EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE!
Customer surveys with professional Troy and Auburn Hills organization. Unique same to perm opportunity. Outstanding benefits and financial rewards, up to $7.00/hour to start. No sales. Qualified candidates have:
- Excellent people skills
- Commitment to long term assignment
- Light computer skills
- Day or evening availability
- Full time or part time interests

Call Cindy 1-800-723-4269
UNIFORCE SERVICES

DATA ENTRY!
Immediate opening for 10 candidates. We offer a new modern office complex with state of the art equipment. Day and evening shifts. Long term. Call Dawn 810-473-2932
UNIFORCE SERVICES

DATA ENTRY/KEYPUNCH LIVONIA
13,000+ KSPH
Accurate/inverted keyboard
Accounts Payable Experience
Purchase orders/requisitions
Evaluation hire
EXPRESS PERSONNEL SERVICES
810-474-5000

DATA ENTRY LEVEL position in check processing department. Full-time. Benefits. Good organization & communication skills.
TWS Systems: 313-513-3881

DATA ENTRY - Part-time, evenings. Apply in person at Detroit Bio/Medical Lab, 23955 Freeway Park Dr., Farmington Hills (10 Mile/Grand River) or call after 7pm. & ask for Carla. 810-471-4111

DATA PROCESSING
Large out-patient mental health/substance abuse organization with 6 locations in SE Michigan seeks technical support staff for the following:

DATA ENTRY CLERK - Position in our central computerized Billing Dept. in Bloomfield Hills. Some computer experience required; data entry & medical insurance billing experience a plus but will train. Good interpersonal skills required.

Send resume to:
Oakland Psychological Clinic, P.C.

EXCELLENT OPPORTUNITY
For Experienced Word Processors with experience in Excel & Microsoft Word for Windows.
Top Pay.
Dearborn, Melvindale & Romulus areas.
Call for interview.

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9060
Taylor: (313) 291-3100

EXCITING ONCE IN A LIFETIME Opportunity. Personal Executive Secretary. Travel throughout country with president of our company. Must be able to type, be personable, spontaneous, willing to learn, aggressive, investigative. Willing to go with the flow while having fun. Company owns hotels throughout the country and is presently negotiating other acquisitions. Excellent potential for that one special person. Resumes to: Hotel Group, 16400 J.L. Hudson Dr., Suite 418, Southfield, MI 48075. Attn: Jerie.

EXECUTIVE ASSISTANT
Successful distributor seeks self motivated high energy individual to fulfill miscellaneous clerical & computer entry projects. Flexibility & problem solving skills a must. Computer & excellent phone skills a must. Opportunity for quick advancement. Call 313-963-9640

EXECUTIVE SECRETARY
Real estate and/or construction experience preferred. Send resume with salary requirements to:
SECRETARY
P.O. Box 306, Southfield, MI 48037

EXECUTIVE SECRETARY for Southfield consulting firm. Interesting work for someone with excellent skills. 810-489-2100

FILE CLERK/RECEPTIONIST
Law office, Bloomfield Hills. Free parking, medical benefits.
810-540-7980

GENERAL OFFICE HELP
Part time. Approx 20 hrs/wk. Will lead to flexible 30-35 full time hours. Light typing & good phone skills a must.
Contact Karen 810 796-8444

GENERAL OFFICE CLERK
We are seeking an efficient person with 1-2 years general office experience and some accounting background.

RECEPTIONIST

LEGAL SECRETARY

CALL SPENCER PERSONNEL, INC.
(810) 559-0110

FINANCIAL-PERSONNEL ASSISTANT/SECRETARY To Court Administrator
Requires knowledge of benefits, budgeting, accounts payable, month-end processing as well as Word Perfect & excellent secretarial skills. Salary range $20,962 - $24,996. One year court experience. Submit resume to:
James P. Hartline, Jr.
PO Box 3200
4230 Telegraph Rd
Bloomfield Hills, MI 48303-3200

GENERAL OFFICE- Duties including customer contact, data entry & phones. National manufacturer of business forms. Excellent benefits. Full time. Call. 313-485-6800

GENERAL OFFICE/DATA ENTRY
Full/part time, flexible schedule. Word Perfect helpful, but not necessary, will train. Troy (Rochester Rd/16 Mi area). 810-643-8400

GENERAL OFFICE
Mature person, full time, for fast paced office. Must have good bookkeeping, math, calculator, typing and phone skills. Woodward/10 Mile area. Call Liz (810) 546-1300

GENERAL OFFICE
Permanent part time position available for phone answering & word processing (WordPerfect 6.1).
Please call for appointment:
810-357-2757

GENERAL OFFICE
Part time. Please call.
810-615-0600

GENERAL OFFICE — Full Time. Knowledge of all office procedures. Computer experience necessary. Redford area. 313 533-1515

GENERAL OFFICE - Part time in Livonia. Good atmosphere, great people to work with, no experience necessary, will train. Call Mon.-Fri., 2-6pm & ask for Dena 810-442-0120

OUR AGENCY offers continuing training, competitive salary and benefits and a friendly, professional work environment in a great location. We are looking for a Com'l. Lines CSR with 5 years experience to join our team. Responsibilities include quoting, invoicing, some marketing, account rounding and X-dating. Insurance courses beneficial. If you have the qualifications, we want to talk with you about a career with our agency.

INSURANCE - National company seeks telephone interviewer. Position requires typing and computer skills. Salary & commission positions available. Contact Ken at 1-800-466-4846. EOE

JOB FAIR
Sat., Oct. 8th
9am-1pm.

Recruiting for:
WORD PROCESSORS
RECEPTIONISTS
ACCOUNTING CLERKS
CUSTOMER SERVICE

TODAYS TEMPORARY
TROY
2301 W. BIG BEAVER
810-649-4455

AUBURN HILLS
2701 UNIVERSITY DR.
810-373-7161

JOB FAIR
WHEN:
OCT. 10, 3pm-8pm.
WHERE: Hampton Inn at 32420 Stephenson Hwy. Madison Heights

Positions:
RECEPTIONISTS
EXECUTIVE SECRETARIES

Call now for details!
WOLVERINE STAFFING
Troy: 810-879-9070
Southfield: 810-356-4720

LAW OFFICE
Immediate opening for energetic, dependable, pleasant personnel. Typing, filing. Will train. $6.00 to start.
MEKKING & ASSOCIATES
810-967-3040

LEASING AGENT
Full/part time position for busy, non-smoking Troy office. Personable individual with good phone skills, dependable, detail minded & energetic. Send resume to:
Somerset Park Apts.
2406 Dorchester
Troy, MI 48084
Attention: Karen

LEGAL SECRETARY

$ LEGAL
- Corp. Legal Depts.
- Temp Long/Short Term
- Perm - Temp to Perm

Call Mail or Fax In Confidence to:

Personnel At Law
313-THE-TEMP
810-358-0060
3000 Town Center #2550
Southfield, MI., 48075
Fax 358-0235

LEGAL SECRETARY - Troy practitioner desires motivated individual for corporate and real estate practice. Excellent salary and benefit package. 810-643-4700

LEGAL SECRETARY
Small Birmingham office, part or full time. Entry level, 1 year experience necessary. Fax or send resume only: 810-647-0849, 235 E. Woodward, Suite #205, Birmingham, MI, 48009

LEGAL SECRETARY-ASSISTANT
Experienced, Northwestern Highway law firm, Civil litigation, WordPerfect, excellent compensation package, opportunities, non-smoking office. Call Judy: 810-626-6000

LEGAL SECRETARY
Busy Troy firm needs secretary who can use WordPerfect to produce high quality work. Position involves much client contact. Will consider full- or part-time. Please call Steve or Brent at: (810)643-8130

LEGAL SECRETARY - Part-time. WordPerfect required. Worker's compensation experience preferred. Good typing skills and work ethic. 3 days per week, flexible hours & days if desired. Please send resume to: Gabraith & Booms, 29777 Telegraph Rd., Ste. 1450, Southfield, MI 48034. Ph. 810-357-3610

LEGAL SECRETARY, highly skilled, needed part time for small Troy firm; litigation and WP experience required. Non smoking professional office.

LEGAL SECRETARY

Legal Secretaries

Also JUNIOR LEGALS needed.
Call Linda Weston Personnel
810-680-4672 or Fax resume to (810) 680-1036
all fees paid by employer

LEGAL SECRETARY
For Southfield law office. Word Perfect 5.1 required with 1-3 years related work experience. Salary commensurate with experience. Mail or fax resume with salary requirements to: Human Resources, 400 Galleria Office Center, Suite 215, Southfield, MI 48034-2164. Fax 810-352-2156

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary placement. Register now with the agency for Legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
810-626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
756 W. BIG BEAVER
SUITE 208, TROY, MI 48084
810-362-3430
Fax 810-362-4881

LEGAL SECRETARIES
Prominent downtown Detroit law firm seeks legal secretaries to work full-time. Duties include typing legal documents, setting up appointments, time entry, filing and answering phone. Successful candidates will possess at least 5yrs. legal secretarial experience, type 70-75 wpm, Word Perfect skills, excellent grammar and proofreading skills and the ability to work in a fast paced environment. We offer an excellent benefit package including medical, dental, optical and life insurance. Please submit cover letter & resume to:
Honigman Miller Schwartz Cohn
Attn: N.L. Ritsuleh
2290 First National Building
Detroit, MI 48226
E.O.E. No Phone calls

MARKETING DIRECTOR/ EXECUTIVE/ ADMINISTRATOR

MARKETING RESEARCH PROJECT ASSISTANT

MEDICAL SUPPLY COMPANY

MARKET RESEARCH

MEDICAL RECEPTIONIST

NESTLE FOOD COMPANY

OFFICE ASSISTANT

OFFICE ASSISTANT

OFFICE ASSISTANT

OFFICE CLERK

OFFICE HELP wanted.

OFFICE PERSON needed part-time.

OFFICE SUPPORT
- CUSTOMER SERVICE
- CLERICAL/PURCHASING
- RECEPTIONIST
- ENGINEERING CLERK
- WORD PROCESSOR

Immediate need
Access to hire

CALL TEMPEXCHANGE
(810) 332-8000

PARALEGAL

PART TIME OFFICE HELP

PART-TIME SECRETARY

PAYROLL PROCESSOR

WE'LL MISS YOU SANDY!
Sandy is our Receptionist AND SHE'S LEAVING.

PAYROLL CLERK

RECEPTIONIST

RECEPTIONIST - For Bloomfield Hills sales office. Must type 70wpm, have past use of MS-Word & possess excellent phone skills. Experience required. Send Resume to: 788 Industrial Ct., Bloomfield Hills, MI 48302

RECEPTIONIST/CLERICAL
entry level, full time position in Birmingham law firm for personable person with good telephone & people skills. Must be computer literate & have good attendance. Call Mon. thru Fri. 810-540-7701

RECEPTIONISTS
2 part-time openings for busy company in Troy. Great as starter position or for "Empty-Nest" parents. Call Amanda at: 810-901-6049
For immediate consideration.

RECEPTIONIST
National personnel service has immediate opening for full time Receptionist in Livonia. Good phone skills and reliability a must. $4.50 - $7.50 per hour plus benefits. Call for an appointment at 313-444-2100.

RECEPTIONIST -
Troy Sales Office looking for part-time Receptionist, morning or afternoon. Great opportunity for a student or individual who needs flexible hours. Must be energetic. If interested call Sandy at 810-362-0933 to arrange interview.

Receptionist/Secretary
We are expanding & need experienced receptionist for our new location. Responsibilities include multi-line switchboard, greeting customers, secretarial. Send resume to: Gold Star Products, 21680 Coolidge, Oak Park, MI 48237

RECEPTIONIST WITH computer experience
Engineering firm offers Blue Cross/Blue Shield & 10 paid holidays. Fax resume including salary requirements to 810-737-4326
31700 Middlebelt Rd, Ste 220
Farmington Hills, MI 48334

RECEPTIONIST/TYPIST - fast paced engineering firm in Southfield looking for energetic, self motivated worker. Must know Word for Windows 2.0. Answering phones, typing, and filing. Excellent pay & benefits. Send resume to: Ruby & Assoc., P.C., 20245 W. 12 Mile Rd., Southfield, MI 48076.

RECEPTIONIST/SECRETARY
Small Livonia real estate management/construction firm seeking experienced full time person with excellent communication and typing skills. Some light accounting/computer abilities. Resumes only please: Levine Property Management, Inc., 17197 N. Laurel Park Dr., Ste. 171, Livonia, MI 48152.

RECEPTIONIST
Modern, upbeat Southfield facility seeks full-time afternoon receptionist. Outgoing personality desired, must be organized, positive, and have excellent communication skills. Mac experience desirable.
Send resume & salary history to:
Receptionist
P.O. Box 790451
Lathrup Village, MI 48076

RECEPTIONIST

DURA AUTOMOTIVE SYSTEMS, INC.
1708 Northwood
Troy, MI 48084-5521
ATTN: Receptionist

Receptionist/Secretary

RECEPTIONIST

SECRETARY
Birmingham Area

CALL NOW FOR APPOINTMENT
810-474-7766

RECEPTIONIST
For Software Developer Company. Must have strong communication and organizational skills. Minimum two years phone experience with secretarial background required. Windows experience helpful. Fast paced environment. Excellent benefits (17-18K). Send resume to: DORN Technology Group, Inc., 38705 7 Mi. Rd. Suite #450, Livonia, MI 47152 or Fax 313-462-5809

RECEPTIONIST
Growing company in Southfield needs front desk person to answer switchboard with 10 lines, greet customers, filing and light typing. Computer experience a plus. Full time plus benefits.

CALL SPENCER PERSONNEL, INC.
(810) 559-0110
E.O.E. Never a fee

REWARDING POSITION for individual with excellent speaking voice willingness to do computer data entry & desire to assist people. Prior experience not necessary. Send reply to: P. O. Box 5098, Southfield, MI 48086, Attn: Mr. Hal.

SALES ORDER CLERK/Typist
Dependable detail oriented person needed for fast paced position. Applicants must have professional appearance, excellent typing skills (60 + wpm) ability to change pace with workload. Experience in a computerized environment. Experience in Wholesale Distribution is desired. Send resume with salary history marked confidential to:
Office Manager 25700 Princeton
Dearborn Hgts, MI 48125

SALES SECRETARY
Full time/full benefits. Knowledge of WordPerfect required. Entry level, Southfield. Call 810-354-2300

SALES SECRETARY
Acorn Window Systems, a leading manufacturer in the manufacturing of windows & steel entrance doors is currently seeking a secretary for its sales & marketing dept. Candidates must have 2-3/yrs secretarial experience, knowledge of personal computer software & excellent organizational & communication skills. Please send resume & salary history to: Charles Rude, Director of Human Resources, Acorn Window Systems, 12620 Westwood Ave. Detroit, MI 48223

SALES SECRETARY
We are a leading first tier automotive supplier. Our working environment fosters teamwork and challenges individuals to perform at their best. We are looking for a dynamic individual to provide support in our Executive Sales Department. Qualified applicants will be highly motivated, team-oriented individuals with excellent computer skills, preferably with Microsoft applications, excellent oral and written communication skills, experience in creating charts and graphs, and exceptional time management and organizational skills. For consideration, please send your resume with salary history to:
Ms. Janelle Karzenko/SS
P.O. BOX 2033
Dearborn, MI. 48126
An Equal Opportunity Employer

BRANCH SECRETARY
Troy Area-Automotive

Call TempExchange
(810) 332-8000

SECRETARIAL POSITION

SECRETARY

SECRETARY

Randers Engineering, Inc.
41820 Six Mile Rd., Suite 101
Northville, MI 48167

SECRETARY
Growing information technology firm has immediate opening. Experience in MS-Word, strong organization & pleasant communication skills required. Must be hard working & self-motivated. Excel & PowerPoint experience a plus.
Systems Technology Group, Inc.
2573 Rochester Rd., Suite 116
Rochester, MI 48307
810-853-3060

SECRETARY - Home based printing broker needs experienced, mature secretary. Strong telephone sales skills. Knowledge of printing a plus. 810-681-7238

SECRETARY
Immediate openings. Must have advanced experience w/Windows Word, or Word Perfect. Minimum 5 years experience. 60+ WPM. Strong communication & organizational skills. Fast paced environment. Excellent benefits. Resume to: DORN Technology Group, Inc., 38705 7 Mi. Rd., Suite #450, Livonia, MI 47152, or Fax 313-462-5809

SECRETARY
Long term assignment with automotive research co. $9-13 pr. hr.

RECEPTIONIST
Switchboard, general office, typing. $8-$9 pr. hr.

Dependable people needed for great long and short term assignments with top companies. Vacation pay, paid holidays, medical insurance and 401k available. Many jobs are "TEMP-TO-HIRE". Call TODAY!

Farmington Hills . . (810)615-0660
Madison Heights . . (810)543-2580

WESTERN STAFF SERVICES

SECRETARY MARKETING
Positions in client services department of international firm. Interact with clients. Suburban location. Windows software, Harvard Graphics a plus. $9.00-$13.00/hour.
Call Shelly 646-7981
UNIFORCE SERVICES

SECRETARY
Need 3 plus years professional office experience. Must have WordPerfect and other computer experience. Be responsible, mature, organized and capable of assuming multiple assignments in our Ann Arbor CPA Firm. Send salary requirements with resume to: Box 128
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
New career opportunities in executive offices of Fortune 500 firm. Use your experience for $9.00-$13.00/hour. Windows software preferred. Call Sophie 473-2931
UNIFORCE SERVICES

SECRETARY
Non-smoking office. Typing, computer, accounting skills required.

SECRETARY, PART-TIME

SECRETARY II

SECRETARY

SECRETARY & RECEPTIONIST

SECRETARY/RECEPTIONIST

SECRETARY SUBSTITUTES

SECRETARY/TYPIST

SECRETARY/WORD PROCESSOR

SENIOR ADMINISTRATIVE SECRETARY
Oakwood Hospital, a subsidiary of Oakwood Healthcare System, is currently seeking a Senior Administrative Secretary.

The qualified candidate must be a high school graduate or equivalent, possess 3-5 years of secretarial experience with increasing responsibility, and have a typing speed of 70 words per minute. Other requirements include experience with WordPerfect 5.1, Lotus and Harvard Graphics software, dictation, outstanding organizational and communication skills are required, as well as the ability to interact with physicians and various hospital guests.

We offer a competitive salary and an excellent benefits package. For consideration, please send your resume in confidence to:
Oakwood Hospital, Human Resources Dept., Attn: J.J., 23400 Michigan Ave., Suite 111, Dearborn, MI., 48124.
An Equal Opportunity Employer

OAKWOOD HOSPITAL
A subsidiary of Oakwood Healthcare System

SERVICE COORDINATOR
to schedule cases for busy home care agency. Excellent communication & clerical skills required.
FAMILY HOME CARE
(810) 229-6863

SMALL NOVI PAINTING CO.
Requires full time secretarial talent to assist President with many diversified duties. Candidates should have strong organizational, grammar & communication skills. Positive attitude & flexibility a must. Computer experience is helpful. Pay commensurate with experience. Please send resumes to:
Secretarial Position, PO Box 808, Novi MI 48376.

SUPER SECRETARY to perform a variety of duties. Good typing & clerical skills a must. Send resume: P.O. Box 2371, Livonia, MI 48150.

SUPPLY MA/BILLING CLERK
Michigan's largest Canon dealer has an opening for a Supply MA/Billing Clerk in their Novi office. We are looking for a self-starter with prior office experience and attention to detail. Position offers excellent benefits including profit sharing through 401K. If you are interested in working in a positive environment with an emphasis on customer service and teamwork, please send your resume and cover letter to:
MA SUPERVISOR
JOB REFERENCE #94-072
NOVINGA BUSINESS Systems, Inc.
41180 Bridge Street
Novi, MI 48375
EOE

SWITCHBOARD/CLERICAL
Immediate opening for a Switchboard/Clerical position. ROLM telephone system. Excellent benefits and working conditions. Non-smoking office. Please apply to:
Jim Parsen Chevrolet
28111 Telegraph Road
Southfield

SWITCHBOARD/RECEPTIONIST

TELEPHONE SURVEYORS

WORD PROCESSING

WORD PROCESSORS

LIVONIA

PONTIAC

INTERIM PERSONNEL

WORD PROCESSOR

TELEPHONE OPERATOR/ RECEPTIONIST
Growing company seeking experienced, professional person for telephone/receptional position. For more information please contact: Mary Donnelly 810-683-1800 Ex 102

TEMPORARY SECRETARIES
The UNIVERSITY OF MICHIGAN Temporary Staffing Services has immediate openings for full and part-time Secretaries. We are seeking well-qualified applicants who have had progressively responsible secretarial experience, are able to type 45 wpm. or more, and who had experience on one or more of the following software packages: WordPerfect, Microsoft, Macintosh Pro or Excel. Minimum hourly rate is $8 per hour.

THE UNIVERSITY OF MICHIGAN
Employment Services
G250 Wolverine Tower 3003 S. State Street
Ann Arbor, MI., 48109-1281

A non-discriminatory, Affirmative Action Employer

WORD PROCESSOR - NOVI
Transcription/secretarial duties. Non-smoking office. Superior spelling a necessity, pleasant outgoing manner for a busy medical/legal Novi office. Professional appearance, word processing/computer knowledge and telephone skills required. Medicare billing experience helpful but not required. Send resume & salary requirements to:
Box 848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WORD PROCESSORS
RECEPTIONISTS
NEEDED IMMEDIATELY!!
Temp-to-hire.
Full and part time positions:

WORD PERFECT
LOTUS, AMIPRO
MICROSOFT WORD
EXCEL, HARVARD GRAPHICS

If you have any of these skills Call today!

SNELLING PERSONNEL SERVICES

WORD PROCESSOR/ FRONT DESK RECEPTIONIST

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS

A/S RESTAURANT

RYAN'S FAMILY STEAK HOUSE
NOW HIRING
FOR ALL POSITIONS

ALL SHIFTS AVAILABLE

APPLICATIONS being accepted

APPLY WITHIN

ARTFUL WAIT STAFF

ASSISTANT MANAGERS

ATTENTION!

A WEST BLOOMFIELD

BAKERY CLERK

BANQUET & RESTAURANT

BANQUET SERVERS

BAR HELP - NIGHTS

BARTENDER

BORDER CANTINA

BOTSFORD INN

BURTON MANOR IN LIVONIA