite 200
Novi, MI 48375
An Equal Opportunity Employer

PART TIME SECRETARY
Bloomfield Hills tax & business consulting firm is seeking a motivated, experienced part time secretary. Excellent opportunity for the right individual. Must be WordPerfect 5.1 & have 1-2 years intermediate computer skills. Please send resume to: Human Resources, 50 W. Big Beaver Rd., Ste. 500, Troy, MI. 48084

PERSONNEL needed full time. Phones, typing and light clerical. Call Donna 453-7800

RECEPTIONIST - Full time. Excellent phone voice, front desk experience, telephone skills involved. No typing necessary. 737-7110

RECEPTIONIST, answering phones, filing, data, etc. 5 days, 1st shift. Through P.R. Apply in person: 37667 Enterprise Dr., Livonia

RECEPTIONIST
Veterinary hospital, full time. Send resume to: P.O. Box 253 Bloomfield Hills, MI 48303

RECEPTIONIST
For medical office in Bloomfield Hills. Computer experience necessary. Call 9-5pm at: 810-433-3600

RECEPTIONIST - PART TIME
Multiple line telephone experience, light typing, general office duties. Monday, Tuesday, Wednesday, 8AM-1PM or Mon.-Fri. 8AM-9AM. Orchard Lake Rd. & 14 Elevan Mile. $8 per hour. 473-5299

RECEPTIONIST
needed, part time, Thurs. thru Sat. Farmington area. 477-6444

RECEPTIONIST
Southfield engineering firm seeking individual to perform light bookkeeping. WordPerfect 5.1 experience required. Flexible work hours. Salary commensurate. Salary commensurate. Send resume to: P. O. Box 725036, Berkley, MI. 48072

RECEPTIONIST/TELEPHONE ANSWERING. Southfield company with location with about 50 employees. Responsibilities include: receptionist, relation, person. Good pay and benefits. Interested send resume & salary requirements to BOX 926
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/TELEPHONE Operator. Fast paced distribution company. Responsibilities include: greeting visitors, light typing & filing. Successful candidate must have good communication skills & telephone manner. Salary commensurate with experience. Fax resume to: 459-8089 Attention: Scott Taylor

504 Help Wanted Office-Clerical

WEEKEND RECEPTIONIST
Farmington Hills real estate office. Contact Larry Harvey
Century 21 MJL, 851-8700

RECEPTIONIST - PART TIME
Large entertainment complex in Royal Oak area. Light typing & general office duties.
☎ 810-433-4800
9161 Box 7049

RECEPTIONIST
Farmington Hills law firm is searching for full time Receptionist. Phone for grounds. Must be high speed typing, phone & clerical skills a must. 35 hour.
810-476-0495

RECEPTIONIST
ADMINISTRATIVE ASSISTANT
Looking for a pleasant individual with the ability to handle phone, filing, typing & PC knowledge. Flex time position available. Resume required. Call today at 833-8880

RECEPTIONIST
Responsibilities include: answering phone, office inventory, shipping & receiving, and other duties as assigned. Some experience required. Start $6/hour plus benefits. Please send resume to: Sue Stephens, 29550 8 mile, Livonia, MI 48154.

RECEPTIONIST PART TIME
Immediate opening for friendly people person to greet clients, perform receptionist duties and light typing. Computer experience on WordPerfect preferred. Call Mr. Bell at
Nederlander Concerts, 211 S. Woodward Birmingham, MI 48009

OFFICE CLERICAL
Full time ENTRY LEVEL POSITION to develop skills in a responsible energetic person. Perfect high school graduate, with business science background, who is ready to grow with the workforce and utilize their charisma. Ideal candidate will be organized with excellent grade point average. Prospective candidate for advancement. Full benefit package. Interested candidates please send resume with excellent grade point average to: Human Resources Dept., Enterprise, 34264 Abbott Dr., West-land, MI 48185.

RECEPTIONIST - Part-time for busy Farmington Hills attorneys office. Good phone skills and light secretary. Ask for Adrienne, 832-0100

RECEPTIONIST/SECRETARY
for Dodge Contractor. Typing, filing, computer experience helpful.
Call 477-0650

RECEPTIONIST
$7 per hour. No benefits
Farmington Hills
Contact Deanna 737-EYES

RECEPTIONIST
Need person with phone sales & light typing for Westland real estate office. Call Mary: 326-2600

RECEPTIONIST
Front office. Some experience. Greeting People. Light typing. $7/hr.
Temporary Resources 737-1711

RECEPTIONIST/DATA ENTRY
Must know AT&T Merlin Legend System. Light typing, salary/40 hr/health care. Contact M Brown
Call 477-2020

RECEPTIONIST, full time for busy brokerage office. Pleasant, professional atmosphere. Call Ann Marie. Send resume to P.O. Box 9053, Farmington Hills MI 48333

RECEPTIONIST/TYPIST
Phone experience & word processing knowledge required. Apply in person. Great Lakes Steel, Fitzgerald, 20600 W 8 Mile Rd., Southfield.

RECEPTIONIST
Needed for commercial building company. Knowledge of computers. Helpful. Pleasant office. Call 642-4300 Plymouth Date Blvd., Plymouth, MI 48170

RECEPTIONIST - PART-TIME
13.30 to 8, Mon. thru Fri. In 12 Mile/Telegraph area. Pleasant telephone conditions. Some experience preferred. Call Judy between 8-10 a.m. 11.30 at
RECEPTIONIST/SECRETARIAL
Part-time. Seeking enthusiastic person for busy Farmington Hills Center for 31 Real Estate Office. Good written, math, typing & typing skills a must. Call for appointment 462-9800

RECEPTIONIST
to 56.25/hr. Benefits. Full time. PC literate. Phone job experience. Choice.
473-7210
STEVEN J GREENE PERSONNEL

RECEPTIONIST
Receptionist for law firm located in Southfield. Responsible must possess strong pleasant telephone manner. Only expert technical candidates need apply. Call Cheryl at 810-355-0566

RECEPTIONIST
Full time for construction company. Mon-Fri 8 to 5. To handle busy phone, accounting, light typing, & other duties. Only serious dependable individual need apply. 651 Livernois Ferndale
547-3507

RECEPTIONIST, progressive Livonia based practice, seeks receptionist with excellent verbal & people skills. Knowledge of word processing & math skills helpful. Full time, Mon-Fri. Apply in person. Plus Marketing 9580 Deerfield, Livonia

RECEPTIONIST
Full time. Excellent phone voice. Accurate typing. Light bookkeeping. Salary commensurate. Excellent benefits. Apply in person: Michigan Business Systems, 24299 Telegraph, Southfield, ½ mile S. of 10

RECEPTIONIST
Needed full time for fast paced professional office. Must be outgoing with good communication and organizational skills. Apply in person 30785 Grand River, Farmington Hills.
478-7030

RECEPTIONIST
Receptionist with light bookkeeping skills needed for busy law firm in Western suburb. Knowledge of a PC a plus.
Call 261-1100

QUALITY ACCOUNTING TEMPS

RECEPTIONIST/SECRETARY
needed for long term in Livonia. Temporary to perm. Call immediate opening. No fee.
464-7078
ETO Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Entry level position for Rochester/Rochester Hills office. Mon-Fri, 8-5 PM, may become full time. Versatile personality. Phone manner. Computer. Call 391-0300 Crooks Rd., Ste. 100, Rochester. Ask for Jeanette or Jim.

RECEPTIONIST/CLERICAL
Personable & energetic person needed for busy Southfield office. Phone & clerical experience necessary. Full time, benefits, salary commensurate. Call Mr. Bell at 752-13 Southfield, MI. 48075

RECEPTIONIST
Computer form manufacturer seeking for experienced, full-time Receptionist. Light data entry & general office duties. Knowledge of phone system. Resume & salary requirements to: Human Resources, P.O. Box 250070, Franklin, MI. 48025.

RECEPTIONIST
UP TO $7.50/HOUR
Assignments available immediately for persons with multi-line phone experience. Light typing & filing.
Call for more information.
Lynn Tripp 261-1100
Troy 524-0088

Acro Service Corp.

RECEPTIONIST/
OFFICE ASSISTANT
Responsible, enthusiastic, energetic & common sense! Need pleasant non-smoking office. Minimum typing & Excel. Offering 35K, Positive attitude, good skills, early office, Call Ann Marie, Sales Mgr. Ask for entry Personnel Dept., BOX, 1790 S. Telegraph, Ste. 304, Bloomfield Hills, MI 48302

RECEPTIONIST/
WORD PROCESSOR
Rapidly growing Medical training company requires an individual with excellent telephone, typing, word processing skills. Working knowledge of Windows a plus.
RESOURCE SOLUTIONS GROUP
36 Oak Hollow, Ste. 200
Southfield, MI 48034
Fax (810) 356-8346

RECEPTIONIST/SWITCHBOARD
N.W. area. Light typing, multi-line phone skills required for multi-line telephone system. Must be versatile, able to handle many, diverse duties. Salary commensurate with experience. Good benefits package. Send resume to:
BOX 879
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
Needed for Sterling Heights Vacation Travel Club. Neat appearance, organized, must type, $240/week to start. Raise after 90 days. Opportunity for advancement. Call in person 10am-1pm or: 33908 West 12 Mile, Suite 135, Farmington Hills (12/Orchard Lake).

RECEPTIONIST/CLERK TYPIST
for busy Southfield insurance agency. Light typing, 10-key, telephone experience helpful. Competitive salary and benefits package. Send resume to: Box 512
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
$18,000
Beautiful, prestigious office. Professional, energetic, sophisticated image. Excellent benefits.
Call Ms. Doe 646-1180
DAVIDSON, LAURO & ASSOCIATES

RECEPTIONISTS
$16,000-$18,000
FEE PAID BY
OUR CLIENT COMPANIES
We have openings throughout the greater area. Treat yourself to a terrific life. Office and computer experience a must. Call 356-3220
SHELLING PERSONNEL SERVICES

RECEPTIONIST/CLERICAL
Office in Warren is looking for an individual on a full-time basis in addition to mean switchboard coverage, light phone duties. Individual is not limited to Word Processing, general office duties, etc. Must have Word Perfect 5.1 A Lotus. Please send resume & salary requirements to:
Receptionist/Clerical Position
3111 Fairlane Drive
Warren, MI. 48091

RECEPTIONISTS
Flexible assignments, excellent permanent job opportunities, must have excellent communications skills. Top pay. Call today for an appointment.

OFFICETEAM
(810) 355-0222 Fax 354-0841
26348 Northwestern Hwy #250
Southfield 48034
E.O.E.

RECEPTIONIST/
ADMINISTRATOR
Computer/Software company is looking for responsible person with excellent phone & people skills, able to run front desk position. Knowledge of Word Perfect, Lotus & computerized accounting. Competitive salary & benefits. Send resume to: Marketspace Solutions, 2436 Industrial Circle, Farmington Hills, MI 48335, Attn. Sandy.

RECEPTIONIST
Immediate opportunity available for energetic, dependable person to handle front desk reception, light multi-phone system. Qualifications include excellent phone manner, excellent verbal and written communication skills, and 45 wpm typing. Full-time, 8:30 AM to 5 PM. Please call Debie Kolecki at 646-4400 or apply in person.
REHABPLANS
400 Galleria Officentre
Suite 101
Southfield, MI 48034
EOE/M/F/H/V

RECEPTIONIST/CLERICAL
Precision Gear & Shaft manufacturer is looking for a friendly, customer service oriented person to handle incoming calls on 4-line phone system, do filing of computer data entry and fill out UPS book and tracking bills of lading. Pleasant office in non-smoking office. Permanent, full time position, 8:30 AM to 5 PM, weekdays. Choice of PPO and Health medical plans (no employee contribution) 401-k, dental, prescription, vision, 401K, paid vacation and educational reimbursement. Send a letter written resume to:
DIAGNOSTIC INSTRUMENTS
6340 Burroughs
Sterling Heights, MI 48314

Receptionist/Clerk
Seeking individual interested in working seven hours per day Permanent approximately 18 hours per week from 10:30pm-7am.
Qualifications include 3-6 months medical experience in clinic, doctor's office or hospital setting, knowledge of computers and telephone/filing skills.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313) 458-3400

REGISTRATION CLERKS
Six (6) professional, responsible clerks needed to register people for a 2-day event in Novi, May 13 & 14. $6.25/hr. Call ASAP for interview.

OAKTEC
Employment Services
810-488-0464 810-377-4070

SALES ADMINISTRATOR
Hella Electronics Corp., a international OEM, is seeking an individual to function as a sales administrator in our Farmington Hills office. Successful candidate will have 2 years college, 3-4 years sales administration experience in the field, excellent field, typing 60 wpm, computer literate, knowledge of Windows graphics, word processing and database and Paradox. Mail resume to M. Sullivan, Box 5104.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES & ENGINEERING
SECRETARY
Fast paced office with diversity, variety and challenge. Proficiency in Word Perfect & Lotus spreadsheet. Good opportunity for student seeking Work-Study program. Salary negotiable. Must have good communication & organization skills. Ability and resume. Prime Tube Inc. 13101 Eckles Rd., Plymouth, MI 48170

SALES SECRETARY for busy one girl manufacturers representatives office in Farmington. Part time, 4 day per week. Flexible hours. Must be dependable & have good phone skills. Word Perfect, Lotus helpful. Send resume to Personnel
P.O. Box 5001
Rochester, MI. 48308-1212

SALES SECRETARY - needed for growing motion control sales organization. Must possess good communication skills, be detail oriented, have French Word, must be able to adapt to a wide range of activities. Associates degree or equivalent experience or similar field is a plus. Salary dependent on skills. Send resume to: Marcel Ind., 2333 Commerce Drive, Auburn Hills, MI. 48326 Attn: Marketing

SALES
SECRETARY $24,000
Immediate opening in plant/warehouse sales office utilizing your secretarial skills, computer skills, phone skills and outgoing personality. Light accounting helpful. Plus. Strong benefits. CALL TODAY
FEE PAID
PERMANENT STAFF
Farmington Troy
737-6750 646-6750

SECRETARY