EMPLOYMENT

504 Help Wanted Office-Clerical

Position Yourself For Progress

NOW

OLSTEN STAFFING SERVICES has IMMEDIATE LONG AND SHORT-TERM ASSIGNMENTS with major corporations. Professional Staffing Positions could lead to permanency employment and are available for the following:

ADMINISTRATIVE ASSISTANTS
Must have phone experience and typing skills.

WORD PROCESSORS
Required experience with Lotus, WordPerfect & MS Word. Will consider Full and part time. Temp to perm.

DATA ENTRY CLERKS
Must have at least 8,000 keystrokes in alphanumeric entry.

Positions available in Plymouth, Canton, Novi and Livonia.

Let our experience make the most of yours. Call today.

313-525-4906
OLSTEN
Staffing Services
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
A property management company, backing in Farmington Hills, seeks a dynamic and professional individual. Lotus & Word Perfect. Salary negotiable depending upon experience. Send resume to: 24800 Lahser, Suite 100, Southfield, MI 48034, or FAX to 810-353-0160

ADMINISTRATIVE ASSISTANT
Full time position for a well organized, detail oriented person to join our TEAM. Must be skilled in using a computer, preferably knowledge of Windows, Word, Lotus, ACT & Database. Publishing Experience opportunity. Call for an interview.
810-645-1818

ADMINISTRATIVE ASSISTANT
Part time, Mon.-Fri., Oct.-Apr., $5.00-3PM, Mon.-Fri. Good typing and telephone skills a must, computer experience helpful. Good work ethic, pleasant personality, salary referred. Please send resume, or apply in person, to: Cadieux Cafe, 23529 W Eight Mile, Southfield, MI 48034.

ADMINISTRATIVE ASSISTANT/ SECRETARIES
Personnel and temp to hire. $15-$24,000. Various openings filled by company. Experience professional with computer skills. Positions are permanent and great locations. Most offering bonus and tuition reimbursements. Call for immediate appointment. 810-208-3400
LEADING PERSONNEL SERVICES

APPLIANCE FIRM
Part time/full time Secretary.
810-624-6962

ARE YOU STUCK in a dead end career? Changing jobs is not always simple, but we make it easier for you. If you have any of the following skills, we may have a job for you:
RECEPTIONIST
WORDPERFECT
EDSI
FILE CLERK
TELEMARKETING
SWITCHBOARD
LOTUS
MICROSOFT WORD
DATA ENTRY
TYPIST
Full and part time, temp and temp-to-perm positions available. Apply today at:
Work Immortal
SHELLBRO PERSONNEL SERVICES
Livonia (313) 464-2300
Southfield (810) 355-1300
Lansing (313) 334-5777
Auburn Hills (810) 373-7300

Assistant Administrative Manager/Accountant
Construction management firm is seeking a high energy Assistant Administrative Manager/Accountant. Construction experience helpful but not necessary.
Qualified candidate will possess:
• Accounting Degree preferred or 5 years accounting experience.
• Computer knowledge.
• Excellent communication & interpersonal skills.
• Administrative management ability.
• Capability of handling multiple priorities.
• Very good people skills.
Excellent salary & benefit package including 401(k) plan. Please forward resume to:
Patricia S. Berg
AB Contract
30555 Pontiac Trail
Wixom, MI 48393
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL/CUSTOMER SERVICE
Tired of working for a temporary? Holidays and birthdays? Want to develop an exciting career? We are and grow you the experience? A Nine/Nine Lotus suite, detailed oriented people skills, good typing and organized individual for our Clerical Customer Service Dept. CRT, data entry, telephone contact, PBX/switchboard or receptionist experience helpful. This is a full time entry level position providing opportunity for advancement.
Call Personnel 1-800, 810-347-8686

CLERICAL • Full time entry level position. Duties include, data input and WordPerfect for Windows. Please send resumes and/or fax to: Cox, P.O. Box 1300, Livonia, MI 48151. Attn: Human Resources, Livonia, MI. 48151.

CLERICAL HELP WANTED
Person or Fax
810-476-1138

ATTENTION
★ DATA PROCESSORS
Outstanding opportunity at Gold Leaf!
• 40 Hours Mon.-Fri. day shift
• Start $6 per hour
• Major medical after 90 days
• Paid holidays after 90 days
• One week paid vacation after one year
• Professional work environment
• Paid training
CALL NOW
MasterStaff Personnel
810-442-2253

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• Major medical after 90 days
• Paid holidays after 90 days
• One week paid vacation after one year
• Professional work environment
• Paid training
CALL NOW
MasterStaff Personnel
810-442-2253

ATTENTION
OFFICE POSITIONS
• SECRETARIAL
• DATA ENTRY
• RECEPTIONIST
• Walk-in resume
• Typ, Steno, Word Lotus & Comp skills
• Full Benefits
• Major Medical
• Paid Holidays & Vacations
Call Now!
810-443-2255
MasterStaff

AUTO DEALER has immediate opening for a full time Account Manager. Right individual will have strong sales background, computer ref. Excellent career opportunity. Private resume to Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

BILLING/GENERAL OFFICE
Busy medical office seeks responsible, self directed individual for billing, collections, and general office duties. Medical billing experience helpful. Send resume & salary requirements to: Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

BOOKKEEPER • Part time, temporary, possibly permanent. 586-977-9610

BOOKKEEPER - FULL CHARGE
Part-time, Knowledge of payroll, general ledger, trial balance. Call
810-548-8800

BOOKKEEPER
Full time temporary position for non-profit organization. Downtown Ann Arbor. Responsibilities include accounts receivable and payable, bank reconciliation, and general ledger. Salary commensurate with experience. Send resume to: Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

BOOKKEEPER - mostly payroll. CPA firm in Farmington Hills. Fringe Benefits. Call Joel Dennis, Vice-President, 810-851-7500

Bookkeeper, Inc. is seeking a full time bookkeeper and staff trainer. Must have computer and math skills. Salary commensurate with experience. Call for an interview at 17300 W. 10 Mile, Southfield, MI 48075 or FAX 810-557-7326

BOOKKEEPER
Full time position for multi-site medical practice. Must have bookkeeping experience. Salary commensurate with experience. Send resume to: Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

CLERICAL - Light typing, filing, and general office duties. Mature individual preferred. Call 313-981-0900

CLERICAL
Our rapidly growing healthcare network has part-time & full-time positions available at several of our medical centers.
Qualifications include 1 year clerical experience in a medical office, high school & coursework typing skills 5-7w (preferred), Medical clerical experience in a healthcare environment preferred.
Individuals may submit a detailed resume highlighting similarity to qualifications to: Human Resources, Dept. Clerical, P.O. Box 5048, Southfield, MI 48086-5048

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22250 Greenfield, Ste. 310
Southfield, MI 48075
Equal Opportunity Employer

CLERICAL - part time for Troy/Birmingham office. Ideal for college student or someone returning job market. Light typing & general office duties required.
810-642-0066

CLERICAL/RECEPTIONIST
Energetic person to help in fast paced law office. Typing required. Good telephone skills required. Call Sharon at (313) 981-3180

CLERICAL • Small office in Wixom area has immediate opening for person with good clerical skills. Light typing required. Call Linda at 624-3600

COSMETOLOGIST
Full time position available. Call Jim at 313-455-0500

CONSULTANT TRAINEE
Learn the general production of personnel forms. Training by seasoned consultant.
Call 810-557-0700

CUSTOMER SERVICE
Full time with benefits. Mon.-Fri. 8:30-5:00. Call 810-348-3000

CUSTOMER SERVICE REP
Day and evening shifts, full time and part time positions available. Call Mr. Bob Hoover, 313-459-7000
Detroit Diesel Allison
Livonia, MI 48150

Dependable people needed for long-short assignments. Good telephone skills required. Clerical helpful. Excellent pay, benefits, many jobs.
"TEMP-TO-HIRE"
Farmington Hills . . . (810)615-0280
Mt. Clemens/Heights . . . (810)445-3540
WESTERN STAFF SERVICES
"Serving business since 1948"

DATA ENTRY CLERK
Day Shift
High volume order entry department seeks dependable individual for data entry. Must type 35 word/min. Responsibilities include Processing and input of customer orders, data entry, and other duties as assigned. Send resume to: DS-1200, 20000 Civic Center Dr., Southfield, MI 48076

DATA ENTRY/Customer Service
Full time with benefits. Must have data entry experience. Call Dean 313-453-4567

DATA ENTRY
CUSTOMER SERVICE
Join a team of professionals with our new Farmington Hills and Plymouth sites. Time to learn, full or part time opportunity for your 3,000 keystroke typing ability to 84/hr. Call Dee Ann
810-473-0953
UNIFORCE SERVICES

DATA ENTRY, full time position with Troy based publication company. Must type 35 wpm, have good telephone skills, data entry and organizational skills. Duties include: survey tabulation, typing, general office duties. Position requires self motivation and ability to work in a team. Send resume and salary requirements to: MAA, P.O. Box 3200, Troy, MI 48007

DATA ENTRY
Payroll Department needs experienced person for data entry. Call 810-967-0700, ask for Ms. Lynn, or send resume to Mike Karfis, P.O. Box 5041, Southfield, MI 48086-5041

DATA ENTRY
$4.50 to $7.50
Several positions available in Livonia, Plymouth and surrounding areas. Temp to perm opportunities. Many positions Long Term. Call for more information.
ALLIED STAFFING, INC.
313-261-1160

DATA ENTRY
Data entry experienced, full time position available. Light typing & general office duties. Call for appointment.
810-557-1600

DATA ENTRY/CLERICAL
Busy Plymouth office seeking detail oriented individual for data entry, filing, and general office duties. Light typing. Call Mon.-Fri. 8-5
Diversified Recruiters
810-544-0700

DATA ENTRY
Data entry position available in our Farmington Hills office. Light typing required. Call Mr. Bob Hoover, 313-459-7000
Detroit Diesel Allison
Livonia, MI 48150

DATA ENTRY
Typing, filing, personnel phone manner, transcription skills, some communication skills, basic math skills, 30-35 wpm min. Medical helpful. Send resume to: 6-0-343-3172.
Associated Packaging, Inc. 31130 Bridge St., Southfield, MI 48034.

CONSTRUCTION COMPANY looking for full time secretary/receptionist. Knowledge of computers, Lotus & Microsoft Windows a plus. Send resume to: Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

CONTEMPRA
is seeking highly motivated & dependable people with various skills.
• Secretaries . . . $8-$13
• Word Processors $8-$10
• Switchboard . . . $5-$ 8
• Receptionists . . . $5-$ 8
• Data Entry Clerks $5-$ 8
• Customer Service $5-$ 8
• File Clerks . . . . . $5-$ 8
We offer:
• Vacation pay
• Holiday pay
• Medical insurance
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Please call for an appointment today!
ROCHESTER HILLS OFFICE NOW OPEN
(810)583-9500
Madison Hgts
(313)563-5900
Dearborn

DETROIT based communications company seeks Customer Service Representative to work in fast paced phone sales. Successful candidate will possess excellent written & communication skills. Job requires knowledge of computer processing knowledge, good telephone skills, background in AA & Accounting skills & ability to work in a multi task environment. Please send resume with salary history to: 13566 Dixie Street, Livonia, MI 48150 or FAX 313-464-2223

BOOKKEEPER/ASSISTANT-Part time for a clinic in Southeast, Oakland County. Knowledge of medical terminology. Call Mary 810-364-5503

CALL NOW
Long term, part time position in Livonia area. Must have 2 years with Lotus, light accounting & general office experience.
EMPLOYERS
Temporary Services
810-353-7050
An Equal Opportunity Employer

Clerical Assistant
Busy Human Resources office has an immediate opening for a Clerical Assistant. The position involves clerical duties such as filing, mail distribution, and answering phones. Must have good organizational skills. Need recent PC skills with proficiency to enhance skills in WordPerfect, Lotus, Windows Pro, or Flow Plus for use in creating charts, presentations and reports. Resume/cover letter required. Please send resume and salary requirements or submit completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL/CUSTOMER SERVICE
Tired of working for a temporary? Holidays and birthdays? Want to develop an exciting career? We are and grow you the experience? A Nine/Nine Lotus suite, detailed oriented people skills, good typing and organized individual for our Clerical Customer Service Dept. CRT, data entry, telephone contact, PBX/switchboard or receptionist experience helpful. This is a full time entry level position providing opportunity for advancement.
Call Personnel 1-800, 810-347-8686

CLERICAL • Full time entry level position. Duties include, data input and WordPerfect for Windows. Please send resumes and/or fax to: Cox, P.O. Box 1300, Livonia, MI 48151. Attn: Human Resources, Livonia, MI. 48151.

CLERICAL HELP WANTED
Person or Fax
810-476-1138

CLERICAL/LEASING related firm in Auburn Hills. Person with knowledge of computers, Word Perfect, organizational skills, telephone experience helpful, all references must be verified & able to work independently. Interviews. Ask for Kathleen Hersey
810-373-4061

CLERICAL
Our rapidly growing healthcare network has part-time & full-time positions available at several of our medical centers.
Qualifications include 1 year clerical experience in a medical office, high school & coursework typing skills 5-7w (preferred). Medical clerical experience in a healthcare environment preferred.
Individuals may submit a detailed resume highlighting similarity to qualifications to: Human Resources, Dept. Clerical, P.O. Box 5048, Southfield, MI 48086-5048

CLERICAL/RECEPTIONIST
Energetic person to help in fast paced law office. Typing required. Good telephone skills required. Call Sharon at (313) 981-3180

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Full time position available. Call Jim at 313-455-0500

CONSULTANT TRAINEE
Learn the general production of personnel forms. Training by seasoned consultant.
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CUSTOMER SERVICE
Full time with benefits. Mon.-Fri. 8:30-5:00. Call 810-348-3000

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Day and evening shifts, full time and part time positions available. Call Mr. Bob Hoover, 313-459-7000
Detroit Diesel Allison
Livonia, MI 48150

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• Data Entry Clerks $5-$ 8
• Customer Service $5-$ 8
• File Clerks . . . . . $5-$ 8
We offer:
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• Holiday pay
• Medical insurance
• Referral bonus
Please call for an appointment today!
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Detroit Diesel Allison
Livonia, MI 48150

504 Help Wanted Office-Clerical

DATA ENTRY
An immediate permanent full time position with a great company. Experience with at least 8 years keystroke data, 35-40 wpm, and an individuals attitude, fill our hour to start plus benefits. Call 313-464-8600.
SHELLBRO PERSONNEL SERVICES

DATA ENTRY
OPERATORS
Full Time
METPATH OF MICHIGAN, the largest clinical diagnostic laboratory is seeking a full time Data Entry OPERATORS for our SOUTHFIELD LOCATION, on the 11th floor of Lincoln Plaza. The qualified applicant must possess a minimum of 65 wpm typing.
We offer a competitive salary and benefit package, including 401 K and much more plans. For background information, please call Metpath of Michigan, 444 Lincoln Plaza, 11 AM. - 3 PM, at METPATH OF MICHIGAN, 444 Lincoln Plaza, Auburn Hills, MI 810-853-3000, Ext. 884.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

Employment Opportunities
Secretarial 810-313/M
Word Processors 810-313/W
Receptionist 810-313/R
Data Entry 810-313/D
Office Clerk 810-313/O
Accts. Rec/Pay 810-313/A
NO FEE!
LONG/SHORT TERM
TEMP-TO-HIRE
BENEFITS!
Farmington Hills . . . (810)615-0880
Mt. Clemens . . . . . (810)445-3540
Rochester Hills . . . (810)960-3660
WESTERN STAFF SERVICES
"Serving business since 1948"

FILE CLERK
For a 7 week Center Line firm. Send resume to: Cathina, Drexem, Attn: J. Hernandez, 4000 Town Center, Suite 900, Southfield, MI 48075

FILE/GENERAL OFFICE CLERK
for Farmington Hills firm. Duties include: Office maintenance, Data Entry, Requirements include: Office experience, Accounting/Data Entry experience helpful, Send resume to: Hedor, Skolkes & Mycheskoski, 27000 Hampton, Suite 200, Farmington Hills, MI 48335 or call Kim at (810) 476-8800 or FAX 477-0218

FILE/RECORDS CLERK
Southfield law firm seeking full time File/Records Clerk to perform duties of maintaining and expanding files and records. Must have previous filing experience. Excellent benefits package including health & dental coverage, 401K
Send resume with salary requirements to:
ATTN: Customer Service Manager
P.O. Box 490
Troy, MI 48099-0490

CUSTOMER SERVICE REP. - for Northville insurance agency. Part time/full time. Insurance background preferred. Call Mrs. Bell, 430 North Center, Northville, MI 48167.

CUSTOMER SERVICE!
Build your career with this challenging and experienced with Fortune 500 company. Excellent benefits including tuition reimbursement. Call today to begin working tomorrow!
Call Clare now.
810-646-8631
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Customer Service Clerks
$7+ HR
Dependable people needed for long/short assignments. Good telephone skills required. Clerical helpful. Excellent pay, benefits, many jobs.
"TEMP-TO-HIRE"
Farmington Hills . . . (810)615-0280
Mt. Clemens/Heights . . . (810)445-3540
WESTERN STAFF SERVICES
"Serving business since 1948"

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Day Shift
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Full time with benefits. Must have data entry experience. Call Dean 313-453-4567

DATA ENTRY
CUSTOMER SERVICE
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810-473-0953
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$4.50 to $7.50
Several positions available in Livonia, Plymouth and surrounding areas. Temp to perm opportunities. Many positions Long Term. Call for more information.
ALLIED STAFFING, INC.
313-261-1160

EDUCATIVE SUPPORT PERSONNEL
• Administrative Assistant
• Secretarial Support
• Word Processing
Temp & Temp-to-Hire
Immediate Openings
810-646-0820

EXECUTIVE ASSISTANT
To Senior Vice President of energy sales group in Farmington Hills. Must have strong organizational skills and knowledge of accounting & personnel functions. Ability to work independently is a must. Must be proficient with Windows, WordPerfect, Word & Microsoft Excel. Prior energy experience preferred. Please send resume to:
Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

EXECUTIVE SECRETARY
Job #99
Great opportunity for a job & salary that will reward your multi-talented, self-motivated, knowledge of PC's and Microsoft Windows. Minimum 5 years related exp. Call Diversified Recruiters
810-544-0700

FILE CLERK
Immediate Openings for temporary positions. Must have 1 yr. work experience, typing 35 wpm, 10 key calculator, knowledge of PC's a plus. Call Mrs. Lewis, Mrs. Ferguson or Mrs. Ward, Mon.-Fri. 9-5 or come in. Ann Arbor Temporary Services, 2010 Hogback Rd., Ann Arbor, MI 48105

GENERAL OFFICE
Data entry, typing, telephone, filing, and other duties. Bookkeeping experience helpful. Call Mr. Bob Hoover, 313-459-7000
Detroit Diesel Allison
Livonia, MI 48150

HOMEMAKERS
Need extra income for Christmas? Work part time, flexible hours. Call Mary Ann Cosmetics, 313-981-1300

504 Help Wanted Office-Clerical

GENERAL CLERICAL
Company in Farmington Hills is seeking an individual to perform bookkeeping, collections, accounting functions. Must have 2 years exp. Good pay & benefits.

CONTEMPRA
810-583-9500
Madison Heights
313-563-5900
Dearborn

GROWING ENTERTAINMENT agency in search of a full time Secretary/Receptionist. Please call
Tina Hickman 313-434-8799

HEALTH FOOD STORE, in Livonia. Full-time, filing, phone work, & computer. Must have previous work data. Ask for Chris. 313-427-3144

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Competitive Salary & Bonus
Part Time Positions to $10/Hr.
Commercial Assistants to $14K
CONCORD PERSONNEL
476-2200

INVENTORY/
EXPEDITING CLERK
Detail oriented, organized person. Good pay. Full benefits. Mon.-Fri. 8-5. Fax resume, call. Co., Inc., 41363 Vincent Ct., Novi, MI 48375. 810-348-3420

LEGAL SECRETARIES
★ needed for non-smoking law firm. Trained legals preferred. Salary commensurate with experience. Must have high school graduate preferred, with high academic skills and Excellent Typing Skills (50 wpm). Must have years experience in Litigation. Must have computer skills (Word Perfect 6.0/40 wpm. Send resume to Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

LEGAL/EXECUTIVE SECRETARY
✔ Part-time, Farmington Hills. Experience desired. Word & Lotus required. Hours negotiable. Salary commensurate with experience. Call Kathy, Skolkes & Mycheskoski, 27000 Grand River Ave., Ste 300, Farmington Hills, MI 48336 or call Kim at (810) 476-8800 or FAX 477-0218

LEGAL SECRETARY/
EXECUTIVE SECRETARY
$28,500 FEE PAID
Busy litigation firm offering outstanding benefits and growth. Be right hand to busy partner.
810-646-3333
or FAX resume to 646-FAX-9
MJ BOOKEEPING & ASSOCIATES
PERSONNEL SERVICES

LEGAL SECRETARY
Conveyance law firm, Word Perfect 5.1 required. Call Mrs. Ward, Mrs. Lewis & Kathleen, Mon.-Fri. 9-5 or come in. Ann Arbor Temporary Services, 2010 Hogback Rd., Ann Arbor, MI 48105

LEGAL SECRETARY • FULL TIME
Personal injury experience.
Birmingham location.
Call:
810-258-6262

LEGAL SECRETARY for Tel 12 area. Must have experience in Probate & reports, gift taxes, merchandise shipping/receiving, and customer service/clerical duties. Competitive salary & benefits package.
PART-TIME position is at our Southfield or Farmington Hills location. Please contact Cheryl Orsini, Manager.
MEYER JEWELERS
WESTLAND CTR. (313) 425-7570
OR WRITE:
3500 W. Maple Rd., Space 422
Westland, MI 48185
Equal Opportunity Employer

LEGAL SECRETARY
Part time, 2-3 days per week. Experience in Word and Windows for office in West.
810-347-0777

LEGAL SECRETARY - Downtown Birmingham firm seeks person with typing, time management, and word processing skills. Call Ms. Ward at 645-1700 to schedule an appointment.

LEGAL SECRETARY, part-time. Troy law firm. Experience in general practice, WP 5.1 required. Send resume to: Office Manager, P.O. Box 1974, Troy, MI 48099-1974

LEGAL SECRETARY
For busy law firm in Troy. 2 to 3 years corporate experience. No Office Manager. 6961 W. Big Beaver, Suite 100, Troy, MI 48084

LEGAL SECRETARY for partner in transport firm. Call Birmingham-area law firm seeks experienced person with with divorce. Must have strong work ethic and be able to work independently. Excellent benefits package. 810-433-0600

LEGAL SECRETARY
Troy law firm seeks Secretary with 1 year minimum exp. Word Perfect 5.1 and Lotus. Perfect math skills. Ability to multi-task. Salary commensurate with exp. Full benefits package. Fax resume to: Office Manager, 601 W. Big Beaver, Ste 500, Troy, MI 48084

LEGAL SECRETARY
$25,000 With Paid Overtime
Administrative partner needs strong organizational skills.
Call today (810) 353-2440
THE KPM GROUP

LEGAL SECRETARY
Litigation experience for N. Wood-ward area law firm. Must be organized & have good communication skills. Word Perfect 5.1 required. Excellent benefit package. Send resume to: Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

LEGAL SECRETARY $27,000
3-5 years exp. in probate/estate law required. Quick pace.
Call Ms. Ward at 645-1700

LEGAL SECRETARY TO $17,000
Includes comprehensive benefits package. Minimum 2 years exp. in Wills, Trusts, Probate.
Call Ms. Ward at 645-1700

LEGAL SECRETARY TO $17,000
3-5 years legal experience. Lots of variety. Call 810-777-0700.
LEGAL PROFESSIONAL SERVICES

LEGAL SECRETARY/BILLER
Experienced. Full time. Immediate opening. Call Ms. Ward at. Please call 645-1700

LEGAL/TIS TAKER
Seeking person to take minutes for 1 meeting & 1 morning every day for our Bloomfield Hills office. Must be computer literate. Word/Word Perfect. Salary $8-$9/hr. Call Diane, Director, Legal Department DQI.
810-258-6000

OFFICE ASSISTANT
Seeking very organized person, with some experience working in a law office. Good salary & benefits. Send resume to Box 7000, 36251 Schoolcraft Road, Livonia, MI 48150

OFFICE ASSISTANT, PART TIME
Computer experienced, weekend, 20 hrs. Work night person.
810-473-0900
OFFICE ASSISTANT
Good typing skills, phone, phone manner, able to multi-task duties. Full time, benefits. Call Mr. Bob Hoover, 313-459-7000
Detroit Diesel Allison
Livonia, MI 48150

504 Help Wanted Office-Clerical

LUXURY APT COMMUNITY
Needs Customer Service/Assistant Manager. Must have 1 year in leasing position. Sales accounting/computer background preferred but will train good people skills. Send resume to: 700 Riverfront Dr.
Detroit, MI 48226
Attn: Administrative Manager

MATURE, ENERGETIC person, part time, full time position, for stock brokerage firm. Marketing knowledge need some sales ability. Fax resume: Birmingham. 810-646-7082

MEDICAL MALPRACTICE/
PERSONAL INJURY
LEGAL SECRETARY
Experienced. Word Perfect 5.1. Southfield. FAX resume to:
810-354-4474

Medical
Transcriptionist
Positions available for experienced Medical Transcriptionist at the following locations:
SOUTHFIELD: Full-time afternoons, 8 or 10 hr. shifts. Work experience transcribing history & physicals, operative reports, discharge summaries & operative reports required.
NOVI: overnight & part-time afternoons. Experience in transcribing operative & cardiology reports required.
Please send a detailed resume or apply today thru Thursday, Sept. 13th.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22250 Greenfield, Ste. 310
Southfield, MI 48075
Equal Opportunity Employer

MESSENGER
For a Town Center law firm. Send resume to: Carlina, Drexem, Attn: J. Hernandez, 4000 Town Center, Suite 900, Southfield, MI 48075

OFFICE
★ A well established mid-size manufacturing company is seeking a Receptionist, a Data Entry Individual & Accounting Assistants. 10-key experience and computer knowledge helpful. Applicant should be personable with a good work ethic, have effect & professional image and a complete benefit package. Positions available immediately. Send resume to: Greenfield Ore & Mfg. 14600 Greenfield, Detroit, MI 48227 or apply in person.

OFFICE Clerical/Data Entry/Order Entry. Full time with benefits. Call Bill between 8am-noon at:
810-477-6700

OFFICE CLERICAL - Accounting Clerk, full time, entry level for busy property management firm. Outdoor work. Accounting experience preferred. Non-smoking. Send resume: Wesley management, Inc. 27442 Controller, 33300 Northwestern #215, Farmington Hills, MI 48334

OFFICE CLERICAL HELP - For small architect office in Southfield. Duties include answering phone and light typing.
810-569-9660

OFFICE CLERICAL - Part-time, Monday, Wednesday, Friday, 8:30-5:30 required. Metro Automotive Saw
810-646-0460

OFFICE/CLERICAL
(FAST PAY)
Excellent growth opportunity! Duties include: Filing, interpretations, sends reports, gift wrap, merchandise shipping/receiving, customer service/clerical duties. Competitive salary & benefits package.
PART-TIME position is at our Southfield or Farmington Hills locations. Please contact Cheryl Orsini, Manager.
MEYER JEWELERS
WESTLAND CTR. (313) 425-7570
OR WRITE:
3500 W. Maple Rd., Space 422
Westland, MI 48185
Equal Opportunity Employer

OFFICE CLERK
Oakland County Law Firm seeking full-time clerk. Qualified candidate will assist in a variety of tasks in real estate, probate, and litigation. Ideal candidate will be detail oriented, organized and a team player. Salary commensurate with experience. Send resume to:
810-336-3346

OFFICE HELP NEEDED • Part Time for Livonia based company, 10-12 hours per week with room for advancement. Call Mr. Bob Hoover, 313-459-7000
Detroit Diesel Allison
Livonia, MI 48150

OFFICE MANAGER
Experienced office manager sought for non-for-profit office. Responsibility supervisor duties. Bookkeeping or financial background preferred. Send resume and cover letter by December 17th to:
Office Manager
Medical Legal Consultants
30101 Northwestern Highway
Farmington Hills, MI 48018

OFFICE MANAGER/
ADMINISTRATOR
Individual will be required to provide typing support for Sales Department, Inventory Control, Word Perfect 5.1 and Lotus. Person must be able to handle a fast paced office. 4-6 years office management experience. Salary commensurate with experience.
SUCCESS Apply today at:
SHELLBRO PERSONNEL SERVICES
31525 Grand River, Suite 101, Farmington, MI 48336
Fax: 810-464-2106

OFFICE PERSONNEL for AP/AR with Wordperfect & Lotus, apply in person at Ann Arbor Lumber, 1100 W. Maple, Walled Lake, MI 48088

OFFICE DEFENDER
Bookkeeping, Excellent salary & hours. Call Mrs. Ward,
810-645-5605

PART TIME Sales Clerk, Filing & light office work. Flexible hrs., good pay. Telegraph/15 Mile. Call Mr. Ward or fax 810-645-6033 or fax resume
810-645-6034

PART TIME RECEPTION
Hours negotiable. Must have typing skills, some medical records knowledge. Phone apply in person. Mon.-Fri. 10-2 Wednesday, 8:00-7:30 Lonna, 38475 S Lake, Livonia, MI

PRODUCTION CONTROL
ASSISTANT
Seeking reliable individual for general office position with emphasis on data input, entry, and maintenance. Must have 1 year experience preferred. Forward a full time position. Salary $5.50 to $6.00 hr. Call 3829 Broadmoor Hwy., Madison Hts. 48 of 100
MAL ESTATE SECRETARY for busy Farmington Hills office. Must be organized preferred. Call Manager at Berkshire
810-851-2000

PUBLIC RELATIONS
Full time, Bloomfield Hills area. Experience a plus. Apply in person or send resume to:
Tammy's Brilliant Collection
30630 Northwestern Hwy.
Farmington Hills, MI 48334

Purchasing Administrator
Position is responsible for purchasing of production materials, supervision of one clerical person. Salary $25K-$30K. Fax resume to 313-464-2106

Receptionist/Secretary
Position is responsible for answering phones, type & operate computer, light bookkeeping, data entry. Salary $5.50-$6.00 hr. Call Mr. Ward at 810-647-0440

504 Help Wanted Office-Clerical

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Make your appointment today!
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RECEPTIONISTS needed (2) Part time positions, Mon. & Tues. 8am-3pm, Tues. & Fri. 3pm-10:30pm. Tennis club. Good people skills required, $5.50/hr. to start.
Call Janice.
810-863-1800

RECEPTIONIST/SECRETARY
Full time position for self-motivated individual. Typing required. Good clarity, Accounts Receivable. Will train. Call Sandy at
(810) 349-2900

RECEPTIONIST • Position available for a receptionist in the Farmington Hills area. Typing/computer skills a plus. Alternate to early am & late pm hours. Duties include: Light bookkeeping, & typing. We offer competitive salary & fringe benefits. Send resume & references to: Box 8530 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

★ RECEPTIONIST
Needed for law office. Entry level. Receive Mt. Lynn, Mon. Wed. Fri. 9-5 Call Mary: 644-0780

RECEPTIONIST • Insurance Agency Fast paced, challenging and interesting position. Send resume to: Box 8530 Observer & Eccentric Newspap