## 504 Help Wanted Office-Clerical

# LEGAL

Premium Assignments, Top Rates, Insurance Available. Free Word Processing Training. Day, Evening, Part-Time, Great Permanent Spots. Friendly Atmosphere.

Call Mell or Fax In Confidence to:

PERSONNEL AT LAW

313-THE-TEMP
810-358-0060

30300 Telegraph, Suite # 2580
Bloomfield Hills, MI 48025
Fax (810) 358-0235

LEGAL SECRETARY-SOUTHFIELD
PLS-time. Experienced preferred. Word processing skills required. Call Sue at:
810-336-8130

LEGAL SECRETARY
Needed for Birmingham law firm. Must have minimum 5 years exp. Salary commensurate, be good with numbers & be highly organized. Take-home work required. Minimum 3 years of corporate and real estate experience required. Competitive salary & benefits. Call for an interview.
810-642-0700

LEGAL SECRETARIES & RECEPTIONISTS
Exceptional Only, for permanent & temporary positions. One to three City assignments always available for top notch candidates.

JOANNE MANSFIELD
Staffpower
753 S. 900 Beveier
SUITE 200, TROY, MI 48084
810-362-3430
ALL FEES EMPLOYER PAID

LEGAL SECRETARY for Southfield law firm. Must have experience. Secretary with strong typing and spelling skills.
810-352-2171

LEGAL SECRETARY - Part-time Personal injury law office. 3 days/week & Every Other Friday. Call Perfect 5.1. Call Judy 810-489-1130

LEGAL SECRETARY
Part-time. Superior experience preferred. Salary commensurate with ability. Please call
810-352-1900

LEGAL SECRETARY for Southfield law firm. Must have minimum of 3 years experience in litigation. Excellent skills required. Send resume to: Office Administrator, P.O. Box 215, Southfield, MI 48037-0215

LEGAL SECRETARY
Person with experience needed immediately in Bloomfield Township. Must be proficient in WordPerfect 5.1. Non-smoking office. Excellent benefits & salary. Send resume to: John Reminick, 74 E. Long Lake Rd., Bloomfield Hills, MI 48304

LEGAL SECRETARY / RECEPTIONIST
For litigation firm in Bloomfield practice. Minimum 6 to 12 mths. exp. Word Perfect, knowledge of Windows helpful. Outgoing personality required. Salary commensurate with exp. Call 810-540-1430

LEGAL SECRETARY needed for from-breaking law firm in Bloomfield Hills. Must have 5 years exp. Litigation or probate. Type 60-80 wpm, computer skills necessary. Call
810-332-2550 Telegraph Rd., Ste. 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY Experienced in partner in estates litigation department. Adjustment and practical background preferred. Proficient Word Perfect 5.1 Work independently. Send resume to P.O. Box 2135 Birmingham Bloomfield, MI 48025-4032

LEGAL SECRETARY
For established company. Work directly with attorneys. Very busy position offers excellent work environment. Salary commensurate to start low $32k. Please send resume to: H.R.D., P.O. Box 3088, Farmington Hills, MI 48332

LEGAL SECRETARY
Two part WordPerfect skills & corporate law or estate planning experience are needed for Farmington Hills law firm. Excellent skills & ability to work in a team environment required. We offer competitive salary & benefits package. Send resume to: Jill, P.O. Box 9057, Farmington Hills, MI 48333

LEGAL SECRETARY
Experienced for Troy law firm. Probate and personal injury litigation a plus. Excellent environment & benefits package. WordPerfect 5.1 & probate software are required. Salary commensurate with experience. Please send resume to: Dept. Sec/Adm., 2745 Crooks Rd., Ste. 210, Troy, MI 48084-3843. Attn: Office Manager

LEGAL SECRETARY
Established law firm seeking highly dedicated, skilled secretary. Highly detail oriented with strong typing skills. Call Legal Beginners only. Experience required. Competitive salary. Interested persons should call or send resume to:

DYNAMIC PEOPLE
26701 Southfield Rd.
Suite 205, Lathrup Village, MI 48076
313-464-6600

LEGAL SECRETARY
Southfield Hills law firm has an immediate opening for a full-time Legal Secretary. The successful candidate must be a self-starter with 2-3 years of litigation experience & knowledge of Word Perfect 5.1. Competitive salary & benefits package. If you qualify please send resume to: Human Resources, 1500 Northwestern Hwy., Suite 200 Bloomfield Hills, MI 48304
An Equal Opportunity Employer

LEGAL SECRETARY
Established law firm. Must have Word Perfect. Experience preferred but not required.
810-645-1622

LEGAL SECRETARY
For estate planning law firm. Must be bright, motivated 3 years minimum, preferably in litigation. Bloomfield Hills area.
Contact Debbie
810-858-8808

LEGAL SECRETARY, Detroit Bankruptcy firm. Must have WordPerfect, file management, clerical experience. Salary & benefits commensurate with exp. Fax resume to Lorraine
810-962-6746

LEGAL SECRETARY
Farmington Hills law firm seeks experienced transcribing Legal Secretary to 50 constituents (plaintiff). Knowledge of WordPerfect 5.0 desirable. Salary commensurate with experience. Contact Ms. Dunne
810-626-1100

## 504 Help Wanted Office-Clerical

LEGAL SECRETARY
At least 2 years litigation experience. Use of Farmington Hills, Bloomfield office. Must have experience with Word Perfect. Fax resume to:
810-489-9680 or Call 810-489-1100

LEGAL SECRETARY - Non smoker. Full time position for Farmington Hills law firm with personal injury practice. Must be self-motivated, detail oriented, able to multi-task. Must have 3 years or more experience. Salary commensurate with experience. Excellent benefits package. Fax resume with salary requirements to Office Manager, 24350 Southfield Rdg., 535 Grisanti Building, Suite 100, Lathrup Village, MI 48076.

LIVONIA DISTRIBUTOR - is looking for motivated individual for assistance in service, order processing, billing, etc. Must be organized, detail oriented, have bookkeeping skills of Bookpro & high proficiency in people skills. Please fax resume to P.O. Box 364
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAIL CLERK/CHECK PROCESSOR
Bloomfield Hills insurance agency looking for individual with basic office experience, able to multitask, detail oriented. Contact Sandy at:
810-642-5713

MARKETING ASSISTANT to help sales department. Duties include handling grocery/non food products, coordinating promotions, and other related duties. Knowledge of Lotus 1-2-3 required. Call John Sorokolas 313-416-3702

MEDICAL ASSISTANT
Full part time, great opportunity for right candidate. Must have prior 4 yrs. experience with good clinical skills. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer, Dearborn, MI 48126

MGM Temporaries, Inc.
MGM is seeking professional individuals to work in the central field: Customer Service, Secretaries, Receptionists & Data Entry Clerks. Computer experience a plus. All areas. Call for appointment @ (810) 474-7788

NATIONAL accounting firm is looking for a motivated, self-starter part time secretary for the management consultant. Hours are flexible, 15 hours per week, 4 hours per day. Resume, salary requirements and cover letter to: Kevin Ward, Attorney at Law, P.O. Box 3013, Bloomfield Hills, MI 48302-3013

NEEDED
HUMAN RESOURCE ASSISTANT
Entry level. Word Processing and spread sheet knowledge.

LEGAL SECRETARY
Southfield location, resumes needed.

RECEPTIONIST/SECRETARY
Phones and data entry. Knowledge. Full and part time hours.

OAKTEC
Professional Staffing
Farmington Hills 810-489-3444
Troy 810-377-4070

OFFICE ASSISTANT
Entry level, full time, Southfield location. Must have a minimum 1 yr. previous office experience. Excellent skills required. Excellent starting wage. Send resume to: P. O. Box 3081, Southfield, MI 48086

OFFICE ASSISTANT - Duties include answering phone, order processing & light typing. Send resume & salary requirements to G.M., PO Box 305, Southfield, MI 48037.

OFFICE ASSISTANT
Southfield law firm seeks full time office assistant with payroll, backup to assist in a variety of tasks including, but not limited to, reception, billing & typing. Computer knowledge helpful. Call Cathy for interview at
810-350-8700

OFFICE ASSISTANT
Expanding Nationwide residential property management company. Full time to include 2 Saturdays per month. Good attitude & ability to work in a team environment required. We offer competitive salary & benefits package. Send resume to: Jill, P.O. Box 9057, Farmington Hills, MI 48333

OFFICE CLERICAL
• RECEPTIONISTS
• WORD PROCESSORS
• TELEMARKETERS
Full and part-time positions. Temp to perm. Call for appt.
810-478-1000

PEOPLEMARK
OFFICE CLERICAL
Growing insurance/banking company has immediate opening for career minded individual with basic office skills. Knowledge of 10 key helpful & data entry skills a must. Send resume & salary requirements to:
Pearline
P.O Box 429
Farmington, MI 48332-0429

OFFICE CLERK
Self-starting detail oriented person with some office experience needed. Benefits. Fax resume with salary requirements to:
P.O. Box 700247
Plymouth, MI 48170

OFFICE HELP
experienced preferred. Full time, call between 10-2 313-427-0180

OFFICE STAFF
Part-time for busy dental office location. Medical insurance billing experience helpful. Must know Word Perfect. Position offers a pleasant, fun environment. Salary commensurate with exp. Write to Box 2000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

## 504 Help Wanted Office-Clerical

OFFICE MANAGER
Sales office requires proven individual to run our department. Customer relations, purchasing, expediting, data entry. Salary commensurate with experience. Fax resume to: 313-464-1168

OPERATIONS CLERK
Guardian Alarm in Southfield has an immediate opening for an Operations Clerk. We require:
• Excellent organizational skills
• 1 year typing speed 35 wpm preferred
• Customer Service background
• Available for flexible scheduling

We offer a competitive salary along with a full benefit package. Apply in person or forward resume to:
GUARDIAN ALARM
16000 W. 9 Mile Rd.
SOUTHFIELD, MI 48075
ATTENTION OCC
810-686-5300

OFFICE MANAGER - Bell motivated, experienced individual to run 1-person construction office. Administrative, accounting, payroll, staff supervision, computer, knowledge, typing ability, some accounting experience. Send resume with salary to: P.O. Box 3088, Farmington Hills, MI 48333.
Fax (810) 626-2683.

PART TIME HUMAN RESOURCES ASSISTANT
Presbyterian Villages of Michigan, an organization of life retirement communities, is looking for someone who has recently created position in the busy Human Resources Dept. The successful candidate will have 3-5 years secretarial/administrative experience, possess knowledge in a professional office environment (preferably with human resources), have advanced word processing and spreadsheet skills, proven organizational skills, ability to handle multiple projects and achieve multiple deadlines, and effectively interact with employees of all levels. Interested candidates should forward their resume, salary expectations and cover letter to:
Director of Human Resources
Presbyterian Villages of Michigan
15300 W. 8 Mile Rd.
Redford, MI 48240

PART-TIME OFFICE help 8 hours per day, 5 days a week. Call Pat, Lynch Building, 33300 Five Mile, Suite 201, Livonia, MI 48154.

PAYROLL ASSISTANT - Part-time, 20 hrs/wk. Calculating payroll and entry calculator/computer, word processing (Microsoft Office & Word), Windows or Lotus 1-2-3 experience, dates and / or payroll or other accounting related functions. Competitive salary and benefits. Send resume, Attn: Harvet Cooper, Human Resources, Total Rehabilitation, 30100 Telegraph Rd., Ste. 420, Bingham Farms, MI 48025 or Fax to:
810-647-3874

PAYROLL CLERK
Growing Farmington Hills based firm seeks full time Payroll Clerk. Candidate must have 1-2 yrs previous computerized payroll experience. If you are detail oriented, analytical & possess strong communication & customer service skills, send resumes to:
PERSONNEL
P.O. Box 360
Novi, MI 48376-0360

PAYROLL CLERK
Position involves processing payroll with international corporation assisting highly motivated individuals with payroll, in person, in people & computer skills. Career growth opportunities. Start $9 per hour with benefits. Submit resume to: Box 308
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

PAYROLL CLERK
Automobile transportation corporation has immediate opening for a reliable individual with payroll background. Candidate must possess good organizational skills, attention to detail, and computer experience. Excellent benefit package. Submit resume to: Box 318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Payroll & HR Systems Consultant
To assist general and software support to clients, assist in training and on-going client support. Individual should have excellent analytical, communication and organizational skills. 3-5 years experience in payroll or HR. Knowledge of PC's or mainframe helpful.
Call 313-246-8474
Or send resume The Ultimate Staff, 30095 Northwestern Hwy., Suite 113, Farmington Hills, MI 48334

PERSONAL LINES
Experienced for insurance agency in Livonia. Call 313-425-9456

PRIVATE COUNTRY CLUB in northwest Oakland County is looking for a receptionist with the following qualifications: Excellent phone skills and telephone etiquette, a team player attitude, basic accounting skills, knowledge of computers, WordPerfect experience and basic knowledge of equipment calls. Please send resumes and salary requirements to: Controller, P.O. Box 250548, Franklin, MI 48025

PUBLIC RELATIONS SECRETARY
High profile public relations/marketing assistant, published & analytical writer. Word Perfect 5.1 skills.
ARBOR TEMPS: 459-1166

REAL ESTATE SERVICES
25-40 HOURS PER WEEK
Excellent clerical and organizational skills required. Computer knowledge helpful. Please call
COLDWELL BANKER
Schweitzer Real Estate
218 S. Main Street
Plymouth, Michigan 48170
ATTN: Deborah

RECEPTIONIST, full time. Receptionist, Word Perfect & typing 40 wpm, good working conditions & good salary. Call for appointment or send resume to Human Resources, 30 Burton Hills Blvd., Suite 290, Cedar Park, Walled Lake, MI 48390. Fax: (810) 624-3622

★ RECEPTIONIST - Full time position available. Pleasant environment, top pay & benefits. Apply in person 28800 Grand River, Farmington Hills, MI 48336.

PART TIME RECEPTIONIST for busy Farmington Hills attorneys office. Some typing required. Call Assistant. Call Judy at
810-553-0160 Ext. 343.

EXECUTIVE RECEPTIONIST
TEMPORARY - FULL TIME
Offer endless energy needs an outgoing telephone voice for temporary full time position. Experience preferred. Resume to Bella Rosa, 5-8 months, possibility for permanent position. Please call Debbie Fralick for interview, Crossroads Club, Auburn Hills
810-373-8970
An Equal Opportunity Employer

RECEPTIONIST
Growing company seeks a self-motivated team player. Must possess excellent telephone skills, be able to multitask and have the ability to work independently. Salary commensurate with experience. Fax resume to:
Diversified Recruiters
810-644-3750 FAX 644-8764

RECEPTIONIST
Busy Livonia office seeks reliable person with computerized telephone system experience. Responsibilities include typing 50 wpm, calculators, mail, check processing, customer inquiries, etc. Salary commensurate with exp. Call after 1st week. Benefits. 9 to 5:30PM. Call & ask for Jackie 810-476-5330

RECEPTIONIST
Professional Troy CPA firm seeks a motivated individual to perform receptionist, bookkeeping and word processing duties. Must be detail oriented and possess at least 1 year of general office experience. Salary commensurate with experience. Fax resume to Human Resources at 810-362-8315 or mail to: 1000 Maplelawn, Suite 100, Troy, MI 48084

## 504 Help Wanted Office-Clerical

AUTOMOTIVE SUPPLIER seeking position of Receptionist/Secretary. Very professional image, experience required in Microsoft Excel, Word, etc. This position will be long term temporary, possibility of hiring into permanent position after June. Requires extensive telephone experience, typing speed 45 wpm, multi-line phone, responsibilities. Position available immediately. No phone calls please. Send resume to: Box 14344 Southfield Publications, 36251 Schoolcraft, Livonia, MI 48150. Or, Suite 131, Dearborn, MI 48120

RECEPTIONIST
CHIROPRACTIC ASSISTANT
Southfield office, full time for our Northwest Detroit Clinic. You must have typing experience, be organized, personability, be flexible & have a smile. If you have these skills, then great ends & would like a long term position, please call Ann at office 559-5545 Schoolcraft, Dearborn, between the hours of 9am-12 & 3pm-7pm.

RECEPTIONIST
Are you personable, energized, friendly & interested in multi-line phone systems? If so, you are our ideal candidate. Excellent pay & benefits await your interested candidacy. Call Mark at
810-637-7740

RECEPTIONIST/WEEKENDS
For Livonia real estate firm. Must have good phone skills & flexible hours.
313-261-1407

RECEPTIONIST
Organized, detail oriented for busy Bloomfield Hills law firm. Responsibilities include typing, telephone, and photocopying functions. 810-258-8100

RECEPTIONIST/SECRETARY
Interesting position for someone with a lot of precision into dealings for the outstanding sales staff of a local furniture is chouldn't for the position of Receptionist/Secretary of our Farmington Hills office. Some secretarial science is required. Professional appearance, telephone manner, ability to handle multiple tasks & 3-5 years of office experience. Call Ms. Excel. Send resume & salary requirements to:
MANAGER
MANAGEMENT DEVELOPMENT
INTERNET CORPORATION
PO BOX 6200
LYNCHBURG, VIRGINIA 24506
An Equal Opportunity Employer

RECEPTIONIST OPENING
At Lyndon Chevrolet, a dynamic auto-motive place supervisor, has a need for voice for high service Bloomfield Hills car salon. The successful candidate will have receptionist experience and excellent communication, organizational skills and his maintenance skills. The successful candidate will be able to professionally shelve a 7-line Centrex System.

Additional required skills include the ability to perform light typing, work with data bases, maintain office supplies, sort & distribute mail and outgoing mail, and handle correspondence.

If you feel you can meet these requirements listed above, mail your resume to:
AP Technologies Co
4417 N Pontiac Oaks Blvd
Lathrup Village, MI 48076
All applications must be received by March 13, 1995.
AP Technologies Co. is
an Equal Opportunity Employer

RECEPTIONIST
GENERAL OFFICE WORK
Full time AS hours, Mon. thru Sat.
Mellon Tag, 810-684-0555

RECEPTIONIST/DATA ENTRY
with computer experience. Must be accurate and detail oriented. Send resume to: 33100 Capitol, Livonia MI 48150.

RECEPTIONIST
Hair Salon, Bloomfield Area. Relaxed/Invigorating.

RECEPTIONIST
For Farmington-Southfield modeling school. Must have good telephone & Macintosh experience. Afternoons & evenings.
810-356-1123

RECEPTIONIST
1 part time, day shift & 1 full time, afternoon shift. Computer experience, knowledge of Windows.
810-557-1221

RECEPTIONIST - temp to perm position in Farmington Hills. Call Ann at for the right person. Call 444-7078
An Equal Opportunity Employer

RECEPTIONIST National travel club needs positive attitude individuals organized people skills for front desk operation. Pleasant working environment. Call Ann at: 21800 Northwestern Hwy., Ste. 300, Farmington Hills.

RECEPTIONIST
Experience helpful. Pleasant professional telephone manner a must. Typing, computer knowledge an added asset. Troy area. For an appointment call
810-362-8000

RECEPTIONIST afternoons in Farmington Hills. Long term possibility. Typing speed 50 wpm, 10-05, 10-key, knowledge of Wordperfect. Call
ETD Temporary Services
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Full time entry level position for real estate development firm located in Southfield. Light typing, telephone and phone manner and the computer skills a plus. Call Ann at
Receptionist, 21800 Melrose Ave., Ste. 1, Southfield, MI 48075

RECEPTIONIST - Busy organized real estate office needs articulate, experienced person with good communication skills to handle phones. Send resume only to:
Sandra Cook, P.O. Box 25808, W. 12 Mile, Suite #200, Southfield, MI. 48034, FAX 810-355-8300

RECEPTIONIST
PART-TIME
Two Fabulous locations are open at private country club in Rochester. Hours are evening only. Experienced phones call 10am-3pm or
313-521-1200 Ext. 101 or 103.

RECEPTIONIST/
OFFICE ASSISTANT
for Southfield area law office. Part time, afternoons & evenings, no weekends. Must be organized, motivated, but will train the right person. Pleasant, quiet reception, light typing, knowledge of typing, phone manners. Call
810-357-0610

RECEPTIONIST/Office Assistant. Mon., Wed., Fri. Progressive Bloomfield Township medical practice seeks person with pleasant phone personality and professional image. Light office duties, including some typing and filing. Fax resume to: Receptionist, 3 Mile Rd., Farmington Hills, MI 48334.

RECEPTIONIST
Wanted for Southfield law firm. Computer experience helpful but will train. Call Ms. Frankel Rosenberg at
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - FULL TIME
Farmington Hills law firm. Experienced front desk position with pleasant phone manner. Light secretarial duties. Excellent benefits package. Fax resume to: Office Manager, 26555 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48334

LIVONIA
35940 Schoolcraft Rd., #100
Just Minutes to I-96, I-275
Full Time Receptionist
Mon-Fri, 9:00-5:00
Excellent Benefits
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Expanding dental office seeks motivated, detail oriented individual with pleasant phone manner. Light typing, filing, insurance, etc. Full time, benefits. Fax resume to 313-459-7777, Attn: Sonia Dopp.
An Equal Opportunity Employer

PART TIME SECRETARY - needed for busy downtown agent in Farmington. Call Sam at 614-2400. Salary open.

## 504 Help Wanted Office-Clerical

RECEPTIONIST
Builder/Developer seeking a person to handle the duties of a busy office. We need a lady charge, reliable, self-motivated, organized, professional telephone experience (AT&T Merlin), word processing (Word 6 for WP & 1) and Lotus, typing speed of 50wpm. Salary + benefits.
CALL 810-539-1100

Receptionist/Secretary
For a small growing medical brace-ace firm in Keego Harbor. Applicant must possess good organizational skills, strong phone & interpersonal skills. Excellent typing (over 60 wpm) on Windows & ACT a plus. Qualified candidates please fax resume and salary requirements to: Brand Times, 810-738-7706, or send Resume to: Unlimited X-Ray & Imaging, Inc., 2087 Orchard Lake Rd., Sylvan Lake, MI 48320. Attn: Sheryl, Bryan

RECEPTIONIST NEEDED!
Won't Right Away!
• 3 months experience required.
• Clerical work skills a must.
• Flexible Hours.

TODAYS TEMPORARY
(810) 649-4455
EOE

★ RECEPTIONIST/ COMPUTER LITERATE
Great entry level position available! Long term temporary position. 8:30 to 5 hour in the Livonia and Farmington area. Benefits include 1 day per pay, over-time, temp-med insurance and bonuses.
Southfield
Taylor Auburn Hills
SKILLING PERSONNEL SERVICES
1-800-701-1777

RECEPTIONIST
Full-time. Law firm. Typing. Good phone manner. Call
810-342-1000

RECEPTIONIST
Travel agency, Southfield. Excellent phone manner. Call Ann at
810-358-4400

RECEPTIONIST with accounting experience. Part-time. Friendly phone voice for high service law office. Call Lisa.
810-553-7490

RECEPTIONIST/SALES
needed for busy LNT office. MBS experience helpful but not necessary. Full or part time, no weekends. Call Mary or Sara.
810-477-7483

RECEPTIONIST. Part-time, needed immediately for private country club in Bloomfield Hills. Call Ann at 540-3000 Hour. General office experience necessary. Please contact Cindy at
(810) 855-0700

RECEPTIONIST/Word Processors - Exercise positions temp to perm available. WordPerfect 5.1, Microsoft and Lotus computer skills helpful.
810-737-1711

TEMPORARY RESOURCES

RECEPTIONIST
For growing engineering & publishing company in Livonia. Telephone skills top priority. Hours are Monday 9:30 AM - 8 PM. Word processing, typing, knowledge helpful.
810-477-6450, Ext. 106, Carmen.

RECEPTIONIST
A fast paced West Bloomfield real estate office is looking for pleasant, reliable, self-motivated, responsible individual. Computer experience preferred. Call Cindy or Charlotte:
(810) 626-8000

RECEPTIONIST
TELEVISION PRODUCTION FACILITY
FARMINGTON HILLS
Growing company seeks pleasant personality to answer phones & assist in office duties. Call Production Coordinator at
810-553-4333 or fax resume:
810-553-3640
Forst Post Productions

RECEPTIONIST/FILE CLERK
Full time position. Operator experience preferred. Computer literate helpful but not necessary. Will train mature dependable person.
Apply in person to
Sales Representative
SUBURBAN TOYOTA
Troy Motor Mall
810-524-8900

RECEPTIONIST
Fast paced office in Troy is looking for an energetic, professional receptionist to answer busy 5-line phone, file, process paperwork, greet visitors, work in a team environment. Salary + benefits. Call Ann for an interview.
810-643-8590

RECEPTIONIST
Busy real estate company has immediate opening for a self-motivated individual capable of handling multiple phone lines, typing 40 wpm, experience with AT & T Spirit Phone System a plus. Word Perfect 5.1 knowledge preferred. Responsibility rewards only for the right person. Call 261-1111 Suite 205, Huntington Woods, MI 48070

RECEPTIONIST
Full-time. Location for a "People person" who is outgoing & friendly to work for a consulting engineering firm located in Plymouth Township. Experience preferred, but will train the right person. Typing 35wpm. Opening C.D.L. 1150 E. Big Beaver, Troy, MI 48083.

RECEPTIONIST
Full-time. Location for a "People person" who is outgoing & friendly to work for a consulting engineering firm located in Plymouth Township. Experience preferred, but will train the right person. Typing 35wpm. Opening C.D.L. 1150 E. Big Beaver, Troy, MI 48083.

RECEPTIONIST
Part-time
Excellent opportunity for a conscientious individual to meet and greet customers as well as perform clerical duties. A pleasant personality and professional appearance and appearance are a necessity. We offer an excellent starting salary in a congenial, fast paced environment. Weekend and evening hours are required. Monday through Friday, Uncle, MI 48317. We are an equal opportunity, affirmative action employer.

SALARIED Secretarial position available immediately. Call Ms. Start immediately. Send resume to: Human Resources, 30500 Telegraph Rd., 1600, Attn: L. Donelson, Southfield, MI 48071

SALES SECRETARY
Typing 50wpm, good phone manners, previous office experience required. 36 hour plus benefits package. Call Suzanne to:
810-473-6450

Front Desk Secretary
Full time position with excellent benefits. Minimum hrs. 9:30-6, requires excellent phone manners, knowledge of 10 key, Word Perfect 5.0 & basic knowledge. Fax resume:
810-263-1535
810-542-7500

Construction Secretary
Requires WordPerfect 6.0 & Lotus along with phone experience. Real estate development & construction experience desired. Please fax resume & salary requirements to: Box 278
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARIAL HELP
For major rotable heads-overhaul company. Light word processing & data entry, phone solicitation.
Call Mary, 810-355-3190, ext 471

SECRETARIAL
Home builder needs organized and accurate administrative Assistant with a will to work under pressure and able to coordinate many tasks at once. Must be detail oriented, have clerical functions. Must be dependable, mature and possess good attitude. Knowledge of computers helpful. Construction knowledge a plus. Microsoft Word 6.0 & 1 work required. FAX resume and salary requirements to: Robert B. Jones & Associates
810-431-7311

SECRETARIAL
Immediate opening for part time, possible full time MAC word environment. Send resume to: PO Box 2122, Farmington Hills MI 48333.

SECRETARIAL
Position available in fast paced Farmington Hills corporate office. Must be self motivated individual with knowledge of Word Perfect 5.1 & Lotus 1-2-3. Windows. Excellent benefits package. Call Ann at 553-0500 ext. 106. Please call Molly 10am-3pm.
810-661-9000
An Equal Opportunity Employer

SECRETARY
A Hotel based Manufacturers Representative specializing in Construction products is looking for a high quality individual to join our world class team. Duties range from supervising a team of twenty overdriver trains are integrity, work ethic and a intelligence. This is an excellent opportunity in an enjoyable but fast paced environment. Call Greg Rothenberg, P.O. Box 3361, Farmington, MI 48333.

SECRETARY
AUTOMOTIVE
Expanding Western suburb location has new long term openings. This unique opportunity pays between $8.00 - $11.00 depending on skills and processing problems. Temp to perm opportunity. Call Sally 473-7921
UNIFORCE SERVICES

SECRETARY
Bingham Farms Financial Services firm looking for experienced secretary. Experienced in the life insurance field desirable. Wordprocessing & Lotus experience required. Approximately 30 hrs./wk. with potential for future full time work. Incentive bonus available. Call Tim:
810-645-9700

SECRETARY/BOOKKEEPER
needed for growing Oakland County Design/Build firm. Word Perfect experience preferred. Computer skills helpful. Please contact:
(810) 524-0800 or send resumes to
Perfection Builders, Inc. 2921 Lauck Street, Rochester Hills, MI 48309

SECRETARY CLERK
BOOKKEEPER
For growing International distribution company. Individual must be capable of handling various duties with skill and variety. Minimum of 3 years of work experience in general office, accounts receivable & accounts payable. Send resume & desired salary range to: Human Resources, 5.1, Dept. Opening C.C., 1150 E. Big Beaver, Troy, MI 48083.

SECRETARY
Established property management company seeking well organized individual for busy office. Duties include reception, Wordperfect helpful.
Send Resume to:
Personnel Director
P.O. Box 3120
W. Bloomfield, MI 48323-3583

SECRETARY
Fast-paced office seeks secretary with professional manner, keen attention to detail and exceptional communication skills. Requires experience in word processing, 50 wpm minimum typing. Full time with benefits. Send resume and salary requirements ASAP to CLTC-HTS, 800 Wilshire Drive, Suite 1400, Troy, MI 48084
(313) 362-0380

SECRETARY
Flexible hours, typing. Good pay. Landscaping company. W. Bloomfield area.
810-437-1161

SECRETARY
For Birmingham law firm. Must be organized, self-starter with pleasing personality. Knowledge of Word Perfect 5.0 preferred. 1(800)540-7701

SECRETARY for Farmington Hills insurance firm. Good communication skills. Word processing experience.
Call Ann 810-956-0060

SECRETARY - for busy regional law firm in Southfield. Assisting in the Marketing and human Resources department. Must possess good interpersonal communications and organizational skills. Knowledge of Word Perfect, Quattro Pro, Windows, Quickbooks, Scheduling Software and Lotus 1-2-3 preferred. Salary commensurate with experience. Fax resume and salary requirements to:
KYOCO Sentry
P.O. Box 307
Southfield, MI 48037

Employment agency seeking person, those experienced computer word processing, strong work ethic, 2-3 yrs. exp. Call Ann at 358-2400

SECRETARY
Full time for law firm. Bankruptcy experience preferred. Word Perfect 5.0 for Windows, able to handle a multitude of tasks, organized, a professional image, excellent communication skills & telephone etiquette. Salary commensurate with exp. Fax resume to: P. O. Box 5148, Bloomfield, MI 48302-5148

RECEPTIONIST
Full time, 11:00 - 7 p.m. Pay commensurate with experience. Pleasant working environment. Call for appointment
810-851-8750, Ask for Barbara.

## 504 Help Wanted Office-Clerical

SECRETARY - full or part-time for position shop. Light typing, good phone manners. Reply to Box 3
Call Ted
313-538-4002

SECRETARY
Immediate opening. Full-time, Sunline, non-smoking office. Lotus & Word Perfect experience required. Send resume to: P.O. Box 6047, Walled Lake, MI. 48390-6047.

Receptionist/Secretary
Immediate opening for experienced secretary/receptionist for Southfield law firm. Your time consists of secretarial work. Competitive salary & benefits. WordPerfect, 48 wpm, Lotus & plus customer service background. Please call Sandra to schedule an interview at
810-443-8990.

SECRETARY/INSTALLATION Dept. Full time position available. Excellent communication/organizational/phone skills a must. Computer literate. Light office duties required. Apply: 14998 Telegraph Rd., Redford, for appointment call
810-532-9000

SECRETARY
Needed for busy real estate executive. Must be self-motivated, detail oriented & very desired to Persian Property Services, Inc. Bulter 902, Bingham Farms, MI 48025

SECRETARY/ORDER ENTRY
Locally growing growing family business looking for dependable, detail oriented person with good typing skills. Light phone work load. Proficient typing and computer skills a plus. Send resume, salary requirements to: Office Manager, 23700 Princeton, Dearborn Heights, MI 48125

SECRETARY - Part-time. Seeking mature person with experience in insurance, bookkeeping, word processing, time management. Flexible hrs. (25-30 hrs./wk.) Call Ann, 290 Martin, Ste. 204, Birmingham, MI 48009

SECRETARY
Part-time Medical Individual. Computer literate, inventory input. Experienced only. Call
810-353-9010

SECRETARY - part time, Southfield based property management association has needs computer literate with computer skills, WordPerfect, Lotus & knowledge of basic office duties. Position available immediately. Send or fax resume with salary demand to: Suncourt Properties, 17340 W 12 Mile Rd., Ste 200, Southfield MI 48076. Fax 810-557-7542

SECRETARY, part-time
International Southfield firm seeking a person with excellent skills. Must have some PC knowledge. Flexible hours. $10 per hour. Call Mart. Fax resume to: 810-948-1668 or call HRMS at.
810-868-0287

SECRETARY, part time for a growing Bingham Farms office. Hours 10-3pm. Duties include: Word processing (WordPerfect 5.1), typing, answering phones, general office duties etc. Please send resume to: Secretary,
30150 Telegraph Rd., Suite 414, Bingham Farms, MI 48025.

SECRETARY
Professional CPA firm has several secretarial positions available in our Southfield, Bloomfield Hills and Un Cleminte offices. Ideal candidates will be a team player, extremely organized and possess excellent clerical, analytical and typing skills. Minimum WordPerfect 6.0 for Windows, Must have at least 5 years of solid secretarial experience. Interested please send resume with salary requirements to: Ms. O'Neiry, P.O. Box 681, Southfield, MI 48037

An Equal Opportunity Employer

SECRETARY
Property management firm in Southfield only highly motivated person with excellent Word Processing skills. Knowledge of Lotus 1-2-3 helpful. Send resume to PO Box 70, Southfield MI 48037

SECRETARY/RECEPTIONIST
Part-Time - Flexible Hours
Bloomfield Hills law firm, great clients, sensing, taxing, shopping, etc. Macintosh experience desirable, Word and Excel. Presentation Packages. Support for sales and marketing staff. Travel arrangements, etc. Mon.-Fri. flexible schedule. Reply or call or fax your resume (including cover letter) to:
Jill Rosenberg
IMPACT Immedia Systems, Inc.
48170 North Gratiot Road
Livonia, MI 48152

SECRETARY/RECEPTIONIST
Environmental services firm located in Farmington Hills seeks a computer literate individual for full time position. Individual for full time position as a secretary/receptionist. Requirements include word processing experience with WordPerfect and Excel preferred. Salary range from $8 - $12/hour. Additional benefits include paid vacation and holidays, medical and dental insurance. Send Resume to:
Personnel Director
Environmental Science & Tech.
28900 Orchard Lake Rd., Ste. 130
Farmington Hills MI 48334
No Phone Calls Accepted

SECRETARY/RECEPTIONIST
Part-time for law firm, no office, 10-15 hrs. wk. Pay flexible. Seeking working environment. 810-851-9000

SECRETARY
Recall in downtown Birmingham. Join a team using Word, Excel, Computer, data input, and phone experience a must. Send resumes to: Box 302
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Small business, Luxurious Pontiac office seeks full-time person. Secretarial duties include: Word, Windows, organizational, communication & interpersonal skills. Send resume, cover letter to: Mr. Parks, 26 N. Saginaw, Suite 901, Pontiac, MI 48342. Or FAX to:
810-332-3799

SECRETARY - temp-to-perm position. Knowledge of Microsoft Word and Excel. Call
464-7078
ETD Temporary Services
An Equal Opportunity Employer

SECRETARY
For law firm in Farmington Hills. Typing 40 wpm, 10-key, Word Perfect 5.1 experience required, will train on Windows. Pleasant office, Mon.-Fri. 10-5pm. Competitive salary, benefits pkg. Send resume with salary requirements to: Box 323
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SERVICE COORDINATOR to schedule classes for busy home care agency in Brighton. Excellent communication skills required. Call
810-231-4400

FAMILY NURSE CARE
810-225-6400

SERVICE COORDINATOR
Growing Livonia company seeking individual interested. Must be very organized, problem solver, and strong negotiating skills. Must be a team player, with a positive problem solving attitude, a mature, responsible A & R person, willing to work long hours when needed. Some previous management experience in last-food restaurant environment. Salary & benefits package. Call Mon-Fri, 9-5pm. Ask for Sandy, Service Coordinator
810-362-8400

HIRING weekend bar person and waitpersons, along with full time cook. Apply in person between 2:30 & 4:30 daily. Bring ID. Apply in person between 2:30 & 4:30 daily. Bring ID.
Cobb's Corner, 1580 Franklin, Detroit, Southfield
313-355-0360

BAR PERSONS & WAITSTAFF
Private club of Bloomfield City, is now hiring full/part time help. Highly pay. Call between 1:30-3:30, Mon-Fri.
810-626-2224

BATES HAMBURGERS - Immediate jobs. Apply in person three 7 to noon or 2 to 5pm. 23406 Five Mile, Livonia

BATES HAMBURGERS - full or part time, all shifts. Apply in person 7 to 10am or 2 to 5pm. 32406 Five Mile, Livonia, or 22351 Middlebelt Farmington Hills.

BENNIGAN'S
NOW HIRING
8800 Northwestern Hwy.
Southfield, MI 48076
Full & part-time positions for hostess, waitstaff, busers, b