502 Help Wanted-Clerical Office

INSURANCE OFFICE - Farmington Hills. Al Bordeau Insurance has an entry level opening for bright responsible person, duties include answering phones, filing, typing, computer input, sorting mail, updating files. Knowledge of insurance helpful, but not necessary. Send resume to: P.O. Box 80419 Farmington, MI 48009-0419

INSURANCE PERSONAL LINE CSR
for Detroit & Ann Arbor branch offices. Experienced only. P & C license required. Call 313-761-8100 for appointment (810) 615-4749

INTERNATIONAL BUSINESS CENTERS, renowned office needs of Executives throughout the Detroit area, needs versatile office support personnel. Can you handle busy phones? Do you know Microsoft office software? Do you have office experience? Openings in the Troy, Novi, Ann Arbor, Livonia, Farmington areas. 313-998-9503

JOIN THE EXPOSURE PLAN
Have you always wanted the opportunity to gain on the job experience at a major automotive company in Downtown? If the answer is yes, let Bartech take you under their wing and show you the ropes! Become a "Bartech Exposure Team Member" and you will have office experience and expertise in Word, Excel, Powerpoint and Windows. Bartech offers fantastic benefits:
•Medical/Dental/Life insurance •Paid Vacations/Holidays •401k
Don't be left out! Come join today. Representatives are available to answer your questions and schedule interviews. THE BARTECH EXPOSURE TEAM
BARTECH
313-567-2271
An Equal Opportunity Employer

KEYDISC / DATA ENTRY
Experienced operators for our day & afternoon shifts. Call 313-371-7272 time. Good starting pay. Benefits. Call Mel Sherman (313) 581-5151

LAW OFFICE RECEPTIONIST
Farmington Hills law office seeks full time receptionist. Must be professional with light typing required. Forward resumes to 37000 Grand River, Suite 300, Farmington Hills, MI 48335

TROY LAW FIRM seeks full time, experienced Legal Secretary for Corporate/General Practice. Good benefit package. Fax resume to Office Manager P.O. Box 1674, Troy, MI 48099-1674

LEGAL ASSISTANT/SECRETARY
Solo practitioner in downtown Birmingham seeks full time assistant for probate and estate practice. Requirements include 2 yrs legal experience, knowledge of Word Perfect, ability to work independently & exceptional interpersonal skills. Competitive salary & benefits commensurate w/qualifications. Send resume only to: Box 1 Observer & Eccentric Newspapers 5 Woodward, Ste 100 Birmingham, MI 48009. Attn: Hiring Partner

LEGAL
Premium Assignments, Top Rates, Insurance, Benefits, Word Processing, Training & Bonus Programs. Great Permanent Spots always available
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 & RECEPTIONISTS
Experienced only. Permanent & temporary placements. One to three day assignments are available for top notch candidates
JOANNE MANSFIELD
Legal Personnel
753 W BIG BEAVER SUITE 209 TROY, MI 48084
810-362-5430
ALL FEES EMPLOYER PAID

LEGAL SECRETARIES
3 Years litigation & WordPerfect 6.0 required for permanent hire. PERSONNEL SYSTEMS 453-1156

Legal Secretaries
Our reputation for quality has opened the doors to many of the best law firms and companies. Our temporary and temporary placement. Register now with the agency for legal Secretaries.
FEE EMPLOYER PAID
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810-626-8188

LEGAL SECRETARY
Bloomfield Hills. Full time. Word Perfect experience helpful. Salary commensurate. (810) 335-8150

LEGAL SECRETARY
Birmingham firm. 3 yrs. legal required. Call Vicki Patterson at 810-645-0800

LEGAL SECRETARY - downtown Birmingham. Probate, Personal Injury, real estate and corporate experience preferred. Excellent compensation (810) 258 9500

LEGAL SECRETARY
downtown defense firm looking for legal secretary with experience. Wordperfect preferred. Fax resume to 313-964-2229

LEGAL SECRETARY
Experienced and dependable person needed for busy, fast paced litigation practice. SAM-5PM, Mon.-Fri. Send resume to: PO Box 2070, Dept. 622, Southfield, MI 48034. Art Berg

LEGAL SECRETARY
Experienced, for busy Plaintiff Personal Injury practice. Must be Very organized, efficient, highly productive, and have good attention to individuals need apply. Call Sherry (810) 353-7400

LEGAL SECRETARY
For Troy Personal Injury firm. Must be experienced in Litigation and Federal & Circuit Court. Full benefits package. Resume with salary requirements to Office Manager, 2077 Big Beaver, Ste. 101, Troy, MI 48083

LEGAL SECRETARY
For busy Southfield personal injury firm. Must have Knowledge of WordPerfect and minimum 5 years litigation experience. Salary commensurate. Starting salary and benefits. Fax resume to Deborah Cutler & Hoffman (810) 443-1508

LEGAL SECRETARY
For "AV" rated Bloomfield Hills law firm, with experience in Estate Planning, Corporate and Probate. Salary commensurate with experience. Send Resume to:
R. C. Brownson, 280 Telegraph Rd, Suite 2000, Bloomfield Hills, MI 48302

LEGAL SECRETARY
full time for probate/estate law firm. Experienced only. Send resume to: Atty. Jerome D. Gabriele Office Centre, Suite 117, Southfield MI 48075

LEGAL SECRETARY - for plaintiff firm, minimum 4yrs experience in medical malpractice. Must be private, reliable. Non smoker. Send resume to Box 81091 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY
For Farmington Hills law firm. 5 years litigation experience. (810) 553-2313

LEGAL SECRETARY for medium sized Troy insurance defense firm. Must have experience in litigation. Call (810) 649-1330

502 Help Wanted-Clerical Office

LEGAL SECRETARY
For Brighom Farms office. Must have 2 years legal and Word Perfect experience. Call Judy (810) 645-1700

LEGAL SECRETARY
For one full time & one part time attorney. Great commercial practice. Bloomfield law firm. Litigation experience preferred. Knowledge of Word Perfect 6.0 essential. Non-smoking office. Must receive & easily disseminate to Hiring Partner, PO Box 824, Southfield, MI 48034

LEGAL SECRETARY
for Bloomfield Litigation Firm. Must have experience in Word Processing. Salary commensurate with experience. Fax resume to (810) 354-5444

LEGAL SECRETARY
For medical malpractice and personal injury practice. Minimum 5 years experience. Competitive salary and benefits. (810) 354-2300

LEGAL SECRETARY - FULL-TIME
Legal experience preferred for W/C defense firm. Wordperfect experience required. Excellent wages & fringe benefits. Must be dedicated & reliable. Send resume to: Law Offices, 29777 Telegraph Rd., Ste 1460, Southfield, MI 48034

LEGAL SECRETARY
For Bloomfield Hills busy growing firm in Troy. Must have 5 year litigation experience in corporate, real estate, environmental and/or employment law. WordPerfect for Windows. Only hard working, reliable, self starting people need apply. Send resume to: Law Offices, P.O. Box 1436, Troy, MI. 48099-1436

LEGAL SECRETARY
General practice firm in Farmington, Dearborn Hts area area seeking 2 full time secretaries. Salary commensurate with experience. Call Carol at 313-453-7877 or Fax resume to 313-453-1108

LEGAL SECRETARY
Legal Secretary with a minimum of 3 years litigation experience needed for mid-size law firm. Word Perfect 6.1 required. Excellent salary and benefit package. Send resumes to Sharyl Deach, Raymond & Prokop PC, 2000 Town Center Suite 2400, Southfield, MI 48075

LEGAL SECRETARY
Minimum 5 years experience for fast paced Southfield practice in personal injury firm. Position requires excellent secretarial skills, working knowledge of litigation practice. Auto accident experience helpful. Salary & benefits. Send resume to Box #1930 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY
Needed for Farmington Hills law firm. Requirements include excellent typing skills, knowledge of Windows and WordPerfect 5.1 experience. Fax resume to Hove, Scalzo and Mandzuch, 31000 Northwestern Hwy. Suite 230, Farmington Hills, MI 48334 or call Ms. Fox for interview. (810) 442-0510

LEGAL SECRETARY
Overflow secretary needed for busy law office in Farmington Hills. Legal experience preferred but not required. Flexible hours. Fax resume with cover letter to 810-651-4303 or mail to: Legal Secretary, 31250 Northwestern Hwy., Ste 120, Farmington Hills, MI 48334

LEGAL SECRETARY
Part time Non Law Office 20 hours/week, summer only, starting June 1st. Must have WordPerfect experience (810) 350-5361

LEGAL SECRETARY
Part time, 9-3:00 Tues-Fri. Litigation experience & WordPerfect skills required. Please send resume to Philip D. Meyer, 5767 West Maple, Suite 100, West Bloomfield, MI 48322

LEGAL SECRETARY/ RECEPTIONIST
for small Troy litigation firm. Experience required. Send resume to Office Manager, Sandor M. Gelman, P.C., 5201 West Big Beaver, Ste. 324, Troy, MI 48084 Call 810-643-6454

LEGAL SECRETARY
Southfield personal injury firm seeks experienced Personal Injury Secretary to work with principal attorney specializing in auto neg., General neg & Product liability. Good benefit package. Salary commensurate with experience. Please send resume to P.O. Box 47941, Oak Park, MI 48237

LEGAL SECRETARY
Troy law firm handling defense litigation. Experience preferred. Salary commensurate with experience. Call (810) 649-7800

LEGAL SECRETARY
This is the Place For You!
Southfield upbeat PI firm seeks a person with strong litigation skills and knowledge of WD Windows. Call (810) 559-9620

LEGAL SECRETARY
Wanted 1 year experience as legal secretary is required for a growing immigration law firm in Troy. Spanish communicable with experience. Please send resume to Box #1101 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY with corporate & bankruptcy experience helpful. WordPerfect 5.1, highly organized, personable. Full time with good benefit package. Send resume to Office Manager, PO Box 1674, Troy, MI 48099-1674

LEGAL SECRETARY - 35 hours/week. Must be Microsoft Windows/Word Sebastian & Assoc. PC 400 W Maple Rd., Ste 300, Birmingham 48009

LEGAL SECRETARY
2 yrs. minimum experience for litigation attorney. Send resume plus salary requirements to Box #1131 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LOOKING for an aggressive person with good phone skills to take orders for an inspection co. & help parts office duties (313) 453-7132

MADISON HTS musical distributor has immediate opening for multi task person in fast paced environment. Data entry, customer service, typing skills required. Knowledge of Lotus Manager, excellent phone skills $7-$8 an hr./based on experience. Mon-Friday. Send resume P.O. Box 252062, West Bloomfield, MI 48322

MAILROOM - Troy firm seeking a production clerk/. No mailroom experience necessary. Will train. Salary $6/hr. (810) 988-0287

Marketing Secretary
Laurel Park Place Management Office seeks part-time secretary to assist in marketing responsibilities. Must be computer literate. Organizational and people skills a must. Send resume to:
Marketing Secretary Position
Laurel Park Place Mgmt Office
31700 W Six Mile Road
Livonia, MI 48152
Or Fax resume (810) 462-6210
No telephone inquiries

MARKET RESEARCH
$7.50/HR.
Need phone & basic computer skills. ANDGT TEMPS 433-1188

MATURE person to answer phone in lobby of Laurel Manor Banquet Hall Sundays between 11 am & 3 pm. For interview call 10-5pm 313-462-0770.

MEDICAL SUPPLY CO. has opening for part time any entry level position. Duties include shipping & receiving of delicate medical equipment, cross training. Good phone presence a must. Send resume and state hours. Mon-Fri. 10-4. Mon/Thurs. 9-8 PM. Full benefits with paid vacation. Reply Operations Mgr. Send letter & resume to: Box #1117 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE ASSISTANT
Wyandotte, Taylor, Belleville area apartment complexes have an immediate opening. Some experience preferred. Send resume to: P.O. Box 308, Southgate, MI 48137

502 Help Wanted-Clerical Office

OFFICE ASSISTANT
Wyandotte, Taylor, Belleville area apartment complexes have an immediate opening. Some experience preferred. Send resume to: P.O. Box 308, Southgate, MI 48137

OFFICE ASSISTANT - part/full time. Flexible hours, personable attitude, knowledge of computer helpful. Call Sue at (810) 960-3737

OFFICE ASSISTANT / TRANSCRIPTIONIST needed for fast-paced office in Southfield. Exceptional typing skills & proficiency with WordPerfect a must. Essay transcription skills. Excellent salary & benefits. Send resume to: Box 81110 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

OFFICE ASSISTANT, 20-25 hrs/wk. Bookkeeping, light typing, phone work, invoices & filing. Type 55wpm with WordPerfect & computer experience. Small pleasant office in Farmington Hills. Send resume or letter to Theresa, P.O Box 431404, Pontiac MI 48343 or FAX to 810-2449

Office Clerical
College Students
If you have word processing, data entry, bookkeeping or other office skills, work for us this summer and earn
$$$
Call us today!
MGM
Temporaries, Inc.
(810) 474-7766

OFFICE CLERK - Part-time, Mon-Fri. Phone customer service. Computer experience a must. Call 8am-3pm 313-722-0432

OFFICE HELP
Full time/part time. Duties include phones, counter help & light typing. Stop in at Mary Jane's, 30 W. Maple or apply in person, between Sportswear, 24831 Sir Mike, (Telegraph)

OFFICE MANAGER
Environmental consulting firm seeks an experienced Office Manager to manage Secretarial/Administrative staff, facility support activities and general office procedures. Qualified candidate must have 5 years office mgmt. Knowledge of Word, Excel 5.0, WordPerfect 6.1, Microsoft Word 6.0, Windows, Novell Netware 2.2, and Pacific Office Automation 6x. Experience using Vertical and Corel Draw desirable. Qualifications include a minimum of 5 years management experience and demonstrated ability to build an organized environment. We will offer an excellent benefit package and an exciting challenge to the right individual. Send resume to: Christine Grysban, Technx Corporation, 44808 Helm, Plymouth MI 48170. E.O.E.

OFFICE MANAGER for growing Southfield law firm. Must have 4 years experience with a computer accounting system. Must be detail oriented and possess good organizational skills. Salary commensurate. Call Mon.-Fri., 9am-5pm for an interview at: 810-399-8070

OFFICE MANAGER
Growing company seeking a bright, self motivated person to manage the office. Accounting and a secretarial skills a must. Full time with benefits. Please send resume to: Office Manager, 1537 Monroe, Dearborn, MI 48124

OFFICE POSITIONS
Full time Southfield location. Prefer previous office experience. Excellent starting wage. Send resume including salary requirements to: Office Manager, P.O. Box 5091, Southfield, MI. 48086

OFFICE POSITIONS
Experienced and entry level positions available for self starting, enthusiastic people to fill the following positions
•Customer Service Representative •Receptionist •Data Entry •Route Secretary •Engineering Secretary
Great money and full benefits package!
Modern Manufacturing Company
43036 Plymouth Road
Plymouth MI 48170-2584
Phone (313) 459-0030
OFFICE/WAREHOUSE COORDINATOR
Full time position with benefits. Responsible in general office and inventory control. Machinery experience helpful. Send resume to Farmington Hills. Call for interview 810-553-3345

ORDER DESK - inside sales. Farmington Hills manufacturer, well 25 - 30 hours week, plant operation with excellent office, phone & computer skills. Must be able to communicate with public, recent experience in manufacturing office helpful. Benefits, paid vacation & holidays, salary commensurate with experience. Call Mon. - Wed. 8am-3 - (810-473-9305.

Send resume & salary requirements to: Personnel Dept., 30057 W. 8 Mile, Livonia, MI 48152

ORTHOPEDIC sales office seeks Administrative Assistant with 2 year general office experience. Computer proficiency & excellent communication skills required. (810) 350-3000

OUT OF CONTROL partner seeks legal secretary with insurance defense and medical malpractice experience. Excellent organizational skills. WordPerfect 5.1 (WP 6.0 helpful). Fax resume to Attorney, office Send resume to Administrator, P.O. Box 5002, West Bloomfield, MI 48324-5002

PARALEGALS
for immediate temporary placement
• Flexibility
• Independence
• Competitive Rates
Please send resume including desired rate to Box #1092 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

PART-TIME BOOKKEEPER - for Birmingham Adoption Agency. Knowledge of Quick Books & Word Perfect a plus. Resumes to AUA, 877 S. Adams, Birmingham, 48009

PART-TIME
Church office seeking responsible adult to work 2-3 days per week, 9am-5pm. Computer office skills required. Ideal for retired person. Send resume to: AVD, 21004 Cedar Oaks Ct., Wixom, MI 48393, Attn: Administrator

RECEPTIONIST - full time desired for professional real estate office. Pleasant surroundings. Prior real estate experience required. Please call Cheryl (810) 740-2300

RECEPTIONIST
HVAC Manufacturer Representative looking for experienced & qualified individual to fill the position of Receptionist. General office position. Computer literate, knowledge of Windows, pleasant nature with experience. Benefits. Fax resume to Mr. Kaminski, 13380 Capital, Oak Park MI 48237

RECEPTIONIST
Immediate full-time for insurance office. Must have some experience and light typing 84 $5/hr. Call 8:30am-4:30pm. (810) 353-1800

RECEPTIONIST
Large suburban law firm seeks receptionist. Bring your resume to PO Box 3040, Farmington Hills, MI 48333-3040

RECEPTIONIST - Light typing, filing, and phone coverage. Fax resume to Stanley Homes, P.O. Box 539098, Farmington Hills, MI 48334-9098 Call 810-855-0866

RECEPTIONIST
Mid-size Troy law firm seeks experienced, Receptionist with excellent communication skills. Must be computer literate. Various secretarial skills a plus. P.O. Box 43943, Detroit, MI 48243-0943

RECEPTIONIST
Mon-Fri. 8-5, $6/hour plus raises. Light typing, work, but flexible on typing required. (810-474-2929

502 Help Wanted-Clerical Office

PERSONAL SECRETARY
Experienced for company president. Salary open. Fringe benefits. Contact Fenca, 31900 Telegraph Rd., Redford, MI 48239

PRIVATE SCHOOL SECRETARY
Part-time, No. Oakland County. Computer skills. Call Jan. (810) 645-7717 ext. 234

PRODUCTION CLERK
A Westland manufacturing company is seeking a production clerk. The position requires working in a plant environment. The successful candidate will have 3 years manufacturing experience & have the ability collect & summarize data. Excellent wage & benefits. If interested please send resume or interview. Contact Mr. Human Resources, 1770 Morris St., Westland, MI 48185

PROFESSIONAL FIRM Seeks dependable, part-time employee with experience in general office and light typing. Knowledge of computer skills 9am-11am, 56 per hr. Send resume to: Edwards Administrative Inc., 30201 Orchard Lake Rd., Ste. 120, Farmington Hills, MI 48334

REAL ESTATE OFFICE 2 openings available, closing deal, & receptionist/light real estate experience. Confidential interview. Call Barbara Walkowski (810) 474-3063 ERA COUNTRY INVESTMENT REALTORS

REAL ESTATE secretary wanted, screening, answering phones & light office work. Lasswe Realty of Novi. Call Tom Wilhelm at 810-623-9500

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Fast paced, growth rate Automotive Supplier in Troy area seeks person with self motivated, full time receptionist to answer incoming phone calls; process mail and other clerical & administrative support. Must possess strong communication skills, positive attitude and preferably data processing/clerical skills (Microsoft Word). Fax resume to (810) 528-0889 or call Mark at (810-457-8318

RECEPTIONIST
APPOINTMENT SETTERS
OP Service is seeking part time flexible hours setting appointments for our customers. Must possess a mature, dependable & have excellent communication skills. Base wage plus commission & bonuses. Phone call 800-422-3566 ext 478 EOE

RECEPTIONIST
Are you an experienced, energetic receptionist looking for a challenge? Here is an offer. Mon.-Fri. 9am-5pm in our busy West Bloomfield Hills Law Office. Light typing required, a computer experience helpful. Call Joan at (810) 626-6800, ext. 270 or Fax resume - Attn: Joan (810) 855-0801

RECEPTIONIST/ASSISTANT MANAGER - needed for salon in Canton. Flexible hours, Saturdays & appointments, light bookkeeping. For details call Donna (313) 981-0411

RECEPTIONIST
Automotive Leasing company located in Livonia has opening for a full time receptionist. Must be experienced. Word Perfect a plus. Excellent benefits. Apply within: 32233 W Eight Mile

RECEPTIONIST - Busy computer accounting office looking for Friendly Phone Receptionist. $5.50 an hour to start w/ bonuses. Fax resume to Accounting Office: 9644 Harrison, Bldg 13, Romulus 313-946-1120

RECEPTIONIST
Career opportunity with a fast growth company located in Southfield. We consider this to be one of the most important positions in our company. The candidate will be customer service oriented and will have a energetic personality to speak with people. Competitive wage and full benefits. If this position is for you, send your resume with a cover letter Box #1100 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST/ CLERICAL
Required for Canton, automotive supplier. Candidate must possess exceptional telephone skills, good typing & filing skills. An enthusiastic personality & professional telephone manner is a must. Apply in person between 8am-5pm. Hi Point Manufacturing, 300 Industrial Drive, Plymouth (Across from Unisys)

RECEPTIONIST, Evening Position Mon.-Thurs. 5:30-9:30pm, Fri. 8:30-3:30pm, Mon-Thurs. full, 8:30-3:30 Jackie or Louise 810-647-5320

RECEPTIONIST - EXPERIENCED
Needed for busy veterinary hospital. Must possess strong typing and sincere attitude with excellent interpersonal skills. Contact Karen (313) 261-5600

RECEPTIONIST
Farmington Hills real estate office seeks a pleasant, intelligent person with excellent phone, light typing, flexible schedule. Call (810) 737-6600

RECEPTIONIST - Fast paced Bloomfield Hills ad agency. Will immediately train on Telephone Switchboard. Must have a pleasant telephone manner & work well with people. Fax resume to PO Box 2002, Bloomfield Hills, MI 48303 Or call (810) 540-0660

RECEPTIONIST
For busy office. Proven experience. Professional environment. Good pay. Call (810) 352-8080

RECEPTIONIST
Full time front desk receptionist. Web-Sun, dun-Bradstreet. Experienced. 10 key capability, typing, must have phone experience. Call Jeff at (810-851-2200 ext. 431

RECEPTIONIST - 35 hrs. typing, Windows & phone experience. Reply to 725 Barclay Circle #213, Rochester Hills, MI 48307. Attn: Office Manager

RECEPTIONIST full time, general office, strong computer skills, Microsoft/Windows, Word, Excel programs. Benefits. Livonia location. Call Mr. Bell. Salary requirements to: (313) 622-5708

RECEPTIONIST
Full time, pleasant, professional duties, PC knowledge helpful. Starting salary dependent on experience. Send resume to: 28999 Northwestern Hwy., Suite 220, Southfield, MI 48034

RECEPTIONIST
Full time position for organized, enthusiastic individual who possesses excellent office, computer skills and phone etiquette. Must have previous experience with multi phone lines. Benefits and salary commensurate. Send resume to: AVD, 21004 Cedar Oaks Ct., Wixom, MI 48393, Attn: Administrator

RECEPTIONIST - full time desired for professional real estate office. Pleasant surroundings. Prior real estate experience required. Please call Cheryl (810) 740-2300

RECEPTIONIST
HVAC Manufacturer Representative looking for experienced & qualified individual to fill the position of Receptionist. General office position. Computer literate, knowledge of Windows, pleasant nature with experience. Benefits. Fax resume to Mr. Kaminski, 13380 Capital, Oak Park MI 48237

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RECEPTIONIST - Light typing, filing, and phone coverage. Fax resume to Stanley Homes, P.O. Box 539098, Farmington Hills, MI 48334-9098 Call 810-855-0866

RECEPTIONIST
Mid-size Troy law firm seeks experienced, Receptionist with excellent communication skills. Must be computer literate. Various secretarial skills a plus. P.O. Box 43943, Detroit, MI 48243-0943

RECEPTIONIST
Needed for busy Birmingham real estate office. 4-8pm, 3-4 days a week, light typing required. Must have professional phone manner. Call Barbara (810) 647-7500

RECEPTIONIST NEEDED
Full time position available in Troy. Light typing & filing. Days, Mon-Fri. Apply in person: 23782 Gratiot Dr., Mount Clemens, MI 48045

RECEPTIONIST needed for fast paced Bloomfield Hills law firm. Telephone Rdy. 12 phone lines, computer literate, typing skills must. Entry level, full time position. Call Jan (810) 647-8400, Ex. 811 Or FAX resume to 810-647-0198

RECEPTIONIST/ OFFICE SUPPORT
Livonia law firm seeks excellent telephone and organizational skills, and an aptitude for detail. Light typing tasks. Competitive pay. Full or part time. Pleasant, non-smoking environment. Macintosh experience preferred. Send resume and salary requirements to: 31731 Industrial Rd., Livonia MI 48150

RECEPTIONIST - PART-TIME
10:00 - 6:30, Mon. - Fri. Must be energetic, personable & dependable. $6/hr. Bloomfield. (810) 338-6390

RECEPTIONIST - PART-TIME
10:00 - 6:30, Mon. - Fri. Must be energetic, personable & dependable. $6/hr. Bloomfield. (810) 338-6390

RECEPTIONIST
Plymouth based headquarters seeking individual with friendly, pleasant phone manner and light typing. Strong organizational, administrative and communication skills a must. Responsibilities include multi-line phone system, word processing, mail, and other duties as assigned. $7-$8 per hour. We offer an excellent benefit package. Send resume to:
Receptionist
P. O. Box 707
Plymouth, MI. 48170

RECEPTIONIST
Position requires minimum 2 years experience computer skills to include Windows, Lotus 1-2-3, WordPerfect and dial-in. Routine phone duties. Location. Send resume with recent salary history to:
H.R. Adm.-Receipt
P.O. Box 1753
Birmingham, MI 48012
E.O.E.

RECEPTIONIST/SECRETARY
Southfield based TV Station has an immediate opening for the FRONT DESK position. Candidate must possess strong typing skills (minimum 55 wpm), superior WordPerfect (prefer 6.1), Excel (prefer 5.0), or Microsoft Word for Windows), Gifted personality, and the ability to pleasantly manage multiple tasks. Must possess strong interpersonal/ Secretarial experience. Excellent benefits package. Fax resume and cover letter stating salary requirements to:
Personnel/Secretary Position
P.O. Box 706
Bloomfield Hills, MI 48303
E.O.E.

RECEPTIONIST - seeking front desk receptionist for full time position. Must have computer knowledge, dental experience helpful. Call Lynn or Susan 313) 595-7000

RECEPTIONIST/TYPIST
for small office, Farmington Hills area. Light Bookkeeping. Management. (810) 352-0200

RECEPTIONIST
Unique growth opportunities to interact with clients in the plush atmosphere of a Beverly Hills salon service firm. Learn new skills. $9.25/hour. Call Mary Ann at 810-646-9188

UNIFORCE SERVICES

RECEPTIONIST
We are looking for a professional person with pleasant phone manner. Capability to answer multi line phones.
CALL NOW
TODAYS TEMPORARY
(810) 649-4455
EOE

RECEPTIONIST
We are a fast growing automotive supplier located in Farmington. Good working atmosphere with good pay & benefits. If you have the following skills, Good communication skills, typing 40 wpm, knowledge of Word, Word & EXCEL, phone experience, please submit your resume to: Human Resources, 27 Specialty Fasteners, 1000 Grand Rd. Wixom, MI 48393, or fax to 810-624-3522

RECEPTIONIST WEEKENDS
Need extra money? Farmington Hills, Real Estate office has some reliable person who types. Experience not required. Call Barb (810) 851-6700

RECEPTIONIST - $18,000 +
Be the "front desk charmer" for a growing company. Receptionist is a some typing. Good benefits. Fax resume to Mr. Bell (810) 557-8100 SHELLING PERSONNEL SERVICES

RECEPTIONIST
$7.50/HOUR
Excellent phone skills and willingness to learn needed for Southwest Company. Spot open due to promotion. Call Tony at
THE KPM GROUP
(810) 355-2440

RECRUITING CLERK
Home Care agency seeks candidate with minimum two years Human Resources or Recruiting experience. Must have strong clerical & multiple duties which include: scheduling interviews, maintaining files, mailing certificates and conducting reference checks. Accurate typing skills/ computer literate required. Salary $8 $9/hr. with benefit package offered. Call for an immediate interview.
ARCADIA HEALTH CARE
(Formerly Community Home Care)
Attn: Ann Stafford
(810) 740-1440
EOE/ADM

Rollins Transportation Systems
A Fortune 500 Company has an opening for a full-time clerk in our Redford area office. The position involves:
• Billing for our customers
• Customer service
• Computer entry (will train)
If you are looking for a growing out of town, please send Resume to:
Rollins Transportation Systems
P.O. Box 39099
Redford MI 48239
EOE

GUARDIAN ALARM in Southfield has immediate opening for full time Sales Secretary in our fast paced, growth oriented office. Duties include:
• Lotus & Word Perfect knowledge
• Professional phone manner
• Ability to work in a fast paced environment.
We offer:
• Competitive salary
• Full benefit package
Apply or send resume to: Guardian Alarm, 21000 W 9 Mile, Southfield, MI 48075
810-569-6500 fax 810-423-4862

SALES ASSISTANT - $18,000
An energetic self motivated position with a successful consumer products company. Duties include: Phone sales, data entry, Good benefits. Fax resume with salary requirements to:
Bradley Marketing
313-464-0800

SALES SECRETARY
Electronics Rep firm seeks mature, dependable person with good typing & verbal communication skills. Previous office experience required. Microsoft Windows a plus. Hours: 8-5, Mon.-Fri. Salary range $18K-$19K. Please send resume to: Lucy Blaskell, Harvard Electronics
P.O. Whitesell & Associates
30101 Orchard Lake Rd., Ste 200
Farmington Hills, MI. 48334

502 Help Wanted-Clerical Office

SALES SECRETARY
Full time position. Good phone, writing & organizational skills required. Apply at: 14998 Telegraph Rd., Redford between Mon.-Fri., 9-5pm

SCHEDULING COORDINATOR
Immediate opening for an energetic, mature & self-motivated individual to coordinate our busy schedule. Must have excellent phone & communication skills. Dental knowledge & Computer skills helpful. Approximately 2 weeks training. Mornings or afternoons & evenings. No weekends. Physician's Dental Care. (313) 453-6320

SECRETARIAL/ALARC
Word Processing positions available. Temporary situations. Bloomfield Hills area. Call (313) 479-0700

SECRETARIAL POSITION with potential for full time start in mid-May for legal experience or college education. Wordperfect required. Fax resume, cover letter, FAX or mail resume with salary history to: Sebastian & Associates, P.C. 400 Grand River, Suite 307, Novi, MI 48375. FAX 313-348-3537

SECRETARIAL POSITION
Full time for Southfield Law Firm. Must possess excellent organizational and communication skills, neat manner, typing minimum 60 wpm, knowledge of WordPerfect 6.0 a plus. Salary commensurate with experience. Send resume to: Box 1000, Write-Up 24680 Swanson Southfield, MI 48034. No Phone Calls

SECRETARY
ADMINISTRATIVE ASSISTANT
for Farmington Hills consulting co. Bright, friendly person. Must be mature, responsible, have excellent communication skills & proficiency in WordPerfect. Call 810-851-2000

SECRETARY - Busy commercial real estate office at 696 and Farmington Road seeks a motivated person to provide administrative support to Vice President and sales staff. Must have excellent Word-Perfect skills (Microsoft Word for Windows) a plus, and like to type. Shorthand plus 80wpm. Send resume and salary requirements to: Secretary, P.O. Box 3098, Southfield, MI 48037-3098

SECRETARY / CLERICAL
For non-smoking Southfield insurance office. Knowledge of Microsoft Word & Windows preferred. Car required. Salary based on experience. Fax resume to 810-557-2000 Town Center, Suite 1820, Southfield, MI 48075

SECRETARY - Experienced
Full time with benefits for Farmington Hills property management firm. Call 810-478-5777

SECRETARY
Experienced general secretary needed for post advertising firm. Filing and computer knowledge a must. Call Laura Friedman, Friedman Integrated Marketing 810-352-1200

SECRETARY for health & beauty care products manufacturer. Lotus 1-2-3 experience a must. Full time. Send resume and salary requirements to:
Personnel, P.O. Box 706
Bloomfield Hills, MI 48303
E.O.E.

★ SECRETARY
For MARINE CHURCH in Farmington Hills. Sun. morning worship in Wyndham Theatre as well as other preliminary in WordPerfect 5.1, telephone skills, bookkeeping, typing & organizing, working with a variety of people and tasks, schedulers, records maintenance, purchasing and other duties as assigned by supervisor. Please forward resume to P. O. Box 3231116, Farmington, MI 48332 Indicate full time or part time preference. Non-smoking environment

SECRETARY - for sales dept. in fast paced Romulus office. Typing & computer skills necessary. Full time with benefits. Send resume to: 12030 Pleasant, Detroit 48217

SECRETARY - full time for dynamic Southfield office. Multi tasked individual with excellent skills in typing & telephone. Team player & positive attitude a must. Fax qualifications to 810-648-5678, or mail Attn: Leslie Ann Bell, 25800 Telegraph, Suite 318, Troy, MI 48084

SECRETARY
Immediate opening. Builder/Developer office. Call Alaine 810557-0770. Fax resume to: 810-557-0715

SECRETARY
International automotive company seeks experienced candidates for executive duties. Long and short term. Unique opportunity for career immediate. MS Word and Lotus preferred.
Call Sarah
810-473-2833
UNIFORCE SERVICES

SECRETARY
LARGE SUBURBAN law firm seeks secretary. 3-5 years experience. Send resume to: PO Box 3040, Farmington Hills, MI 48333-3040.

secretary
Legal Secretary
Michigan National Corporation has an excellent opportunity for a Legal Secretary to join our team in the corporate headquarters in Farmington Hills. In this challenging position you will provide secretarial support to the attorneys in the Corporate Trust Department. Qualifications include: MS Word and Lotus proficiency.
To qualify, you must have 3+ years of legal support experience preferably including typing/transcription of pleadings and writing/typing with the courts. Excellent typing skills, 80 w.p.m., transcription and verbal/written communication skills are essential. Paralegal, dictaphone and shorthand experience a plus.
Michigan National offers an excellent benefit package and salary commensurate with experience. Please forward resume to:
Michigan National Corporation
Human Resources Division
P.O. Box 9055
Farmington Hills, MI 48333
Attn: D.L. 10 / 86
We promote a drug free work environment. Substance abuse testing is a condition of employment process. We are an Equal Opportunity Employer

SECRETARY
Major manufacturer of banking & security equipment has an immediate opening for a Service Secretary. Position requires proven clerical, organizational and communication skills. Applicant must be strong in computer skills plus competency in WordPerfect and Lotus 123. Good starting salary, comprehensive benefits package in an exceptional quality work environment. Resume to: LaFEBURE Corp., 409 Enterprise Drive, Plymouth, MI 48170 EEO/M/F/D/V An Equal Opportunity Employer

SECRETARY NEEDED
College graduate with proven perfected knowledge a plus. Apply to: Mr. Kaminski Co., 34508 Glendale, in Livonia.

SECRETARY/ OFFICE MANAGER
Commercial real estate and property management background required. Must be computer literate in word processing/spreadsheets. Looking for creative, self-motivated, college degree. Send Resume to:
LAURENCELLE & ASSOCIATES
17000 W 10 Mile Rd.
Birmingham MI 48025

SECRETARY
Our successful firm has employees the latest in computer technology, excellent earning potential and growth opportunities. We need your pleasant personality, organized, able to multi task, & motivated with clients to $18K-$20K. Call Susan 810-646-7882
UNIFORCE SERVICES

SECRETARY
Part-time for law office. Must have typing/transcription skills. Must be experienced with WordPerfect 5.1 and lotus 20-40hrs/week depending. Call Jennifer, Farmington. Fax resume: (810) 479-0000

SECRETARY / RECEPTIONIST
Part-time, Downtown Plymouth Real Estate office requires light typing, phone skills, typing. Computer knowledge a plus. 2-3pm, Mon-Fri. Call Darlene Shemanski.
(313) 451-6400

SECRETARY/RECEPTIONIST
Full or part time position in Troy. Candidate must be well organized with the ability to work under deadlines. Experience with Word-Perfect, Lotus 1-2-3, postage machine and multi-line phone system. Good grammar, skills and phone manner a necessity. Non smoker preferred. Contact David at (810-641-3662

SECRETARY/RECEPTIONIST
$6 per hour, guaranteed 16 hrs per week, Mon., Tues. & Thurs., 2-6 p.m., friendly Wyndham office. Must type. Call (313) 326-1443

SECRETARY
RECEPTIONIST
For busy Livonia law firm. Strong microsoft word skills a must. Good organizational skills & telephone manner with benefits. Send resume ministry history to: Health Decisions, 29777 Plymouth Rd., Suite 220, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
needed part-time for law office. Flexible schedule, 20-25 hours weekly. One weekend day plus 2-3 evenings. Phone, typing, general office duties helpful. Dependable. Farmington/