502 Help Wanted-Clerical Office

OFFICE CLERK NEEDED for Detroit law firm. Full time. Filing, photocopying, court runs & misc. duties. (810) 849-7500

OFFICE HELP

Experience helpful, but will train the right person. Please send Resume to: National Trade, Inc. 20921 Mack Ave., Grosse Pointe Woods, MI 48236

OFFICE HELP

Full time/part time. Duties include phones, invoicing, data entry, filing, or apply in person, between 8am-noon, Monday-Friday. Quality Inspection, 34831 Bill Mile, (Farmington)

OFFICE HELP - part-time 15-20 hours per week. Send resume to: DCM, 34634 Five Mile, Detroit, MI 48239

OFFICE MANAGER
Birmingham law firm. Accounting background, computer skills and personnel experience preferred. Send resume to Hardy, Lewis & Page, 2000 Talbot Centre, Suite 402 Birmingham, MI 48009 Attn: Personnel Mgr.

OFFICE MANAGER
Bloomfield Hills Marketing/Advertising firm seeks mature individual. Light typing, bookkeeping skills. Min. 5 years experience preferred.
Fax resume to
H. Frankl, 6431 Inkster Rd #118 Bloomfield Hills, MI 48301

OFFICE MANAGER

Experienced with various aspects of clerical and accounting. Bookkeeping a must. For immediate consideration call Mr. George (313) 432-9010, or mail resume with salary requirements of skills: M I P R E, 30777 Six Mile Rd, Suite 303, Livonia, MI 48152

OFFICE MANAGER
Growing company seeking a bright, self motivated individual to manage the office. Accounting & secretarial skills a must. Fax resume with salary requirements to Office Manager, 1537 Monroe, Dearborn, MI 48124

OFFICE MANAGER $27,000 PLUS

A choice Executive Secretary position with an established Livonia firm. This is a very pleasant atmosphere in a beautiful office setting. Call Ann Marie at 313-464-0908
SNELLING PERSONNEL SERVICES

OFFICE/WAREHOUSE COORDINATOR
Full time/part time position. Responsible in general office and inventory control. Machinery experience helpful. Send resume to: Personnel Manager, 31731 Hudson Dr., Farmington Hills, MI 48331

ORDER DESK - Inside sales, Farmington Hills manufacturer, well organized, bright, detail oriented, excellent office, phone & computer skills. Must be able to communicate with buyers, engineers, production & manufacturing office helpful. Benefits, stock options, competitive salary commensurate with experience. Call Mon - Wed. 9am-3 - 810-473-8305

Or 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. Call (313) 292-3000

OUT OF CONTROL payroll seeks legal secretary with insurance defense and medical malpractice experience. Excellent typing & phone skills. WordPerfect 5.1 (WP 5.0 Windows a plus). Non smoking office. Send resume to Administrator, P.O. Box 250008, West Bloomfield, MI 48324-6002.

PARALEGALS
for immediate temporary placement.
• Litigation
• Corporate
• Probate
Please send resume including expected pay rate to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PART TIME office support. 2 days/wk. hrs., PC knowledge helpful. Farmington area. Call (810) 626-0638 or Box 20008, W. Bloomfield, 48325

PART TIME RECEPTIONIST. Light typing. Being trained for future position. Some evening hours 4pm-8pm. Sat. 8am-5pm. Call (810) 478-0070

PAYROLL/ACCOUNTING

Fast growing company relocating to Canton requires a person with some payroll and accounting experience. Responsibilities include payroll, accounts payable, tax returns, and assisting in account reconciliations. The position requires a high level of accuracy, attention, interpersonal skills. A minimum of two year payroll/accounting experience and comprehensive computer skills required. Non-smoking office requires a plus.
The position offers competitive salary and an excellent benefit package including bonus participation and 401(k).
For immediate consideration forward your resume with salary requirements to compose confidence to:
Medical Arts Building Products, Inc.
Attn: Human Resource Department
P.O. Box 400
Plymouth, MI 48170
An Equal Opportunity Employer

PAYROLL ASSISTANT/BOOKKEEPER
Must be experienced in computerized payroll, accounts receivable, accounts payable, general ledger, typing & general office duties. Mon-Fri 9am-3:30pm, casual dress, non-smoking office. Dearborn area. Permanent position. Please send salary requirements to: Box 81140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PAYROLL SPECIALIST

To 60yr. 1 - 2 years experience. Good people skills. Knowledge of Benefits. Full time.
Phone
(810) 473-7210
Fax
(810) 473-4548
STEVEN J GREENE PERSONNEL

PERSONALIZE ORGANIZED individual needed part time in small professional office. Responsibilities include filing, phone, general office duties and computer experience a must. Mayfair Consultants 399-2000

PERSONAL SECRETARY
Experienced for company president. Salary commensurate. Reply: Personnel, Fenco, 14900 Telegraph Rd., Redford, MI 48239

PERSONAL SECRETARY - Letters, schedule, travel, bookkeeping. Approximately 8 hrs weekly, multiple assignments. WordPerfect/MS Bookkeeping a +. (810) 433-3323 - Voicemail Box Line 8000

PERSONNEL AGENCY
FULL TIME POSITION
Progress person needed for busy Redford office. Duties include filing, busy phones, interviewing & job placement. Competitive salary & benefits.
Call Renee for an appointment
(313) 534-6099

PHONE OPERATOR
Downtown Detroit law firm seeking experienced Phone Operator. Must possess excellent verbal communication skills. Call Mrs. Lorraine for Box 1141
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PRIVATE SCHOOL SECRETARY
Part-time, full benefits. Must have computer skills. Call Jan, (810) 646-7717 ext 8134

PRODUCTION TYPIST

Company in Livonia seeking Typist with good typing & WordPerfect. Typing letters, forms, documents, etc. 35+ words. Hours 9 30-5. Position temp-to-perm.

CONTEMPRA

(810-643-9600 ..... Madison Hts.
(810-650-8600 ..... Rochester Hills
(313-563-5600 ..... Dearborn

RECEPTIONIST, Evening Position. Light typing, telephone skills. Fire Protection company. Call Mr. Jeffries or Lachow. (810-647-8320

502 Help Wanted-Clerical Office

PROFESSIONAL FIRM Seeks dependable, part-time employee with experience in general office duties including typing, filing & computer skills. Team-type, 15 per hr. Send resume to: Editorial Administrators, Inc., 30201 Orchard Lake Rd. Ste. 100, Farmington Hills, MI 48334.

PURCHASING ASSISTANT

Previous experience working with purchase orders. $1000-$1,000 keystroke required. Knowledge of Microsoft Word & Excel helpful. IMMEDIATE OPENINGS!

TODAYS TEMPORARY
(810) 649-4455
EOE

PURCHASING ASSISTANT
for established industrial distributor in Livonia. Ideal candidate will have strong computer/purchasing support experience, strong analytical, administrative, data entry skills. Benefits offered. Mail resume to:
BEARING SERVICE INC.
P.O. BOX 532648
LIVONIA, MI 48153-0648
ATTN: PURCHASING MGR

RABBI'S SECRETARY
Must have word processing, computer skills (Microsoft Word). Desk top publishing & spread sheet a plus. Good phone & people skills. Able to assume support responsibilities for Rabbi at large Synagogue in Southfield. Contact Malcolm Katz (810) 357-3344 or fax resume to (810) 357-0227

REAL ESTATE OFFICE 2 openings available, closing dept & receptionist, prefer real estate experience, confidential interview. Call Barbara Wolkowicz at 981-7000 ERA COUNTRY RIDGE REALTY

RECEPTIONIST/ADMINISTRATIVE ASSISTANT - progressive, high growth title Automotive Supplier in Troy area seeks energetic, self motivated, full time receptionist to answer incoming phone calls, process mail and provide general administrative support. Must possess strong communication skills, positive attitude and preferably data processing computer skills (Microsoft Word a plus). Salary DOE.
(810) 288-0669 or call Mark at (810-437-8818

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
National Cable Communications is seeking an energetic individual to assist with a busy front desk by greeting/screening calls, processing all incoming and out going mail, and administrative support for the sales department. Applicants must have excellent communication skills and knowledge of Microsoft Windows and WordPerfect. Hours are 9 to 5 M-F. Starting salary $17,500. Please send resume and cover letter to:
National Cable Communications
33481 W. 14 Mile Rd., Suite 90
Farmington Hills, MI 48331
Attn J Coykendall

RECEPTIONIST
A media/production company is seeking individual with cheerful, outgoing personality for front desk position. Desire promotable candidate with some general office experience

Diversified Recruiters
810-344-8700 FAX 810-344-8704

RECEPTIONIST/ASSISTANT MANAGER - needed for salon in Canton Flexible hours. Scheduling appointments light bookkeeping. For details call Donna (313) 981-5811

RECEPTIONIST
Automotive leasing facility located in Farmington Hills has opening for a full time receptionist. Some typing required. Word Perfect a plus. Benefits. Apply within: 32233 W. Eight Mile

Receptionist/Bookkeeper
Immediate opening for part time receptionist/bookkeeper for small advertising agency. Must skills in MS Word & Excel. Organized for multi-task including, accounts payable, receivables, office purchases & telephones. Flexible hours available. Accounting background a plus. Mail resume, 42450 W. 12 Mile Rd., Ste. 8219, Novi 48375, or Fax resume to Bonnie at 810-380-2016

RECEPTIONIST
Busy commercial real estate office has immediate part time position. Deal with good communication and wonderful skills. Send resume only: Lt. Kirst Weber & Co., 23505 W. 12 Mile, Suite 4300, Southfield, MI 48034 FAX 810-353-5331

RECEPTIONIST
Busy Farmington salon is seeking individual to fill a part time position to join our company. Must be dependable, and have good interpersonal skills. Call Barbara
(810) 642 3315

RECEPTIONIST
Busy Southfield mortgage company seeking personable & experienced receptionist. Send or fax resume to Tammy Clark, FAX 810-748-0710 29411 Northwestern Hwy., Ste 800, Southfield, MI 48034

RECEPTIONIST/ CLERICAL
Required for growing automotive supplier in Livonia. Must possess exceptional WordPerfect, data input & filing skills. Must be enthusiastic personality & professional telephone manner is a must. Apply at Mayer Industries, 30000 Industrial Drive, Plymouth (Across from Unitrin)

RECEPTIONIST/CLERICAL
Headquarters is looking for a polished individual with solid phone experience. Meet and greet people, typing, filing, and PC experience helpful. Call Kathleen at
810-948-7028

RECEPTIONIST/ CLERICAL
Duties include switchboard, typing, filing, data entry, etc. Good math aptitude & people skills a must. Word Perfect & Lotus a plus. Benefits.
Or send resume to: PO Box 701394, Plymouth, MI 48170

Receptionist

Computer Associates International, Inc. is the world's leading client-server software company. We currently have an excellent opportunity at our office in SOUTHFIELD, MI

We are looking for an energetic and dependable individual who has the availability to work overtime. This highly visable position entails having phone work and light clerical duties. Professional phone manner a must.

We offer a competitive compensation package Please call (703) 708-4615, or fax/send your resume to:
(703) 734-5300, Personnel Department, Computer Associates International, Inc. Reston, Executive Center, Building 3, 12120 Sunset Hills Road, Reston, VA 22090
(LOCAL INTERVIEWS WILL BE CONDUCTED) CA is an equal opportunity employer M/F/D/V.

COMPUTER ASSOCIATES

Software supported by design.

RECEPTIONIST/
CONSTRUCTION CLERK
Fast paced construction office needs skills and Macintosh literacy for entry level position. Benefits. Industrial.
(810) 489-0990

RECEPTIONIST
Experienced with personal office skills needed for fast paced non-profit organization. Phone 810-737-7200. Fax resume to 810-737-4808

RECEPTIONIST/FILE CLERK
We need a high energy dependable person to join our fast-paced office. If this is you, you'll start at 50 per hour, total benefits and will need to apply at 11866 Hubbard, Livonia, off Plymouth Road between Farmington & Merriman.

RECEPTIONIST
For non-smoking Farmington Hills office. Growth potential for individual with excellent phone skills. Computer & dental experience helpful. Call
(810) 932-7100

RECEPTIONIST
For law firm. Mornings only. Contact Valerie, (810) 855-2720

502 Help Wanted-Clerical Office

RECEPTIONIST
First Ice Corporation, the industry's largest American-owned printing ink manufacturer, has an immediate opening for a Receptionist at our Livonia Office of Research Center in Ann Arbor, MI

This is a highly visible position requiring excellent oral communication skills, telephone prior responsibilities, experienced receptionist. Candidates must possess computer skills; knowledge WordPerfect 6.1 preferred.

We provide a comprehensive range of benefits programs including profit sharing. Please forward resume and salary requirements to: Jim Jackson (no phone calls please)
FLINT INK CORPORATION
RESEARCH CENTER
Office Manager
4600 Arrowhead Dr.
Ann Arbor, MI 48105
An Equal Opportunity Employer

RECEPTIONIST
Full time position. Organized, enthusiastic, responsible person who possesses excellent office, computer and communication skills. Must have previous experience with multi phone systems and computerized pages. Send resume to AVID, 28044 Center Oaks Ct., Wixom, MI 48393, Ali Manager.

RECEPTIONIST - Full time, Southfield, Mich. F/T. Experience helpful (pleasant telephone voice & sound computer skills. Position requires considerable self-motivation responsible Farmington area.
Frank Hand Agency - (313) 478-1177

RECEPTIONIST
Full time for busy Southfield law firm. Excellent benefits. Salary negotiable. Call (810) 354-4400

RECEPTIONIST
Great "foot in door opportunity" Short term & temporary to permanent positions available. Perfect for career in lovely - Work Downtown!
ADIA (810) 442-7800

RECEPTIONIST
Growing company in Farmington Hills looking for an experienced Receptionist - Computer literacy on WordPerfect is due. Must be professional on the phones with some customer service background. Good salary, plus benefits. Call today for an interview.
313-464-2100, Livonia
SNELLING
PERSONNEL SERVICES

RECEPTIONIST
HVAC Manufacturer Representative looking for experienced & qualified individual to fill full time Receptionist/General office position. Computer knowledge helpful. Pay commensurate with experience. Benefits, Great Northwest location. 13368 Capital, Oak Park MI 48237

RECEPTIONIST

Immediate opening! Type 60 wpm, professional phone manner. Data entry experience helpful. Temp-perm.
Warren 810-771-3212
Livonia - 313-458-1560

RECEPTIONIST
Immediate, part-time position available in Downtown, Westland organized individual w/basic computer skills & good phone manner wanted. Duties include multi-line phone answering, filing & assorted general office duties. Call (810) 722 Lessons Financial, Inc., 255 East Brown St., Ste. 300, Birmingham, MI 48009 Attn: Andrea Perry.

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

RECEPTIONIST
MEDHEALTH - a growing medical review facility in Plymouth, is looking for an organized, motivated self-starter for a full time position. If you can type 40 wpm, have at least 1 year in receptionist experience & can work day & evening hrs.
Call Lori - 313-459-1800

RECEPTIONIST
Mon-Fri. 9-5. 50+hour plus benefits. Light phone work. Pay $7/hr. Computer or typing required.
810-474-2929

RECEPTIONIST
Full time position for Detroit Westside MS Word a plus. Salary $17,000-18,000. Benefits. To start immediately. Farmington area.
Call for interview (810) 588-8600

RECEPTIONIST needed for fast paced office located at 13 Mile & Telegraph. Ask 12 phone lines, computerized entry, data entry. Entry level, full time position.
(810) 647-4400, Ex. 211
Or Fax resume to 810-647-0158

RECEPTIONIST
Needed for busy sales office in Lathrup Village. Good typing skills and 50 words per minute. Call Contact Pat Phillips or Kim Williams at 810-559-2300

RECEPTIONIST
needed part time, 20-25 hrs for electronics repair company. Clerical duties required. Send resume to: Dearborn Hts. Call Ed (313) 274-0851

RECEPTIONIST needed for busy Southfield law firm. Must be self starter, organized, detail oriented, pleasant phone manner, data entry & general office duties. Word Perfect a plus. Salary commensurate with experience. Call 1-800-738-8448, 9am-12pm, Mon-Fri.

RECEPTIONIST/
OFFICE SUPPORT
Livonia area seeks person with excellent telephone and organizational skills. Must be able to handle a variety of tasks. Competitive pay. Full or part time in a comfortable, non-smoking environment. Medical experience preferred. Send resume and salary requirements to 20327 Industrial Rd., Livonia MI 48150

RECEPTIONIST
Outgoing personality, able to hand busy phones, general projects. Microsoft for Windows, Lotus experience. Top location, new office. Salary commensurate with experience. Call Jim
PERMANENT STAFF
(810) 737-8750
Farmington Hills

RECEPTIONIST
Due to major growth, professional firm in Troy has immediate positions available in our Southfield, Bloomfield Hills and Mt. Clemens offices. Ideal candidate will be a team player, be well organized, have excellent communication skills, have poise & at least 5 years of solid professional experience. Must have computer background preferably in Windows. Word 6.0 & Windows Spreadsheet experience a plus.
If interested, please send resume and salary requirements to: Ms. Kathy Fitzpatrick, Box 3453, Troy, MI 48007
An Equal Opportunity Employer

SECRETARY
For a non-smoking law office. Part time (Mon-Fri, afternoons). Word Perfect a plus. Salary DOE. If interested, please resume to: Robert Breedlove, 31000 Telegraph, #110, Bingham Farms, MI 48025

SECRETARY FOR FIELD OFFICE
at Grand River/Haggerty. Responsibilities include typing, phone inquiries, routine phone sales calls, PC skills preferred, filing, supplies, 9-mon office, send resume to Box 1140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY for health & beauty care products manufacturer. Lotus & WordPerfect a plus.
Phone Harold: (313) 532-4488

SECRETARY
for independent attorney 25-30 hours per week. Good typing, computer & organizational skills. Legal experience helpful but not required. Send qualifications to R. Sheys, 26500 Corporate, Ste 200 Farmington Hills, MI 48334

SECRETARY - for sales dept. in Livonia. Word Perfect, Lotus, Typing & computer skills necessary. Full time, with excellent benefits. Send resume to: 19030 Prescott, Detroit, MI 48217

SECRETARY
for small office, with computer, in Warren. Benefits. (810) 757-3480

SECRETARY - full time for dynamic Southfield office. Multi-line phone, typing 50 words per minute & must. Fax resume to 810-559-9678, or mail Ken Lewis, 29201 W. Big Beaver, Suite 318, Troy, MI 48084.

SECRETARY/
Immediate opening, Builder/Developer office. Call Alexis: 810-617-7770. Fax resume: 810-647-0715

SECRETARY
LAROSE SUBURBAN law firm seeks secretary. 3-5 years experience. Word Resume to: P.O. Box 3040, Farmington Hills, MI 48332-3040.

502 Help Wanted-Clerical Office

RECEPTIONISTS
& SECRETARIES
Summer temp assignments. $6.50 - $8.50 per hour depending on exp. Typing, word processing, phone, fax, filing, on the east and west sides. Some start immediately. Call Temp-Team, Inc. Office and computer experience a plus. Call 810-398-3400
SNELLING PERSONNEL SERVICES

RECEPTIONIST
Susan Positano has had successful weekness program to Detroit in evening her newest Susan Positano in Livonia. We are looking for an exceptional who is outgoing enthusiastic. Must have good interpersonal & phone skills. It is imperative that you be efficient with multi tasks, scheduling & busy telephone. We offer full time, fun atmosphere working with people who care. Salary. Full time with benefits. Contact Pat Phillips at 464-2300
Call Susan 313-522-0298, EOE

RECEPTIONIST
TO $18,000

Front office variety with a well established company. Use your good communications skills and word processing. Great benefits. Call 313-584-0009
SNELLING PERSONNEL SERVICES

RECEPTIONIST/TYPIST
for small real estate office. Salary open. $ plus. Call Management
(810) 352-2200

RECEPTIONIST
We are a fast growing automotive corporation in Farmington Hills. Good working atmosphere with good benefits. Ideal candidate will have: Typing skills, Word Perfect, Lotus, Phone skills. Fax resume to: Human Resources, GT Specialty Fasteners, 34020 Grand River, Suite 300, Farmington, Hills, MI 48335, or fax to: 810-624-3622

SALES SECRETARY
Full time position, typing, phone, writing & organizational skills required. Apply in person at 29000 Hallfield between Mon-Fri, 10-6.

SALES SECRETARY

needed for busy W. Bloomfield office. Computer & telephone skills necessary. Call for interview:
810-661-2570

SECRETARIAL POSITION with potential for growth. Word Perfect Proficiency, Typing 40 wpm, Typing Speed 50 wpm, Excellent Phone Manner, Typing Speed 50 wpm, Excellent Phone Manner, Word Perfect 5.0 a plus. Salary commensurate with experience. Please send resume to: Write-Up 24680 Swanson Southfield, MI 48034. No Phone Calls!

SECRETARIAL POSITION
Plymouth law office seeking individual with prior experience. Part time, Call: 313-431-7401

SECRETARIAL POSITION
Dynamic Real Estate office in Birmingham has immediate opening for secretarial position. Flexible hours, beautiful new office. Must have organizational skills and ability to work well with others. Call (810) 642-2400 for an interview

SECRETARY

An Agency needs you for long term job with Lotus.
THE KPM GROUP 810-350-2440

SECRETARY/
ADMINISTRATIVE ASSISTANT
for Farmington Hills consulting co., Mon.-Fri. 9-1:30pm. Must be mature, responsible, have excellent communication skills & proficient in Microsoft Word. Call 810-851-3620

SECRETARY
ADMINISTRATIVE COORDINATOR
Christian School in Farmington Hills seeking full time, highly skilled, organized individual. Word Perfect 5.0, Resume to Bethany Christian Service, 32500 Concord, Madison Hts 48071

SECRETARY
Ann Arbor area health care organization seeks a dynamic temporary secretarial help. The duration of the position will be approximately mid June through late September. Ideal candidate must be skilled in meeting deadlines & juggling multiple priorities. Superior word processing skills (Word Perfect 6.0 essential. Familiarity with other software applications a plus. Please send cover letter, resume & salary requirements to: CLS, 3135 S. State St., Ste. 300, Ann Arbor, MI 48108

SECRETARY - Computer literate for medical office. Salary negotiable. Contact Patricia DiVito
(810) 442-4400

SECRETARY/DATA PROCESSING
for accounting office. 30 hrs per week possible full time, good job & benefits. Send resumes to Accounting Office, P.O. Box 5453, Farmington Hills, MI 48333.

SECRETARY

Diversified position for person with strong organizational skills. Lotus experience. Compose correspondence, travel arrangements for staff in busy office environment. 4 D's. Salary commensurate with experience. Call Jim
PERMANENT STAFF
(810) 737-8750
Farmington Hills

SECRETARY
Due to major growth, professional firm in Troy has immediate positions available in our Southfield, Bloomfield Hills and Mt. Clemens offices. Ideal candidate will be a team player, be well organized, have excellent communication skills, have poise & at least 5 years of solid professional experience. Must have computer background preferably in Windows. Word 6.0 & Windows Spreadsheet experience a plus.
If interested, please send resume and salary requirements to: Ms. Kathy Fitzpatrick, Box 3453, Troy, MI 48007
An Equal Opportunity Employer

SECRETARY
For a non-smoking law office. Part time (Mon-Fri, afternoons). Word Perfect a plus. Salary DOE. If interested, please resume to: Robert Breedlove, 31000 Telegraph, #110, Bingham Farms, MI 48025

SECRETARY
for health & beauty care products manufacturer. Lotus & WordPerfect a plus.
Phone Harold: (313) 532-4488

SECRETARY
for independent attorney 25-30 hours per week. Good typing, computer & organizational skills. Legal experience helpful but not required. Send qualifications to R. Sheys, 26500 Corporate, Ste 200 Farmington Hills, MI 48334

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for small office, with computer, in Warren. Benefits. (810) 757-3480

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SECRETARY/
Immediate opening, Builder/Developer office. Call Alexis: 810-617-7770. Fax resume: 810-647-0715

SECRETARY
LAROSE SUBURBAN law firm seeks secretary. 3-5 years experience. Word Resume to: P.O. Box 3040, Farmington Hills, MI 48332-3040.

502 Help Wanted-Clerical Office

SECRETARY
International automotive company seeks experienced candidates for executive offices. Long and short term. Unique opportunity for large salary. Must have Lotus 123 Word and Excel preferred.
Call Karen
(810-473-7033
UNIFORCE SERVICES

SECRETARY NEEDED
College courses and/or WordPerfect a plus. Call Cindy, 24306 Glendale, in Livonia.

SECRETARY/ OFFICE MANAGER

Commercial real estate and property management background required. Must be computer literate in word processing/spreadsheet. Must be mature, professional with college degree. Send resume to:
LAURENCELLE & ASSOCIATES
17400 W. 13 Mile Rd
Birmingham MI 48025

SECRETARY
Our company and other employees the latest in computer technology, excellent salary and benefits, and growth opportunities. We need you! Your experience and organization are the salary to interest with charms. To 33 DOYE. Call Susan 810-646-7662
UNIFORCE SERVICES

SECRETARY - PART TIME
for in-law office. Legal and Computer skills required. Call (810) 477-5777 P.O. Box 30794, Oak Park MI 48237

SECRETARY

Part-time, Mon-Fri, days per week, 9-5. $6.50+ per hour for data entry.
Dynamic Staffing Inc
313-459-8022

SECRETARY
Part time for law firm, 18-20 hours per week. Strong typing skills familiar with dictaphone, knowledge of WordPerfect 6.0 or 5.1, 2 years legal experience or WordPerfect 6.0 helpful. Call (810) 642-8350

SECRETARY
Professional office. Strong computer skills & phones. 816-200. No fee.
BOYER SEARCH GROUP
810-645-0800

SECRETARY-RECEPTIONIST
Busy real estate office in Livonia. 20-25 hours weekly. One week per month full time. Pleasant phone, typing, some computer helpful. Dependable. Family oriented.
(313) 472-1200

SECRETARY/RECEPTIONIST
Brigham Farms CPA firm. Word processing experience in a Windows environment is required. Good interpersonal skills and salary requirements for Personnel, Polk & Company, 30150 Telegraph, Ste 345, Bingham Farms MI 48025

SECRETARY/ RECEPTIONIST

Company in Farmington Hills in need of an experienced person with Microsoft Word. Typing letters & memos, greeting visitors, answering 6 incoming lines, transferring calls & taking messages. Hours 8:30-4:30. Long term assignment.

CONTEMPRA

(810-643-9600 ..... Madison Hts.
(810-650-8600 ..... Rochester Hills
(313-563-5600 ..... Dearborn

SECRETARY
Super shape for busy office. Lotus, WordPerfect, fax, phone. Word crepable. Fax resume 810-488-0212

SECRETARY
Typing, filing, and delivery. All Microsoft Windows. Send resume and salary requirements to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/TYPIST needed for busy law firm. No legal need. Word Perfect 5.1 or Word 6.0. Word crepable. Fax resume 810-488-0212

SECRETARY with good typing, phone & office skills. Flexible hours. Send a copy & send resume & salary expectations to: 1000 Maplelawn, Troy, MI 48009 or phone

SECRETARY
With light bookkeeping skills. W. Bloomfield Co. Must be experienced with WordPerfect/computer skills. Send resume to: Shopping Center Group, 6800 Orchard, PO Box 841, Southfield, MI 48037

SECRETARY WITH 3-5 yrs experience. Must be experienced in computer billing, A/R, time data entry for growth. Troy law firm. Word Perfect Windows experience preferred but will train. Hours 9 30-5 30. Salary commensurate with experience & requirements to: Herber Freeman & Rubin, P.C., 3800 Comerica Bank Bldg. 180, Troy, MI 48098-2830. Attn. Gail

SECRETARY $13 HOURLY
Temp to perm. 3 months experience, good skills needed. Challenging and diversified duties. Suburbs. Call Deanna at 810-772-6700
SNELLING PERSONNEL

SECRETARY, $1400 MONTHLY
6 months to 1 year office experience required. Call Ann Arbor area. Opportunity to advance. Full benefits. Call Ann at 313-459-1800
SNELLING PERSONNEL
SERVICES

SMALL JOB shop, office help Quickbooks helpful. 9-5 or 10-1pm
(313) 207-8600

STAFFING COORDINATOR
Full time position available in supervising staff & recruiting lead candidate must be very flexible. Fast paced environment. Excellent salary & benefits. Interested candidates forward resume to: Attn: Staffing Lead Fraster Davis Personnel Services
E.O.E.

SWITCHBOARD OPERATOR
Shared office complex seeks dependable receptionist. Light typing, WordPerfect a plus. Call Pat Phillips, part-time, flexible. Call Terry
810-478-2142

TELEMARKETER/ASSISTANT
For car dealership customer relations. Part time, entry level. Must have good communication skills. Call Ann Marie, Mon-Fri, 9-5
810-471-0800 (Ext. 6202)

WAREHOUSE OFFICE PERSON needed. Data entry experience, receiving phones, filing. Call Pamela or Karen
(313) 581-9145

WHOLESALER
Looking for person familiar with good interpersonal skills. Take orders and deal with customers. Light clerical duties. Send Resume detailing experience to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WORD PROCESSING
Person to perform transcription & assist in other office duties. MUST be experienced with WordPerfect 5.1 or 5.0 (6.0 helpful). Fax resume. Good benefits. Farmington.
Call for interview 810-478-0200

WORD PROCESSING SECRETARY

International automotive company seeks experienced candidates for executive offices. Long and short term. Windows software preferred.
Call Karen
810-646-7662
UNIFORCE SERVICES

WORD PROCESSING
SECRETARY
Immediate Part-Time Opportunity
• Microsoft Office
• Creating charts & schedule
• Adjusting spreadsheets
• Hours 9-3, 9-3 days per week
• Farmington Hills area

ST SERVICES & SYSTEMS, INC.
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WORD PROCESSOR/Secretary
WordPerfect for Word for Windows. Phone, typing, filing. Call Kathy Davis at Trans Company: 810-477-0600

504 Help Wanted-Dental

ADMINISTRATIVE
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Work with two executives and clients in prestigious suburban advertising agency. Use your experience for 35-51/hr. Have Word Express a plus. Call Sarah (810-646-7651
UNIFORCE SERVICES

APPOINTMENT/FINANCIAL COORDINATOR for full time position in growing periodontal practice in Birmingham. If you are enthusiastic, caring, have experience with scheduling & insurance and would like to work in an office where you are appreciated please call Fran Rosenberg
(810-647-7737

ASSISTANT FOR
ORTHODONTIC
office in Farmington Hills. Full time, experience in medical/dental desired but not necessary, willing to train. Must be organized, have excellent skills. Excellent salary, medical & other benefits. Welcome a pleasant long term employment in a caring, friendly environment. Call Jackie Mon., Tues., Thur., & Fri., 9am to 4pm only
(810) 855-4142

ASSISTANT SEEKING motivated individual to join our Birmingham office. Must be dependable and organized. Dental experience not necessary. Please call Beth Bern-Tom, ask for Fran
(810-647-7737

ATTENTION New Dentist Graduates or Dental Office Performers now, means you can be earning $40 a hour, per week. Long or short term can also assist you in finding that ideal office. Do not have been dreaming of. Take the first step today by calling EOE. (810) 477-5777

CUSTOMER SERVICE
DATA ENTRY
Auburn Hills headquarters has immediate needs for expanding division. Full time with benefits. Long term. Qualified candidates must have:
• Excellent people skills
• Data entry
• prior business experience
Call Dave
UNIFORCE SERVICES

DENTAL ASSISTANT
Requested, full time for professional, friendly Farmington Hills office. Must be a team player. Great working conditions. Call Jackie today, call for Lynn, 810-751-2902

DENTAL ASSISTANT
Friendly & quality oriented Dearborn Heights dentist has an opening for a seeking a mature, dependable & conscientious dental assistant who is experienced in 4 handed dentistry. Call Jerry, 313-277-0510

DENTAL ASSISTANT

FULL TIME, Full benefits
If you have experience (CDA preferred) and are interested in a rewarding position call Dr. Karen. We provide:
• Medical benefits, Blue Cross
• Paid vacation & holidays
• Paid sick days
• Daily & monthly bonuses
• Fun & pleasant
Southfield
810-559-6818

DENTAL Assistant & Hygienist
Full/part time, experienced. Excellent salary, in Farmington Hills office.
(313) 591-3636

DENTAL ASSISTANT - Energetic, friendly team. Full time. Good salary, benefits, for progressive Rochester Hills office
810-656-8600

DENTAL ASSISTANT
Full time position, Redford Lake. Experienced, with benefits
313-937-3400

DENTAL ASSISTANT - part time for oral surgery office, Birmingham Troy area. 3-25 hours per week, preferably experienced in dental office required Call 10-4pm 810-47-2191

DENTAL ASSISTANT
Busy periodontal practice looking for part time assistant.
(810) 569-2021

DENTAL ASSISTANT
Dedicated assistant. Dental Assistant to join our team in Farmington Hills. 4 days per week. Call Laura
(810) 476-3330

DENTAL ASSISTANT
For Bloomfield Hills office. Full time, 4 days per week. Dental experience helpful but not necessary. To join our fun loving, professional team call
(810) 642-0400

DENTAL ASSISTANT
Full time position, Redford and well train. We are seeking a pleasant experienced person to work in our team. Maple & Telegraph location
810-647-6430

DENTAL ASSISTANT
Seeking intelligent, motivated assistant for high quality practice in Rochester Hills. Full time, 4 days and Wed. 10-6 Contact Dr. Mark Sarofsky.
810-656-2700

DENTAL ASSISTANT

Part time position available in West Dearborn office. Must be experienced in 4 handed dentistry.
(313) 563-3131

DENTAL ASSISTANT/CDO
We are looking for an experienced, fun loving assistant for our busy general dental. We offer a friendly, supportive atmosphere, with the great office. Full time benefit package includes medical, dental, life, and vision, plus incentive plan & lots of continuing education opportunities. Call Cindy
810-477-4000

DENTAL ASSISTANT & Recall Person for fast paced office. Salary negotiable. Experienced preferred. Call apply.
(313) 981-5794

DENTAL ASSISTANT
Full time experience necessary. Benefits. Wage to excel.
(810) 681-2133

DENTAL ASSISTANT
Positive friendly dental assistant chair side experience preferred. Troy area. Flexible hours.
(810) 583-9888

DENTAL ASSISTANT FULL TIME

(810 280-0600, 855-0099

DENTAL ASSISTANT
Opening for general dentist office in Walled Lake area. Flexible hours with benefits. Great staff.
Call Jackie
(810) 669-3434

DENTAL ASSISTANT

Part time position available in W. Dearborn. Must be experienced in 4-handed dentistry.
313-563-3131

DENTAL ASSISTANT/FRONT DESK
Energetic, versatile person needed for busy practice. Full time position. Must have experience. Call for interview.
(810) 258-1441

DENTAL BUSINESS ASSISTANT
Experienced people person, detail oriented team worker for computer assisted practice. Flexible hours. Great salary & benefits.
(313) 425-7010

DENTAL HYGIENIST
General dental, here to stay. In Canton, Weekend area. Part time, flexible hours. Call Kathy
313-728-5800

DENTAL HYGIENIST
Part-time for student in Beverly Hills office. Excellent salary.
313-661-1260

DENTAL HYGIENIST
Part-time for experienced Hygienist in Dearborn family practice.
313-562-6810

DENTAL HYGIENIST

Needed for Dearborn Heights office. Hours negotiable.
810-349-3660

DENTAL HYGIENIST
Needed part time for friendly Northville office. Hours negotiable.
810-348-3600

DENTAL HYGIENIST
Friendly, cheerful person needed part time for busy modern office in Canton.
(313) 981-4040

504 Help Wanted-Dental

DENTAL HYGIENIST - West Bloomfield general practice seeks full time part time Hygienist. Team oriented individual with communication skills & people skills. Opportunity for the right person. (810) 622-4600

DENTAL INSURANCE BILLER
12 month temp, 30 - 40 hrs/wk. Mon., Tues., Thurs. & Fri. Computer skills a + After 9am. (810) 353-4747

DENTAL LAB in Livonia looking for part-time office person. Dental medical background. Must be detailed oriented, organized, phone person. Flexible hours. No weekends. Call after 10am. (313) 427-6300

DENTAL RECEPTIONIST
Experienced happy people person for computerized modern front office. 4-5 days. Willing to assist in a pinch.
810 349-9181

DENTAL RECEPTIONIST
Part time, experienced, for busy Bingham Farms dental practice. Computer & insurance skills required. Must. Salary negotiable.
Call Cathy, (810) 540-9193
or FAX resume to: 810-540-8194

DENTAL RECEPTIONIST full time experienced person for friendly Troy office. Knowledge of insurance helpfull. Call
810-689-9818

DENTAL RECEPTIONIST

Full time position for Livonia/Canton specialty practice. Previous experience helpful but will consider person with recent general office/secretarial skills. We are looking for a highly motivated individual in a fast-paced exciting job opportunity. Call us at:
313-261-7802

DENTAL RECEPTIONIST
Full time position to be filled immediately in Southfield. Must have experience as a dental receptionist. You must be very out-going & in control of a busy appointment book. Excellent benefits. Call 810-803-