502 Help Wanted-Clerical Office

LEGAL SECRETARY
with at least 3 years experience in litigation for Oakland County and Downtown Detroit firm. Must know Word Perfect 5.1 and dictation. Salary commensurate with experience. Send resume and salary requirements to: P.O. Box 5070, Southfield, MI 48086 Attention: Administrator

LEGAL SECRETARY with corporate & bankruptcy experience. Word Perfect 5.1 highly proficient. Full time position. Salary commensurate. Send resume: Sidney Berman, P.O. Box 1474, Troy, MI 48099-1474

LEGAL SECRETARY
2 years experience in corporate law. Word Perfect 5.1 preferred. Salary commensurate. Send resume to: Human Resources, 1000 Maplelawn, Troy, MI 48084

LEGAL SECRETARY
Troy litigation firm seeking full time secretary. Word Perfect 5.1 preferred. Salary commensurate. Send resume to: Personnel, P.O. Box 2068, Bloomfield Hills, MI 48302. Fax 810-344-7022

LEGAL SECRETARY
2 attorneys, 1 paralegal, downtown Birmingham. Word Perfect 5.1 preferred. Salary commensurate. Call 810-642-7515

LEGAL SECRETARY
Bloomfield Hills law firm seeking full time secretary. Word Perfect 5.1 preferred. Salary commensurate. Call 810-540-9300

LEGAL SECRETARY
Farmington Hills firm seeking full time secretary. Word Perfect 5.1 preferred. Salary commensurate. Call 810-851-9000

MANUFacturing Company seeking Accounts Receivable Clerk. Must have 2 years experience. Salary commensurate. Fax resume to 313-535-7567

502 Help Wanted-Clerical Office

OFFICE CLERICAL
Duties of the full time position include processing new accounts, customer service, typing, data entry & general clerical duties. Qualified candidates should have 1 year clerical experience, be detail oriented, have typing ability (40WPM), and know Word Perfect. Salary commensurate with experience. Send resume to: Human Resources, P.O. Box 2068, Bloomfield Hills, MI 48303-2068

OFFICE CLERK
Early week. Self motivated. Full time. Non-smoker. Needed for Farmington Hills office. Duties include: Filing, typing, phones & basic computer skills. Contact Bernice at 810-851-2431

OFFICE HELP
Full time/part time. Duties include phones, computer data entry, typing. Call 810-557-0700

OFFICE MANAGER
Bookkeeping experience required. Knowledge of Word Perfect & Lotus. Call 810-557-0700

OFFICE MANAGER
Detailed oriented, self motivated, Word Perfect, Accounting & Bookkeeping experience required. Salary commensurate. Send resume to: Box 2068, Bloomfield Hills, MI 48303

TURNKEY MANUFACTURING COMPANY
seeking Accounts Receivable Clerk with knowledge of Lotus. Must have 2 years accounting experience. Fax resume to: Mr. Bill Ryan, 313-459-1460

LOOKING FOR PERMANENT WORK?
Let us know how you want to work and we will do the rest. Enjoy the benefits of being a temporary employee and work only when you want.
Current positions available:
• Administrative Assistant
• Secretary
• Word Processing Operator
• Receptionist/Switchboard
Call Donna at 313-591-7111
PROFESSIONAL TEMPORARY RESOURCES, INC.

LPN/RN
Cardiology practice. Part time position, morning, afternoon or evening shifts available. Send resume to: Human Resources, 35 E. Maple, Suite 300, Birmingham, MI 48009

MAILROOM CLERK
Responsibilities include: Mail pickup and distribution, sorting incoming mail, preparing outgoing mail and packaging up to 5 lb. and processing postage meter. Candidates must have an elementary school education, driving record and prior experience.
We offer competitive hourly wage and an excellent benefit package. Please send resume to:
Shelly Peters
GUARDIAN INDUSTRIES
2300 Harmon Road
Auburn Hills, MI 48326-1714
An Equal Opportunity Employer

MARKETING RESEARCH
Leading firm of mature person to conduct telephone survey marketing research. Call Heather Monday, Tuesday, Wednesday, Thursday 9-5 at 810-557-0700

OFFICE ADMINISTRATOR
Southfield steel company seeking temporary to permanent administrator. Must have strong computer skills with MS Windows & Word. Project Expert a plus.
Fax resume to 810-557-9614
SENELLING PERSONNEL SERVICES
810-352-1320

OFFICE ADMINISTRATOR
Full time position for a business based in Southfield. Effective communication & organizational skills required. Hours are Monday-Friday, 7:30am-4:30pm. Friendly & good attitude a must. Salary DOE. Call 810-569-8182 or fax resume to 810-569-8184

OFFICE ASSISTANT
Must be detail oriented. Typing skills required. Computer knowledge helpful. Professional communication skills required. Fax resume to: Mr. Bill Bloomfield, Fax: 810-557-9614

OFFICE ASSISTANT
Part time. Eastside department seeks an opening for someone with some typing & filing. Send resume to: P.O. Box 32036, Detroit, MI 48232

OFFICE ASSISTANT
Westland office looking for office assistant with knowledge of Word Perfect. Bring your office skills, insurance and 401K plan. Drug-free workplace. Call Lorraine or drop off resume. EOE
Please call (800) 873-8238

502 Help Wanted-Clerical Office

RECEPTIONIST-Administrative Assistant. Full or part time position. Must have 3 years experience. Word Perfect 5.1 preferred. Salary commensurate with experience. Call 810-557-0700

RECEPTIONIST
Rochester office
Excellent full or part time position. Some clerical & customer service duties. Salary based on experience. Apply Sandy Lake, 2800 Rochester Rd., Rochester Hills, MI 48309. EOE

RECEPTIONIST
A well established Plymouth dental office is looking for a bright, motivated and team minded individual to join our team. Call 313-459-0300

RECEPTIONIST
Full time position available in our Southfield office. Light typing and phone duties. Salary based on experience. Apply in person 31205 Northwestern Hwy.

RECEPTIONIST
Pleasant Farmington Hills office seeking friendly, organized, detail oriented individual. Light typing, phones & basic computer skills. Call 810-851-2431

RECEPTIONIST
Rochester office
Excellent full or part time position available. Some clerical & customer service duties. Salary based on experience. Apply Sandy Lake, 2800 Rochester Rd., Rochester Hills, MI 48309. EOE

RECEPTIONIST
Pleasant Farmington Hills office seeking friendly, organized, detail oriented individual. Light typing, phones & basic computer skills. Call 810-851-2431

RECEPTIONIST
Full time position available for Bloomfield Builder. Must present a professional image. Pleasant phone manner. Light typing. Phones. Computer data entry. Salary based on experience. Apply Bloomfield Company, 6800 W. Maple Rd., West Bloomfield, MI 48322

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Please call (800) 873-8238

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RECEPTIONIST-Part time afternoons. Medical Equipment Company seeks responsible individual with strong telephone skills. Send resume to: Medical Data Services, 30500 Northwestern Hwy., Suite 425, Farmington Hills, MI 48334. Fax 313-851-2369

RECEPTIONIST-Permanent part time position. Must be customer oriented with pleasant telephone manner. Light clerical duties in medical office. Medical office experience preferred with passing typing test. Fax your resume to Lynn Lawson, Nephrology Office Call (810) 540-7701

RECEPTIONIST-Permanent part time position. Must be customer oriented with pleasant telephone manner. Light clerical duties in medical office. Medical office experience preferred with passing typing test. Fax your resume to Lynn Lawson, Nephrology Office Call (810) 540-7701

RECEPTIONIST
Professional Farmington Hills office seeking an organized individual with pleasant phone manner, light typing and general office duties. Call 810-851-2431

RECEPTIONIST
Southfield office seeking friendly, organized, detail oriented individual. Light typing, phones & basic computer skills. Call 810-851-2431

RECEPTIONIST CLERICAL
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RECEPTIONIST
Pleasant Farmington Hills