504 Help Wanted Office-Clerical

CLERICAL HELP needed, full or part-time for retail game room. Bally Sports, 4750 N Woodward Royal Oak 549-4263

CLERICAL - Part time, early morning. Flexible hours. Typing skills necessary, computer experience helpful. Apply at Ann Arbor Observer, 1226 S Maple, Ann Arbor.

CLERICAL SUPPORT

Detroit based corporation seeks efficient clerical support individual for a fast paced marketing division. Candidate must be able to work accurately under pressure and meet deadlines. Requirements include WordPerfect experience and type 40 words per minute. Prior experience in a marketing/sales environment is a plus. Position offers competitive salary and benefits package. Qualified candidates forward resume with salary requirements to:

ART SUPPORT
P O Box 5979
Detroit MI 48231
An Equal Opportunity Employer

CLERK TYPIST - PART TIME
Farmington Hills WordPerfect proficiency a must. Clerical background. Flexible hours 6-9 pm. Fax resume to 737-9652

PERSONABLE person rapidly expanding Ann Arbor credit union, great pleasant person for customer service. Challenging environment. Call 810-352-4400

10 FULL TIME OPENINGS

Customer Service Reps

Telephone Customer Service positions you will work with a state of the art computer network in a growing fast-paced company. Our hours are: M-Th 7AM-7PM, Fri 7AM-5 PM and Sat 8-4. Medical benefits available for evenings/weekends as we frequently work overtime. We have a professional atmosphere and a lot of people interaction. Our customers are comfortable with computers can type at least 20 WPM, are articulate on the phone you will love the job. Great opportunity for those seeking a career in telemarketing or information industries. Full time positions include benefits after 6 months. No sales/telemarketing is involved. Call or write

CMA Director of Recruitment
2301 West Big Beaver, Suite 411
Troy, MI 48084
810 637-1434

FAST PACED COMPANY seeking 2 Customer Service Coordinators. One position is for Customer Service Order Entry person with previous Customer Service skills in a fast paced environment. Candidate must be detail oriented and enjoy answering phones and helping people. The second position is a Customer Service Seller. Offers a variety of duties including greeting visitors, phone coverage, light typing, bindery and baling. Will train. Must be detail oriented, an independent worker and thinker. Both positions must have excellent communication skills and good attitude. Computer experience helpful but not necessary. Excellent pay and benefits available. Qualified applicants indicate position applying for and salary history on resume and mail to:

METRO Medical Equipment Inc.
17985 Wayne Road
Livonia, MI 48152
NO PHONE CALLS PLEASE

CUSTOMER SERVICE

Team oriented Customer Service department seeking self-motivated friendly individual to process phone orders and problem solve for our nursing home and home care customers. Ideal candidate will have customer service and computer experience. Medicare knowledge and medical product knowledge helpful. Full time position competitive wages and full benefits after 90 days. Send resume and wage requirement to Romeo Sales P O Box 5325 Livonia MI 48151

CUSTOMER SERVICE

Shand Customer Service Reps wanted at our Farmington Hills office to join our growing company. We are looking for self motivated individuals who can work in a fast paced environment maintain a sunny disposition, who are detail oriented and possess good grammar skills and permanency. Prior service & computer experience preferred. Excellent opportunity for team players who enjoy helping others. These positions are temporary full time positions - beginning on May 16. Temporary work may run through November.

Send resume with salary requirements to

CORPORATE OFFICE MANAGER
P O Box 21043
Madison Heights, MI 48071-0043

CUSTOMER SERVICE

Bulbs/bulb holders/accessories has immediate needs. Qualified candidates should have
- Excellent people skills
- Commitment to long term assignment
- Light computer skills
- Training will be provided to selected candidates. Mthy
Call Claire
Unitorce Temporary Services

Customer Service Buyback Representative

Diversey Corp., a leading manufacturer of specialty chemicals, has immediate openings in our Customer Service Department for highly motivated individuals with strong skills to resolve customer/distributor billing and shipping issues.

Ideal candidate will possess 2 years order entry or billing experience in a customer service environment, good math and computer skills (Lotus 1-2-3 and well developed customer service and communication skills.

We offer a competitive salary and comprehensive benefits program. If you is interested in joining our Customer Service team, please submit resume and salary history to

Diversey Corp.
Slot #25, Dept. #053
12025 Tech Center Dr.
Livonia, MI 48150
EOE M/F/D/V

CUSTOMER TELEPHONE RELATIONS
$16,000 + Bonus
(of up to $2,000 per year)

Seeking a self-motivated assertive and conscientious individual who is detailed and anxious to join our fast-paced office staff in West Bloomfield.

High visibility position requires

- Minimum 1 year customer service experience with emphasis on telephone skills
- Excellent problem solving skills
- Enjoy working with people
- Ability to handle multiple tasks
- Computer experience

Call J. Berry today!

FITNESS MANAGEMENT CORP
737-7200

DATA ENTRY
To $6.75/hr - Full time benefits, days. Nice environment. NO FEE. Livonia/Farmington area. Employment Center Agency 588-1636

WIRE OPERATOR
Reese Windsor a full service broker-age firm seeks a wire operator (data entry). Good opportunity for the right individual. $7 hr. plus bonus. Could be flexible & convenient hours. Competitive salary in a pleasant working environment. Call Ms. Jackie Hayes for appointment. Reese Windsor, 24705 W 7 Mile Rd. Ste 485, Livonia, MI 48152. Attn: Commodo Exam.

DATA ENTRY CLERK - Needed for growing investment firm. Must be detail oriented with good math skills. Computer & 10 key experience preferred. Salary commensurate. Fax resume: 967-6070 or Send resume to Personnel Director, 3001 W Big Beaver, Suite 100, Bloomfield Hills, 48302.

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Part-Time

Entry level position. Flexible shifts between 6am & 6pm. (approximately 24-32 hrs per week) which includes Saturday and some holidays. Possess excellent typing and 10 key ped production for order entry. Excellent telephone manner & customer contact experience a must. Interested applicants apply Mon-Fri between 8:30am & 12:30pm only

MELODY FARMS
31111 Industrial Road
Livonia, MI 48150

An Equal Opportunity Employer

DATA ENTRY CLERK, accounts payable/receivable, data entry clerk needed for manufacturing company in Troy. Experience preferred. Please send resume to: David Ota, Becker Orthopedic 833 Executive Dr. Troy, MI 48083

DATA ENTRY CLERK
Part time, 25-35 hours per week, for company located at 12 Mile & Telegraph. Should be able to type 50wpm, be self motivated and organized. Data entry and computer experience required and preferred.

ECC Ann Barb
30700 Telegraph Rd Ste 1675
Bingham Farms, MI 48025

DATA ENTRY CLERKS
Experience preferred. Full time Excellent benefit package. No phone calls please. Send resume & salary requirements to:

Samuel Eastman Corp.
23240 Industrial Park Drive
Farmington Hills, MI 48335
attention D P Manager
An Equal Opportunity Employer

DATA ENTRY CLERK

Sterling Bank & Trust has several career opportunities available for Data Clerks to input consumer loan application data. Successful candidates will possess a minimum of one year data entry experience and a high school degree or equivalent. Some college and previous banking experience preferred.

Starting offers a competitive salary plus private banking opportunity for qualified candidates and a full benefits package and a smoke-free work environment.

For consideration please send resume with salary requirements in confidence to

STERLING BANK & TRUST
One Towne Square
17th Floor
Southfield, MI 48076
Attn: Human Resources

An Equal Opportunity Employer

DATA ENTRY
FULL/PART TIME immediate openings for your flexible schedule. Long term assignments available. Call Sandy 473-2932
Unitorce Temporary Services

DATA ENTRY
Immediate openings for major financial and manufacturing headquarters in Southfield. Temporary assignments suitable to your needs and skills, convenient travel, top pay and benefits. Call Deanna 646-7461
Unitorce Temporary Services

DATA ENTRY - long term full time 3 shifts available. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY OPERATORS
Immediate openings for all shifts. Long term assignments $6/hr. to start. Must have previous data entry experience.

CALL ADIA Today
525-0330

Data Entry Word Processors
Receptionists Clerks
ALL CLERICAL POSITIONS
Long & short term assignments
PEOPLEMARK
CALL 476-1000

ENGINEERING CLERK

Guardian Industries relocating to Auburn Hills in December 1994 has an opening in its Corporate Engineering Department for an Engineering Clerk.

Responsibilities include filing, retrieving and distribution of engineering blueprints and documents, preparing departmental support, telephone coverage and word processing. Prior office experience is required. Basic knowledge of WordPerfect is helpful. Interested applicants should forward a resume and salary requirements to:

Shelly Pharo
Human Resource Department
GUARDIAN INDUSTRIES
43043 W. Nine Mile Rd.
Northville, MI., 48167

ENTRY LEVEL FINANCIAL CLERK
Immediate full time entry level opening for a clerk in the Control Department of the Financial Department of DMB&B. Advertising. Successful candidate will distribute financial reports, maintain and verify financial information, bring an accounting proof for designated clients. Must be detail oriented, have CRT experience and good communication skills. Requires general office experience. Send resume and salary history to DMB&B Information Clerk P O Box 811fph Bloomfield Hills MI 48303

EOE M/F/H

ENTRY LEVEL GENERAL OFFICE
$14,000
FEE PAID BY COMPANY
Casual Office atmosphere full benefits including RX. Any office and computer experience will get your career started.
Call today 399-3300
SHELLING PERSONNEL OFFICE

EXECUTIVE SECRETARY
Provide administrative and secretarial support for a Sales Director and marketing department team. Candidate must possess
- Strong grammar/communication skills
- Problem solving ability
- Typing/PC - 80-70 wpm
- Lotus 123, Word Perfect 5.1, Windows Windows 3.1 and Powerpoint
- Ability to handle fast paced environment
- Good discretion/judgment
- Professional appearance/demeanor
- Previous executive secretarial experience

Position includes full benefit package. Please forward resumes to:
ADSTRA CORPORATION
Attn Human Resources
101 Union
Plymouth, MI 48170
An Equal Opportunity Employer

FILE CLERK
Auto insurance file clerk wanted for successional vehicle department. Requires 60 wpm typing, 1 year general office experience. Excellent communication skills. We offer competitive salary and excellent benefits including paid parking. Send resume only to: Human Resources, 3011 W Grand Blvd Suite 700, Detroit MI 48202

An Equal Opportunity Employer

FILE CLERK-For Law Office duties including filing, copying, light typing, and data entry. Knowledge of empire Hours will be from 10am-6pm. Interested persons please call Ann at 559-1900 and send resumes to AMY 2301 W Big Beaver #777 Troy MI 48084

FILE CLERK/GENERAL CLERICAL needed for West Bloomfield insurance agency. Should have prior office experience & good communication skills. We offer competitive salary and benefits package. Please send resume to Hunter Insurance Agency, 29515 Northwestern Hwy., Dr., Suite 120, Novi, MI 48375.

GENERAL OFFICE
A successful 10 year old company is seeking bright, person to handle a variety of responsibilities. Customer service & General office duties. Full time position. Salary DOE. Fax resume to: Human Resource Manager 30983 Aurora, Livonia, 48150.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Have company is currently searching for an experienced "Executive Secretary" to assist the Vice President. Successful candidate must have excellent organizational skills. Must be mature, professional, and very personable. Must have 5 years plus experience, grammar and communication skills along with good computer skills too. Actual prior experience in the type of capacity a must. Pleasant, non-smoking office environment. Excellent benefits package. Salary commensurate with ability. Send resume to: Human Resources, 30983 Aurora, Livonia, 48150.

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $384
Part Time Positions to $10/hr
Commercial Lines Underwriter
CONCORD PERSONNEL
478-2200

LEASE/PROPERTY ADMINISTRATOR

For national retailer wanted. Experience in percentage rent, sales reporting, CAM and other lease agreements & records required. Necessary skills include: 10 key, Lotus, WordPerfect, Microsoft Excel & Word. Analytical & good organizational skills a must. Competitive salary & benefits offered. Send resume to Box 568
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL TEMP/PERM

Recruiting for all legal personnel for cases and litigation

- All Tri-County Law Firms
- Corporate Legal Departments

Call us today, interview tomorrow jobs & offers to follow!

PERSONNEL AT LAW
30500 Northwestern Hwy
Suite 240
Southfield, MI 48075
Fax 358-0735 358-0060

LEGAL ASSISTANT/SECRETARY

Southfield law firm seeks legal assistant/secretary with 7-10 years experience for busy plaintiff's personal injury practice. The applicant should have work for Southfield area auto accident & litigation practice. Position requires detailed self-starter. Competitive salary with benefit package. Send resume to:

Box 534
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL ASSISTANT

Paralegal or client representative. Minimum 3 years experience in automobile/personal injury cases. Computer trained WordPerfect 5.1 preferred. Salary commensurate with ability. Town Center Southfield.

Submit resume to Box 561
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm atmosphere. Salary commensurate with experience. Fax resume to P O Box 4726 Troy MI 48099

LEGAL SECRETARY

Southfield law firm specializing in Plaintiff Personal Injury. Must know WordPerfect. Minimum 4 years litigation experience required. Competitive salary and benefits package. Immediate opening. Call 948-0000 or fax resume to 948-9494

LEGAL SECRETARY

Farmington Hills law firm specializing in family law seeks well organized legal secretary. Experienced person with WordPerfect which produces 85 wpm. Time slips Quicken or other bookkeeping skills helpful. Non-smoking environment.
FAX RESUME TO 932-3521
Or Call Mr. Weinstein 932-3500

LEGAL SECRETARY needed for Bloomfield Law firm. Must have excellent grammar. Typing transcription & be highly organized minimum 3 years experience. Bankruptcy experience required. Competitive salary & benefits package. Send resume to Personnel Department, 380 N Woodward Ste 300, Bloomfield Hills MI 48009 or call for interview 642-0333

LEGAL SECRETARY

Experienced Legal Secretary needed for modest law firm knowledge of corporate matters & estate planning desired. WordPerfect 5.1 knowledge required. Salary based on experience. Good benefits. Send resume to Box 828
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL WORD PROCESSOR/SECRETARY

Need 3 yrs secretarial word processing & client telephone experience for small Troy law firm. Good communicator, organizational & interpersonal skills a must. Please send resume & salary requirements to Harmer Prewitt & Hance PC, 5800 Crooks Rd. Ste 180 Troy MI 48098 2830 Fax 879-1544

LIGHT OFFICE & PHONE
Dependable 3-8pm. Mon thru Fri. $5 hr to start. Call Jack 522-3310

MANUFACTURERS REP OFFICE
Part-time 10-3 general office duties required. $6 per hr. Farmington Hills 615-1100

MANY POSITIONS AVAILABLE
- Registration Clerks 2 day event
- Word Processing WordPerfect
- Typists
- Evening phlebotomist
- Data Entry
- Receptionists-3 positions available Troy/Farmington
- Major Medical insurance vacation pay available

OAKTEC
Employment Services
810-488-6464 810-377-4070

MARKETING ASSISTANT
Part-time to eventual full time position in Troy area. Looking for a pleasant individual with the following skills. Phone, Typing typing & PC knowledge (especially WordPerfect). FAX resume to 362-7214 or Mail resume to

JobShop Software Solutions
888 W Big Beaver Ste 404
Troy MI 48084

MEDICAL RECORD CLERK

Contingent position in Health Information Services at Providence Park Medical Center - Non Schedule. Hours based on needs of department to include days & evenings.

Required qualifications will include 1 yr related clerical experience to include medical terminology & 35 wpm typing or computer keyboard proficiency.

Interested candidates must send a resume detailing experience & availability to Human Resources

PROVIDENCE PARK
Medical Center
47601 Grand River Ave
Novi MI 48374
An Equal Opportunity Employer

M & T SERVICES
NEW
LIVONIA OFFICE
OFFERING
Summer Jobs
Long-Term Jobs
All Fields!
Clerical
Electronics
General Labor
Shop Work
Call for more information and a personal interview.

261-6311

OFFICE ASSISTANT
Full time entry level. Southfield location. Must have previous office experience, good math ability & 10-key calculator skills necessary. Word processing & Lotus 1-2-3. Send resume to: P.O. Box 3091 Southfield MI 48086

OFFICE ASSISTANT
Manufacturing firm seeks experienced individual in the order entry and billing department. Familiarity with international documents & plus computer knowledge necessary. Send resume only, no telephone calls please.

Intra Corp., 885 Manufacturers Dr., Westland MI 48185 Attn Patricia

OFFICE CLERICAL
For retail store in Farmington Hills. Answer phones & greet customers. Computer skills helpful. Full benefits.
810-433-4800
810 Box 2969

OFFICE CLERICAL
Entry level, full time. Farmington Hills, phones, filing, math, light typing. Prefer retired. Some experience required. 737-4809

OFFICE HELP/ENVELOPES
Part time for busy real estate office. Must have neat handwriting. Must have own car for errands, and should be familiar with the Detroit area. Bloomfield area. Great for high school/college student. 646-0062

504 Help Wanted Office-Clerical

NATIONAL company seeking individual with strong office administrative skills. Must be organized and possess experience in areas of customer service accounts receivables and data processing. Call on 9-5 M-F at UNIFAST CORP 30966 Industrial Rd Livonia MI

No Phone Calls Please

OFFICE ASSISTANT

Entry level full time. Bank deposits, filing, typing, phone, phone pager, & more. Send resume to Oakland Psychological Clinic 4171 Lotus Drive, 2000 S Woodward Ste 102, Bloomfield Hills MI 48302
An Equal Opportunity Employer

OFFICE ASSISTANT

Hamtramck based manufacturing company seeks an office assistant. Computer skills necessary. Responsibilities include accounts receivable, shipping, receiving, customer service, general office duties. Send resume & salary/history requirements to

Box 844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE CLERICAL

Busy steel service Center is looking for an experienced Order Entry Clerk. Hours 9:30am-5pm Mon-Fri. Excellent fringe benefit package. Apply in person only. Contractors Steel, 36515 Amrhein (near Levan) in Livonia

OFFICE HELP - Part-time. Good typing, phone organizational skills & computer knowledge a plus. Please call Denise at 478-6630

OFFICE MANAGER-established Livonia manufacturer seeks full time position w/ benefits. Candidate must be self-starter, computerized bookkeeping experience. Knowledgable distribution & accounting a knowledge a plus. Apply in person or send resume to

Paul Bickel
American Symplectic
32210 Holland Rd
Livonia MI 48150

OFFICE MANAGER for busy interior design firm. Must have 3 years plus general office. Part time in Birmingham. Please send resume to P O Box 99043 Troy MI 48099

OFFICE MANAGER for busy Oncological office. Experience required. Must have good typing skills and phone skills. Excellent pay and benefits. Send resume to P O Box 3147 Farmington Hills MI 48331

OFFICE MANAGER-RECEPTIONIST
Part-time 10-3 general office duties required. $6 per hr. Farmington Hills 615-1100

OFFICE MANAGER RECEPTIONIST
Earn up to $18 an hour depending on experience. Fast paced personnel office suitable for Plymouth office. Call 455-5826

PERSONAL SECRETARY-Part Time for busy executive Birmingham
810-433-4800
6161 Box 7154

PART-TIME Cashier/Receptionist for busy medical office. Duties include some typing, Switchboard, typing long cash register. Apply and resume to 18520 W 8 Mile Detroit 48219 Mon-Fri. 9-4pm

PART TIME Office position available for busy law firm. Flexible hours. Some computer experience helpful. Please call Cindy 18911 W 10 Mi Southfield MI 48075

PAYROLL Accounts Receivable Person needs experience preferred. Send resume to Box 186 Bloomfield Hills MI 48303-0186

504 Help Wanted Office-Clerical

OFFICE POSITION - Bookkeeping skills. Cash application, responsible for collection activity. Computer skills a plus. EXCELLENT Benefits. Resumes, with salary history, to Office Manager, P O Box 908 Troy, MI 48099

OFFICE POSITION/FULL TIME
Many duties including phone answering and computer duties. Must be dependable and organized. Company paid retirement, 401K, health insurance & paid holidays. Apply in person at Circuit Data, 32900 Capitol, Livonia, off Farmington Rd. 8-4:30

PARALEGALS & CLERKS
needed for 3 to 6 wk. assignment. 38-40 hr per week plus overtime. Fax RESUME 557-6543

INTERIM PERSONNEL

PART TIME SALES Secretary needed for leading food company. WordPerfect 5.1 or Lotus required. Must have excellent communication skills. Send resume to Stouffer Foods, 22200 Haggerty Rd., Ste 150 Northville MI 48167.

PHONE ORDER PROCESSORS
Data Entry full & part time positions available. Excellent medical & dental benefits. Profit sharing. Tuition reimbursement program. Nice local office 478-7315

PHONE RECEPTIONIST
20-40 hours per week
evenings required $5-$10/hour
Call Livonia 427-8223

PRODUCTION BILLING CLERK
Immediate full time ENTRY level opening for a Production Billing Clerk with the Client Financial Services Department of DMB&B Advertising located in Bloomfield Hills. Must have basic accounting background. 1 year general office experience, good math aptitude, CRT skills & proficiency on 10 key calculator. Send resume and salary history to Client Financial Services, Production Department, Attn: Billing Analyst DMB&B P O Box 811fph Bloomfield Hills MI 48303

EOE M/F/H

ARCHITECTURAL firm has immediate openings for two permanent positions.

RECEPTIONIST
with knowledge of WordPerfect 5.1

SPECIFICATION TYPIST
Must have experience with WordPerfect 5.1

Excellent benefit program including profit sharing. Send resume to Nordstrom-Smith Associates
19250 Outer Dr
Dearborn MI 48124

REAL ESTATE FIRM
is seeking part time Receptionist/Secretary. Computer experience. Excellent telephone manner. Includes weekends. Call Mr. Conrad 349-4550

RECEPTIONIST-CLERK TYPIST
for busy Southfield insurance department. Must have 60 wpm typing & experience helpful. Competitive salary & benefits. Call Sandy Sander & salary requirements to Box 512
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST Full time for insurance agency in Northville. Phones filing light typing. 56 hour plus benefits. Ask for Sally 459-1554

RECEPTIONIST needed full time in our Berkley office to answer phones light office work some computer knowledge helpful 557-3000

504 Help Wanted Office-Clerical

PHONE RECEPTIONIST/Computer data entry/typist. Temporary part-time may lead to permanent hours. Mon-Fri 10-5pm. Pleasant, busy Livonia advertising office. Send resume or letter. Mike Haley, P O Box 51220, Livonia, MI 48151

RECEPTIONIST summer employment. Pleasant voice, light typing, filing, general office. If interested, please call Dave O 549-7800

RECEPTIONIST, PART TIME
3 days a week Tues-Wed-Fri
Please call Michelle
810-855-9900

RECEPTIONIST - Full Time South Lyons company looking for mature individual. Word Perfect/Lotus a plus. Willing to train. Benefits. Call Mary between 8 a.m. - 11 a.m. 810 486-0046

RECEPTIONIST For small Bingham Farms law firm. Some typing, light bookkeeping. Pleasant hours Mon-Fri. Mail resume to
30300 Telegraph Rd, Ste 120, Bingham Farm MI 48025

RECEPTIONIST for a small Livonia Company. Purchasing experience preferred. Light typing, math & attention to detail. Send resume to
P O Box 51231
Livonia, MI 48151-5231

RECEPTIONIST. Full time, excellent benefits. Private sharing. Medical insurance. Profit sharing. Retirement plan. Send resume to P O Box 1540 Rochester, MI 48308-1540

Attn S Hoffman Kramer/DC1
RGIS is an equal opportunity employer

Receptionist/Switchboard
International corporation seeks a professional candidate for one of the most important positions in their company. Seeking the best in communication skills to interface with world wide clients. Top benefits.

Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONIST/CLERK
Non smoking Livonia firm seeking qualified, mature person to answer multi-line telephone, take orders, enter info into computer & misc. filing. Pleasant voice & experience required. Send resume: Box 588, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

504 Help Wanted Office-Clerical

A FAST PACED OFFICE. Full time Phones. Receptionist. Microsoft Windows. Excel. Accounting data entry. Typing. Pleasant personality. Must be willing to drive to Canton. Serving Hills & Dales Personnel
810 354-0066

RECEPTIONIST

Individual needed for fast paced Livonia plumbing supply firm. Must have phones & word processing. Must have good math skills, computer knowledge, experience with WordPerfect 5.1 preferred. Salary based on benefits. Send resume with salary requirements to Plumbing Industrial D P
Farmington MI 48170

RECEPTIONIST

Needed in busy Livonia office. Windows/Word Perfect experience. Telephone, filing & general office duties. Full benefits, competitive salary. Contact Karen Mon-Fri, 8am-5pm. 462-3633

RECEPTIONIST

Out-Going person needed 28-35 for W Bloomfield Country Club. Some clerical duties. Wed-Sat 8-1:30pm 810-855-1900

RECEPTIONIST. Full time, excellent benefits. Profit sharing. Medical insurance. Retirement plan. Send resume to: Dr. Sonnenberg Benefits Department, 25505 W 12 Mile, Southfield 48034

RECEPTIONIST

for Chiropractic office. Mature, people-person, pleasant voice. 25-hours. Call between 12 to 6pm 462-2292

RECEPTIONIST - Full time needed for busy non-smoking real estate office. Real estate experience, excellent phone and typing skills required. Call Pat Ryan at 878-3400

RECEPTIONIST - PART TIME
Plymouth office. Afternoon hours. Experience preferred. Send resume or contact application to Alan Gerry Fox-worthy, Lochmoor Corp. 43900 Ford Rd. Canton MI 48170

RECEPTIONIST - for insurance agency. Must have experience on computer. Call Paul Hayward Computer sales and typing skills required. Send resume to P O Box 110 Birmingham, MI 48012-1100

An Equal Opportunity Employer

RECEPTIONIST for busy real estate office. Must be mature & able to handle multi-line phone system. Typing & clerical. Must be flexible & available days, evenings & occasional weekends. Call days 420-40 Mary Ann Stacey 737-6800

SOMERSET COLLECTION

OFFICE MANAGER
needed for
Property Management Company.

Qualified applicants must have the following:
- Background in accounting
- Experience in WordPerfect and Lotus
- Computer accounting experience
- Ability to work in a fast paced environment

Fax resume to 810-643-4633 or Mail resume to:
Somerset Collection Management Office,
2801 W. Big Beaver • Troy 48084

Custom Connect Classifieds

The New Voice In Classified Advertising

YOUR NEWSPAPER CLASSIFIED AD IS ONLY A PHONE CALL AWAY

New Custom Connect Classifieds extend the range and power of the traditional print ad with voice Classified Service PLUS extended customer access through the Ameritech PagesPlus front of the book section of the Yellow Pages.*

Custom Connect Classifieds Feature:

- Advertise in one newspaper, but reach potential customers throughout the network currently in Wayne, Oakland, Macomb, Livingston and Monroe counties.
- Target markets and respondents.
- Provide 24-Hour Access and Security, screen responses at your convenience and leave messages or further instructions. There is no need to release your name, phone number or address.
- Promote Employment, Vehicles/Boats and Accessories for Sale, Rentals and Real Estate classifieds with additional categories on the way.

With Custom Connect Classifieds all types of businesses can screen responses faster, at a reduced overhead. You won't tie up phones or valuable personnel waiting for customers to answer your classified ads.

To Place Advertising

1. When you place a classified ad for Real Estate, Rentals, Employment or Vehicles/Boats tell the representative that you are interested in Custom Connect Classifieds, (10) will appear at the end of your ad as provided by (810) 433-4800, followed by 6141 and a 4-digit box number.
2. Anyone with a touch-tone phone throughout the network who responds to your ad will hear your personally recorded message, and can leave you a message on your mailbox.
3. Call Custom Connect Classifieds from any touch-tone phone 24 hours a day, seven days a week, to check responses to your ad. You will have a personal password to access your messages, so your privacy will be protected.

CALL (313) 591-0900 (810) 644-1070

To Respond To Advertising

To respond to a specific ad with a mailbox number: Call (810) 433-4800, enter 6141 when asked to enter a 4-digit box and enter the appropriate four-digit box number when prompted.

To access classified ads by map category: Call (810) 433-4800, enter 6101 when asked to enter a four-digit code. You may then:
- Press 1 for instructions
- Press 2 to provide ads
- Press 3 to enter a box number

Listen to the easy-to-follow prompts which enable you to select ads based on category, city, vehicle make, pricing, home features, etc. The following options will help you through the network:
- Press 1 to shop by category
- Press 2 to shop by city
- Press 3 to have a category read to you
- Press the # to skip special options

To person classified ads:
CALL (810) 433-4800
Four-digit Code 6191

From Observer & Eccentric Newspapers, Gannett, Heritage Information Services Inc.