EMPLOYMENT

504 Help Wanted Office-Clerical

ENTRY LEVEL SECRETARIES
$17,500-$20,000
FEES PAID BY COMPANIES
We have companies looking to hire bright and smart folks. If you have at least 1 year of data experience with computer knowledge, call us at 810-355-3300.
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Needed for rapidly growing and progressive processing firm in Livonia. Must be well versed in Word Perfect 5.1 and Windows. Excellent benefits. Call TODAY and start TOMORROW!
EMPLOYERS
employers Service, Inc.
810-353-7050
EOE

EXECUTIVE SECRETARY
Outstanding communication skills necessary in Warrendale & Livonia. Call Kathleen Monday, Tuesday or Wednesday. Southland area. Long term assignment.
CONTEMPRA
810-553-8000 Madison Hgts
313-533-5800 Port Huron
313-981-5900 Dearborn

WASHINGTON HILLS MANUFACTURER seeks Secretary to assist support, shipping & receiving. Call 810-615-0800.

FILING - MEDICAL
Part-time. Special Services Inc. Warren or West Bloomfield locations. 810-352-1345

FRONT DESK SECRETARY
$20,000
Enjoy a beautiful office and nice coworkers at this successful multi-specialty clinic. Call 313-464-0800.
ENGLEMAN PERSONNEL SERVICES

RECEPTIONIST ASSISTANT
Well organized person needed for busy medical practice. Must be able to type 55wpm/Perfect, 40 wpm, motivated, pleasant, high functioning personality. Fax resume to Dawning Professionals, 13635 Merriman, in Livonia.

FULL-TIME OFFICE HELP
Daytime hours. Must have Phone Light grammar skills. Typing 55 wpm. Some filing necessary. Located near the Fairlane Center. If interested call Sherry Robinson or Bob Conrad. 810-356-4820

PART TIME - GENERAL OFFICE
Counseling office, downtown Northville. Ability to work independently, organized, detail oriented, Word Perfect, and typing at office environment 15 hrs. per week. Call 810-347-3472

RECEPTIONIST
For small manufacturing. Knowledge of Windows & MS Word. Fax resume to 810-624-0588

GENERAL, CLERICAL/MAIL CLERK
Part time, Mon-Fri, 8 to 3 Drive. Some lifting involved. Must be 18 years old. $6.50-$7 to start. Drivers license, insurance, good driving record. Call Bob Bowers, P.D. BOX, Farmington Hills, MI 48333.

GENERAL OFFICE CLERK
Busy paint manufacturing center is looking for an individual to perform general office duties, such as: Order entry, shipping, receiving, inventory, answering multi-line telephone system, typing, filing, and other general office duties. Must be able to type 40 words per minute with accuracy. Must be able to work well with others and have a positive attitude. Will train. Please send resume to: Personnel Manager, 30 Rouge Industrial Park, Detroit, MI 48239

GENERAL OFFICE - part time
Duties include, UPS, typing, filing & delivery. 20-25 per hour. Call 313-474-2277

GENERAL OFFICE - FULL-TIME
Manager of accounting department. Computer experience necessary. 313-532-1515

GENERAL OFFICE
Farmington Hills area. Excellent part-time 1-6pm, daily. Great typing and accounting skills helpful. Troy, 810-362-1200, 12-5pm.

GENERAL OFFICE
• Receptionist • File Clerks
• Detail Oriented Personnel
ARBOR TEMPS: 459-1165

GENERAL OFFICE
Light typing, filing & answering phones. Call 313-937-1640

GENERAL OFFICE
Industrial distributor in Farmington Hills has an immediate full time opening for a detail oriented person to assist in the entry of inventory control, invoicing, and customer service. Must have good attention to detail, basic math skills, and 3 years office experience. Word Perfect 5.1 and Windows knowledge preferred. Competitive salary and benefits. Contact Pat Coleman at Mondy, Inc. 810-471-2244

LEGAL
Secretary. Three to 4 attorney firm. Must be experienced. Good phone skills and typing. Call 313-981-9412

504 Help Wanted Office-Clerical

GENERAL OFFICE
Immediate opening, full time, non-smoking office. Duties include typing, filing, bookkeeping. Knowledge of Lotus and Word 6.0. Must be dependable and detail oriented. Call 313-464-5047, Weddel Lake, MI 48360.

GROWING VALVE COMPANY in Livonia has immediate opening for part time bookkeeper. Must be experienced in Accounts Payable and Receivable. Flexible hours. Send resume to: Office Manager, 37866 I-3 Ultra, Suite 900 Livonia, MI 48150, Fax 313-464-1447

LEGAL SECRETARY - Southfield collection/litigation firm needs organized, detail oriented, paralegal/secretary with excellent communication skills and ability to work with many 3 yrs experience, computer experience, knowledge of Word Perfect 5.1 or 6.0 and Windows, excellent grammar & good work habits. Salary commensurate with experience & benefits package. Fax resume today! 313-569-1040

LEGAL SECRETARY - Southfield law firm, must have minimum of 3 years experience in domestic relations, good skills required. Send resume to: Box 218, Southfield, MI 48037-0218

LEGAL SECRETARY
16-24 hours per week for solo practitioner in Royal Oak, Litigation, bankruptcy. Call Debbie Cosmos 810-398-3535
or fax resume to 810-547-0109

LEGAL SECRETARY
Southfield business firm seeks experienced secretary for litigation practice. Must have word processing skills, excellent typing skills, and pleasant telephone manner. Competitive salary and benefits. If you have the above qualifications, please send resume to: Box 218, Southfield, MI 48037-0218

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LEGAL SECRETARY
Busy law firm in Farmington Hills area has an immediate opening for a secretary with 3 years experience. Excellent benefits and salary. Call Mary Ann at 313-477-8989

LEGAL SECRETARY
Southfield law firm seeks secretary for real estate department. Must be experienced in word processing and have excellent typing skills. Send resume to: Box 218, Southfield, MI 48037-0218

LEGAL SECRETARY
Busy law firm in Farmington Hills area has an immediate opening for a secretary with 3 years experience. Excellent benefits and salary. Call Mary Ann at 313-477-8989

LEGAL SECRETARY
Southfield, MI personal injury firm, must be experienced with strong typing skills. Salary commensurate with experience. Fax resume to 810-569-3637.

LEGAL SECRETARY
For small Farmington Hills general practice firm. Must have excellent knowledge of Word Perfect 5.1, possess a minimum of 2 yrs. legal experience and be a self-starter. Send resume to: Office Manager, 29777 Telegraph, Suite 2500, Southfield, MI 48034. Great benefits package. Fax resume to: Office Manager, 810-352-2070.

LEGAL SECRETARY - Southfield collection/litigation firm needs organized, detail oriented, paralegal/secretary with excellent communication skills and ability to work with many 3 yrs experience, computer experience, knowledge of Word Perfect 5.1 or 6.0 and Windows, excellent grammar & good work habits. Salary commensurate with experience & benefits package. Fax resume today! 313-569-1040

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LEGAL SECRETARY
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LEGAL SECRETARY
Busy Farmington Hills law firm. Must have excellent typing skills. Word Perfect 6.1, & Macintosh Office preferred, 40 wpm, motivated, pleasant, high functioning personality. Fax resume to Dawning Professionals, 13635 Merriman, in Livonia.

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LEGAL SECRETARY
Experience required. Advanced knowledge of W.P. 5.1. Litigation background helpful. Salary commensurate with experience. Excellent benefits package. Send resume to: Legal Secretary, P.O. Box 9036, Farmington Hills, MI 48333.

LEGAL SECRETARY
Wanted for Farmington Hills law firm. Must be experienced in domestic relations, good organization and grammar skills. Word Perfect 5.1 required. Send resume to: Box 218, Southfield, MI 48037-0218

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• Detail Oriented Personnel
ARBOR TEMPS: 459-1165

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Rock'n Roll Atmosphere
Call 313-307-1640

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LEGAL SECRETARIES
Immediate short/long term
ARBOR TEMPS: 459-1165

LEGAL SECRETARY
For Farmington Hills Litigation firm. Must have 2 years experience. Call for an interview. 540-737-4400

LEGAL SECRETARY
Part time, 2 years experience. Call Sharon at West Forest 5 to 9 p.m. 313-538-0078

LEGAL SECRETARY
Part time, flexible hours, Southfield area. Call Jeanne at 810-569-0078

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