EMPLOYMENT

504 Help Wanted Office-Clerical

CLERICAL PERSON - Part time, Mon-Fri. Typing, filing, light computer oriented permit to do other jobs and clerical support. Will train, prefer a high school graduate with good communication skills. 20-25 hrs. Call between 1-3 Mon-Fri. 810-543-8800

CLERICAL POSITION - full time, excellent benefits, in Southfield, West Thirteen Mile area. Light typing experience required. Please send resume to: Human Resources, Box 5000, Southfield, MI 48037-5000

CLERICAL SUPPORT PERSON - 8 Thru inventories time needs person to keep him going in clerical duties in small office. 30-32 hrs. per week. Beatice, Livonia. $7 an hour. Call Bonnie Kaufman, Wood Personnel, 810-557-0700

CLERICAL - Typing, filing, assistant phone manner, independent thinker, above average math skills, 30-32 hrs. per wk. Mail resume to: P.O. Box 2013, Bridge St., Northville, MI 48167

CLERK, FULL TIME - Should be familiar with computer knowledge based payroll, accounts, & telephone. Call Irene Tyra Carpet World and ask for Product M 810-476-7080, ext 211

CLOSING SECRETARY - for real estate office. Minimum 10 yrs.-3 years closing experience. Salary commensurate with experience. Fax resume to Thor Mortgage Services & Trans, Inc. PO Box 8043 Plymouth, MI 48170

CONSULTANT TRAINEE - Leading training professional of proven reputation has immediate openings. Structured training by seasoned pros. JOE SMOKS 810-569-3030

CUSTOMER SERVICE REPRESENTATIVE - Full time, Mon-Fri, 8am-5pm. Contact Debra, Mon-Fri, 8am-5pm. 1-800-426-8656

CUSTOMER SERVICE REP - Experience in sewing, computer or general office preferred. Send resume to: 1383 Hamilton Ave., Suite 150, Highland Park, MI 48202. Attention Chris Mulkinjo

CUSTOMER SERVICE REP - for Farmington Hills company. Part time/full time. Experience preferred. Send resume to: 430 North Center, Northville, MI 48167

CUSTOMER SERVICE! - Build your career with Fortune 500 data processing service company. Enjoy working with people? Love helping others with good communication skills and organization skills? Gain experience & plus.

Call Claire at 810-646-8501

UNIFORCE SERVICES

CUSTOMER SERVICE REPRESENTATIVE - Northwest Center is currently interviewing for full-time and part-time customer service representatives. Responsibilities include answering the telephone, greeting customers, assisting customer inquiries and making sales. Candidates must have a minimum of one year of general office experience, excellent telephone manner, and basic math skills. Candidates must be self-motivated and have a strong desire to work in the fast paced world of Northwest Cleaners. 21909 Greenfield, Oak Park, Suite 230. Call Jeff at (810) 968-4277 for more information.

Northwest Center is an Equal Opportunity Employer. 8:00 - 5:00

DATA ENTRY CLERK - Day Shift - High volume order entry department has a position available for a data entry clerk. Must type 50 wpm accurately and possess 10-key by touch. Prior data entry and third party experience a plus. $4.00-$7.00/hour based on skills and experience. Call Mr. DEYOUNG, 20300 Civic Center Dr., Ste 275E, Southfield, MI 48076

DATA ENTRY/Customer Service - Full time with benefits. Must have data entry experience. Call Diane 313-453-8567

DATA ENTRY CUSTOMER SERVICE - Join a team of professionals with our new Farmington Hills office. Top quality work. Temp to perm opportunity for your $.000 superbrain. Starting salary to $5.00/hr. Call Debbie 810-473-2933

UNIFORCE SERVICES

DATA ENTRY, EXPERIENCED - Farmington Hills medical billing company. Must be able to work independently and be detail oriented. Medical billing experience preferred. Please call Debbie at 810-851-4800

- Or send resume to:
  - 30 Mill Pond Drive
  - Suite 121
  - Southfield, MI 48034

EOE

DATA ENTRY - Payroll Department seeks experienced person for part time Data Entry. Mon-Fri, 8:30-5:30. Send resume to: Payroll Dept., P.O. Box 5031, Southfield, MI 48086-5031

DEALERSHIP Controller, full position, experienced, knowledge of computers, salary negotiable. Contact Controller, Chrysler Plymouth, 313-397-8800

EXECUTIVE SECRETARY - $25,000 - Great opportunity for job in a major firm with benefits. Position reports to a corporate vice president. Should be a self-starter with good communication skills. Typing 50 wpm. Knowledge of word processing. Call Diversified Recruiters 810-626-2733 FAX 644-6784

FILE CLERK - For Farm Equip firm. Send resume to: Cotter, Box 1000, Farmington Center, Suite 200, Southfield, MI 48075

504 Help Wanted Office-Clerical

DATA ENTRY, full time position with Troy based individual with accurate data entry and organizational skills. Duties include survey tabulation, overall data entry, computer support. 40 hours. Call between 1-3 pm. Ask for Nancy. P.O. Box 2600, Troy, MI 48007

DATA INPUT CLERK - Individual to work in our parts department. Must have experience in computer data entry. Excellent benefits, vacation, sick days, and bonuses. Send resume to: Mr. Bob Kaplan, Rockford, Inc. P.O. Box 825, Rochester, MI 48308 or call for an interview at 810-375-9017

DIRECT MAIL COMPANY needs Receptionist/Customer Service person to assist with phone coverage, maintenance of growing database, Pressed assistance in mailing preparation. Pleasant workplace. Salary commensurate with experience. Call Jan, 810-960-3300

EXECUTIVE ASSISTANT - Assisting in special challenging projects. Looking for 3 yrs. experience. Must be PC proficient. Degree preferred. Strong interpersonal communication skills & be detail-oriented. Excellent salary/benefits package. Send resume to: Human Resources, C. Cantrell, P.O. Box 331411, Livonia, MI 48151-1411

FILE CLERK - Insurance Claims Assistance Insurance Company has an excellent opportunity in its Troy claims office. Minimum 1 yr experience required. Must know typing, ability to use general office machines & knowledge of PC would be helpful. High school graduate or equivalent. Excellent benefits including 401k, paid holidays, vacation, sick days. Minimum requirements to B. Bellaire, Reliance Insurance Co., 1000 Chrysler Drive, Suite 273, Troy, MI 48084.

FILE/GENERAL OFFICE CLERK - for Farmington Hills law firm. Responsibilities include: word processing, communication & organization skills. Send resume to: Thelma Sullivan & Associates, 27000 Northwestern Hwy., Suite 350, Farmington Hills, MI 48333 or call Kim for interview 810-626-0510

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 #2580 Southfield, MI. 48075

Fax (810) 358-0235

★ LEGAL SECRETARIES - Full time, Female Secretary needed. High school graduate preferred, with high academic skills and Experienced Secretary, one to three years experience in Litigation. Both must have excellent typing skills, 50 wpm. Send resume to: M. O'Brien, 2550 Telegraph Rd., Suite 220, Bloomfield Hills, MI 48302

LEGAL/EXECUTIVE SECRETARY - for Farmington Hills law firm. Must be organized, have excellent skills & WP 5.1 experience. Send resume to Hedra, Sullivan & Mychalowich, 27000 Northwestern Hwy., Suite 350, Farmington Hills, MI 48333 or call Kim for interview 810-642-0510

LEGAL SECRETARIES

Our reputation for integrity has been passed on to many of the best law firms in the area. For permanent and temporary assignments, contact us. We are the agency for Legal Secretaries.

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810-626-8188

LEGAL SECRETARY - Construction law firm. Top Detroit 5.1 required. Resume to: Federation Bldg., 2000 Town Center, Bloomfield Hills, MI 48304-1138

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

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Legal Personnel

755 W. BIG BEAVER

SUITE 2000, TROY, MI 48084

810-362-3420

Fax 810-362-4661

LEGAL SECRETARY - Part-time. Entry level, WP 5.1/6.0, 50wpm, good communication skills. Send resume/salary range to Fax 810-646-6900

LEGAL SECRETARY - Part-time. Pay commensurate with experience. Must be a self-starter with knowledge of Word Perfect 5.1 or equivalent. Duties of Exec. would be a plus. $5/hr. Please fax your resume to 810-569-0518 or mail to:

Cambridge Business Solutions, Inc.
30600 W 12 Mile Rd.
Suite 230, Dept. OE
Farmington Hills, MI 48334

E.O.E.

HOMEMAKERS - Temporary part-time positions for travel marketing plans. Must have experience with planning, filing, & travel. Salary $5.1. Apply in person to B & B Administrative, 888 Industrial Dr., Plymouth (across from Lumpkins)

Interviews - Experienced Only

AGENCY POSITIONS IMMEDIATE OPENINGS

Commercial Clerk to $24K
Part Time Positions to $10/hr.
Commercial Receptionist to $24K

CONCORD PERSONNEL 478-2200

INVENTORY/EXPEDITING CLERK - Detail oriented, organized individual. Good pay. Full benefits. Send resume J. K. Machine, 30500 Bela, Livonia, MI 48150. Attn: Mike O'Brien

504 Help Wanted Office-Clerical

GENERAL OFFICE - Full time. No experience necessary. Farmington Hills area. 810-553-0800

GENERAL OFFICE - Permanent, part-time. Mature, experienced, responsible, adaptable, to enjoy established Birmingham business. Hours 7-4, Monday-Friday, 4 days. Mary Stanley from Jobs Unlimited, 32621 Schoenherr Rd. Livonia MI 48150

GENERAL OFFICE - Livonia company seeking individual to answer phone, dispatch service-type jobs and perform other office duties. Applicant should have the following qualities: good phone manner, organizing skills, familiarity with Dynamic Word Processing. Hours are 7:30-3:30 pm. Pay $5.00 to start. Good benefit package including health insurance, 401(k) plan, paid holidays, vacation. Send resume to: Becky Benedict, P.O. Box 530306, Livonia, MI 48153 or apply 7:30-3:30, Mon-Fri at 30665 W. 8 Mile, Livonia.

GENERAL OFFICE - enthusiastic, friendly individual for filing, photocopying, light typing and telephone. Full time position with Bloomfield office. Call 810-855-8000

GENERAL OFFICE - Part time, days or hours, some typing, light bookkeeping. Experience preferred. 810-569-2548

HEALTH FOOD STORE, in Livonia. Full-time. Filing, phone work, & cashier. Call Chris. 313-421-3144

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 #2580 Southfield, MI. 48075

Fax (810) 358-0235

FINANCIAL SALES CLERK PART TIME - Unique part time clerical positions available in our Treasury/Financial Services Office in a fast paced environment. "Wall Street" type environment. Experience in a fast paced environment, typing 35 wpm, basic math skills, telephone, such as accounting, bank teller, or other balancing activities preferred. Quick learner, detail oriented, keyboard skills, and accurate math are mandatory requirements. Hours 8 AM - 1 PM, Mon. thru Fri., Competitive $ (10.50 per hour to start). Send resume to:

Credit Counselors, Attn: Personnel, Attn: Tracy-Bonne Caldwell, The American Road, P. O. Box 1732, Southfield, MI.

$$ For The Holidays $$

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WORD PROCESSORS (Training available for those who qualify)

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Southfield

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GENERAL CLERICAL - data, word-typing & weekends. Apply within: Pure Punishers, 5200 Bridge Rd., Westland.

GENERAL OFFICE CLERK - High level secretary in Bloomfield Hills has a position available for a self-motivated individual to perform various office duties. Position requires good typing skills & some computer knowledge, telephone experience & attitude. Call Sue at 810-642-0200

GENERAL OFFICE ASSISTANT - for psychology practice in Birmingham area. Duties include answering, LE, Word Processing 5.0/6.0 WP, transcribing, telephone, interfacing with staff & clients. Fax resume to 313-642-8263 ext 13.

GENERAL OFFICE - We now have a part-time position in our Detroit office in Southfield. This position is 25 hrs. per wk. Duties include general office duties. Position requires good typing skills & some computer knowledge, telephone experience & attitude. Call Sue at 810-642-0200

GENERAL OFFICE ASSISTANT - Full time. Pleasant friendly environment. Duties include answering phones, typing, filing, light bookkeeping, operating 10-key calculator. Call Mary Ann at 313-453-8100

INTERIM PERSONNEL

GENERAL OFFICE CLERK - We are seeking an efficient person with a flair for detail, good math skills & good attitude. Duties include bookkeeping, organizing, expediting, filing, and assisting in sales. Must be able to type 35 wpm & PC for data entry & computerized Sales or Excel would be a plus. $5.5/hr. Please fax your resume to 810-569-0518 or mail to:

Cambridge Business Solutions, Inc.
30600 W 12 Mile Rd.
Suite 230, Dept. OE
Farmington Hills, MI 48334

E.O.E.

HOMEMAKERS - Temporary part-time positions for travel marketing plans. Must have experience with planning, filing, & travel. Salary $5.1. Apply in person to B & B Administrative, 888 Industrial Dr., Plymouth (across from Lumpkins)

504 Help Wanted Office-Clerical

LEGAL SECRETARY - $26,000 annual salary. Dodge area. Administrative person needs strong organizational skills. Call today (810) 355-2440

THE KPM GROUP

LEGAL SECRETARY - Ultimate experience for M. Woodward's firm, must be mature, self organized & have good communication skills. Word-perfect knowledge preferred. Excellent benefit package. Send resume to: Box 4 Observer & Eccentric Newspapers 36251 Schoenherr Rd. Livonia MI 48150

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CASH!!!

For you during the Holiday Season - ADIA now has immediate openings for:

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The Employment People

(810) 442-7800

LEGAL SECRETARY - Southfield law firm seeking Legal Secretary with full time employment. Must be proficient in WordPerfect 5.0 or Windows and be able to prepare legal pleadings, documents and correspondence. We also be responsible for receiving and filing pleadings, court calls, scheduling appointments & court dates. Send resume and references to Secretary, Box 442, 18785 W 12 Mile Rd., Southfield, MI 48076

LUXURY APT COMMUNITY - Needs Customer Service/Management. Office Personnel for full time position. Some accounting/computer background preferred. Must enjoy people skills. Send resume to: 100 Riverfront Dr. Detroit, MI 48226 Attn: Administration Manager

MEDICAL SECRETARY/BILLER - Experienced. Full time. Immediate openings. Southfield office. Please call 810-358-0011.

Medical Transcriptionist - Positions available for experienced Medical Transcriptionist at the following locations:

OTSFIELD: Full-time afternoons, 8 or 10 hr. shifts. Work experience transcribing history & physicals, consultations, discharge summaries & operative reports required.

NOVI: contingent & part-time afternoons. Experience transcribing operative & cardiology reports required.

Please send a detailed resume as of Monday thru Thursday, 8am-12noon.

PROVIDENCE

Hospital & Medical Centers

EMPLOYMENT SERVICES
22014 Greenfield, Box 919
FEE EARNED PAID
Equal Opportunity Employer

MESSENGER - For a Town Center law firm. Send resume to: Collins, Einhorn, Farrer, Painter, 4000 Town Center, Suite 909, Southfield, MI 48075

MINUTE TAKER - Seeking person to take minutes for 1 evening & 1 morning meeting per month for the Rochester Hills Chamber of Commerce. (Wordperfect Windows). Call Robert Donahue, Director, Rochester Hills C of C 810-656-0080

MORTGAGE COMPANY - Needs 3 Loan Processors, Sales & Team Sales Types, Full or part-time. Great opportunity. EXT. 810-557-3040

OFFICE ASSISTANT - Growing insurance company seeks entry level position. Must possess good phone manner, good typing skills. Computer knowledge a plus. Ins. Sales, Exc. benefits. Call Ann Oliver at Eccentric Newspapers 36251 Schoenherr Rd. Livonia MI 48150

OFFICE ASSISTANT, PART TIME - Computer experience necessary. Bloomfield area office. Flexible hours, will train right person. Fax resume 810-473-6298 Or call 810-473-6432

OFFICE ASSISTANT - Good typing skills, pleasant phone voice. Computer knowledge preferred. Will train. Hours are 8:30 to 5:00. Bloomfield location. Send resume to: Diane Cosgrove, Lodi Technical, 2290 W. Big Beaver, Troy, MI 48084.

OFFICE ASSISTANT/RECEPTIONIST - Dynamic industrial leasing company seeks self motivated, detail oriented individual with excellent phone communication skills. Must be proficient in word processing, basic math and bookkeeping activities and step-by-step operations of office. Benefits include medical insurance, life insurance, and 401K plan. Compensation is based on experience. Please fax resume to Pam Parker. Position must be filled by 12/30/94. To schedule an interview, please call: Thom Walters or Laura Stanke Dunham Group, Inc. 810 347-2200

OFFICE - A well established real estate company is looking for a Receptionist, a Data Entry Clerk, and an Assistant. 10-Key experience and knowledge of computers helpful. Applicant should be personable with a good work ethic and be willing to work overtime when needed. Salary commensurate with experience. Excellent benefits package. Positions available for immediate consideration. Please send resume to: Greenfield Oil & Gas, 6261 E. Lincoln, Lincoln, MI 48167 or apply in person.

OFFICE Clerical/Data Entry/Order Taker. Full and part time. Benefits. Call Bill Schmidt Sales Inc. 313-277-6700

OFFICE CLERICAL HELP - For Shelby area manufacturer. Data entry, light typing. Flexible hours. Call Mr. Bill Kaplan, 810-726-0500

OFFICE CLERICAL - Part-time, Mornings, 66 per hour. Responsibilities include: Light typing & filing. Call Bob 810-540-0400

OFFICE/CLERICAL POSITION - Part time, Mon-Fri, 8:30-5:30. Light typing, general office duties. Call 810-355-8222

OFFICE MANAGER - Experienced office manager sought for auto dealer.

OFFICE MANAGER/ADMINISTRATOR - Individual will be required to provide highly organized, office support to President of Sterling Heights Ford. Position with Wood Personnel & Legal Limited. Perform varied duties for President. Must have office experience. Salary $25,000 plus benefits. Call Bill Schmidt Sales Inc. 313-277-6700

504 Help Wanted Office-Clerical

OFFICE HELP - For Bloomfield Hills law firm. Part-time, afternoon position. Includes photocopying and light typing, document organization, etc. Ask for Sandy. 810-642-0600

OFFICE HELP NEEDED - PART TIME for Livonia based company. 10-15 hours per week in the morning. Work hours are 8:30-12:30 or 9:00-1:00 pm. Call between 8 & 4:30 313-591-6777

OFFICE MANAGER - Experienced office manager sought for not-for-profit office. Responsibilities include: Bookkeeping, or financial background preferred, good phone manner. Please send letter by December 17th to:

Office Manager
Michigan Colleges Foundation
29100 Northwestern Hwy
Southfield, MI 48076

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Temporary assignments for experienced Secretaries and Word Processors.

- WordPerfect
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Make your appointment today!

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Equal Opportunity Employer

PART TIME RECEPTION - Hours vary, mornings and every other weekend. Must have typing skills, good phone manner, computer skills, willing to train. Competitive wages. Please apply in person: Arbor Nursing, 3675 S Lola, Livonia, MI

Payroll

PAYROLL CLERK - A full-time opportunity is available for an experienced Payroll Clerk. Duties will include assisting in preparing internal/related reporting, processing payroll, maintaining records, and working on the time and attendance system. You will be working on a computerized AS 400 system.

A minimum of one year of previous experience in payroll or accounting is required. Computerized system experience a plus.

Qualified applicants should forward their resume to Cathy Bacon, Human Resources.

Botsford General Hospital

Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

PRODUCTION CONTROL ASSISTANT - Seeking responsible individual for general office position with computer skills (data entry, WordPerfect, etc.). At least 1 year experience required. Permanent & full time position. Apply in person: Ultimate Products, 29270 Beverkreek Hwy., Madison Hts. (N of 12)

PROFORCE INC. IS HIRING - In-House Personnel Sales people, Stafers OUTSIDE POSITIONS GENERAL LABORERS 810-352-1334

PUBLIC RELATIONS - Full time. Salary starting at $16,000. Experience preferred. Apply in person or send resume:

Tarkett's Inflat deRenale
32520 Northwestern Hwy
Farmington Hills, MI 48334

REAL ESTATE SECRETARY for busy Farmington Hills office. Experience preferred. Call Maureen or Dennis at (810) 553-3000

RECEPTIONISTS needed (2) Part time, Mornings, Mon. & Tues. Afternoons, Tues. & Fri. 3pm-10:30pm. Totally duty free period. Starting at $5.50/hr. In Novi area. Call Jessica, 810-463-1900

★ RECEPTIONIST - Needed for busy law firm. Receptionist, Lynn, 540 W. Maple, Suite 100, Birmingham, MI 48011

RECEPTIONIST - Insurance Agency. Fast paced, challenging and varied duties. Must be organized. Call Observer & Eccentric Newspapers 36251 Schoenherr Rd. Livonia MI 48150

RECEPTIONIST - Full time, Benefits paid for M. Oakland County health care facility. Computer experience helpful. Apply in person Mon. thru Fri. 8-4:30 at Oakland County Home, 1480 Walton Blvd. Rochester Hills

RECEPTIONIST - full time, non smoking, friendly, Farmington Hills law firm seeks bright, self motivated, computer experienced, duties include telephone, data entry, filing, & some typing. Salary plus benefits. Send resume & salary requirements to: Box 4 Observer & Eccentric Newspapers, 36251 W. 12 Mile, Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY - needed for busy Southfield real estate company. Responsibilities include answering incoming lines, typing, typing & knowledge of computers helpful. Excellent salary & benefit package. Send resume to: Attn: Jeanne, Inner Southfield Realty, 26000 Evergreen, Southfield, MI 48076 or fax resume to Jeanne at 810-557-9442

RECEPTIONIST TO $20,000 - Congenial receptionist offers perfect chance to use your expertise phone skills. Lots of variety keeps you on your toes. If you are the person we and have a sense of humor, you are the person we want. Call Ann Marie Collins, 313-981-0900, SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

RECEPTIONIST - for small office. Some typing/filing. Computer experience helpful. Send resume with salary requirements to Corporate, 33000 Northwestern Hills Ave. 144, Farmington Hills, MI 48334

RECEPTIONIST - part time position available for busy Farmington Hills medical center. Proper phone etiquette & pleasant personality a must. Apply in person, Northwest Medical Building, 20830 Greenfield, Suite 103.

RECEPTIONIST/SECRETARY - Bloomfield Hills law firm seeks experienced person for phones, word processing and international duties. Bilingual experience necessary. Send resume to: Box 700247, Plymouth, MI 48170

RECEPTIONIST - Life Insurance agency, Brighton Farms area. Pleasant phone manner, 40 wpm, filing, professional appearance & phone personality a must. Salary based on experience. Start date Jan 9th, 1995. Call for appointment 810-247-0780

RECEPTIONIST - Farmington Hills Law Office seeks full time receptionist. Light secretarial duties required. Salary commensurate with experience. Send resume to: Office Administrator, Box 442, 18785 W 12 Mile Rd., Suite 360, Farmington Hills, MI 48333

RECEPTIONIST FUN JOB - for long term temp or permanent work, salary pay and rapid increases. Convenient locale. Happy people place. Call the pleasant

ARBOR TEMPS 459-1156

9433 Haggerty Rd. Plymouth

RECEPTIONIST/TYPIST - busy Rochester Hills chiropractor has immediate opening for individual with friendly personality, good professional appearance & attitude. Approximately 36 hrs. per week, $8.50/hr. to $9/hr. depending on experience & education. Call for interview Mon., Wed., & Fri. 652-8191 or fax resume to 652-8798.

RECEPTIONIST/WORD PROCESSOR - Insurance company looking for a reliable, energetic person with a positive attitude for a fast paced sales environment. Excellent phone skills & knowledge of 143 Word for Windows & more. We are a small company with lots of fringe benefits. Reply to: P.O. Box 208, Ann Arbor, MI 48106

RECEPTIONIST - Top notch, dependable person needed to handle multi-line ROLM phone system and welcome today visitors. A pleasant phone voice and demeanor with being, Fed Ex and shipping would be a plus. $6-$7/hr.

Please fax your resume to (810) 488-0518 or mail to:

COMPLETE BUSINESS SOLUTIONS, INC.
32605 West Twelve Mile Road
Suite 230 - Dearborn Gt.
Farmington Hills, MI 48334

An Equal Opportunity Employer

RECEPTIONIST - Colonial Village needs receptionist. Filing & light typing. Inside/Outside Sales. Call 313 981-7101

RECEPTIONIST/CLERICAL - for small office in Beverly Hills. Full time. Some typing.

810-643-0980

RECEPTIONIST/SECRETARY - Full time for Livonia/Detroit company. Hourly wage & benefits. Medical insurance available. Call 313-533-4455

RECEPTIONIST - full time, needed for N. Oakland County health care facility. Computer experience helpful. Apply in person Mon. thru Fri. 8-4:30 at Oakland County Home, 1480 Walton Blvd. Rochester Hills

RECEPTIONIST - full time, non smoking, Farmington Hills law firm seeks bright, self motivated, computer experienced, duties include telephone, data entry, filing, & some typing. Salary plus benefits. Send resume & salary requirements to: Box 4 Observer & Eccentric Newspapers, 36251 W. 12 Mile, Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY - needed for busy Southfield real estate company. Responsibilities include answering incoming lines, typing, typing & knowledge of computers helpful. Excellent salary & benefit package. Send resume to: Attn: Jeanne, Inner Southfield Realty, 26000 Evergreen, Southfield, MI 48076 or fax resume to Jeanne at 810-557-9442

RECEPTIONIST TO $20,000 - Congenial receptionist offers perfect chance to use your expertise phone skills. Lots of variety keeps you on your toes. If you are the person we and have a sense of humor, you are the person we want. Call Ann Marie Collins, 313-981-0900, SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

RECEPTIONIST - Seasoned & computer skills necessary. Full time. 313-422-3300

SALES ASSISTANT - Growing mechanical manufacturing company is seeking self-motivated Sales Assistant for an immediate opening in our sales department. This individual will be responsible for: Customer order entry, phone support, processing of sales leads and literature requests as well as other clerical duties. Applicant must possess excellent telephone skills and communication skills, as well as be very knowledgeable typing skills and computer experience.

The starting rate of pay for this position is between $7.50 and $8.00 per hour. We offer an excellent benefit package. Qualified applicants please send resume to:

O.S.E. Inc.
23640 Research Drive
Farmington Hills, MI 48335
Attention: Human Resources/SA

SALES SECRETARY - For leading international transportation co. Must be bilingual in Lotus 2.3 and WP 5.1, preferably new version and Windows. Air/Ocean freight experience a plus. Must be organized, self starter, flexible and work independently. Competitive salary/benefits package. Send resume to: Attn: Sales Manager, AEL 31400 Metro Airport Center Dr., Suite 100, Romulus, MI 48174, FAX 313-955-8108. E.O.E.

SCHEDULING ANALYST - Must have the ability to organize complex manufacturing process. Aggressive individual should be self organized. Knowledge of MRP and EDI helpful. Resume to: Box 902 Observer & Eccentric Newspapers 36251 Schoenherr Rd. Livonia MI 48150

Immediate opening for experienced Secretary/Receptionist. Must have Professional environment. Small, competitive law firm, Wordperfect, Lotus, & phone lines, 43 wpm, positive, self starter, background a plus. Call Judy at Temporary Medical 810-443-2944

★ RECEPTIONIST/ANALYST ADMINISTRATOR - Experienced person needed for growing office. Must be organized and dedicated, working knowledge of WordPerfect 5.1, Quattro-Pro, Excel and Word a plus. We are looking for a self starter. Relocate to: Acute-Terra, Inc., 43780 Hayes St., Plymouth, MI 48170. No phone calls please.

SECRETARY - ADMINISTRATIVE ASSISTANT - Full time position in Farmington Hills area. Minimum of 5 years office experience. Must have excellent accounting skills & 3 years experience with Windows, WP & Lotus 4.0. Good benefits.

Please send resume with salary requirements to:

PERSONNEL DEPT
101 N. Main Street, Suite 800
Ann Arbor, MI 48104
or Fax: 313 769-3650

SECRETARY - A Farmington Hills based firm is seeking an energetic, professional secretary to support the marketing department. Must be proficient in WordPerfect 5.1/6.0, Lotus and Excel. Must have excellent communication skills, both written and verbal. Able to handle multiple tasks.

We offer a competitive compensation and benefit package. Qualified candidates should send Fran at 810-851-9000, FAX 553-1320 or send resume and salary history to:

VILLAGE GREEN COMPANIES
30903 Northwestern Hwy., Suite 200
Farmington Hills, MI 48334
Attn: F. Chafin
An Equal Opportunity Employer

SECRETARY - be appropriately and well compensated for your experience and ability to work with clients of major public relations company. Windows software & plus. Call Stacey 810-473-2532

UNIFORCE SERVICES

SECRETARY-for non smoking professional office in Farmington Hills. Full time. Word Perfect 5.1 required. Perfect necessary. 810-626-1133.

SECRETARY - Full time, Mature, Computer - WordPerfect, 3yrs. min. exp. Benefits. Reliable transportation. Bloomfield area. 810-642-8088

SECRETARY needed for area attorney, located in Troy. Mon. thru Fri. 8-5 pm. Legal experience required. Salary commensurate. Call DEBORAH, C.L. Crooks Pc, 2301 L. Troy, MI 48083. Attn Mary Coon. 810-643-0809

SECRETARY - Southfield consulting firm seeks organized, detail oriented Receptionist. WP 5.1 proficiency, pleasant phone & computer skills required. We offer competitive salary, benefits & great atmosphere. Please call Pat at Personnel Plus 810-355-1003 or fax resume to 810-355-1023 or send resume to P.O. 25817 Northwestern Hwy., Ste. 308, Southfield, MI. 48034

504 Help Wanted Office-Clerical

SECRETARY - FULL TIME - $8.50/hr. Mon-Fri, 8:30-5:00 (alternate), know MICRO-SOFT & LOTUS. WINDOWS a plus. Looking for a future in insurance?

EMPLOYER PAYS FEES

Call or send resume - ATT: LYN
WORLD PERSONNEL
17000 W 10 Mile #175
Southfield, MI 48075
OR CALL: 810-423-7224

SECRETARY - large residential builder has full time position available for Construction Secretary. No experience necessary. Must have 50 + wpm accurately & be proficient in WordPerfect. Excellent opening. Send resume to: P.O. Box 637, Southfield MI 48037 Attn J B.

SECRETARY - Major financial institution with multiple locations has immediate opening for a full time position. Computer experience required. Mid Word or Word Perfect and Windows. Excellent salary and paid holidays. Call Sheila 810-646-7642

UNIFORCE SERVICES

SECRETARY/RECEPTIONIST - Growing real estate development company seeks a self motivated individual with excellent telephone skills. Computer experience required. Send resume to: 31555 W. 14 Mile, Suite 101, Farmington Hills, MI 48334

SECRETARY/RECEPTIONIST - Novi business firm is seeking entry level, full time position. Personnel. Must have high school diploma & typing speed of 35 wpm. Beginning wage with full benefits. Send resume for 40000 Grand River, Suite 110, Novi, MI 48375

SECRETARY/RECEPTIONIST - For busy construction company. Non-smoking office. Experience helpful, people skills & attention to detail. Full time include, Word Processing, typing, telephone & filing. Salary commensurate with experience. Send resume to: Walsh-Pratt Construction, 2633 Kessler, Troy MI 48083

SECRETARY/RECEPTIONIST - Fast growing AMENTECH DISTRIBUTOR is seeking a secretary/receptionist. Great opportunity, downtown Birmingham location. Must have good phone skills/typing skills. We offer salary, medical dental, 401k. For confidential interview please contact Mr. Cook at 810-642-8600

SECRETARY - Small industrial company has an immediate full time position for a secretary to run our 1 person office. Duties consist of light bookkeeping, word processing, mailing, telephone, and bookkeeping system & other duties as assigned. Salary 36 open hour plus medical benefits.

Call 313-772-1666

SECRETARY - Velasola Communications, Inc. is looking for a qualified Department Secretary for our Corporate Communications Department. Job responsibilities include general clerical functions, assistance with planning and production, light general PR functions, and budget tracking responsibilities. The ideal candidate will possess: Mac and Mac Lotus knowledge, 50-60 wpm, excellent abilities, and attention to detail, interested candidates should send a resume, cover letter, and salary requirements to:

Velasola Communications, Inc.
Attn: Carla Dyke
34111 Schoolcraft Rd.
Livonia, MI 48150

An EEO/Drug Testing Employer

SECRETARY/WORD PROCESSOR - For well-organized, detail-oriented, above-average math and grammar skills. Minimum of 50 wpm. Call 547, Troy, MI. 48099

SECRETARY - WordPerfect 5.1 experience required. Good organization & phone skills, switchboard, salary & benefits. Call Mary Solomon 810-558-1300

STAFFING SPECIALIST - Sales/service oriented individual to support Sales & Customer Service Office operations necessary.

ARBOR TEMPS 459-1156

9433 Haggerty Rd., Plymouth

SWITCHBOARD OPERATOR - Award winning long term care facility seeks full time switchboard operator. High school graduate, excellent typing speed, good math & communication skills, ability to multitask (20 lines). Experience in Farmington Hills, Southfield areas.

Send resume and communication to:
Manager of Human Resources
Beverly Manor
31430 Ardmoreit Circle
Farmington Hills MI 48336-4702

TELEMARKETER - Start the new year off right with a full time position available for long term, part time opening. Experience preferred, but not mandatory. Apply today at:

SHELLING PERSONNEL SERVICES
30100 Telegraph, Suite 161,
Livonia, MI., 313-464-5100.

504 Help Wanted Office-Clerical

Secretary/Word Processor - Southfield. WordPerfect 5.1 and dictation a must. Start at $8.00/hr. Long term assignment.

OAKTEC EMPLOYMENT SERVICES

810-559-0464

810-377-4070

SERVICE COORDINATOR - To schedule calls for busy home care agency in Clarkston. Excellent communication & clerical skills required.

FAMILY HOME CARE

810 625-1883

RECEPTIONIST - Weekends. Part time for Farmington Hills real estate firm. Call 810-442-1-8720 and ask for Larry

TAKE CHARGE BOOKKEEPER/OFFICE MANAGER with computer experience needed for small Oak Park Office. Send resume to:

8488 S. Presidential Drive
Oak Park, MI 48237

TELEPHONE RECEPTIONIST - Needed for busy private school in Southfield. Temporary position from Oct. 19 thru approximately March 15. Full time, Monday-Friday, 8-5 hrs. Interested contact Moore at 810-948-8040

TELEPHONE RESEARCH REPRESENTATIVE - For exciting motivational seminar company. No experience necessary, $6/hr. to start. Apply now 810-377-0200

TELESERVICES REPRESENTATIVE - An expanding supplier of marketing support services has full-time positions for candidates who:

- possess outstanding telephone and communications skills,
- type accurately at 40-50 wpm, and
- have a positive, motivated attitude.

A complete benefit package is offered including medical, dental, life, and 401k pension contribution. Adecco is a non-smoking environment. Qualified candidates should FAX resume, including salary history, to 313-416-7643 or mail to:

ADECCO TECHNICAL
Attn: OE - TELESERV
101 N. Main
Plymouth, MI 48170

EOE

TRANSCRIBER - Television and news monitoring company seeks part time transcriber. Learn the minimum of 60 WPM, have excellent language/spelling skills, be knowledgeable of & interested in current events & be able to work 20-30 hrs. per week to meet deadlines. Send resume & cover letter to: TVEL, 28400 Lahser, Suite 312, Southfield, MI 48034. 7676 or Fax. 810-353-8279

TROTT & TROTT - a law firm in Farmington Hills, has immediate full time positions available for:

WORD PROCESSORS

Looking for energetic persons for entry-level positions. Duties include Word Processing, transcribing, filing and dictations. Excellent typing skills required. WordPerfect is helpful.

Salary consistent with qualifications. For confidential consideration, please call (810) 851-9000

Equal Opportunity Employer

TYPIST/GENERAL OFFICE - Farmington Hills company seeks organized, detail oriented individual with basic math & typing skills for full-time position. Salary commensurate with experience. Fax or Deliver Resume, PO Box 2548, Southfield, MI 48037-9998

WORD PROCESSORS NEEDED - Immediate temporary and long term openings available in Livonia, Farmington Hills. Must be fast, accurate, proficient in WordPerfect, Microsoft Word, Lotus or Excel. Benefits & private computer training available. Call today for an interview

313-525-0330

WORD PROCESSORS - Dreaming of a White Christmas? Make it happen this holiday season by earning $6-$10/hr. in professional office environments in Farmington Hills, Southfield areas.

ADIA has immediate temporary & long-term openings available for WordPerfect, Lotus, Microsoft Windows, DOS, and Spreadsheet applications. Benefits and