EMPLOYMENT

504 Help Wanted Office-Clerical

A1 SUPPORT
Will train motivated Marketing Assistant with good business vocabulary, organization skills. Unique phone system. Commission must have 1-5 years recent professional sales experience. Salary plus incentives. Third Party Billing.
Qualified, interested candidates may submit detailed resume or apply Mon-Thurs., 8am-12noon.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22345 Rockwell Drive, Sto. 310
Southfield, MI 48075
An Equal Opportunity Employer

Bookkeeper/Secretary
Detail-oriented person needed. Wide Charge Bookkeeper for property management firm. Responsibilities include responsibility for payroll, accounts receivable, payables & general ledger. Must be familiar with Lotus, Microsoft Word, Spreadsheet & Lotus. Job requires 4 days per wk. Blue Cross, paid holidays & vacation included. Send resume & salary history to: Schlein & Co., 17117 W. 9 Mile Rd., Ste. 1535, Southfield MI 48075

BOOKKEEPER
Experienced, strong F/S. Must have accounting office experience. Computer literate. Knowledge of Lotus, Excellent pay & benefits. State salary requirements. Fax resume to Lee, Lee, Lee, Anderson & Cohn, 17199 N. Laurel Park, Sto. 215, Livonia, MI 48152. Fax: 313-953-9663

BOOKKEEPER - full charge, 3 years exp. required. Will train. Excellent pay, paid holidays, 401K. Call Dorothy, Jerome's, 313-541-8874

BOOKKEEPER - FULL CHARGE
Full time position for small law firm which includes computerized accounts payable & receivable, billing, G/L, job costing, financial analysis, budgets & payroll. Minimum 5 years exp. Excellent salary & benefits. Fax resume with cover letter to Lisa Lewis, Lewis & Lewis, 31731 Northwestern Hwy., Ste. 250, Farmington Hills, MI 48334. Or fax resume to: 810-442-0518

BOOKKEEPER - Part time for Southfield CPA office. Prior CPA office experience needed.
810-424-2280

BOOKKEEPER
Part time for Livonia printing firm. Call 313-425-3900

BUSINESS RECEPTIONIST
$7 to $8/HOUR
ARBOR TEMPS: 459-1166

BUSY Real Estate Agent looking for Bookkeeper/Receptionist. Call Kathie at 313-981-4000

PART-TIME/CLERICAL
A Real Estate manufacturer's representative firm in Farmington is seeking a high quality, individual with excellent clerical skills. Duties include filing, typing, data entry, filing, & miscellaneous duties. This is an excellent opportunity for someone looking for a good environment. Please send resume to: Greg Dowling, Sales Rep P.O. Box 3381, Farmington, MI., 48332

OUR FARMINGTON HILLS training & consulting firm is seeking a Clerical assistant (phone, general clerical, word processing), personnel & sales representative assistant (phone & clerical), Customer Service Rep (phone and clerical), receptionist (phone and clerical). Must have 1 year or more of work experience, or a plus. We offer a starting salary of $16,000-18,000, benefits, training, and career advancement. Submit cover letter and resume to: Great Lakes Development Group, Attn: Personnel, 31731 Northwestern Hwy., Ste. 250, Farmington Hills, MI 48334

International Transportation Company seeks detail oriented, self-motivated individuals for the following positions:

Entry Level Sales/Entry level
This position requires an interest and aptitude with primary duties to include: Dispatching, trucking, expediting, and other duties as assigned. Knowledge of trucking/freight brokerage helpful, but not required. Excellent opportunity.

Data Entry Operations
Clerk/Entry Level
This position requires a minimum of one year experience in operations, computer data entry, 10-key, and an aptitude for detail. Competitive salary and benefits. Qualified candidates send resume and written examination sample to:
Sales manager
Fax: 313-937-3138
Salary commensurate with experience. Excellent benefits package.

CLERICAL RECEPTIONIST
Part-time, Monday-Friday
Farmington Hills 8 to 12 or 1-5
Call 810-476-8838

CLERICAL, experienced in payroll, accounts payable, data entry. Full time, Farmington area. Fax resume to 313-981-1970

CLERICAL SUPPORT needed part time for field posted offices in the Troy area. Must have good clerical skills, be detail oriented, and have a pleasant telephone manner. Call Debi 313-425-8300

UNIFORCE SERVICES

504 Help Wanted Office-Clerical

Clerical/Administrative Positions
We Need You!!!
• Data Entry people, 10,000 KS/PH
• Word Perfect/Lotus experts
• Excellent office, oral, and written communication skills
Southfield, Farmington Hills, and Detroit locations. Excellent Pay
810-474-5000
EXPRESS PERSONNEL SERVICES

CLERICAL
Busy Huntleville office has a part-time entry level position (20-25 hrs/wk - M-F) - PM for light general duties. No experience necessary! Must be dependable and organized. Position pays $6.00/hr and hours are negotiable. Share 5pm. Please call Stacey at (810) 360-1700

CLERICAL/DATA ENTRY
Big Beaver & Coolidge, Troy. Temporary-to-perm opportunity. P.O. Box 929, Birmingham, MI. 48012-0929

CLERICAL SUPPORT
Olde Discount Corporation, a large Detroit-based stock/brokerage firm, currently has several part time positions available for entry level positions. Candidates should have general office experience and type 40 W.P.M. Adding machine experience helpful. Qualified candidates. Please send resume and salary requirements to:
Olde Discount Corp.
Human Resources
751 Griswold St.
Detroit, MI 48226
An Equal Opportunity Employer

CLERK
Part time/full time. Southfield law office. Must be experienced smoking office.
(810) 350-3250

CLERKS
20 positions available immediately for data entry. Starting at $7.00/hr for 45 day assignment. Call today for an appointment.

Entech Personnel
Livonia Office
313-464-0196

COMPUTER GRAPHIC DESIGNER
Experienced. Familiar with IBM, Quark program and computer scanning. Needed for great, long permanent position. Call 810-558-7478

CPA ACCOUNTANT, BOOKKEEPER
Paid assists property management company. Full time, Southfield area. Familiarity with computer software required. CPA accountant to perform bookkeeping & other tasks. Experienced in all phases from Payables to Payroll to complete. Send resume to:
Bookkeeper
28250 Franklin Rd.
Southfield, MI., 48034.

CUSTOMER SERVICE/Order desk for busy hi-tech repair service. Typing, 10-key, and other office skills, computer, typing, phone & general clerical duties. Excellent benefits. Westland 313-326-9666

CUSTOMER SERVICE position available for Southfield area. Excellent Experience preferred. Send resume & salary requirements to: Michelle Perry, 31535 Southfield Rd. Beverly Hills, MI 48025

CUSTOMER SERVICE REPRESENTATIVE
Full time, third time looking for dated position with good communication skills. Call Mon-Fri, 9-11am
810 348-8000

CUSTOMER SERVICE
Livonia area. Part time potential full time. Pleasant telephone voice. Computer experience. Calculators must be experienced. Ability to work independently in Word Perfect. Call Lisa, 313-823-2700

CUSTOMER SERVICE
Advertising/marketing company has immediate opening for individual with both data entry experience. Call 810-557-7737

TempExchange
810-332-8000

CUSTOMER SERVICE!
Unique long term opportunity with Fortune 500 client. Temp to perm opportunity. Flexible hours. Up to $8.00/hour training. Qualified candidates have:
• Customer service skills
• Commitment to long term assignment
• Light computer skills
Call Christy
1-800-723-4388
or 810-646-9051
"Quality service for professionals"
UNIFORCE SERVICES

CUSTOMER SERVICE REP
needed for window blind distribution company. Full time position. Please apply at: 12030 Wayne Rd., S. of 696, Livonia

DATA ENTRY CLERKS
Fortune 100 company seeks individuals for temporary assignments. Call 810-848-2888.
EAGLE STAFFING SERVICES

DATA ENTRY CLERK
Village Green Management Company, a leading national property management firm located in Farmington Hills, has an opportunity for an entry level Data Entry Clerk in the Personnel Department. Responsibilities include standard research, data entry, filing, data entry & other duties as assigned. Typing 10 key and PC experience required. Per diem opportunity considered. Please call 932-3721 between 3 and 5pm, Monday-Friday.

DATA ENTRY!!
Enjoy the professional environment and flexible scheduling with temporary assignments. Excellent pay and benefits. Key stroke proficiency. Professional environment. Call Kelly Services. Call Debbie, 810-645-2600 or 1-800-737-1300
"Data entry has never been easier"
UNIFORCE SERVICES

DATA ENTRY!!
FULL TIME/PART TIME
Be appointed and will work with Detroit area temporary clients. Flexible hours days or evenings, and weekends. Pay based upon experience and ability. Excellent benefits. Call today. Call Debi 313-425-8300
UNIFORCE SERVICES

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Computer experience helpful. Cash handling experience required. Full benefits package available, including group health insurance. Apply in person: Mr. Van Schaack, 425 E. Eisenhower, Ann Arbor

CUSTOMER SERVICE
Research department of national consumer data has opening for energetic, highly motivated people. If you are computer proficient and a dependable worker, this unique opportunity has variety plus excellent earnings potential. Thursday, 9-12noon. Call Colleen 810-473-2933
UNIFORCE SERVICES

CUSTOMER SERVICE
DATA ENTRY
• Postmatch location
• Must submit credit application for major retail store.
• Must be able to type 35-40 WPM
• Excellent communication skills
• Part time, full time, or temporary
• Weekdays and Weekends
• $6.00 per hour
Call for an interview!
EXPRESS
PERSONNEL SERVICES
810-474-5000

Customer Service Advisor
Are you seeking a permanent position with a stable, growing company? Do you have the ability to handle multiple responsibilities? Do you thrive in customer service? Then Independent Clerks has openings for Customer Service Advisors at our Detroit-West, Farmington, Canton and Southfield locations. Successful candidates will have strong telephone skills and be very dealing with people in-person and by telephone. Good math and clerical skills are a plus. Work 24 hours a day/7 days a week. Must apply by September 20th.

DATA ENTRY
CLERKS
NEEDED!!!!
We have hourly positions available in:
• Rochester Hills
• Bloomfield Hills
• Southfield
• Some experience helpful
• Salary up to $7/hr.
CALL TODAY
WORK TOMORROW!!!
CORPORATE
PERSONNEL
SERVICES
810-362-9696

DATA ENTRY
PLYMOUTH
40 Positions Available
Immediate Start
ALL SHIFTS
PAID VACATION AND HOLIDAY
For more information and personal interview
CALL:
313-261-6311
M & T SERVICES

DATA ENTRY - TROY
Mac, work environment, 40 hrs. per wk. $6 per hr. 810-435-1411

DATA ENTRY
5,000 keystrokes per minute, experienced only, full or part-time. Flexible hours. Good pay. Must have reliable transportation. Please call.

WOLVERINE
STAFFING
(810) 358-4270

EXECUTIVE ASSISTANT/
PROPERTY MANAGER
Executive Assistant to CEO of real estate firm. Excellent benefits package. Exceptional opportunity. Ideal candidate will have Word Perfect and transcription experience. Ability to work independently. Salary commensurate with experience. Submit cover letter and resume to: Mr. Van Schaack, 425 E. Eisenhower, Ann Arbor

Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070

EXECUTIVE SECRETARY
Birmingham. Full time position. Bookkeeping experience helpful. Must need spotty. Macintosh Microsoft Word experience preferred. Mon.-Fri., 9-5. 645-1400

FILE CLERK for Royal Oak Law firm. Good pay with benefits. Send resume to: 200 E. Nineteen Mile Ave., Ste. 300, Royal Oak, MI 48067.

FULL CHARGE BOOKKEEPER
One person office. Accounting firm. Financial statement, payroll. Construction knowledge helpful. Lotus a must. Salary negotiable. Resume to: PO Box 27200, Detroit MI 48227

FULL TIME RECEPTIONIST
Needed for busy industrial office in Troy. Must be organized, have good clerical skills, good phone, filing and general office skills. Call
810-280-0630

RESPONSIBLE PERSON - Must have typing skills & phone experience. Hours are Monday, 11 to 7 pm, Grosse Pointe Farms, MI 48236.

GENERAL CLERICAL
2 part time positions, 20 hrs. 30 wpm, filing & phone experience required. Light office duties. Apply in person. Art Van Furniture, 423 E. Eisenhower Ann Arbor

GENERAL CLERICAL/
WORD PROCESSORS
needed for immediate openings in your area. Good wages. Cash bonuses and benefits available. Call for details.

SHELLING PERSONNEL SERVICES
Livonia, 313-464-2100
Southfield, 810-352-1300
Troy, 313-764-0777
Auburn Hills, 810-373-7900

GENERAL CLERICAL
Busy Sales Department seeking self-motivated & detail oriented individual for clerical position. Typing, computer skills, calculator, telephone manner & general office experience required. Send resume & salary requirements to: Box 630 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
E.O.E.

GENERAL CLERICAL

Office in Troy, Michigan, seeking part-time employee, 18-20 hours per week. Flexible hours. Monday thru Friday. $5.00 - $5.50 per hour. Send resume to:
Ryder Automotive Operations, Inc.
Personnel Department
P.O. Box 7349
Troy, MI 48078-6330
E.O.E. M/F/D/V

GENERAL OFFICE-Need full-time person for our Rochester Oak office. General office duties. Please call Mon-Fri 9 to 5 at 810-375-9000

GENERAL OFFICE
Farmington Hills, Part time, Non-smoking office.
Call Judy
810-489-9170

GENERAL OFFICE
Experienced bookkeeping
1 person office, 2 days weekly.
Southfield area. 810-353-7981

GENERAL OFFICE
Permanent part time position available for phone answering & word processing. 16 hrs/wk. $ 11
Please call for appointment
K-W 810-557-7737

GENERAL OFFICE - Must be computer literate and have light typing. This is a long term assignment. Call 464-7078
STAT Employment Service
An Equal Opportunity Employer

GENERAL OFFICE
Two part time positions for last placed. High volume sales office in Westland. The following skills are required: typing, phone, 8 data entry. Call Peace Kennedy, between 8am-5pm at 313-427-6610

GENERAL OFFICE ASSISTANT
If you like working with people and have some light clerical duties and you are willing to train you to work in our application area, we have an excellent career for you. Please call Kelli Gossett or Cindy Jackson to schedule an interview 313-421-7300

GENERAL OFFICE CLERICAL
Fast growing medical company. Full time, some part time positions. Flexible hours. Light clerical duties in our fun department. Light typing, filing, copying, good with phones.
AFTERNOON TELEPHONE REPRESENTATIVE PART-TIME
Making & receiving calls from patients, and other office duties. Must have excellent phone skills. Send resume to:
PATIENT SERVICES MANAGER
HUMAN RESOURCES DEPARTMENT
11925 FARMINGTON RD.
LIVONIA, MI 48150

GENERAL OFFICE
Part-time, 20 to 30 hrs/week, 5 days, for Farmington Hills office. Salary negotiable.
810-932-1004

Insurance
Fast growing Insurance company has openings for Insurance Agents. Flexible hours. Will train. Base salary plus bonuses. Call Mr. Lee 313-981-1970

WORD PROCESSOR
Requires experienced transcriptionist with knowledge of WP 5.1. Good grammar and punctuation skills.

PREMIUM AUDIT CLERK
Prior auditing and data entry experience required to audit premiums from agents, commitment updating with control of materials.
Salary commensurate with ability and experience. Excellent benefits package. Send resume and salary requirements to:
Mr. Prentiss S. Potter, CPS
LAKE STATES INSURANCE CO.
P.O. Box 33025
Livonia, MI 48150-0992
An Equal Opportunity Employer

INSURANCE
Farmington Hills insurance agency looking for experienced Customer Service Rep for personal lines. Apply within.
810 489-6780

INSURANCE SECRETARY - personal lines. Competitive salary. Southfield area. Fax resume to 810-948-9056

JOB
FAIR
WOLVERINE
STAFFING
is actively recruiting individuals who possess any of the following:
• Clerical/Administrative Assistants
• Receptionists
To fill out an application form on our
WED., SEPT. 21, 1994
FROM 5-8PM AT
WOLVERINE
STAFFING SERVICES
26 W. SOUTH BLVD.
STE. 409
TROY
810-879-9070

504 Help Wanted Office-Clerical

GENERAL OFFICE
Part-time, 23 shifts/week per week. Farmington Hills law firm. $6-$7 per hr. Send resume to Office Mgr. Sept. 31420 Northwestern Highway, Ste. 120, Farmington Hills, MI 48334.

GENERAL OFFICE CLERICAL
Troy advertising firm needs individuals to do filing, phone duties, and light telephone work.
Call 810-244-2980.

EAGLE STAFFING SERVICES

GRAND OPENING
Entech Personnel Services has immediate openings on our new Livonia office for individuals who possess any of the following skills:
• Word Processors/Windows user's
• Data Entry
• Receptionists
Call today for an appointment!
Entech Personnel
Livonia Office
(313) 464-0196

IMMEDIATE OPENINGS
EXCELLENT PAY
LONG & SHORT TERM POSITIONS
• Secretaries with
-MS/Word
-Excel
-PowerPoint
• Data Entry
• Receptionist
• File Clerk
APX INTERNATIONAL
Contact Sue at (810) 398-8821 or faxes at 398-9808
Fax 645-1113

FARMINGTON HILLS insurance agency looking for full time receptionist/typist. Insurance agency experience a plus. Send resume/qualifications to: 31229 W. 13 Mile, Suite 208, Farmington Hills, MI. 48334.

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $32K
Personal Lines CSR's to $24K
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

KEYPUNCH OPERATORS
Full time afternoon Operators needed. Call Mr. Lee at 313-981-1970 for an appointment. 313-422-8002

★ LEGAL
TEMP/PERM
RECRUITING FOR
all legal personnel. Top rates and health insurance.
• All Tri-County Law Firms
• Corporate Legal Departments
Call us today - interview tomorrow - jobs & offers to follow!
PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075
Fax 354-0275 354-0065

★ For medical malpractice attorney. Southfield personal injury firm seeks full time medical secretary. Must have Word-Perfect experience. 3 years litigation experience required. Competitive salary and benefits package. Candidates opening
Call
or fax resume to
810-948-8480
810-948-8484

LEGAL ASSISTANT/SECRETARY
For Troy law firm, experienced, reception, self starter, computer literate. Please send resume to: Office Manager, 100 Big Beaver Rd., Suite 500, Troy, MI 48084

LEGAL Secretary Minimum 1 yr experience. WordPerfect 5.1, good personality. Competitive pay, benefits. Call Kathy at 851-9131 or fax resume to: 31275 Northwestern Hwy. Ste. 103, Farmington Hills, MI 48334

LEGAL
SECRETARIES
Our reputation for integrity has received the praise of many of the best law firms in the area.
For confidential interviews call our placement specialist. Negotiate your salary for Legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
810-626-8188

LEGAL
SECRETARIES
Experienced, for personal & business litigation. Salary commensurate. Top pay.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
784 W. Big Beaver
SUITE 209, TROY, MI 48084
810-362-3430
Fax 810-362-4861

LEGAL SECRETARY
3 yr. yrs. exp. Word Perfect 5.1 be well versed on WordPerfect 5.1, Corporate experience. Salary commensurate. FAX resume to: 810-746-8081

LEGAL SECRETARY
Full time for large Farmington Hills defense firm. 3-4 years litigation experience required. Competitive salary & benefits package. Fax resume to: P.O. BOX 3040, Farmington Hills, MI 48333-3040

LEGAL SECRETARY
Southfield law firm needs Legal Secretary with 7-10 yrs. experience for busy practice area. Must be detail oriented. Position requires detailed computer skills, knowledge of bankruptcy knowledge of lien Fraud and Bankruptcy. Competitive salary and benefits package. Send resume to: Box 744
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Immediate full time. Minimum 3 years experience in litigation. Word Perfect 5.1 a plus. Fax resume to 810-948-8288

LEGAL SECRETARY
Small general practice, Westland/Bloomfield Hills. Computer literate, 2-3 years general legal experience preferred. Salary commensurate.
810-855-7575

LEGAL SECRETARY
For Southfield personal injury law firm. Word Perfect and for Corel Suite. Fax resume to: 810-663-7575

LEGAL SECRETARY - needed for non-smoking Law Firm in Troy. Applicant must have experience in real estate, estate & trust, probate & litigation. Word Perfect 5.1 a must. Salary commensurate with experience. Fax resume to: Sherry Ann Stier, Suite 195, Troy, MI 48084

LEGAL SECRETARY - experienced only, for third attorney. Full or part time. Knowledge of Word Perfect for Windows & Windows preferred. Salary commensurate with experience. 810-347-4777

LEGAL SECRETARY
Small firm in Farmington Hills has immediate opening for a legal secretary. Word Perfect 5.1 experience preferred.
FAX RESUME TO:
CHARNOFSKY & ASSOCIATES

LEGAL SECRETARY - Part - Full time for Bankruptcy Law Firm. Exp. preferred. Salary commensurate. Call 810-559-0700 or send fax resume to: Charles Shamoun, Suite 100, 30140 Orchard Lake Rd., Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Partner in Southfield insurance defense firm seeks Legal Secretary with at least 2 years of medical malpractice experience. Excellent typing, WordPerfect, grammar and organizational skills a must. Salary commensurate with experience. Excellent benefits. Non-smoking office. Send resume and salary history to: Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY (Real Estate & Contracts) Minimum 5 years legal form office. Must possess good organizational skills. Minimum 2 years Word Perfect 5.1 & Lotus.
LEGAL SECRETARY - Small law firm seeks Legal Secretary. Minimum 5 years experience necessary. Fax or send resume to: 810-647-0646. 555 S. Woodward, Suite #204, Birmingham, MI., 48009.

LEGAL SECRETARY - Experienced for Farmington Hills law firm. Phone and word processing skills a must. Salary negotiable. Call to have application sent.
810-879-3738

LEGAL SECRETARY for Birmingham law firm. Litigation experience. Word Perfect 5.1 necessary. Good salary & benefits. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Entry level Legal Secretary is needed for large Southfield property management company. Candidate must possess proven ability and a well organized skills. Please send resume and salary history to: Box 1913, Southfield, MI 48076, Attn. Tom, or FAX to: 810-827-4218

LEGAL SECRETARY
Troy corporate law firm seeking experienced Legal Secretary to work for 2 corporate attorneys. Type 60 wpm. Must be motivated, team-oriented & enjoy client contact. Will train on WordPerfect 5.2 Windows. Good benefits. Non-smoking office. Please fax resume: 810-649-0434

LEGAL SECRETARY
Ann Arbor law firm seeks full-time legal secretary with minimum of 2 years of legal experience. Strong preference in litigation or real estate. Ability to prepare mediocre to complex. Other requirements are interpersonal skills, as well as typing 60 + wpm. Great salary/benefit package plans also offered. Send resume and salary requirements to:
Kach, Drutchas, Wagner, & Kenney, P.C.
Attn: M. Richardson
One Woodward Avenue, 10 Floor
Detroit, MI. 48226

LEGAL SECRETARY
Small Bloomfield Hills non-smoking law office. Call Kathy at
810-333-4880

LEGAL SECRETARY - 1-3 yrs. experience, will train. Pinto Associates, 30100 Telegraph, Suite 475, Bloomfield Hills, MI 48025

LEGAL SECRETARY for Royal Oak firm. Top notch, great benefits & pay. Litigation experience preferred. Send resume to: 200 E. Nineteen Mile, Suite 300, Royal Oak, MI 48067

LEGAL SECRETARY
for 1 attorney law firm. Good word processing and communication skills. Minimum 2 years exp. Salary commensurate. Send resume to: Secretary, 26150 Beverly Rd., #25, Redford, MI 48239. Or fax
313-534-3332

LEGAL SECRETARY
wanted for Bloomfield Hills law firm. Minimum 3 years litigation experience required. Please send resume and salary requirements to Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY needed for personal injury law firm in Southfield. Must be experienced and proficient in Word Perfect with Windows. Excellent benefits. Salary commensurate with experience. Fax resume to: P.O. Box 7703, Southfield, MI 48037-7703 or Fax to: 810-363-4405

LEGAL SECRETARY
Royal Oak law firm seeks Permanent Part-Time (3 days/wk; 9-5). Legal Secretary with 2 years experience in civil litigation. Experience with Word Perfect 5.1 required. Knowledge of Windows 3.1 a plus. Organization & excellent skills a must. Send resume with salary requirements to: Office Manager, 1349 Oakland Blvd., Suite 200, Royal Oak, MI 48067

LOOKING FOR something to keep you busy while the kids are in school? Southfield defense firm is looking for someone full or part time to handle all to filing, copying, and other duties as assigned. Please call Lori @ 355-4141

MAILROOM CLERK
Entry level position. National product company in Farmington Hills is looking for upbeat, team person to work processing incoming & outgoing envelopes, sorting & distributing mail, delivering product literature, etc. Ability to lift 40 lbs. & stand 8 hours a day. Knowledge of Word Perfect 5.1 & Windows a plus. Knowledge of Mailroom equipment a plus. Excellent salary & benefits. Fax resume to: HRC - PR/ACCTG, 31700 Middlebelt, Suite 140, Farmington Hills MI 48334

504 Help Wanted Office-Clerical

MARKETING ASSISTANT
Industrial manufacturer/distributor seeks part-time assistance for Marketing Dept. Typing 35wpm (accuracy), proofreading skills. Computer data entry, word processing, desktop publishing (WordPerfect Windows proficiency). Good written & oral communication. Excellent opportunity for qualified college student. Send resume to:
WALL COLMONOY CORPORATION
30251 Stephenson Hwy
Madison Heights, MI 48071
ATTN: Marketing Dept.

MARKETING SECRETARY
Full time position available in Southfield business office/community located off the Lodge and Lahser. WordPerfect & Lotus 1-2-3 skills desired. Typing 55 wpm, good written & verbal communication skills a must. The person must be able to interact with customers in a professional & courteous manner. Please send resume with salary requirements to: Trans Union Corp., 25800 Lahser Rd., Ste. 118, Southfield, MI 48034. Attn: Marlene.
An Equal Opportunity Employer

MATURE PERSON for receptionist, light typing, Plymouth Inn & Plymouth Town Apts. Full/part. Call Mon. thru Fri. 8-4 313-451-0700

MATURE PERSON needed for clerical work. Monday thru Friday. 8-4. $6 per hr. Send resume to:
Receptionist, PO Box 8107, Livonia, MI 48151-1107

MEDICAL
RECORDS
CLERK
Annapolis Hospital-Westland Center, part of the 1900-bed Oakwood Health Services, currently has a full time, afternoon shift position available. Looking for person with good

The selected candidates must possess a high school diploma or equivalent. Typing efficiency is required. Knowledge of computers and medical record experience preferred.

We offer a competitive salary and comprehensive benefits. To apply, please send your resume to Annapolis Hospital-Westland Center, Attn. Human Resources, 2345 Merriman, Westland, Mi., 48185.
An Equal Opportunity Employer

ANNAPOLIS HOSPITAL-
WESTLAND CENTER
A subsidiary of
Oakwood Health Services

MORTGAGE BANKING/CLERICAL

Bloomfield Hills based mortgage banking firm has various clerical jobs available requiring office experience, computer/typing skills, excellent communication skills, and the ability to work in a team based environment. Qualified candidates send resumes and salary requirements to:
Peak Financial, FIRST SECURITY SAVINGS BANK, 2600 Telegraph Road, Bloomfield Hills, MI. 48302 or call (810) 338-7700, ext. 2980

Equal Opportunity Employer

NATIONAL COMPANY - Seeking Clerical, Customer Service and Telephone Interviewers. Call Ken, 1-800-458-1848. E.O.E.

NON CONSTRUCTION Company looking for Clerical Office Clerk - Typing, filing, phones, delivery of bid proposals. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

OFFICE ASSISTANT
Triangle Pacific Corp. has an immediate opening for an Office Assistant. Duties include order entry, billing & accounts payable. A salary commensurate with 2 yr. exp. & 10 wpm & 10-key are essential for the positions, along with a pleasant telephone manner. We provide various benefits as well as a salary that is competitive suited to experience. If you would like more information on this position, contact Michelle or Colleen at 810-471-7845 on Friday September 16th, thru Wednesday September 18th.

OFFICE - CLERICAL
Growing manufacturing company has an immediate opening for detail minded individual. Good telephone & data entry skills a must. Send resume & salary requirements to:
Dianne
P.O. Box 436
Farmington, MI 48332-0436

OFFICE CLERICAL-Part time, evenings. Light office work, answering phones, filing, making copies. Ideal for student. 313-538-9681

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Full-time. Clerical/Reception/Customer position. Word processing, accounting & computer skills, plus organized, motivated. High school diploma minimum. Blue Engineering, Southfield area. 810-475-9670

OFFICE ASSISTANT - Northville based sales Manufacturing & Engineering firm seeks full-time office assistant. Candidate must possess the following: sales experience, 1 year experience in sector industry, Professional speech and communication skills a must for interfacing with management, sales staff, vendors and customers. Ability to prioritize multiple responsibilities in a fast paced environment. Minimum 3 yr. degree in Accounting or equivalent work experience with automated accounting package. Proficient at Word Perfect 5.1, Lotus 2.3. We offer competitive compensation package. Interviews will be held during business hours. Please send resume to: Human Resources Manager, PO Box 7349, Farmington Hills, MI 48332-7349

OFFICE ASSISTANT - Part-time days. Positions available for highly organized individual who will perform light typing, reception, filing, some light shipping & receiving work. Pleasant Farmington Hills Office Park. Opportunity potential for full-time work. Call Debbie, Dakota Glass, 8am-5pm. 810-737-3761

OFFICE CLERK
Full time position. Must be good with numbers. Some typing and filing. Looking for person with good attitude and organizational skills. Great opportunity for the right person.
Call Mr. Smith at: 810-476-6729

OFFICE CLERK
Full-time entry level Office Clerk position available. If you're analytical, hardworking & you enjoy working in a professional environment, this maybe for you. Duties include, interoffice mail delivery, filing, copying, & running errands. Starting at $6 an hr. Apply send a letter or resume to OCPC, Fisher & Buchanan & Co. 29200 American Dr., Ste. 500 Southfield, MI 48076-5004

OFFICE HELP
Full time. Apply in person. Englander's Other Place, 818 N. Woodward Royal Oak.

OFFICE HELP - PART-TIME
Computer experience required. 2 days a week, 10 to 4 in Farmington. Please call: 810-642-1785

OFFICE MANAGER
Capable of handling real estate and construction accounting. 810-471-4430 or Fax 810-549-8070

Part-time OFFICE ASSISTANT/Receptionist needed for Troy office. Must possess excellent interpersonal skills, experienced Lotus/Word helpful or trainable, computer knowledge required for word processing, such as Word or WordPerfect 5.2 for Windows and ethernet experience a must. Please fax: Cunningham st. (810) 680-9622

PATIENT
REGISTRARS
Our rapidly growing health care network has part-time & contingent positions available at several locations.

Ideal candidates will have 1 year clerical experience in a medical setting to have included medical terminology, 30 word accurate typing speed & proficiency on computer keyboard. Knowledge of Medical Icd9, ICD-9 & CPT-4 coding/insurance experience highly preferred.

Individuals meeting requirements should fill out an application at registration availability or apply Mon.-Thurs., 8am-12noon.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22345 Rockwell Drive
Southfield, MI 48075
An Equal Opportunity Employer

PAYROLL Accounting Clerk
Contract staffing company in Farmington Hills has an immediate opening available utilizing Platinum software for computerized payroll processing & accounting. Experience with applications & operations is preferred. Candidate should possess a minimum of an associates degree in accounting plus 1 year of payroll processing experience. Send resume to: HRC - PR/ACCTG, 31700 Middlebelt, Suite 140, Farmington Hills MI 48334

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
OFFICE MANAGER/SECRETARY
Knowledge of conveyancing, typing & bookkeeping. Word Perfect & Excel helpful. Ideal candidate to undertake a 9 week with company benefits. Good communication skills required. Send resume to: Box 732, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER for a medium size Farmington Hills law firm. Excellent opportunity for resourceful highly motivated individual. You will be involved in all areas of office management from Purchasing, Accounts Payable and Financial analysis to maintaining all office equipment, systems, facilities, and staffing. Minimum 3 years experience required. To apply: send a cover letter & resume to Box 622,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ORDER ENTRY
Experience necessary. Wholesale distribution company. Full time, hourly, and benefits. Non smoking environment. Please send resume to:
CLARK SPORTSWEAR
41811 FORD RD.
CANTON, MI 48187
ATTN: PERSONNEL

PART-TIME Secretarial & computerized bookkeeping. Familiar with real estate. Must have own home based business. 810-348-4300

PHONE OPERATOR & OFFICE RECEPTIONIST - Full time & part time. Pay benefits. Troy area. Please call
810-689-2000

POSITION AVAILABLE for inventory Control Clerk in Accounting Department. Must have Lotus/Word skills. Full time, days. Apply in person: 32789 Heath, off 9 Mile between Halsted & Mooreshook Rds., Novi.

Position open for property management firm. Clerical and organizational skills are needed. Computer skills a plus.
Call Denise for interview at
(810)348-8400

PRODUCTION DATA
ENTRY CLERK
Ingersol-Rand is looking for an experienced Data Entry Person to operate or working 8-10 hours per day along with some Saturdays. Experience required. Call or stop in Person: INGERSOLL-RAND, Human Resources Dept., 23400 Halsted Rd., Farmington Hills, MI 48335-2500
E.O.E. M/F/H

PROGRESSIVE Farmington Hills dental office seeks self motivated receptionist. Receptionist experience helpful.
810-489-0777

WANTED ORGANIZED People person. College degree with pleasing personality. Evening or Weekend hours. Positions coming soon. Bunny Reception Desk for private club in Farmington. Good math and telephone skills a must.
Call ask for Anita. 478-3248

SEEKING MOTIVATED fast learning person with excellent typing & word processing skills. For Receptionist/Stat. Far less stress than office work. Legal experience not necessary.
Call Judy at
810-645-1700

RECEPTIONIST
Needed for Law Office.
Send Resume to Lynne, 380 N. Main, Clawson, MI 48017.

RECEPTIONIST
Needed for small sales office in West Bloomfield. Multi-line phone experience helpful. Must have 1 year of telephone hours. Ideal for person re-entering work force. Call 626-8100

RECEPTIONIST - Full time. Duties include: Operation of switchboard, greeting visitors, light typing, distribution of mail, use of business machines and other office duties. Full benefits. Apply in person at:
BELANGER, INC.
1001 DONHY CT., NORTHVILLE

RECEPTIONIST
Mon. - Fri. 4pm-8pm for a health care facility. Must have strong phone communication skills and ability to greet visitors. Apply in person at:
PEACHWOOD Bldg
3500 W. South Blvd
Rochester Hills

RECEPTIONIST for Troy sales company. Strong phone sales required. Must have 1 year experience. Benefits included. 27 per hour. If interested please call 810-435-4141

RECEPTIONIST - 24 hrs/week for fast paced Birmingham law firm. Must be computer user-friendly. Full time, flexible negotiable. Call Cynthia V.T. 810-646-8170

WIN A
PASS
FOR TWO
AND ENJOY A
LAUGH ON US.
Here's How To Win:
★ Place an ad in Personal Scene now thru Sept. 30, 1994 and your name will be entered in a weekly drawing.
★ We'll impartially draw names for winners and mail the passes to you. Winners first names, last initial and city will be printed in the paper.
The Second City
2301 Woodward Ave
Next to the Fox Theatre
PERSONAL Scene
Appearing Every Monday & Thursday in The Observer & Eccentric Newspaper
For Details Call 591-0900 Ext. 2068
THE Observer & Eccentric NEWSPAPERS

The Second City
TICKET WINNERS
TO THE SECOND CITY
Congratulations
Ron B. of Farmington
A.J.F. of Oak Park
Have A Laugh On Us!
PERSONAL Scene