504 Help Wanted Office-Clerical

DISPATCH, Looking for friendly individual with outgoing personality, office duties, typing & computer skills. Call 313-397-8000 ext. 877

EXECUTIVE ASSISTANT

To President, also responsible here. WP 5.1, Lotus, 3D/4, Banners, Large Accounts. Salary commensurate. TEMPSTAFF 643-0000

DISPATCHER TRAINEE

Mature person willing to learn & work in small office. Call 313-455-8000

EXECUTIVE SECRETARY

Professional, experienced Legal Secretary needed for law firm in Troy. Excellent benefits commensurate with experience & ability. Please fax resume to: Box 365

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY

Needed for property management firm in Birmingham. Good salary and benefits. Call Jim Bloomfield, 642-7800

EXECUTIVE SECRETARY

A personal assistant to the president, office administration - vacations, dental - 401k. Should be familiar with Microsoft word, excellent typing skills. Good starting environment. Ask for Tom Beddie or Pat Hoffman. 313-459-7000

EXECUTIVE SECRETARY

Authorized Amerihealth distributor is seeking experienced individual with computer skills essential, telecommunications experience a plus. Please contact Preferred Telecommunications at: 810-642-8600

EXECUTIVE SECRETARY

Total education team. Must have strong attitude, good CPA firm, Lotus 1-2-3 and Word Perfect a plus. Good benefits. Send resume to: Reland, 30233 Crowfoot, Lake Lakeville, Novi, 48374. 348-8334.

EXECUTIVE SECRETARY

To $25K. Vice President of major insurance company. Must be organized, have Assistant with top notch skills, strong communication skills, people management, timeliness experience a plus. Top benefits. Call

Diversified Recruiters Co.
344-8700 FAX 344-8704

EXECUTIVE SECRETARY

96 Sub-$25K. Must have computer expertise. All software skills needed (especially Word-Perfect Word), Long and short term assignments available in Southfield Area, Detroit, Pontiac, Southfield & Troy. Call Kelly Services today and health coverage. 643-9619

Equal Opportunity Employer
EOE, M/F/H, No Fee

FULL TIME - School Secretary. Competitive benefits package. Must have excellent letter personnel communication skills. Experience preferred. Training available for Word Processing. Call Mrs. Hardy in person only, Abbey Day School, 27700 Northwestern Hwy., corner of 11½ Mile, Lathrup Village, Tues., Aug. 2, 8am to 6pm.

GENERAL

ACCOUNTING CLERK

An immediate full and part time position is available for an Accounting Clerk who has a minimum of 1 year based accounting experience including cash receipts and payroll. Must be able to use a 10 key calculator and accurately type. In addition, the successful individual will be capable of interacting with all levels of management, vendors and staff and will positively represent the company. Interested candidates are asked to send their resume to: Human Resources, BOSTON CHICKEN, 30300 Telegraph, Suite #100, Royal Oak, MI, 48073

GENERAL OFFICE

Customer Service/Inside Sales, Mon.-Fri., 8-5. Benefits. Call 313-397-6650

GENERAL OFFICE

Typing, filing, data entry. 637-9793 or 348-3400

GENERAL OFFICE

Manufacturing firm requires energetic person to perform general office duties, accounting experience. Salary commensurate. 24800 Lilley, N. of 8 Mile, W. of Telegraph

GENERAL OFFICE

Mature person needed for insurance office. Position includes light bookkeeping, computer knowledge helpful, but not necessary. Please call for appointment. 398-1188

GENERAL OFFICE CLERK

Responsibilities include data entry, filing, answering telephones, operating telephone. Construction background preferred. Competitive salary and benefits. 810-476-3300

GENERAL OFFICE HELP - For busy construction company. Must be able to perform phone duties, computer skills helpful, but not necessary. Call for appointment, 10726 Conrad, Oak Park, N. of 8 Mile, E. of Coolidge.

GENERAL OFFICE - Must be some prior experience and type 30 wpm. This is a long term possible temporary position. Call Kelly Services, 643-9619

ETD Temporary Service
An Equal Opportunity Employer

GENERAL OFFICE

Lincoln based company seeking an individual for general office duties. Duties to include general office and accounting. Word Perfect 5.1 is a plus. Send resume & salary requirements to:

S1623 Industrial Rd.
Livonia, MI 48150

GENERAL OFFICE

Plumbing & heating company has immediate openings for a general office, typing, data entry, phone, heating is full-time. General clerical duties, computer knowledge helpful, a written skills. Union based pleasant working environment. Medical benefits available. Send resume to:

Mechanical Contractors, Inc.
28000 Schoolcraft Rd.
Livonia, MI 48150 734-261-7858
Or call 810-544-9800

GENERAL OFFICE CLERK

Troy corporation seeks individual for office duties. Minimum coordination of all bills & payments. Computer knowledge, Word & general document processing. Ideal candidate will possess 1 to 3 years office experience, a background in accounting & excellent communications skills. Competitive salary and benefits package. Qualified applicants forward resume to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

GENERAL OFFICE

Light typing, data entry, filing, phone. Full time, benefits. Call Jim Bloomfield, 642-7800

HUMAN RESOURCES ASSISTANT

We are looking for a motivated individual with strong communication and interpersonal skills. Duties include: Assisting Human Resources Manager with administrative functions, maintaining employee records, and processing employee transactions. Our company offers a competitive salary and benefits package. Please forward resume with salary requirements to:

ELECTRO-WIRE PRODUCTS, INC.
2000 Chicago Road
P.O. BOX 6900
Troy, MI 48007-6900
An Equal Opportunity Employer

IMMEDIATE OPENINGS
CUSTOMER SERVICE
DISPATCH PERSONNEL

Needed full time for growing company in Livonia. Light typing, good telephone, good verbal skills. Ideal candidate will be organized, detail oriented, and have 1-2 years of office experience. Call Mon-Fri. 8:00-3:00

HILLSTROM & ROSS AGENCY, INC.
828-5188

504 Help Wanted Office-Clerical

GENERAL OFFICE/CLERICAL

Mon.-Fri. Flexible 40 hrs/4-9 days. Phone, light data entry, typing, errands, & filing. Ideal candidate will possess personality, Send resume or letter of interest to: Box 400

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE - full time, benefits package available. Strong word processing skills (Word) and other computer skills required. Familiarity with medical terminology preferred and bookkeeping helpful. Start in town on Monday. Resume to D. Perelli, Oakland Family Services, (14 Oncor, Lake Pointe, Pontiac, MI. 48341. EOE

INSURANCE - AAA Onward Agency, Rochester Hills area has immediate opening for full-time, experienced Customer Service Rep. Insurance & Word Perfect knowledge helpful. Call AAA Onward Agency, c/o Pam, 3100 Rochester Rd., Rochester Hills, Mich. 48307.

Insurance

CLAIMS CLERK II

Due to current growth expansion, our Michigan home property & casualty insurance is seeking a Claims Clerk. The position requires PC/2 coverage background in all areas of claims processing, handling of initial claims forms, processing of customer inquiries, and the ability to work with minimal supervision. Send resume and salary requirements to:

Mr. Patrick Power, CPA
Lake States Insurance
P.O. Box 2888
Troy, MI 48123-0869
An Equal Opportunity Employer

Insurance - Experienced Only

AGENCY POSITIONS AVAILABLE

Commercial C&W's to $30K
Part Time Positions up to $10/hr.
Commercial Assistants to $24K

CONCORD PERSONNEL
478-2200

Insurance - Small Farm Agency has immediate opening for full time personal lines Customer Service Rep. Must have knowledge of computers. Homeowners, auto, life, health, etc. Call Mrs. Tess Agent, Jim Sessions, 31291 Schoolcraft Rd. Livonia, 48152.

KELLY EXPERIENCE PAYS OFF!

Earn TOP PAY and work at TOP COMPANIES in the Livonia, Plymouth and Canton areas.

ADMINISTRATIVE ASSISTANTS

- DOS or Windows experience preferred. Training available for those who qualify

RECEPTIONISTS

- Must be able to work 40 hours per week
- Long and short term assignments available

Call today for an appointment

(313) 522-4020

KELLY SERVICES

Equal Opportunity Employer M/F/D

KEY PUNCH OPERATOR

Are you an experienced Tandem or Integral keypunch operator (9000 or Windows emulation) & want to work 3 full days instead of 5 regular w/ a permanent position with great wages & benefits, then your dream has come true. Resume to Box 144

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY

For senior partner, Southfield personal injury firm seeks experienced person with excellent skills, attention to detail, must know WordPerfect, minimum 3 years litigation experience preferred. Competitive salary commensurate with benefit package. Immediate opening. Call 948-0003 or fax resume to 948-8464

LEGAL SECRETARY

★ For Farming Injury law firm in Southfield. Must have 3-5 years litigation experience in medical malpractice, products liability & auto negligence. Proficient in Word-Perfect 5.1 & Windows. Call Ms. Bonnie at 559-2000

LEGAL SECRETARY

★ needed for busy Troy law firm, practice areas include corporate, zoning, environmental, real estate & estate planning. Minimum 5 years experience. Word Perfect 5.1 or better a plus. Competitive salary and benefits package. Fax resume to: Human Resources Manager, Fax 689, Troy, MI 48084

LEGAL ASSISTANT/SECRETARY

Southfield law firm seeks Legal Assistant/Secretary with 1-10 yrs experience for busy paralegal's personal secretary position. Ideal candidate will have working knowledge of no-fault, personal injury, workers comp. Word Perfect 5.1 or better, 50 wpm typing, detailed but starter. Competitive salary with full benefit package. Fax resume to Box 4258.

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL ASSISTANT

Southfield based law firm is seeking an experienced Legal Secretary/Assistant for general practice. This is a fast paced office. WordPerfect 5.1 is preferred. Salary commensurate with experience. Send resume and salary requirements to:

Box 4258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Full time, Bloomfield Hills area. Litigation experience required. Word Perfect 5.1 preferred. Call Jim Bloomfield, 642-7800

LEGAL SECRETARY

Part-time, 1 day per week for Farmington Hills law firm. 8 years experience. WordPerfect 5.0. 932-3860 ext. 247

LEGAL SECRETARY

Part-time for small Farmington Hills firm. Litigation experience required. Word Perfect 5.1 preferred. Call Jim Bloomfield, 642-7800

LEGAL SECRETARY

5 years civil litigation experience. Farmington Hills quality firm. Word Perfect. Great benefits package, attractive compensation package. Qualified only. PO Box 37251, Detroit, MI 48237

LEGAL SECRETARY

For small law firm.
Minimum experience required.
313-459-3010

LEGAL SECRETARY - Busy Southfield personal injury, personal injury accident. Full time w/benefits. Word Perfect 5.1, non smoking office. 827-7000

LEGAL SECRETARY

For medium size law firm in Southfield. Word Perfect 5.1, legal experience a must. Excellent benefits. Call Office Manager 948-4460

LEGAL SECRETARY

for Southfield law firm. Litigation experience is desired but not required. Word Perfect 5.1 preferred. Salary commensurate with experience. Fax resume & salary requirements to:

Hill Lewis
Attn: Administrator
180 Rosedale Center, Ste. 2000
Detroit, MI. 48235

LEGAL SECRETARIES

504 Help Wanted Office/Clerical

LEGAL SECRETARY needed part-time for Southfield office not more than 5 miles from Bingham Farms. Must type at least 50 wpm and have 3 years of legal experience. Call Barb at: 645-8000

LEGAL SECRETARY needed for Farmington Hills law firm in Bingham Farms. Must type at least 60 words per minute & have at least 10 years of legal experience. Call Barb at: 645-8000. Contact Barb at: 642-8000

LEGAL SECRETARY - Experienced. For Southfield law office. Immediate opening. Salary based on experience. Call Barb at: 642-8000

LEGAL SECRETARY

Wordperfect 5.0. Part-time morning. Bingham Farms. 26 W/63-5400

LEGAL SECRETARY

Full time, Bloomfield Hills Office. Knowledgable in Personal Injury. Call 810-258-0047

LEGAL SECRETARY - for Southfield law firm. Top corporate/real estate practice. Must have minimum of 5 yrs. experience and excellent skills. Please call Office Administrator. 354-4000

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 851-9139 Or send: 3128 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY

MT. CLEMENS/Macomb area B/A $100/day temporary assignment Mid November thru Mid January (810) 463-3440, fax (810) 463-5860

THE KEMP GROUP

LEGAL SECRETARY - Experienced. Needed 2-3 days per week for sole practitioner with diverse practice located in downtown Birmingham. Flexible schedule, salary negotiable. Call Linda at 642-0660, Tuesday or Thursday.

LEGAL SECRETARY

Established major client legal firm, full time, long term position - possibilities perm, working for 1 attorney. Microsoft Word for Windows. Pay based on experience. Call Susan 646-7982

UNIFORCE SERVICES

LEGAL SECRETARY/
OFFICE MANAGER

For 2 practicing attorneys law firm. Must have great English skills. Top salary for right person. Mail resume to: 1411 Woodward Ave., Suite 240, Bloomfield Hills, MI 48302.

LEGAL SECRETARY

For Renaissance Center law firm with openings in corporate & litigation sections. Min. 3-5 yrs. legal experience, strong Word Perfect 5.1, excellent communication skills & typing as well as accurate organizational skills. Call administrator. 313-236-5300

LEGAL SECRETARY

For fast-paced N. Oakland County law firm. Experienced, full time. Knowledge of WordPerfect, and litigation needed to keep up with busy practice. Send resume to: Office Manager, 1780 S. Telegraph, Bldg. 100, Bloomfield Hills MI 48302 or Fax to 810-338-3346

LEGAL SECRETARY

Farmer, Podolsky & Orlans
26200 American Dr., P.O. Box 5004
Southfield, MI 48086-5004

OFFICE HELP, Accounts payable/receivable knowledge helpful. Apply in person only: Lil's Drive-In, 2230 N. Woodward Ave, Royal Oak, or call Elaine for time slots. 546-4262

OFFICE HELP

Full time, general office duties, answer phones, order supplies, use WordPerfect experience helpful, apply at: North Central Supply, 2780 Commerce Ct, Wayne, 699-7776

OFFICE HELP - Small design company seeking part-time experienced person. Must be organized, have some jewelry knowledge desired. Salary based on experience. Send letter to: P.O. Box 127, Troy, MI. 48099. ad

OFFICE HELP

Visual Sports Network
Part time, mornings
Troy area. 362-2633

OFFICE MANAGER

Livonia based company (6 retail stores) with sales of $10,000,000. Accounting background. Experience required. Salary commensurate plus. Benefits included. Send resume to: Box 321

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER

Self-motivated individual needed to manage busy one person office. Bookkeeping and computer skills a must. Send resume with salary requirements to: 3621 Maple, Dearborn, MI 48128

OFFICE MANAGER

For Westland Podiatry office. Ophthalmology, medical, and management experience preferred. Motivated, take-charge individual, with strong people skills and ability to work with patients and doctors. Submit resume/salary requirements to: CEO, 4 Parkway Blvd., Suite 170, Sterling Heights, MI 48313

OFFICE POSITION

Immediate full-time opening with small company. Customer services, deposits, bank runs, etc. Looking for dependable & friendly. Will train. 56 Kercheval Plaza, Grosse Pointe Farms. 11862 Hubbard, Livonia, off Plymouth Rd. between Farmington & Merriman.

OFFICE PROFESSIONAL needed for an advertising design studio. Excellent phone skills required. Knowledge of Mac Word. Bookkeeping experience helpful. Please send resume: Andrea Green, 3180 Livernois, Suite 318, Troy, MI 48083

OFFICE SUPPORT

- CUSTOMER SERVICE
- SECRETARY
- RECEPTIONIST
- MAIL ROOM CLERK
- MAIL MERGE BILLERS

CALL TEMPEXCHANGE
810-332-8000

ORDER ENTRY CLERK

Busy steel service center is looking for an order entry clerk. Must have outside sales invoicing and orders, as well as customer service. Order entry experience required. Salary commensurate with experience. Apply in person only:

Consumers Steel Co.
30555 Ambrish, Livonia
Near Farmington & Levan

ORDER ENTRY

Currently seeking a person to grow with us. This position is for sales force/Order Entry. Candidate will have a sales background. Looking for an aggressive, self motivated individual. We offer a competitive salary and a comprehensive benefit package. Non-smoking office in Wixom. Send resume to: Human Resources Manager, P. O. Box 436, Wixom, MI 48393

ORDER ENTRY

Experienced necessary. Wholesale beverage distributor. Full time, hourly, and benefits. Non smoking environment. Call Mr. Bob 3667, Southfield-3667

PARALEGAL/NURSE

★ Per personal injury law firm in Southfield. Minimum 3 years experience in medical/legal field required. Excellent benefits package available. Call 948-1000

504 Help Wanted Office-Clerical

PAYROLL/ACCOUNTS PAYABLE

Busy Dearborn dealership, easier than average job, must have 5 years accounts payable experience, strong math skills, 5-6 yrs. related experience, good organizational skills. Familiarity with Great Plains software a plus. Salary commensurate. Send resume to:

CONTROLLER
5000 Rotunda
Dearborn, MI 48126

PAYROLL MANAGER

National health care services organization in PAYROLL MANAGER. Candidates must possess minimum 5 years experience in payroll management. The ideal candidate will have direct control over the work flow of the payroll department. The candidate must have strong analytical skills, good organizational skills. Responsibilities include: Preparation of payroll, Reports, Reconciliations, Payroll Taxes. Knowledge of Lotus 1-2-3 preferred. Competitive salary and benefits package offered.

Send resume and salary requirements in confidence to:

Payroll Manager
26777 Central Park Blvd., Suite 300
Southfield, MI 48076

EOE

PAYROLL REPRESENTATIVE

Southfield based company seeks a Payroll Representative. Must be detail oriented & 30 wpm. Candidate must have strong mathematical skills and be able to handle a demanding and deadline oriented environment. Computer experience required. Competitive salary and benefit package. Mail/fax resume.

Send resume to:

- Payroll Manager
P.O. Box 780207
Lathrup Village, MI. 48076

EOE

PERMANENT POSITION for person to do various office functions. Must be good with figures. 8 Mile/Lahser area. Hours 8:30-5:00. Call 559-8228

PERSONNEL AGENCY
FULL TIME

Energetic person needed for busy personnel office. Must be detail oriented, busy phone, interviewing & setting appointments. Clerical duties mandatory. Benefits. Call Renee for an appointment.

313-534-3535

PROCESS Servers to serve Downtown & E. Detroit. No experience necessary. Will train. Must have valid car & be over 18. 538-1100

PUBLIC
RELATIONS
SECRETARY

Immediate opening in Southfield.

- Quark Express knowledge helpful.
- Word for Windows 2.0.
- Excel.
- Journalism or communication degree preferred.

Long term position with growth potential.

TODAYS
TEMPORARY
649-4455

EOE

PART TIME RECEPTIONIST needed for busy law firm in Troy. Must be able to work well with people & be reliable. Flexible hours. $5.50/hr. 866-1000

FULL TIME POSITION FOR A Receptionist/Data Entry Clerk needed with a large investment firm. Please send resume to: Box 1000, P. O. Box 7022, Troy, MI., 48007.

PHONE RECEPTY/ANST

For fast paced Medical Office in Park. Must be experienced on 10 line phone system. Light typing & other duties as assigned. Must be reliable, personable & articulate. Salary commensurate & benefits package offered. Call Sharon between 10:30 & 2:00, 968-5840

RECEPTIONIST/SECRETARY

Troy, Lakeshore area. Typing, 10 key adding machine, brainer accounting, order entry, process payroll & computer data entry. Bookkeeping experience helpful. Salary based on depending on experience. Medical, dental & life insurance paid. Fax resume to: Personnel Mgr. Apply at: Teledyne Howmet Permanent, 2843 W. Grand River, Howell, MI 48843.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST

General office duties. Plastic molding technology in Troy. Call 9am-5pm 244-3724

RECEPTIONIST/SECRETARY

Needed for printing company. Flexible hours. Must be organized, have some experience. Farmington Hills. Call 10 - 4 810-477-4637

RECEPTIONIST/CLERICAL

position for office in Troy. Apply resume, phone, typing, data entry, dependable and word processing experience. Call 362-0062

RECEPTIONIST

PART-TIME, 8:30 - 3:30 Mon.-Fri. $5/per hour. Send resume to: Office Manager, 29777 Telegraph, Ste. A, Farmington Hills, MI. 48331.

RECEPTIONIST

Experienced, for busy Ann Arbor Software Company. Must be pleasant, outgoing and like to talk. 11130 a.m. - 8:30 p.m. Fax resume to: 313 996-4199 Attn: Joe.

RECEPTIONIST

★ For busy 14 line switchboard. Experience required. Light typing, good phone skills, excellent benefits. In large Troy office. 362-8000

RECEPTIONIST - FOR small insurance office to answer multi-line phone system, light typing, general clerical duties, entry-level position. Please send resume and salary requirements to: Box 1000, P.O. Box 7022, Troy, MI. 48007-7022

RECEPTIONIST - For growing software company. Must have good communication, and organizational skills, required. Knowledge of word processing and computers helpful. Word, Excel helpful. Send resume to: HEM-S3, 1249 South Rochester, Suite 100, Southfield, MI 48076

RECEPTIONIST/
SWITCHBOARD

Busy Southfield property management firm. Excellent phone skills & a working knowledge of WordPerfect 5.1 required. Please send resume to: HTMG, Attention S. Ross, 29777 Telegraph, Suite 2010, Southfield, MI 48076

RECEPTIONIST/SECRETARY

Permanent position, 30 hours per week. Farmington Hills CPA firm. Computer skills required. 851-0884

RECEPTIONIST/TYPIST

Full time needed for medical office. Medical terminology and good typing skills preferred. 840-0333

RECEPTIONIST

For Southfield law firm. Phone & general office skills a plus. 352-3844

RECEPTIONIST

for busy Farmington Hills attorneys office. Phone, typing, data entry. 1-30 E30. Adrienne 523-3600 ext. 342

RECEPTIONIST/PAYROLL - Must be good with figures & type. Apply in person: Lil's Drive-In, 2230 N. Woodward, Royal Oak. 546-4262

RECEPTIONIST

DATA ENTRY - Computer experience. Call Judy 852-1300

RECEPTIONIST - PART-TIME

Needed for Southfield CPA firm. Typing, phone, computer skills required. Flexible hours. Please call for interview. 10-330-8224

RECEPTIONIST

needed for Livonia. Long term assignment. Call Kelly 464-7078

ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
LAW FIRM

Seeking polished phone manner & solid work background. Must type 50 wpm. Medical/dental/real estate/probate exp. helpful. Call Arthur Tyler 355-1300

RECEPTIONIST - PART TIME

Farmington Hills. Previous experience in a Veterinary Hospital preferred. 12-5:30pm, Mon thru Fri. Good typing skills. No benefits. Call Denise 810-737-3800

RECEPTIONIST needed for a full time position. Must have good skills and previous veterinary clinic. Salary commensurate with experience. Send resume or detailed application: Attn: Linda, 24070 West 8 Mile Road, Southfield, MI 48075

RECEPTIONIST

Immediate opening in Livonia construction company for individual with excellent phone skills. Light typing required. Full time, 8am-5pm, Send resume to: Box 1000, P.O. Box A-3, Stk-145, Livonia, MI 48152.

RECEPTIONIST

Needed Mon.-Fri., 8am-12pm. Good phone & communication skills required. Bookkeeping a plus.

Send resume to: Box 170
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/Pers. Professional position available at Troy CPA firm. Duties include: phone, word processing, bookkeeping, filing. Prior experience required. Salary negotiable. Send resume or apply in person: 6905 Rochester Rd., Suite 300, Troy, MI 48098

RECEPTIONIST/SECRETARY

Two positions available. Light typing, 10 key adding machine, brainer accounting. Medical, dental and life insurance paid. Salary commensurate with experience. Fax resume to: Personnel Mgr. Apply at: Teledyne Howmet Permanent, 2843 W. Grand River, Howell, MI 48843.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST

Livonia based company is seeking a friendly individual with the ability to handle a pleasant & professional phone manner. Send resume & salary requirements to:

P.O. Box 1000
Livonia, MI. 48150.

RECEPTIONIST

Seeking individual for professional office. Send resume & salary requirements to: Box 1000, P.O. Box 7022, Troy, MI. 48007-7022

RECEPTIONIST/SECRETARY

Full time position available in our Troy office. Must have pleasant phone manner, good typing skills, pleasant personality, and be able to work well with others. We are looking for a long term person who is willing to learn our business. Benefits package available. Salary $300 + week depending on experience. Interested candidates please forward to: R.P.D., 30300 Civic Center Drive, Suite 307E, Southfield, MI 48076

RECEPTIONIST/SECRETARY

Part-time, Livonia company seeking a dependable individual. Experience required. For interview have available: Mon., Tues., Wed., 810-478-8788

SECRETARY needed for dance studio. Requires secretarial experience and general clerical duties. Must have 10am-5pm Mon-Fri. 810-681-4101

SECRETARY/RECEPTIONIST

Light typing, phone, data entry, filing, computer experience helpful. Send resume to: 19738 W. 12 Mile, Ste. 309, Southfield, MI 48076

SECRETARY/RECEPTIONIST - Must be responsible person full time, Farmington Hills real estate appraisal office needs a real estate valuation person with strong secretarial skills to help a few days a week. Must be able to work with strong word processing skills, knowledge of computers, good communication skills, organizing ability, and a positive attitude. Good compensation package. Send resume: Appraisal Valuation Consultants, 28000 Middlebelt, Suite 200, Farmington Hills, MI 48334

VALUATION SPECIALIST

Farmington Hills real estate appraisal office needs a real estate valuation person with strong secretarial skills to help a few days a week. Must be able to work with strong word processing skills, knowledge of computers, good communication skills, organizing ability, and a positive attitude. Good compensation package. Send resume: Appraisal Valuation Consultants, 28000 Middlebelt, Suite 200, Farmington Hills, MI 48334

SECRETARY/RECEPTIONIST

For C.P.A. firm experience preferred. WordPerfect & computer skills required. Light typing & other duties. Call Mrs. Kaplan, 851-9139

SECRETARY/RECEPTIONIST - Must be responsible person full time, Farmington Hills real estate appraisal office needs a real estate valuation person with strong secretarial skills to help a few days a week. Must be able to work with strong word processing skills, knowledge of computers, good communication skills, organizing ability, and a positive attitude. Good compensation package. Send resume: Appraisal Valuation Consultants, 28000 Middlebelt, Suite 200, Farmington Hills, MI 48334

SECRETARY/GENERAL OFFICE

Part-time position available. Experience required. For interview have available: Mon., Tues., Wed., 810-478-8788

SECRETARY needed for dance studio. Requires secretarial experience and general clerical duties. Must have 10am-5pm Mon-Fri. 810-681-4101

SECRETARY/RECEPTIONIST

Immediate full time position. Must have experience with Microsoft consultant (Macintosh is a Microsoft Word), type minimum of 60 words, and have excellent telephone etiquette. Please send resume with salary requirements to: Margie Gorecki, Roseville Properties, 190 N. Woodward, Suite 200, Bloomfield Hills, MI 48304

An Equal Opportunity Employer

VALUATION SPECIALIST

Farmington Hills real estate appraisal office needs a real estate valuation person with strong secretarial skills to help a few days a week. Must be able to work with strong word processing skills, knowledge of computers, good communication skills, organizing ability, and a positive attitude. Good compensation package. Send resume: Appraisal Valuation Consultants, 28000 Middlebelt, Suite 200, Farmington Hills, MI 48334

SECRETARY/RECEPTIONIST

Experienced, Word processing, phone skills, willing to help out in office. Call 810-474-7222

SECRETARY/
RECEPTIONIST

Allen Park Dodge, Ford, Chrysler, Interesting world Type Shapes, full time, benefits package. Must be Experienced. To $6.50/hr. 479-7270. STEVEN J. GREENS PERSONNEL

SECRETARY/
RECEPTIONIST/ASSISTANT
FEE PAID

Troy location and 4 day work week. Salary $20K. Must have excellent phone skills needed. Great location and Fridays off. Call Mon-Fri.

248-528-3300

or FAX resume to 248-528-FAX or MJBOOKPAR & ASSOCIATES, INC. PERSONNEL SERVICES

SECRETARY

Small, expanding with strong leadership in leading edge medical technology. Exceptional benefits. Fax resume or write candidate or medical background to: Box 1000, P.O. Box 7022, Troy, MI. 48007-7022. Fax: 810-362-0062

SECRETARY

Unique career opportunities with multi-location financial services firm. Your strengths in either Northern suburbs or Detroit. Temp to perm. Competitive salary and benefits. Call Susan 646-7982

UNIFORCE SERVICES

SECRETARY $18,600

Farmington Hills firm. Good office skills. Wordperfect 5.1, benefits package. Call Ms. Hoffman, SHELLING PERSONNEL SERVICES

STU EVANS Auto Dealership, 30 years in business, seeking secretarial help. Ask for Dawn or Barb

313-425-4300

SWITCHBOARD
OPERATOR

Fast paced Southfield law firm, have excellent verbal skills. At least 6 months prior switchboard experience. Also, good attitude and clerical skills.

BARTECH
PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

TERRIFIC OPPORTUNITY

For bright, charming Go-Getter, Manage personnel service, help suburban organization with fast growth. Top compensation, discounted health care, complete benefits package, 401K, paid holidays, vacations, promotion, Lots of education/experience required. Limited volume opportunity available. Send resume to: Box 434

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TYPIST/RECEPTIONIST

Immediate full time position. Must have experience with Macintosh consultant (Macintosh is a Microsoft Word), type minimum of 60 words, and have excellent telephone etiquette. Please send resume with salary requirements to: Margie Gorecki, Roseville Properties, 190 N. Woodward, Suite 200, Bloomfield Hills, MI 48304

An Equal Opportunity Employer

VALUATION SPECIALIST

Farmington Hills real estate appraisal office needs a real estate valuation person with strong secretarial skills to help a few days a week. Must be able to work with strong word processing skills, knowledge of computers, good communication skills, organizing ability, and a positive attitude. Good compensation package. Send resume: Appraisal Valuation Consultants, 28000 Middlebelt, Suite 200, Farmington Hills, MI 48334

WORD PROCESSOR

Allen Business Centers, Farmington. Temporary possibility to do product word processing documents for all departments in the company. Must be able to type 50wpm. Computer experience required. Word, Excel, Windows & Word, Microsoft Excel preferred. Call Ann at 851-7000 after medical breaks & 401K profit sharing. Equal Opportunity Employer.

810-478-0000, ext. 118

RESTAURANT MANAGEMENT

SHHHHHH...
OPPORTUNITIES
THIS BIG SHOULD
BE KEPT A SECRET.

We're a world-class restaurant chain that you've probably enjoyed for years. But now, the real fun's about to begin...we're looking for strong Managers to lead our dedicated restaurant teams.

RESTAURANT MANAGERS

2-4 years restaurant/retail management experience including all areas of business operations from P&L responsibility to staffing; college education preferred but not required. Additional benefits include tuition reimbursement.

ASSISTANT MANAGERS

1-3 years management experience; restaurant/retail experience and college education preferred but not required. Additional benefits include tuition reimbursement.

HOURLY MANAGERS

Some supervisory experience, a high school diploma or equivalent. Additional benefits include half-price meals and flexible work schedules.

For the right candidate we'll offer a salary range of $18K - $35K and an excellent benefits package which includes: Competitive Compensation, Incentive Plans, Medical/Dental/Life Insurance, 401(k) Savings Plan, Merit-Based Promotions, Paid Training, and Advancement Potential.

To learn more about these top secret management positions, please send confidential resume or letter of introduction indicating position desired to:

BSA REPLY SERVICE, 225 North Michigan Avenue, Suite 2428, Dept OBS/MHGRS/725, Chicago, IL 60601.

EOE M/F/V/D

504 Help Wanted Office-Clerical

SCHOOL SECRETARY/
RECEPTIONIST

Oakland County, West Bloomfield, Beginning September 1994. Benefits package, Medical, dental, life insurance benefits. Resume to Box 2449

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

or 810-433-4800
6161 Bob 6714

SECRETARIAL POSITION

Available in West Bloomfield Department of Southfield law firm. Experienced, Word Perfect 5.1 required. 30-35 hours per week. Salary negotiable. Call Ms. Kostelec, 540-0400

Noon, Dean & Dolan, PC
30200 Telegraph Rd., 400
Southfield, MI 48075

SECRETARY

Administrative Assistant
Experienced with good organizational skills & flexibility needed for busy Wixom office. Word Perfect experience preferred. Good benefits package. Please send resume to: Box 1000, P.O. Box 7022, Troy, MI. 48007-7022

RECEPTIONIST

Highly motivated, customer oriented individual needed to handle incoming public and administrative staff. Ability to interface a team of four operators. Must have WordPerfect Quattro-pro experience, excellent communication skills, good detail oriented skills. Full time Mon. - Fri. Salary negotiable. Call Kelly 962-4500

PEACHWOOD INN
3600 W. Big Beaver Rd.
Rochester Hills
Minimum of 1-2 and M-88

RECEPTIONIST/SECRETARY

Rochester Hills firm is seeking a friendly & professional individual experienced in answering a multi-line phone system, typing 50 wpm, knowledge of office skills required. Word Processing and spreadsheet experience desirable. Pleasant environment and good benefits package. Please send resume to:

Gerald Carey
3248 Rochester Drive
Rochester Hills, MI 48309
Attn: Office Manager

RECEPTIONIST

Public accounting and consulting firm seeks experienced receptionist to fill Farmington Hills position. Duties include but are not limited to: front desk coverage, switchboard operation, light typing, and word processing. Position requires a professional image and excellent telephone skills. Salary commensurate with skills are a plus. Contact the Human Resources Manager

Rehmann Robson & Co., Suite 5
32255 Northwestern Highway
Farmington Hills, MI 48334.
An Equal Opportunity Employer

Receptionist
4 Full Time Openings!

Answer phone, filing, light typing, greet customers. Salary is negotiable, full benefits, paid vacation & holidays. Opportunity for advancement. Positions are downtown Detroit, Bloomfield Hills, Madison Heights & Ferndale. Positions start immediately, so please call now!

810-643-8590

EXPRESS
Personnel Services

RECEPTIONIST/SWITCHBOARD

Full time for Southfield/Livonia office. Experienced front desk person for multi line phone system. Must have good communication skills and have professional phone manner. Position includes other general office duties. Please call. 444-5291

Resume Preparation
Department

Rapidly expanding company seeks responsible individual for entry level position. Must type 50 wpm & accuracy and have editing or proofreading experience, WordPerfect or Word experience helpful. Salary $300 + week depending on experience. Interested candidates please forward to: R.P.D., 30300 Civic Center Drive, Suite 307E, Southfield, MI 48076

SALES ADMINISTRATOR

Experienced sales administrator needed by industrial electronics distributor. Must have good typing skills, pleasant phone manner, computer experience and a basic knowledge of bookkeeping. Competitive salary w/benefits and an opening for a motivated person. Send resume to: LWC Distributors, Inc., 28064 Oakland Oaks, Ct., Wixom, MI 48393

SALES/CUSTOMER SERVICE

Mfr. Rep. Manufacturer's representative has immediate opening for an energetic, detail oriented individual to join our Sales Staff. Ideal candidate will be a team player, highly organized & have excellent phone skills. Working knowledge of word processing (Word/Excel) and ability to learn Windows (Excel/Word) a must. Harvard Graphics & plus. Salary commensurate with experience. Fax resume with salary requirements to Marianne Rice, 27758 Heath, Novi, MI 48375 or fax to 810-349-0758

SALES SUPPORT/Receptionist

Full time position available in professional service company. Applicant must have good communication, typing & filing skills. Also must be self motivated, have knowledge of word processing, transcriptions and data bases. Organizational skills a must. Excellent benefits package. Salary based on experience, send resume to: Box 1000, P. O. Box 188, Belleville, MI 48111

SATURN OF Southfield has a great opportunity for busy Mom's looking to expand our clerical staff with a full time entry level position. Who wants to learn billing, switchboard & other office duties? Call Cheryl after 10am 354-8001

SOUTHFIELD property management firm seeks experienced Secretary/Bookkeeper. Salary commensurate 70 hrs./wk. Call 810-357-1000

SALES SECRETARY/CSR

For insurance agency. Experience preferred, good communication & organization skills a must. ☎ 810-433-4300

6161 Bob 867

EXECUTIVE SECRETARY

for president of Troy insurance company. Must have excellent typing skills. Competitive salary & benefits. Send resume in confidence attn: Kathy Kaminski, Administrator, Mutual Life/Band, 3701 Troy Center Drive, P.O. Box 5393, Troy, MI. 48084

SECRETARIES
ADMINISTRATIVE
ASSISTANTS

$9-$13 Hr.

Dependable, motivated people needed for short/long term assignments. Great companies, flexible schedules, top pay, phone locations, benefits. Call TODAY!

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