804 Help Wanted Office-Clerical

EXPERTYPO PERSON with teaching background to work from home on PC. Flexible hours. Lease req. 810-366-1316

DATA ENTRY
Farmington area
Entry Level $6.50
Advanced $7.50-$8.50
Call Today - Work Tomorrow

Permanent jobs for:
Temporary to Permanent
Long Term
Short Term

ADIA
The Employment People
(810) 442-7800

DATA ENTRY CLERKS

Alpha-numeric input, detail oriented, 10 key by touch. Full time and long term assignments available. Please call for an appointment today!

CONTEMPRA
810-353-5600 Madison Hgts
810-852-3600 Rochester Hills
810-643-3600 Dearborn

Data Entry

PART TIME
DATA ENTRY OPERATOR
We are seeking an individual to work part time at our Livonia location. Must be detail oriented, have basic computer skills and be available to work at least 20 hours per week. Flexible hours and excellent pay. Please call our Human Resources Department at phone interview at (810) 477-4999

DATA ENTRY SUPERVISOR
For Liberal Insurance in Canton. Literary experience and helpful. Call Gayle (313)495-9090

Downriver position!

DATA ENTRY
Enjoy the professional environment and friendly atmosphere of our downtown Mt. Clemens office. Recent experience and $7,500 to start are required. To $8.00/hour
Call Sue 810-846-7963
- UNIFORCE SERVICES

ENERGETIC PERSON needed for state Bank Farm Agency. Part-time afternoons and Saturday. Bookkeeping & computer skills a must. Resume to apply: 810-477-6614

EXECUTIVE SECRETARY
Farmington area.
WordPerfect, Excel or WordPerfect for Windows required.
Call Today - Work Tomorrow!

Potential jobs for:
Temporary to Permanent
Long Term
Short Term

ADIA
The Employment People
(810) 442-7800

EXECUTIVE ASSISTANT $30,000
Right arm to corporate executive. Automotive a plus. Excellent benefits. Call Mrs. Hall 313-358-3160
DAVIDSON, LAIRD ASSOCIATES

EXECUTIVE SECRETARY $26,000 PLUS
Use your good skills and experience in this exciting position. Call 810-559-0100
Ben, Livonia, and Alan-PRO a plus. Call Bernice at 313-464-1144
SHELLING PERSONNEL SERVICES

EXPERIENCED EXECUTIVE SECRETARY NEEDED!!!
GREAT LIVONIA COMPANY SEEKS CANDIDATE WITH THE ABILITY TO:
Schedule, coordinate, answer phones, type 70wpm, work with Lotus 1-2-3, and Windows. Shorthand is a plus!
If you meet the above criteria please call or Fax:
CORPORATE PERSONNEL SERVICES
Phone (313)953-4100
Fax (313)953-4104
No Fee EOE

FACTORY STOCK HANDLERS
- Benefits
- 3 Shifts, Full-time

Apply in person at:
AMERICAN PLASTIC TOYS
2100 Taylor
Walled Lake, Mich.
No phone calls please.

FAST CASH
Work TODAY
Get Paid TOMORROW

Positions available for experienced
- Word Processor $8 / hr
- Accounting Clerk $7 / hr
- Data Entry Operators $7 / hr

EMPLOYERS
Temporary Services, Inc.
810-353-7050
EOE

FILE CLERK - part time, Monday-Thursday, 8:30am-5pm, North Point Financial, 31000 Telegraph, Suite 100, Bloomfield Hills, 48025. Call for information 810-644-1901.

FILE/GENERAL OFFICE CLERK needed for Farmington Hills area. Basic computer skills, office experience, attn. to detail & pleasant personality a must. Call Mon. - Wed. Mary & Marybeth, 261-3600. Mail resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3314

FORECLOSURE CLERICALS
3 immediate full-time positions in great Comerica suite & Word Perfect 5.1 experience. Service oriented personality, excellent phone skills. Salary commensurate with experience. Call Mary / Lorraine at Hamilton Staffing 313-455-1600, 30665 W. 12 Mile, Suite 200, Farmington Hills, MI 48334-1611

GENERAL SECRETARY for small professional office in Troy. Full or part time position. WordPerfect 5.1 & good typing skills required. Call 810-362-1130

GENERAL SECRETARY - Excellent for domestic & foreign clients. Call Mr. Walker 810-540-0500

LEGAL SECRETARY TRAINEE
Full or part time. Downriver Detroit area. Typing skills, 40 wpm to start. Call 313-945-7756

LEGAL SECRETARIES
Immediate short/long term

ARBOR TEMPS: 458-1166

GENERAL OFFICE SECRETARY
Wanted Immediately. 1 year experience in accounting. Resume to: 2100 Rosso, Troy, MI 48098

GENERAL OFFICE
Accounting, computer entry, billing experience. Call Mon. thru Fri. 8:30am-4:30pm. 313-455-7000

GENERAL OFFICE - Full-time or part-time. Light typing. Call 313-595-8900

GENERAL OFFICE SKILLS - Answering phones, typing, computer skills. Send resume to: Personnel, P.O. Box 530, Livonia, MI 48151

GENERAL OFFICE
$6.50-7.50/hr. temp to perm. Word Perfect 5.1 & 10-key by touch. Call Mon. - Fri. 8:30am-5pm
PEOPLEMARK
GROWING MANUFACTURING firm needs full-time secretary. Must have excellent typing skills, Word Perfect 5.1 & 10-key. Call 313-477-3440

Hey Homemaker!
You can spend the day playing at a great new job! Flexible hours and no experience necessary.
Call Today!
Work Tomorrow!
Please do not send or possess job leads.
Eric Reider
313-261-0703

804 Help Wanted Office-Clerical

GENERAL OFFICE HELP
For small family owned corporation. Part time. Computer skills required. Some bookkeeping. Excellent pay. Call Mon. thru Fri. 9am-5pm. 313-455-1515

GRAND OPENING
Our new office in Westland is now hiring. Administrative Assistants, Word Processors are looking for the right people to grow with. Excellent positions & top training. Our Livonia office is also hiring Receptionists & Secretaries. Call today for an appointment.
WESTLAND
34777 Ford Rd.
(E. of Wayne)
(313) 721-1515
LIVONIA
29240 Southfield Rd. at 8 Mile
(Southwest corner & same complex)
(313) 557-1530
INTERIM PERSONNEL

IF YOU NEED TEMPORARY MONEY
CALL DAY!
Bloomfield Hills . . . . . C&R $8/hr
Troy . . . . . Office Asst. $6/hr
Birmingham . . . . . Clerical $7/hr
Oak Park . . . . . Interior, $ 11/hr
Rochester Hills . . . . . Clerk $6/hr
Rochester Hills . . . . . Clerk $8/hr
Farmington Hills . . . . . Admin. $8/hr
Ironwood/Data Entry $10/hr
Madison Heights . . . . . Clerical $6/hr
Troy . . . . . Cost $6/hr
ASK ABOUT OUR PERMANENT AND TEMP TO DIR. OPPORTUNITIES TOO
Downriver Day Temporary
810-649-8787 Mail to 804-649-3486

DAY

IMMEDIATE POSITION - Needs experience with phones, word processing & filing. Mon. thru Fri. 8:30am - Modest & casual benefits. Call Equipment, 8745 Northville Rd. Call Today!
313-397-2120

INSURANCE AENCY
In Birmingham is looking for a Receptionist/Secretary & Assistant, must be mature and dependable. Excellent benefits package. Contact Kimberly at: 810-646-6300

INSURANCE
PERSONAL LINES CSR
Experienced only. Multi office independent agency. Full time position. For appointment call Mr. K., Monday. 810-737-0100

LEASING PERSON - PART TIME
Must be community, business oriented, presentable, but not necessarily call after 5pm. 313-348-0627

LEGAL SECRETARY
With litigation experience for busy independent personal injury firm. WordPerfect required. Fort Shea, 313-963-7373

LEGAL SECRETARY
Full-time for busy growing firm in Troy. Must have at least two years experience in corporate, real estate, environmental and/or employment law. Word Perfect 5.1 preferred. Excellent typing skills, attention to detail and hard working. Flexible, call starting time. Salary commensurate with experience. Send resume to: Law Offices, P.O. Box 1436, Troy, MI. 48099-1436

LEGAL SECRETARY, Livonia, WordPerfect, Answer phones, Type 70wpm, work with Lotus 1-2-3, Windows. Shorthand is a plus! If you meet the above criteria please call or Fax:
CORPORATE PERSONNEL SERVICES
Phone (313)953-4100
Fax (313)953-4104
No Fee EOE

LEGAL SECRETARY
Farmington Hills area. Excellent computer skills, very fast typing. FAX resume to 810-968-3567.

LEGAL SECRETARY
For small practice in real estate. Knowledge of Windows 3.0. Minimum 60 wpm accurate typing. Call 810-354-0200

LEGAL SECRETARY
Needed for small personal injury firm. Must have 3 years experience, type 60wpm, and be familiar with no-fault related claims. Excellent benefit package. Salary commensurate with experience. Send resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3314

LEGAL SECRETARY for small professional office in Troy. Full or part time position. WordPerfect 5.1 & good typing skills required. Call 810-362-1130

LEGAL SECRETARIES
Immediate short/long term

ARBOR TEMPS: 458-1166

LEGAL SECRETARY
Needed immediately. 1 year experience in bankruptcy. Resume to: 2100 Rosso, Troy, MI 48098

LEGAL SECRETARY
Small downtown Birmingham law firm seeks secretary with strong typing skills. Call 810-642-3300

LEGAL SECRETARY
Part time, 2 years of Word Perfect 5.1 experience. Call 313-591-0900

LEGAL SECRETARY for Southfield law firm. Must have experience in Domestic Relations. Word Perfect 5.1 preferred. Salary commensurate with experience. Send resume to: Law Offices Administrator, P.O. Box 215, Southfield, MI 48037

LEGAL SECRETARY
Bloomfield Hills area Secretary for business law firm. Must have excellent typing skills and be familiar with computers. Salary commensurate with experience. Call 810-647-4466

LEGAL SECRETARY
Small Birmingham law firm seeks secretary with strong typing skills. Call 810-642-3300

Legal Secretary
With $30,000 plus!!!
Top Pay!
Great Benefits!
Call Today!
Work Tomorrow!
Please do not send or possess job leads.
THE KPM GROUP
(810) 996-9440

804 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced domestic relations secretary for busy attorney in Livonia. Typing speed of 70wpm. Domestic relations and Howard Automotive, 14600 Newburgh Rd., Suite 151, Livonia, MI 48154

LEGAL SECRETARIES
Call-in/Temporary Department
Call-in/temporary positions available for experienced legal secretaries. Must be able to work a minimum of 3 months at least 20 hours per week. Legal experience required and must possess excellent typing skills. Word processing experience preferred. Excellent salary and benefits. Call Today! Work Tomorrow! Apply at: Manpower, 30555 Northwestern Highway, Farmington Hills, MI 48334. Call for interview appointment 313-626-2700

LEGAL SECRETARY
Needed for 2 attorneys. Hills law firm. Requirements: Bachelor degree, excellent typing, grammar skills and WordPerfect 5.1 experience. Salary negotiable. Call Debbie & Mychelene, 313-477-3000 or fax resume to 313-477-8960. Farmington Hills, MI 48334 or call Kim to arrange an interview 313-642-0610

LEGAL SECRETARY
$28,000-$30,000
Plush offices are the setting for your best litigation experience and good typing skills. Call Jeff, Mon. - Fri. 8:30-5:30 for appointment, evening, weekend, working condition. Hall Kinion, 778-8700.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY/PARALEGAL
Needed for growing Birmingham firm. Full-time, must have WordPerfect 5.1 and 2 years experience. Excellent benefits, salary commensurate with experience. Salary dependent on ability. Send resume and salary requirements to: P.O. Box 307, Birmingham, MI 48012

LEGAL SECRETARY
Needed for Farmington Hills law firm. Full-time, must have WordPerfect 5.1 and 2 years experience. Excellent benefits, salary commensurate with experience. Salary dependent on ability. Send resume and salary requirements to: P.O. Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3314

LEGAL SECRETARY
Full time, 2 years experience with strong litigation background desired. Minimum 6 years experience. Excellent salary and benefits package. Please send resume to: D. Perry
Suite 2320
500 N. Woodward
Bloomfield Hills, MI., 48304

★ Legal Secretary
$30,000 plus!!!
FEE PAID
Prestigious position for solid litigation secretary. Excellent benefits package. Excellent typing skills required. Call Jeff, Mon. - Fri. 8:30-5:30 for appointment, evening, weekend, working condition. Hall Kinion, 778-8700.
M. BOOKSPAN & ASSOCIATES
PERSONNEL SERVICES

LIVONIA
INSURANCE AGENCY
RECEPTIONIST
Experienced. Typing, 70wpm or better. Must be team player. Call Mr. K., Monday. For appointment 810-477-4720

MAIL & RECORDS CLERK
Growing but fast pace trying choice. Full time, 40 hours per week, starting $3.30 hr, with excellent benefits. Position available in the Birmingham area. Call today for more details and send resume to: 14021 Woodward, Livonia, MI 48154, Att: D. Bailey.
An Equal Opportunity Employer

MARINE HARVEST INTL.
has an opening for a Customer Service Representative. We are looking for an energetic person who can talk to our customers, expedite their orders and communicate with our production facility. Computer and Spanish skills are a plus. A working knowledge of the Seafood industry is helpful. Marine Harvest offers a competitive salary and benefits package. Please send your resume and salary requirements to our Norfolk, Virginia office. Attn: Personnel Manager. Fax resume to 804-640-1111 or send resume to:
MARINE HARVEST
30800 Telegraph Rd.
Suite 1610
Bingham Farms, MI. 48025

MEDICAL ASSISTANT
Part-time, great opportunity for experienced person. Must be available 4 p.m. to midnight, with some weekends. Please send resume to:
MEDICAL ADMINISTRATOR
6600 Schoenherr, Dearborn, MI 48126

MORTGAGE LENDER
RECEPTIONIST & LOAN SETUP
Person Full-time, for Livonia commercial mortgage operations firm. Mortgage experience preferred. Call 810-425-4830

$ NOW HIRING
- Data Entry
- Word Processors
- Many others

Must have 2 months on the job experience. Job openings in Detroit, Troy and Farmington Hills areas. Call NOW for appointment.
METROSTAFF
Temporary Personnel Services
(810) 569-8700
NO FEE EOE

PART TIME Office Assistant, Novi area. Typing, filing, answering phones. Flexible hours. Call Susan 348-3000

Receptionist & Linux 5-3-5. Close proximity to Byron Lake/Tango Hardware. Fax resume to 313-437-8020

OFFICE ASSISTANT w/Bookkeeping experience. Send resume to: P.O. Box 995, Brighton, MI 48116

OFFICE ASSISTANT/FILE CLERK. Part time, Livonia. Flexible hours, but must be available Mon. thru Fri. 8:30am-5pm. Typing 50 wpm, 10-key by touch. Call Mon. - Fri. 8:30am-5pm. 313-591-0900

OFFICE MANAGER - Great opportunity needs well organized person to work with 40 students at learning center. Must be dependable, detail oriented, have excellent typing skills and a pleasant personality. Computer skills and a knowledge of Word Perfect helpful. Part time, 20 hours per week. Send resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3314

ORDER ENTRY/RECEPTIONIST
Busy small law practice. Looking for a person to answer phones, do light typing & order entry. Call 810-851-7799

Livonia Contractor
Needs receptionist for busy office. Must be able to multi-task. Call 313-591-0900

PARA-LEGAL/LEGAL ASSISTANT
Small downtown Birmingham law firm seeks experienced Para-Legal/Legal Assistant with strong litigation background. Excellent benefits, salary commensurate with experience. Send resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3314

804 Help Wanted Office-Clerical

OFFICE HELP - Posting orders, deposits, light typing, answering phones. Call 313-937-0071

OFFICE MANAGER/RECEPTIONIST
Busy Livonia office. Must be detail oriented, have excellent typing skills and be able to work independently. Must have Word, Lotus & basic accounting skills. Salary DOE.

OFFICE PERSON with general accounting experience, $8-$10 hour. Please call Mr. Kelly, 781-7730

OFFICE PERSON - part time, to Lyon, 6 days, 36 per hour. Call 913-437-0333.

OFFICE PERSON with data recall or office experience, bookkeeping, filing, typing, answering phones. Send resume to Data at 4 computers, Computer & Office Systems Company, 31555 W. 14 Mile, Suite 108, Farmington Hills, MI 48334

OFFICE SUPERVISOR

Farm Bureau Insurance is a full-service, Office Supervisor opening in our W. Bloomfield office. Duties will include: payroll, claims and computer work. Typing ability of at least 50 wpm. Must have good math and public contact experience is required. Excellent salary and insurance package is available. We are an EQUAL OPPORTUNITY EMPLOYER. Qualified candidates should Jayce or Ed at 810-681-8161

OFFICE TECHNICIAN
Expand progressive international electronics distributor in Livonia. Help existing inexperienced trainee skills. Computer literate. Experience with purchasing, inventory, EDI, COL, or customer service helpful. Salary commensurate with experience. Please FAX resume to 313-953-8308

PART TIME - Receptionist/General Office position available for an individual with Word Perfect and Computer skills helpful, but not necessary. Flexible hours. Please send resume to: RE/MAX Encore, 30300 Telegraph Rd., Ste. 140, Farmington Hills, MI 48334.

PART TIME SECRETARY in west Bloomfield Hills, 8-10/hr, to start. Work in a out of office. Resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3314

PAYROLL PROCESSOR
Contract staffing company in Troy has a position available for an experienced payroll processor. Expertise in some of the following areas: Payroll processing and tax filings, Accounts Receivable & Payable, General Accounting, Lotus, Dbase and other computer skills. Excellent benefits package. Send resume to: HRCPT PL, 31700 Middlebelt Rd., Ste. 145, Farmington Hills, MI 48334.

PAYROLL SUPERVISOR
EXPERIENCED
Growing real estate corporation seeks experienced person for payroll processing and tax filings. Approximately 270 employees. Must be payroll/state/location payroll. Experience with 3 payroll service and 401K Plan a plus.

Mail or fax resume with salary requirements for Abbi Personnel
(810) 552-3071
31700 Middlebelt Rd., Suite 145
Farmington Hills, MI 48334

PERSON FRIDAY
Auburn Hills Co. needs organized, experienced person for full-time position. Must have 5 years bookkeeping experience, telephone personality, computer literate, and be able to work independently. If this is you, we need to talk. Salary commensurate with experience.
810-296-0600.

PERSONNEL ASSISTANT
Bonus, long term benefits.

ARBOR TEMPS: 459-1166

PROFESSIONAL OFFICE seeking mature person for Office Manager. Duties include bookkeeping, billing & reception. Resume to: 930 E. Maple, Birmingham, MI 48009

RECEPTIONIST
Full time, 11 am - 8 pm. For Real Estate office. Experience preferred, but will train. Call 810-981-1700, Ask for Barbara.

MORE THAN A RECEPTIONIST
Outgoing personality required for busy Orthodontic office. Must enjoy being sanctioned & a variety of activities. Full time, 40 hours per week. Benefits & many extras. Farmington. Call Nicki.

PART TIME RECEPTIONIST
for busy Farmington Hills orthopedic office. Good attitude and reliability necessary. Call Judy at 810-932-9100 Ext. 343.

PRIVATE GOLF TOP CLUB in northwest area is looking for a daytime receptionist with the following qualifications: Pleasant personality, strong people skills, 10 key ability, excellent typing skills, 50 wpm, and computer literate. We offer an excellent benefit package and competitive salary. Please apply in person at our facility, please do not call. Send resume to: Personnel Director, P.O. Box 2000, Farmington Hills, MI 48025

RECEPTIONIST/SECRETARY
Hills home. Answer the, an assistant, and assist instructor to function as a receptionist and busy office secretary for our Farmington Hills office location. Applicants will have a high school diploma or equivalent and a minimum of 1 year experience. Proficient computer skills, including Word Perfect 5.1 or equivalent word processing program, are required. Please apply in person at: 30700 Orchard Lake Rd., Suite 260, Farmington Hills, MI 48334

RECEPTIONIST
Full time with benefits, to answer phones and some data entry. Send resume or fill out application at:
30700 Orchard Lake Rd.
Farmington Hills, MI 48334

RECEPTIONIST
Walled Lake Bank has experienced receptionist. Must have knowledge of Microsoft Word, Excel, calculator and basic office skills. Individual, $18-30K to start. Call Mr. Kelly at 810-356-5367

RECEPTIONIST needed for private nursery club in Bloomfield Hills. Wednesday - Saturday 9 - 5pm. Must be personable, have a pleasant phone manner, $6.50 + $7.00 per hour. Call Cindy at 810-855-0700

RECEPTIONIST - Fast paced professional office looking for full-time receptionist. Must be organized, detail oriented, and have excellent typing skills. Benefits package included. Please apply in person at: 30700 Orchard Lake Rd., Suite 260, Farmington Hills, MI 48334

RECEPTIONIST
For downtown Detroit law firm. Experience preferred, but will train. Must be detail oriented, have pleasant phone manner and be willing to learn. Excellent benefits. Call Kathy at 313-961-4636.

RECEPTIONIST/ASSISTANT
Fast paced Investment planning/Insurance firm seeks professional for a responsible/advanced position. Requires 1-2 years experience in a professional environment. Excellent communication skills, Lotus 1-2-3 experience preferred. Word Perfect 5.1 or Microsoft Word experience required. Office hours are 8:30 - 5:00. Resume to: 20 W. Washington, Suite 3, Clarkston, MI. 48346

RECEPTIONIST / FULL TIME
Busy Livonia medical office. Dependable person with front office experience. Pull-out sofa bed available for overnight hours. Excellent benefits package. Call Sandy 810-477-3345

RECEPTIONIST / PART TIME
Busy Livonia medical office. Dependable person with front office experience. Pull-out sofa bed available for overnight hours. Excellent benefits package. Call Sandy 810-477-3345

RECEPTIONIST
Professional Troy CPA firm seeks experienced receptionist. Must be detail oriented, have pleasant phone manner, excellent typing skills and be able to work independently in a fast-paced environment. Word Perfect 5.1 and 10-key by touch skills a must. Fax resume to: Personnel Dept. at 313-362-0317 or mail to: P.O. Box 661, Troy, MI 48007. An Equal Opportunity Employer

RECEPTIONISTS
Pleasant telephone manner & excellent typing skills. Basic 6 data entry skills. Position will be in Wayne. Please call for an appointment today.
CONTEMPRA
810-355-5600 Madison Hgts
810-852-3600 Rochester Hills
810-643-3600 Dearborn

804 Help Wanted Office-Clerical

RECEPTIONIST - Position available for an individual with excellent phone skills. Typing computer skills a must. Must be able to work independently in a fast-paced environment. Salary commensurate with experience. Call Mon. - Fri. 8:30-5:00 for appointment. 313-591-0900

RECEPTIONIST
Busy Birmingham office. Must be detail oriented, have excellent typing skills and be able to work independently. Must have Word, Lotus & basic accounting skills. Salary DOE.

RECEPTIONIST
For a Southfield Construction Company. Must have excellent typing skills, answering phones, filing & Word Perfect 5.1 skills. Salary DOE. Call 810-569-9681

RECEPTIONIST
For 12 attorney law firm in Bloomfield Hills. Experience required. Excellent salary & benefits package. Send resume to: Personnel Manager, 660 Woodward, Suite 2290, Detroit, MI 48226

RECEPTIONIST
For a Professional Engineering office in Livonia. Telephone ability also required. Excellent salary and benefits. Call Mr. Kelly at 810-477-6660, Ext. 106, Corman.

RECEPTIONIST
Professional Birmingham office needs a receptionist with excellent typing skills, basic computer skills, and pleasant phone manner. Call Mr. Kelly at 810-642-3300

RECEPTIONIST
Plymouth based headhunters seeking individual with friendly, positive personality to perform a variety of organizational, administrative, and clerical duties. Will provide a team, fast-paced environment. Must have phone system, word processing and computer experience. Salary commensurate with experience. Benefits. Fax resume to: 313-453-5308

RECEPTIONIST
Immediate full time opportunity exists for a highly organized, well-spoken, detail oriented individual. Responsibilities include answering 45 incoming calls, scheduling appointments, patients & guests, maintaining medical records, and other duties as necessary. Commission plus salary and benefits. Send resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3178
Attn: Medical Receptionist Dept.
Fax: 810-539-3401

RECEPTIONIST
For boarding kennel. Must be computer literate. Part-time.
810-345-4192

RECEPTIONIST - PART-TIME
1 Long-Term, 87 hr. Send resume
Entrance Administrators, Inc.
30261 Orchard Lake Rd., Ste. 100
Farmington Hills, MI 48334

RECEPTIONIST
with computer experience. Must like people & have good communication skills. Call 9:00 to 5:00 for appointment. Fax resume: 810-442-8228

RECEPTIONIST
Seniors welcome for receptionist, light office duties, 3 part time positions available, Mon-Fri, 8-5, Farmington or Ironwood. Call Cathy Wallsworth.

RECEPTIONIST
For upbeat office atmosphere. Must be enthusiastic & have great customer service skills. Fax or mail resume, if you're stable & plus but not necessary, we will train. Call Sue.
313-421-0001

RECEPTIONIST/SECRETARY
Southfield manufacturer of office. Must know WordPerfect. General office duties. Salary commensurate with experience & benefit package.
810-352-8310

RECEPTIONIST/
OFFICE COORDINATOR
Part-time receptionist/coordinator for Oakland County food service office. Answering phones, light typing and filing. Call Ann or Anita at (810) 737-8000

RECEPTIONIST - FULL TIME
for busy Oak Park wholesale distributor. Must be an excellent phone voice & skilled. Hours are 8:30am-5pm M-Fri. Wage commensurate w/experience. Call Richard for appointment at 313-541-1144

RECEPTIONIST
★ Full time with benefits, to answer phones and some data entry. Send resume or fill out application at:
30700 Orchard Lake Rd.
Farmington Hills, MI 48334

RECEPTIONIST
Walled Lake Bank has experienced receptionist. Must have knowledge of Microsoft Word, Excel, calculator and basic office skills. Individual, $18-30K to start. Call Mr. Kelly at 810-356-5367

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RECEPTIONIST
For downtown Detroit law firm. Experience preferred, but will train. Must be detail oriented, have pleasant phone manner and be willing to learn. Excellent benefits. Call Kathy at 313-961-4636.

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Fast paced Investment planning/Insurance firm seeks professional for a responsible/advanced position. Requires 1-2 years experience in a professional environment. Excellent communication skills, Lotus 1-2-3 experience preferred. Word Perfect 5.1 or Microsoft Word experience required. Office hours are 8:30 - 5:00. Resume to: 20 W. Washington, Suite 3, Clarkston, MI. 48346

RECEPTIONIST
14 yr. old computer company based in Livonia has an opening for a Receptionist/Secretary for our Mail Order Department. Must be personable, have a pleasant phone manner, be able to type 50 wpm, and be familiar with computers. Call Mon. - Fri. 8:30-5:00 for appointment. 313-591-1497

RECEPTIONIST - FULL TIME
Professional office in Livonia. Dependable person with front office experience. Pull-out sofa bed available for overnight hours. Excellent benefits package. Call Sandy 810-477-3345

RECEPTIONIST - Part time
Large medical facility in Livonia seeking individual for a 12 step program. Must have pleasant phone voice & personality to interact with patients. Must be computer literate in WordPerfect 5.1 or Windows. Fax resume to: 313-591-1497

RECEPTIONIST
Professional Troy CPA firm seeks experienced receptionist. Must be detail oriented, have pleasant phone manner, excellent typing skills and be able to work independently in a fast-paced environment. Word Perfect 5.1 and 10-key by touch skills a must. Fax resume to: Personnel Dept. at 313-362-0317 or mail to: P.O. Box 661, Troy, MI 48007. An Equal Opportunity Employer

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Pleasant telephone manner & excellent typing skills. Basic 6 data entry skills. Position will be in Wayne. Please call for an appointment today.
CONTEMPRA
810-355-5600 Madison Hgts
810-852-3600 Rochester Hills
810-643-3600 Dearborn

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For a Southfield Construction Company. Must have excellent typing skills, answering phones, filing & Word Perfect 5.1 skills. Salary DOE. Call 810-569-9681

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RECEPTIONIST
Professional Birmingham office needs a receptionist with excellent typing skills, basic computer skills, and pleasant phone manner. Call Mr. Kelly at 810-642-3300

RECEPTIONIST
Plymouth based headhunters seeking individual with friendly, positive personality to perform a variety of organizational, administrative, and clerical duties. Will provide a team, fast-paced environment. Must have phone system, word processing and computer experience. Salary commensurate with experience. Benefits. Fax resume to: 313-453-5308

RECEPTIONIST
P.O. BOX 6846
PLYMOUTH, MICHIGAN 48170

RECEPTIONIST
Immediate full time opportunity exists for a highly organized, well-spoken, detail oriented individual. Responsibilities include answering 45 incoming calls, scheduling appointments, patients & guests, maintaining medical records, and other duties as necessary. Commission plus salary and benefits. Send resume to: Box 2000, 33660 W. 12 Mile Rd., Farmington Hills, MI 48334-3178
Attn: Medical Receptionist Dept.
Fax: 810-539-3401

RECEPTIONIST
For boarding kennel. Must be computer literate. Part-time.
810-345-4192

RECEPTIONIST - PART-TIME
1 Long-Term, 87 hr. Send resume
Entrance Administrators, Inc.
30261 Orchard Lake Rd., Ste. 100
Farmington Hills, MI 48334

RECEPTIONIST
with computer experience. Must like people & have good communication skills. Call 9:00 to 5:00 for appointment. Fax resume: 810-442-8228

RECEPTIONIST
Seniors welcome for receptionist, light office duties, 3 part time positions available, Mon-Fri, 8-5, Farmington or Ironwood. Call Cathy Wallsworth.
313-722-3913

RECEPTIONIST
For upbeat office atmosphere. Must be enthusiastic & have great customer service skills. Fax or mail resume, if you're stable & plus but not necessary, we will train. Call Sue.
313-421-0001

RECEPTIONIST/SECRETARY
Southfield manufacturer of office. Must know WordPerfect. General office duties. Salary commensurate with experience & benefit package.
810-352-8310

RECEPTIONIST/
OFFICE COORDINATOR
Part-time receptionist/coordinator for Oakland County food service office. Answering phones, light typing and filing. Call Ann or Anita at (810) 737-8000

RECEPTIONIST - FULL TIME
for busy Oak Park wholesale distributor. Must be an excellent phone voice & skilled. Hours are 8:30am-5pm M-Fri. Wage commensurate w/experience. Call Richard for appointment at 313-541-1144

RECEPTIONIST
★ Full time with benefits, to answer phones and some data entry. Send resume or fill out application at:
30700 Orchard Lake Rd.
Farmington Hills, MI 48334

RECEPTIONIST
Walled Lake Bank has experienced receptionist. Must have knowledge of Microsoft Word, Excel, calculator and basic office skills. Individual, $18-30K to start. Call Mr. Kelly at 810-356-5367

RECEPTIONIST, needed for private nursery club in Bloomfield Hills. Wednesday - Saturday 9 - 5pm. Must be personable, have a pleasant phone manner, $6.50 + $7.00 per hour. Call Cindy at 810-855-0700

RECEPTIONIST - Fast paced professional office looking for full-time receptionist. Must be organized, detail oriented, and have excellent typing skills. Benefits package included. Please apply in person at: 30700 Orchard Lake Rd., Suite 260, Farmington Hills, MI 48334

RECEPTIONIST
For downtown Detroit law firm. Experience preferred, but will train. Must be detail oriented, have pleasant phone manner and be willing to learn. Excellent benefits. Call Kathy at 313-961-4636.

RECEPTIONIST/ASSISTANT
Fast paced Investment planning/Insurance firm seeks professional for a responsible/advanced position. Requires 1-2 years experience in a professional environment. Excellent communication skills, Lotus 1-2-3 experience preferred. Word Perfect 5.1 or Microsoft Word experience required. Office hours are 8:30 - 5:00. Resume to: 20 W. Washington, Suite 3, Clarkston, MI. 48346

RECEPTIONIST
14 yr. old computer company based in Livonia has an opening for a Receptionist/Secretary for our Mail Order Department. Must be personable, have a pleasant phone manner, be able to type 50 wpm, and be familiar with computers. Call Mon. - Fri. 8:30-5:00 for appointment. 313-591-1497

RECEPTIONIST - FULL TIME
Professional office in Livonia. Dependable person with front office experience. Pull-out sofa bed available for overnight hours. Excellent benefits package. Call Sandy 810-477-3345

RECEPTIONIST - Part time
Large medical facility in Livonia seeking individual for a 12 step program. Must have pleasant phone voice & personality to interact with patients. Must be computer literate in WordPerfect 5.1 or Windows. Fax resume to: 313-591-1497

RECEPTIONIST
Professional Troy CPA firm seeks experienced receptionist. Must be detail oriented, have pleasant phone manner, excellent typing skills and be able to work independently in a fast-paced environment. Word Perfect 5.1 and 10-key by touch skills a must. Fax resume to: Personnel Dept. at 313-362-0317 or mail to: P.O. Box 661, Troy, MI 48007. An Equal Opportunity Employer

RECEPTIONISTS
Pleasant telephone manner & excellent typing skills. Basic 6 data entry skills. Position will be in Wayne. Please call for an appointment today.
CONTEMPRA
810-355-5600 Madison Hgts
810-852-3600 Rochester Hills
810-643-3600 Dearborn

804 Help Wanted Office-Clerical

RECEPTIONIST - Position available for an individual with excellent phone skills. Typing computer skills a must. Must be able to work independently in a fast-paced environment. Salary commensurate with experience. Call Mon. - Fri. 8:30-5:00 for appointment. 313-591-0900

RECEPTIONIST
Busy Birmingham office. Must be detail oriented, have excellent typing skills and be able to work independently. Must have Word, Lotus & basic accounting skills. Salary DOE.

RECEPTIONIST
For a Southfield Construction Company. Must have excellent typing skills, answering phones, filing & Word Perfect 5.1 skills. Salary DOE. Call 810-569-9681

RECEPTIONIST
For 12 attorney law firm in Bloomfield Hills. Experience required. Excellent salary & benefits package. Send resume to: Personnel Manager, 660 Woodward, Suite 2290, Detroit, MI 48226

RECEPTIONIST
For a Professional Engineering office in Livonia. Telephone ability also required. Excellent salary and benefits. Call Mr. Kelly at 810-477-6660, Ext. 106, Corman.

RECEPTIONIST
Professional Birmingham office needs a receptionist with excellent typing skills, basic computer skills, and pleasant phone manner. Call Mr. Kelly at 810-642-3300

RECEPTIONIST
Plymouth based headhunters seeking individual with friendly, positive personality to perform a variety of organizational, administrative, and clerical duties. Will provide a team, fast-paced environment. Must have phone system, word processing and computer experience. Salary commensurate with experience. Benefits. Fax resume to: 313-453-5308

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P.O. BOX 6846
PLYMOUTH, MICHIGAN 48170

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