502 Help Wanted-Office Clerical

CLERK/RECEPTIONIST, part time 1-6PM. Answer phones, make deliveries, photocopying, general offices duties. Must have car. Approx. $6.50 per hour. No benefits. Send resume to: Hal Lewis, Attention: Personnel, 255 S. Woodward, Third floor, Birmingham, MI 48009.

CREDENTIALING CLERK
Full-time position utilizing data entry, clerical, wordprocessing, and telephone skills, available with growing healthcare company in the Plymouth/Southfield area. Send cover letter & resume with salary requirements to: Primary Resources, 20300 Civic Center Dr., Ste. 450, Southfield, MI. 48076 or Fax to: 810-355-9521

CREDIT/COLLECTION ASSISTANT needed for full time position. Self starter with experience in filing construction loans. Candidates should be dependable, organized, experienced in use of PC's. Good communication skills, flexible to company needs. We offer good starting salary, health, dental, life, insurance, profit sharing, 401K. Reply by resume only to Credit Manager at 12500 Merriman Rd., Livonia, MI 48150.

CUSTOMER SERVICE
Experience required. $400-$500/wk. w/benefits. Apply at: 9125 Telegraph Rd., Redford -- Ask for Mrs. D.

CUSTOMER SERVICE
Mature, reliable, good with people, telephone and figures. Accurate attention to detail. Full or part time, non smoker. Send resume: P.O. Box 2587, Southfield, MI 48037-2587

CUSTOMER SERVICE
$7.50/hr.
ARBOR TEMPS: 459-1166

CUSTOMER SERVICE
RESEACH department of national corporation has many openings for your good communication skills, energy & motivation. This unique opportunity has:
- variety
- thorough training
- excellent earning potential

Light computer knowledge
Call Colleen. Livonia 810-473-2932
UNIFORCE SERVICES

CUSTOMER SERVICE
CAREER OPPORTUNITIES
Full or part time
Temp to perm available
75 openings
New opportunities for career growth and technical training. America's fastest growing companies are adding to their staff of professionals with:
- Excellent oral skills
- Excellent communication skills
- Typing 30 wpm
- Flexibility & willingness to learn
- Automatic raises

Call today for interview.
Call Catherine 810-646-7662
fax - 810-646-6923
UNIFORCE SERVICES

CUSTOMER SERVICE SECRETARY
$25,000
COMMUNICATE with the "Big Three" and others tracking orders and solving problems. A nice combination of telephone and computer. Hurry! Call 313-464-0900.
Snelling Personnel Services

CUSTOMER SERVICE
Automotive experience, good phone & computer skills. Full time, excellent benefits. Send resumes to: 1902 Rochester Industrial Dr., Rochester Hills, MI 48309

CUSTOMER SERVICE- full-time. Novi medical firm seeks detail oriented person with good written & verbal communication skills. Entry level office experience necessary. Call Mon-Fri: 810-348-8000

CUSTOMER SERVICE/ PAYROLL
Birmingham human resource company has an immediate need for a full time Payroll Specialist/Customer Service Representative. Microsoft Word, Excel and computerized payroll experience preferred, but not necessary. Competitive wages, terrific benefit package and comfortable work environment. If you are enthusiastic, upbeat, have good telephone and people skills, and interested in the growth opportunities of this exciting industry, please call Michelle at: (810) 642-8768

CUSTOMER SERVICE & Sales Representative. Pleasant, outgoing individuals with problem solving skills. Some positions earn commission. Full or part-time. (313 (517) 348-1992) 525-4906.

CUSTOMER SERVICE REPRESENTATIVE
Large residential builder seeking customer service representative. Qualified candidate should be customer friendly, have window computer experience. Construction knowledge helpful. Salary plus bonus. Fax resume to: K. Christie, 810-615-4129 or mail to 41050 Vincent Ct., Novi, MI 48375

CUSTOMER SERVICE - Full time. Enthusiastic person with automotive knowledge to answer multi phone lines, process orders & file. Contact Karen, Mon.-Fri., 8-5: (313) 722-0600

DATA ENTRY Clerk, Duties will include entering daily bank deposit, activity reports, pricing information & other office functions as needed. Please respond with salary history & requirements to: Controller, 40000 Grand River, Novi 48375. No phone calls please.

DATA ENTRY - Experienced person for a busy accounting department. Looking for a dependable person with good attendance, familiar with a fast paced work environment. Located in Ferndale. Full time. If qualified call. (810) 543-6100

DATA ENTRY/GENERAL OFFICE Large beverage distributor in Livonia seeks experienced person for fast paced office. Must have computer knowledge, clerical skills & have excellent communication skills. Hours 12-9pm. Full time/benefits/401K.
For further details call
(313) 591-3232 ext. 325 or 336
EOE

DATA ENTRY/ GENERAL CLERICAL
Full time with benefits, 401-K. Growing equipment leasing company needs fast and accurate person. Punctual, hardworking need only apply. Send resume with minimum wage requirements to SHFT, P.O. Box 9066, Farmington Hills, MI 48333

DATA ENTRY
National company needs entry level clerical support. Will book immediately.
ARBOR TEMPS: 459-1166

DATA ENTRY
Part-time to start. Computer billing & posting. Send resume to: 36550 Schoolcraft, Plymouth, MI. 48170.

DATA ENTRY
$7.50 Hr. + benefits
5 day week 8am-4:30pm
Good math skills. Livonia Area
EMPLOYMENT CENTER AGY.
(810) 569-1636

DENTAL RECEPTIONIST
Good phone & typing skills. Enthusiastic. Send resume to: Dental, #103, 28603 8 Mile Rd., Livonia 48152.

ENTRY LEVEL ASSISTANT TO CEO
Real Estate Development corporation has immediate opening for an entry-level, full time Assistant to the CEO. Must be organized & detail oriented. Opportunity for advancement. Microsoft Word and transcription experience helpful. Send resume and cover letter stating salary requirements and available commencement date to: Ms. Dennis, 200 E. Brown St., Suite 101, Birmingham, MI. 48009.

ENTRY LEVEL person with telephone appointment skills, part-time, flexible hours. Send resumes to: B4I3, Inc., 29433 Southfield Rd., Ste. 212, Southfield, MI 48076.

ESCROW
POSITION opening with large title office located in Troy for individual with escrow background including preparation of closing packages and disbursement. Computer background helpful. Send resume to: Vernon Nevock, 1650 W. Big Beaver, Suite 100, Troy, MI 48084.

EXECUTIVE SECRETARY
$10/hr.
Professional Staffing Resources
810-669-4144

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY
Southfield based professional firm has an immediate full time position for an Executive Secretary/Administrator for our Chairman. MicroSoft office, professional experience required. Looking for a highly organized, take charge team player to join our expanding team of professionals. Competitive salary with full benefits. Send resume with program experience & salary requirements to: JGA, PO box 5141, Southfield, MI. 48086, Attn: Sandy.

EXPERIENCED PERSONAL Lines CSR for mid-sized insurance agency in Livonia area. Bookkeeping knowledge a plus. Resume and salary requirements to: P.O. Box 2466, Livonia, MI 48151.

FAST-GROWING COMPANY looking for experience, full time accounts receivable clerk. Good organizational skills, typing 50 wpm. Medical, dental, optical, vacation & sick days. Starting at $9/hr. Call for appt. Farmington Hills, (810)478-6630.

FAST growing national engineering company with headquarters in Livonia is in the process of expanding its entire accounting department. Openings in the following areas need to be filled immediately:
- ACCOUNTANT – Must possess 4 year degree in accounting with minimum of 2 years experience.
- ACCOUNTS PAYABLE – Both experienced and entry level. Familiar with computers, general ledger and auditing.
- ACCOUNTS RECEIVABLE/ FINANCIAL ANALYST – Experienced, detail orientated, highly motivated individual. Familiarity with accounts receivable to financial statement.

Company paid benefits including 401 K plan. Send resume and salary requirements to:
CONTROLLER
ROUSH INDUSTRIES, INC.
11916 Market Street
Livonia, Michigan 48150
313-591-1010
FAX 313-591-4333
Equal Opportunity Employer

FAST PACED & growing company is looking for an individual with experience in Excel, Windows, Data Entry, Accounts Payable & multi-line phones. You must be dependable, hardworking & organized. Serious applicants need only apply: (810) 363-4200, ask for Liena

FAST PACED office needs an intelligent, energetic, hard working part time SECRETARY with very good phone, typing, & word processing skills. Resumes to: Susan, 24725 W. 12 Mile, Suite 310, Southfield MI 48034, or fax 810-352-2312.

FILE CLERK - Part-time for medical office in Livonia. Filing & light office work. Experience helpful. Call office Manager: (313) 522-0600

FINANCIAL/DATA PROCESSING MANAGER
Mid-sized Bloomfield Hills law firm seeks a Financial/Data Processing Manager. The qualified candidate must be a self starter and possess a strong accounting and computer background, including knowledge of L.A.W.S. and Lotus 1-2-3. Responsibilities include operating and maintaining computer and billing systems. Accounting or computer related college degree preferred. Attractive compensation and benefits package. Please send resume and salary requirements to: Box #1726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FINANCIAL/INSURANCE
Fast paced financial planning firm seeks motivated individual with 1-2 years experience for administrative assistant position. Windows, WordPerfect & Lotus 1-2-3 required. Send resume to: Office Manager, Planned Financial Services, 20 W. Washington, Ste. 3, Clarkston, MI 48346

FORECLOSURE/BANKRUPTCY PROCESSOR
TROTT & TROTT, P.C., a Bingham Farms law firm seeks well organized self-starters for Processor positions. Candidates must be very detail oriented, able to work under pressure and meet deadlines. Excellent typing skills, computer experience with Windows, WordPerfect and Access preferred.
We offer a dynamic yet comfortable work environment and salary consistent with qualifications. For confidential consideration, please call, (810) 642-2515, ext. 212.

FREE INCOME TAX COURSE
Learn to prepare or save money on your own tax returns. Employment available upon completion. Day & evening classes. Convenient Livonia & Dearborn locations.
Jackson Hewitt Tax Service:
1-800-337-7352

FRIENDLY
outgoing personality needed to work at leasing office, 15 & Haggerty. Long term position. $7.00/hr
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

FULL TIME- Data entry / Accounting position. Computer experience a must. Great Taylor location. (313)292-6878

FULL TIME individual, needed for multi-office escrow dept.; Computer experience a must. Real Estate Experience a plus. Please call Sharon at 299-6121

FULL TIME INDIVIDUAL
needed for Multi-Office Escrow Department, computer experience a must, Real Estate experience a plus. Please call Sharon at 299-6121

FULL TIME positions in Troy office for a Receptionist and a file clerk. good vbenefits. Non-smoker preferred. cAll Kathy at 810-585-4750

GENERAL OFFICE
A. B. Warren area company seeks responsible person to answer phones, perform light typin g & filing. Pleasant, stable, mature atmosphere. Could be part or full time - up to you. Benefits available. Nice people only. Send or fax resume in confidence to:
FPE
Emplex Corporation
P.O. Box 2497
Southfield, MI 48037
Fax: 810-352-6639
E.O.E.

GENERAL OFFICE ASSISTANT
Part-time, 5 hours, 5 days per week. Up to $8.50 an hour. Computer skills helpful. 313-422-3300, Ext. 10

GENERAL OFFICE CLERK
GAIN experience and be appreciated with multiple short and long term positions available with headquarters of prestigious suburban financial firm. $7.25/hour to start. Call Glenda Livonia 810-473-2933
UNIFORCE SERVICES

GENERAL OFFICE DUTIES
Must have basic accounting & computer skills. Must have good telephone communication skills. Must have good typing skills. Also be aggressive & self-motivated. $6.50 an hour to start with growth potential. Plymouth-Canton area.
Send resumes to: Box #1703
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE - Established manufacturer's Rep seeking clerical support. Diversified duties, good skills, Microsoft Word a plus. Madison Hts., (810) 548-1506

GENERAL OFFICE
Experienced in general accounting. Typing, computer & telephone skills required. PFS Knowledge a plus. Send resume: Siegner Electric, 35432 Industrial Rd. Livonia: 48150 or Fax 313 464-2563 - Attn: Personnel

GENERAL OFFICE - Full time clerical work for Southfield property management company. Computer experience desired. Benefits. Call Mon.-Fri. 9am-5pm. 810-362-2015
An Equal Opportunity Employer

GENERAL OFFICE - FULL TIME
Good typing, math and phone skills. Pleasant working conditions. Bonus plan. (810) 591-3780

502 Help Wanted-Office Clerical

GENERAL OFFICE
FULL TIME
Marketing services firm in Farmington Hills seeks entry-level general office personnel with career opportunities. Please respond if you possess the following...
- High school diploma
- Good phone communication skills
- Strong verbal and spelling skills
- Data entry experience helpful
- Salary: low to mid-teens
- Hours 8am to 5pm
- Willing and eager to learn new skills!

Please send resume to:
Human Resources Dept. (MA)
P.O. Box 2487
Farmington, MI 48331-2487

GENERAL OFFICE HELP
Computers, typing, phones, etc. Will train. Call 8-5, Mon.-Fri.
(313) 416-5550

GENERAL OFFICE
Part-time. Duties to be split between billing, accounts payable & receptionist. Approximately 28 hrs. a wk. Fill out application or send resume to: 35880 Grand River, Farmington Hills, MI 48335 (810) 477-9600

GENERAL OFFICE/PAYROLL
Must be good with figures & type. Approximately 20 hrs./week. 11 Mile/Southfield. 810-559-6640

GENERAL OFFICE
Small family owned restaurant in Dearborn. Bookkeeping & computer work, accounts payable & receivable. Looking for someone to become part of our organization. Full time. Paid vacations & holidays.
Call Dan at (313) 278-9292

HEY COLLEGE STUDENTS & MOMS!
We have part-time and full-time openings. Entry level and up for clerical skills:
RECEPTIONISTS
WORD PROCESSORS
SECRETARIES
DATA ENTRY
FILE CLERKS
An Equal Opportunity Employer
Snelling Personnel Services
Livonia, 313-266-8600
Southfield, 810-352-1300
Taylor 313-284-0777
Auburn Hills, 810-373-7500

HUMAN RESOURCE / CLERICAL
COLLEGE seeks experienced team player to provide clerical support and assistance in our Administrative and Employee Services Department. Must possess experience in HR, Payroll and Benefits or closely related area. Must be organized, detail oriented and have excellent interpersonal skills. Minimum qualifications: Associates Degree and/or 3 years of related experience. Send letter or application, resume and names and telephone numbers of three professional references by September 22, 1995, to:
Mignonne Johnson-Orr, M.A.
Coordinator of Administrative and Employee Services
Marygrove College
8425 W. Mc Nichols Rd.
Detroit, MI 48221-2599

HUMAN RESOURCE
Experienced in MESC, work/comp claims, and medical insurance billing. Maintaining employee files and other clerical work. $8 an hour plus benefits. Send resume to: 32975 Industrial, Livonia, MI 48150

Human Resources
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
Hospice of Michigan (HOM), an agency focused on providing holistic health care for terminally ill patients and their families with 19 Program Teams statewide, has an immediate HR opportunity located within our Corporate Human Resources offices.
Responsible for providing administrative assistance/secretarial support to the Corporate Director of Human Resources, Employment Representative, and Employee Relations Specialist as required. Provides "first person" HR customer service contact; routes departmental visitors, phone calls and distributes departmental mail, maintains staff calendars; administers and distributes Hospice of Southeastern Michigan (HSEM) Programs' employee papers; provides Employee Recognition Program assistance; maintains HR office supplies and departmental files; prepares memos, reports, and confidential documents as assigned.
Requirements include preparation towards an Associate's or Bachelor's degree in Human Resources, Business Administration, or related discipline; degree completion preferred. Must have at least two (2) years experience within a Human Resources or administrative office. Must be proficient in WordPerfect and Human Resources Information Systems (HRIS) applications. Corporate Human Resources, health care administrative assistant office experience, and additional computer software applications experience preferred.
Qualified candidates ONLY are encouraged to submit a resume including salary expectations in confidence, by no later than Friday, September 29, 1995 to:
Employment Representative
Hospice of Michigan
16250 Northland Dr., #212
Southfield, MI 48075
RESUMES ONLY; NO PHONE CALLS PLEASE
An Equal Opportunity Employer

IMMEDIATE OPENING for inside sales associate to service established accounts. Experience helpful. Full or part time available. Send resume to: Inside Sales, P.O. Box 2587, Southfield, MI 48037-2587

IMMEDIATE OPENINGS!
Several temp to hire opportunities available in the following:
- Administrative Assistants
- Receptionists
- Customer Service
- Clerks

Call Now For Consideration
TODAYS TEMPORARY
(810) 849-4455
EOE

IMMEDIATE OPENINGS
Administrative/ Word Processing/ Receptionist
CALL & APPLY TODAY!
ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

IMMEDIATE POSITION
NOW hiring a full time data entry/ clerical assistant to work in our Madison Hts. office. The right candidate will possess experience in WordPerfect & Lotus. Knowledge in Aldus PageMaker a plus! We offer complete benefits in a fast paced office environment.
Call Personnel 810 583-2501

INDIVIDUALS NEEDED for Detroit plant. Over $480 a week plus weekly attendance and referral bonuses. Some over-time required. Great opportunity for hard workers. Call proForce today, 810-352-1334.

INDIVIDUAL TO support sales staff of automotive equipment leasing co. Requires strong math, typing, communication, computer skills & knowledge of Lotus 123, Excel, & Microsoft Word. Knowledge of leasing business a plus. Send resume to Box #1735
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

INDUSTRIAL TOOL distributor seeks energetic person who wants to learn industrial sales geared toward the screw machine industry. Extensive training in warehouse, product lines, inside sales service, and outside sales will be provided. Successful candidate will be neat in appearance, be able to lift 100+lbs (once in a while) and demonstrate the ability to learn quickly. Excellent salary and benefits during training. Salary unlimited once assigned to an outside sales position. Mail resume to: Metro Tool & Equipment Co., 26361 W. 8 Mile Rd., Detroit, MI 48240.

INSURANCE OFFICE - Southfield. Desires responsible, intelligent person for entry level position. Potential for advancement. Please leave message. 810-360-1816

INSURANCE
Personal & Commercial CSR for agency located in Birmingham. Experience required. Computer knowledge necessary. Excellent benefits. Resumes to: FAX 810-640-2002, Att'n, Donna Gres.

INSURANCE - Property & casualty agency looking for personal lines CSR to work full-time in Southfield area. Full benefits provided. Experience required. Call Bob Wolf or Bill Hulbert (810) 337-2130

INSURANCE
Seabury & Smith (a Marsh & McLennan Company) in DEARBORN seeks the following for our expanding operation:

CUSTOMER SERVICE REPS
FULL & PART TIME
Full-Time Hrs. 8:30am-4:30pm
Part-Time Hrs. 3:30pm-7:30pm
Must be experienced in auto/homeowner insurance. Licensed preferred but will assist non-licensed qualified candidates to become licensed.

PART TIME CLERK TYPIST
Seeking Clerk Typist to work 3-4 hours a day. We do have flexibility in scheduling hours.

SECRETARY/WORD PROCESSOR
Must be experienced in WORD FOR WINDOWS. Full time 8:30am-4:30pm.

We offer an excellent salary and benefits package (benefits available only to full time employees) including tuition reimbursement. If you wish to be considered for a position (please state which position) with an industry leader.
Call: (313) 271-9515
Fax: (313) 271-9514
resume including salary history.
Or send resume to:
SEABURY & SMITH
4 Parklane Blvd.
Dearborn, MI 48126
An Equal Opportunity Employer M/F

KIDS IN SCHOOL?
Interested in going back to work?
Come join Bartech for a coffee break
We are currently hiring for Administrative Assistants and Secretaries for immediate long and short term assignments at a leading automotive company in Dearborn.
- WORD PERFECT
- EXCEL
- MICROSOFT WORD

BARTECH
313-271-5454
Evening Appointments

TROY LAW FIRM seeks full time LEGAL SERETARY with WP 5.1 skills, 1 yr. litigation experience, professional demeanor required, good benefit package.
Resume:
Office Manager
PO Box 1674
Troy, MI 48099-1674

LEGAL ASSISTANT
For Farmington Hills law firm is in need of your probate expertise. Our very busy probate department needs your good organization skills and attention to detail. Word Perfect skills a plus. Work in attractive offices with pleasant people. Excellent salary and benefits. Send resume to Box 9057, Farmington Hills, MI 48333

LEGAL
Premium Assignments, Top Rates, Insurance Available, Free Word Processing Training & Bonus Program. 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 RECEPTIONIST
full time, for high profile Southfield law firm. Some experience required with multi line phones & wp 5.0. Non smoker, call Julie (810) 355-5555

LEGAL SECRETARIES
OUR reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary placement. Register now with the agency for legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
810-626-8188

LEGAL SECRETARIES
Experienced only for permanent & temporary placements. 1-5 day assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881
ALL FEES EMPLOYER PAID

LEGAL SECRETARY
EXPERIENCED. Farmington Hills law firm. Civil litigation. Very busy modern offices. Latest technology. Diversity, opportunity, excellent compensation package. Mature, dedicated & hard working. (810) 626-5000

LEGAL SECRETARY
Farmington Hills law firm looking for experienced legal secretary. Pleasant working conditions for non smoker. Must have experience in word processing. Salary commensurate with experience. Call Cathy at: 810-489-1444, or Fax resume to: 810-489-1453

LEGAL SECRETARY
FULL/PART time for small law firm. Experience in real estate, estate/trust practice, word Perfect 5.1 for windows. Relaxed, non-smoking office. Fax resume to: Kate, (810) 851-2857

LEGAL SECRETARY for small Ann Arbor law office. Word processing, bookkeeping, legal & administrative experienced required. Call (313) 663-1001 or send resume to: 427 North Main, Ann Arbor 48104

LEGAL SECRETARY
Flexible 30 hr/wk. Litigation experience, positive attitude, proficient in W6.0 & WP5.1 & familiar with court rules, scheduling & docket. Fax resume to: Mark (810) 353-3547.

502 Help Wanted-Office Clerical

LEGAL SECRETARY
For 17 attorney firm in Bloomfield Hills. Experience & good organizational skills required for commercial litigation. Salary commensurate with ability. Send resume & salary requirements to: Office Manager, 300 E. Long Lake Rd., Ste. #200, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Full-time needed for Troy firm. Must have at least 5yrs. 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
Full time for litigation firm in Royal Oak. Minimum of 2 years experience required. Knowledge of WordPerfect 6.1. Send resume with salary requirements to: Office Administrator
Box #1708
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY for senior and junior partner at 8 attorney Troy firm. 4 plus years of legal experience required. WordPerfect 6.1 experience desired. The successful candidate will be highly organized, have an excellent phone manner and will be eager to assist other staff members. The firm offers a pleasant work environment and excellent fringe benefit package. Please send resume and salary requirements to Kalle, 3290 W. Big Beaver Rd., Ste. 310, Troy, MI 48084.

LEGAL SECRETARY - Full time for small Southfield lawfirm. Experience in WordPerfect 5.1 necessary. Send resume to Alexander & Angelas, PC., 29777 Telegraph, Ste 2500, Southfield, MI, 48034

LEGAL SECRETARY - For busy Troy law office. 2-3 years corporate experience & WordPerfect-Windows required. Smoke-free office. Send resume to: Secretarial Committee, 7910 Lawrence, W. Bloomfield, MI. 48322

LEGAL SECRETARY needed for corporate law firm located in Oakland County. Must type at least 85 words per minute & have at least 5 years of legal experience, preferably in litigation. Contact Barb at 810-642-6000

LEGAL SECRETARY
Part-time for busy litigation firm. Experience necessary. Hours flexible. Call Dayna, (810) 737-4747

LEGAL SECRETARY - Southfield, minimum 2 yrs. experience in Domestic Relations. Excellent typing skills & Windows/WP required. Salary negotiable. 810-356-4433

LEGAL SECRETARY
Southfield based insurance company has an immediate opening for a litigation secretary. Successful candidate must have strong typing (60wpm), word prossing, spelling & transcription skills. Responsibilities include: trial preparation, managing files, scheduling hearings & gathering information for attorneys. Individuals interested in a competitive salary with excellent benefits. Send resume with salary history to: Legal Department,
Box #1719
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70wpm typing. Word processing knowledge. Dictation equipment.
Excellent benefits. Paid vacations, holidays, sick-time. Salary commensurate with experience. Non-smoking environment.
Phone (810) 641-1800 Ext. 3002 beetween 9am & 11am to schedule an appointment or send a resume to Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098.

LEGAL - SYSTEMS ADMINISTRATOR
For 10 attorney law firm. Responsible for complete computer system/set-up/training/new purchasing/maintenance/manager of all clerical personnel. Position includes some clerical responsibilities. Send resumes to:
Box #1740
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LENDING CLERK needed, approximately 25 hours per week. Real Estate & Consumer Lending experience required. FAX resume to 313-421-6144, or send to: LCCU, 15420 Farmington Rd., Livonia, MI 48154. No phone calls please.

MACHINE OPERATOR
With experience. $7 an hr. Northville area. WOLVERINE STAFFING
313-513-8600

MAIL ROOM CLERK
Immediate full time positions. Excellent benefits package. Office experience preferred. Send resume to:
Personnel Department,
26877 Northwestern Hwy., Ste. 221,
Southfield MI 48034
An Equal Opportunity Employer

MORTGAGE BANKING POSITIONS

SHIPPING CLERK - Real Estate lending division needs person familiar with mortgage collateral package to be sent to investors.

CLERK TYPIST - Applicant needed for general office duties, typing, filing and light accounting.

Please submit resume and salary requirements in confidence to:
MIAMI VALLEY BANK
24370 Northwestern Hwy.
Southfield, MI 48075
Attn: EMMA ERB

Substance abuse testing may be a part of the pre-employment process.
Equal Opportunity Employer

NETWORKING OPPORTUNITIES
Network while you work for Fortune 500 Companies
Many entry level clerical positions available
Full or Part-Time
Long or Short Term
Call now for information
CORPORTE PERSONNEL SERVICES
(810) 362-9696

OFFICE ASSISTANT/ BOOKKEEPER
FULL time position is immediately available for an independent, self-starter. Skills required include a good working knowledge of accounting, excel, word perfect 6.1 and MS Word. An excellent telephone manner is essential. Duties will include assisting in accounts processing (particularly Accounts Payable), general clerical/office duties and answering a multi-line telephone system. This position would suit someone who enjoys being busy on a variety of interesting and varied jobs and is happy working under some pressure. We will offer a good salary and benefits to the right applicant.
Please submit your resume in confidence to: Laura Sinclair, ANCA, INC., 25335 Interchange Ct., Farmington Hills, MI 48335.

OFFICE ASSISTANT
For senior high rise apts. located in northwest suburbs. Computer experience a plus. Excellent salary & benefits. Reply to: P.O. Box 401123, Redford, MI. 48240. E.O.E.

OFFICE ASSISTANT
For a busy one person office. Knowledge of Accounts Payable & Receivable. Computer, fax, filing & good telephone skills. Full time. Non smoker. Benefits. Northville area.
Fax resume to: 810 348-3636.

OFFICE CLERICAL
Part time for Farmington Hills law office. 20/hr/wk. Flexible. Must type & file. (810) 932-1000 Ext. 125

OFFICE CLERK - Computer, spreadsheet skills and data entry experience required. Flexible hrs., 30 hrs./wk. $7/hr. to start. Send inquiries to: Novi Transporation Service, P.O. Box 933, Novi, MI 48376

OFFICE CLERK - Part-time, Mon-Fri. Phone skills necessary. Computer experience a must. Up to $8/hr. Send resumes to: P.O. Box 851196, Westland, MI 48185

502 Help Wanted-Office Clerical

Office Clerical
RECEPTIONIST/TYPIST
Full-time opening for an individual with excellent communication and clerical skills and one year related experience. Comprehensive benefits package and competitive salary available. Send resume to:
Teresa Schwartz
Jewish Vocational Service
29699 Southfield Road
Southfield, MI 48076
(810) 559-5000
An Equal Opportunity Employer

OFFICE CLERK - FULL-TIME TROY LAW FIRM
Need smart, energetic, self-starter to help busy litigation department with daily interruptive tasks such as photocopying, faxing, filing, opening files, preparation of trial binders, etc. Computer experience helpful. $7.50 per hour. Please send resume to: Office Manager, CH&G, Fifth Floor Columbia Center, 201 West Big Beaver, Troy, MI.

OFFICE CLERKS
Large Southfield CPA firm is seeking full-time Office Clerks. Duties include: filing, copying, running errands, light typing, etc. One clerk position requires lifting office supplies, heavy file boxes, etc. If you are dependable, hardworking & have a professional attitude please call Mon-Fri., 9-11am & 1-3pm. (810) 254-9736
EOE

OFFICE MANAGER for Psychologist, 1 person office, fast pace, variety. Need WordPerfect, computer billing, and bookkeeping. Take-charge person. Send resume & salary requirements to: P.O. Box 1611, Birmingham, MI 48012

OFFICE MANAGER
OPPORTUNITY with manufacturing firm located in Oak Park. Assistant to Controller. Must have knowledge of computer applications, accounting spreadsheets and word processing software, and possess bookkeeping and typing skills. Supervisory experience a plus. Salary commensurate with qualifications. Excellent fringe benefits. Send resume and salary requirements to:
Box #1609
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE MANAGER/ PERSON FRIDAY
Needed for small office. Accounting experience necessary (accounts receivable & payroll processing). Knowledge of Mac P&L helpful. Salary negotiable, immediate opening. Please call 810-524-9200, or fax resume to: 810-524-9069, or mail to: 1100 Owendale, Suite M, Troy, MI 48083

OFFICE PERSON
TO work in a Dealership full time. Benefits and 401K. Dubes: Accounts Payable, some cashiering and Warranty. Apply at Armstrong Buick, 30500 Plymouth Rd., Livonia.

OFFICE POSITION AVAILABLE - Seeking independent self-starter who can be a team player. We require strong basic skills, word processing/computer a plus. Hours 8am-5pm. Part time flexibity possible. Non-smoking office. (313) 937-0770

OFFICE POSITIONS!
Full time. Southfield location. Must have previous office experience. Excellent math & 10-key calculator skills need. We offer excellent starting wage. Send resume to: P.O. Box 5091, Southfield, MI 48086.

OFFICE SERVICES Assistant, part time and Development Department Administrative Assistant, full time. Computer skills required. Send resume to: Office Services, The Community House, 380 S. Bates, Birmingham, MI 48009.

OFFICE - 5 days/part-time Afternoons - Noon-4pm. Some flexibility. 1 girl office. Typing & pleasant phone skills a must. Call Suzy or Kent: (810) 352-3320

Order Desk Customer Service
Full time position available at tool manufacturing company relocating to Auburn Hills. Must be well organized with phone, typing and general office skills. Word processing a plus. Mail resume to: Office Manager, 2205 E. Lincoln, Birmingham, MI 48009 or FAX 810-646-6720. No phone calls.

PART-TIME, FLEX HOURS
Administrative Assistant for Contractor/Supplier. Accurate estimating. Detail oriented, Computer-wise. Birmingham location.
Call Mr. Rich at: 810-647-6750

PART TIME - long term clerical in Southfield office. Typing, phones, 12-20 hours week. 1pm-5pm, Mon. thru Fri. $6 per hour to start. Call if this applies to you. (810) 350-1462

PART-TIME PERMANENT
LIVONIA firm seeks a sharp, dependable person for various office responsibilities. Phone contact with customers, computer work, etc. 5 days per week - afternoons. Excellent opportunity. (313) 427-3510

PAYROLL/ACCOUNTS PAYABLE
Livonia based company seeks individual to perform A/P & Payroll duties as member of accounting department team. Exeprience helpful. Full time position in fast-paced office. Send resume & salary requirements to: Controller, 38881 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

PAYROLL ASSISTANT BOOKKEEPER
Must be experienced in computer payroll, posting accounts receivable & accounts payable & general office duties. Non smoking office. Casual business dress. Dearborn area. Hours: 8am-4:30pm. $8.50 an hour to start. Please send resume to:
Box #1691
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PERSONNEL ASSISTANT
Due to rapid growth, Troy marketing firm is seeking front desk person to assist personnel director. Advancement opportunity. Anxious to hire.
TempExchange
810-828-0600

POSITION OPEN in Farmington Hills Satellite office or Southfield office for part time clerical assistant. Miscellaneous clerical duties, flexible daytime hours. Must be able to work independently and pass clerical test. Please call Marianne Evans at: (810) 354-4600 between 8am-1pm or FAX resume to: (810) 354-4609

PROBATE FILING CLERK
Law firm seeks Probate Filing Clerk. 35 hours per week. Hourly wage plus mileage and parking expenses. Available immediately. Contact Linda Bobrin at: 810-948-0000 or Fax resume to: 810-948-9494

PROFESSIONAL ESTABLISHED insurance agency seeks experienced individual to fill key role as Personal Lines Account Manager. Competitive salary, full benefits and a chance to work in a fully automated and smoke free environment. Please send resume to: P.O. Box 830, Birmingham, MI 48012. Mark envelope Employment Resume.

PURCHASING
Farmington Hills nonsmoking facility. Full time position for experienced person willing to assist with placing orders, typing, preparing requests, shipping & receiving. Occasional driving of company pickup for local drops & pick ups. Pay commensurate with experience. Good benefits. Please fax your resume to: Mr. Steve Fillo, 810-442-0353, or mail to: Welduction, 24492 Indoplex Circle, Farmington Hills, MI 48335, No walk-ins please
By appointmen only.

502 Help Wanted-Office Clerical

REAL ESTATE ASSISTANT
License preferred but not necessary. Must have car & computer skills. Some weekends. Salary open.
Call 810-851-4697.

REAL ESTATE PERSONAL ASSISTANT
- Real Estate license or experience required.
- In depth computer knowledge of Quicken and Words for Windows.
- Good phone skills necessary.

RE/MAX WEST (313) 261-1400
JOE DURSO

RECEPTIONIST/ADMINISTRATIVE Assistant for small local CPA firm. Must be a people person with good telephone skills, strong word processing and organizational skills. Previous CPA firm experience preferred. Send resume to: 21700 Northwestern Hwy., Ste. 660 Southfield, MI 48075

RECEPTIONIST
A growing Farmington Hills company seeking friendly, accurate person to fill entry level clerical position. Good typing skills & phone manner required. Computer experience a plus. Forward resume to: Personnel Director, Packing Material Company, 27280 Haggerty Rd. Suite C16, Farmington Hills, MI 48331.

RECEPTIONIST
ANSWERING phones, light word processing. Busy front office. Bloomfield/Birmingham. Temporary to permanent. Benefits.
Unlimited Staffing Solutions, Inc.
810-258-8111

RECEPTIONIST/ASSISTANT
Part time for Orthodontic practice. Non-smoker, no previous experience necessary. 4 afternoons/week, 1 evenings, no Saturdays. Send resume: Dr. Robert E. Singer, 414 North Center St., Northville MI 48167.

RECEPTIONIST
a well established Plymouth based company seeks a full time entry level receptionist. Send resume to: PO Box 700308, Plymouth, 48170.

RECEPTIONIST - BILLER
Computer trained. For internal medicine office in Dearborn. Call:
Days, (313) 561-3000
Eves. & weekends, (313) 561-6671

RECEPTIONIST - Duties will include answering phones, processing mail, filing & other office functions as needed. Please respond with salary history & requirements to: Controller, 40600 grand River, Novi 48375. No Phone Calls Please!!

RECEPTIONIST
Dynamic Real Estate Office
in Northville has openings for part-time receptionist, Saturday and Sunday hours only. ALSO full-time positions, days, Monday - Friday. Must have organizational skills and ability to work well with others.
Call Sue C. for an interview
(810)347-3050

RECEPTIONIST
Dynamic company seeks mature above average person for high visibility person. Must possess professional phone demeanor, outstanding communication skills, enthusiasm & positive attitude. Experience with multi-line phones & typing required. Top wages with benefits. Send resume to Leslie C/O of 17117 W. 9 Mile, Suite 1600, Southfield, MI. 48075.

RECEPTIONIST
Farmington Hills insurance agency looking for full time Receptionist. Duties would include: phone answering, certificate processing, and other clerical duties. Insurance experience and Applied Systems experience a plus. Call Jeff S. at: 810-855-3322 for interview

RECEPTIONIST
Fast growing real estate, daytime/evening hrs. Typing, good phone etiquette, basic office skills. Call Ms. Beck at: (810) 352-0111

RECEPTIONIST for mortgage company. Full time, light computer entry. Experience preferred but not necessary. Must have pleasant phone voice. $8 per hr. to start. Send resume or apply in person to: Remington Mortgage, 26200 Franklin Rd., Southfield MI 48034.

RECEPTIONIST
for Birmingham law firm. Full time. $5.50/hr. + full benefits. Ask for VT: (810) 645-6170

RECEPTIONIST
For small non-smoking Birmingham architectural office. 35 hours per week. Send resume to: Architects, P.O. Box 2241, Birmingham, MI 48012

RECEPTIONIST - for southfield c.p.a. firm. light typing & computer skills. Send resume & salary requirements to: Box #1742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
FOR busy law firm in Farmington. Requires excellent and professional phone manner, light typing & general clerical/office skills. 30-40 Hours per week. FAX resume to: 810-478-0221 by Sept. 20, 1995, Or call 810-478-5602

RECEPTIONIST - full time. Will consider part-time. Answering phones & other light secretarial duties. Please send resume to:
LOPICCOLO HOMES, INC.
44303 Plymouth Oaks Blvd.
Plymouth, MI. 48170
Attn: Kim
Fax 313-455-0515

RECEPTIONIST - full time, for 20 person office located in Farmington Hills. G.M., 32255 Northwestern, #298, Farmington Hills, MI 48334

RECEPTIONIST
full time position with benefits. Clerical experince only. Farmington Hills area. 810-737-4808

RECEPTIONIST
FULL time at a veterinary hospital. Call or come in 9am-5pm: Ross Hospital for Animals, 880 W. Long Lake Rd, Bloomfield Hills. 810-642-2050

RECEPTIONIST
Full-time office position. Various duties. Word Perfect 6.0 and Lotus 1-2-3 skills are necessary. Qualified candidates apply at: Pet Supplies "Plus", 37720 Amrhein, Livonia.

RECEPTIONIST - full time, for fast paced real estate company. Typing, telephone & computer skills a must. Call Nicole after 12 noon. (810) 569-6633

RECEPTIONIST/GENERAL OFC.
DO you enjoy talking on the phone? Assisting People? Looking for a "People Person" with a dynamically out-going and friendly personality to work full-time for a professional consulting engineering firm in Plymouth Township. This is an entry level position with responsibilities including answering a multi-line telephone system, light typing and a multitude of diverse tasks. For consideration, please submit cover letter and resume to: Office Administrator,
Wade-Trim, Group-O,
P.O. Box 701428,
Plymouth, MI 48170-0964.
EOE/AAE

RECEPTIONIST
Hovinga Business Systems, Inc., has an opening for a Receptionist in their Novi office. Telephone, communication and customer service skills are necessary. Some light typing will also be required. Position offers excellent benefits including profit sharing through 401k and an employer sponsored pension plan. If you are interested in this position, please send cover letter and resume to: Branch Office Manager, HOVINGA BUSINESS SYSTEMS, INC., 41180 Bridge Street, Novi, MI 48375-1300. Please indicate Job Reference #95-000. EOE

RECEPTIONIST - Insurance agency in Troy needs Receptionist with good clerical skills. Send resume with salary history to: J. Luxon, 1640 Axtell, Troy, MI 48084

502 Help Wanted-Office Clerical

RECEPTIONIST
Livonia company looking for receptionist with good communication skills. Must enjoy answering phones & doing receptionist clerical type work. Experience in answering phones, & be able to use Word Perfect is required. Knowledge of Lotus is a plus. Great job for those looking to get back into the work force. Good pay & benefits. Send resume to:
Box #1732
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Looking for a professionally mannered Receptionist to handle office duties and greet prospective home buyers. Hours Sat.-Wed., 10:30AM-6PM. Pulte Homes, a Fortune 500 Company. Contact Katrina or Sean at (313) 420-3500

RECEPTIONIST
MAIL ROOM CLERK
WORD PROCESSING CLERK
EMRC, an engineering software & consulting firm in Troy, has immediate full time or part-time openings for the following: 1. Receptionist 2. Mail Room Clerk 3. Word Processing Clerk. Candidates should be enthusiastic & hard working. Send resume to: Mr. Cordamone, EMRC, P.O. Box 696, Troy, MI 48009

RECEPTIONIST/MANAGER
HIGH-ENERGY, fashion-oriented, hair salon seeks full time Salon Coordinator. Business, sales, or marketing background helpful. Need to be flexible. Hours include days, evenings, & Saturdays. Salary negotiable. Health benefits available. Start immediately. Call 810-642-2882 or fax resume to: 810-642-7067

RECEPTIONIST - needs mature person for fast paced real estate company. Typing, good phone voice, some computer skills helpful. Must be a self-starter. Evening and weekend hours. Ask for Mitch or Ellen (810) 626-8700

RECEPTIONIST
needed for busy Livonia office. Full time. $7/hour to start.
Call 313-425-0533

RECEPTIONIST NEEDED for Farmington Hills law firm, Tuesdays & Thursdays 9am-5pm. Call Diane, (810) 626-7300

RECEPTIONIST NEEDED for busy Birmingham law firm, experience helpful but not necessary. Send resume to: PO Box 1699, Birmingham, 48012-1699.

RECEPTIONIST NEEDED
to answer busy phones at a fast paced mortgage company. $6.75 an hour with 90 day review. Full-time, sorry, no benefits. Please call, (313) 953-9593

RECEPTIONIST/OFFICE HELP
In Royal Oak office. Various duties, light computer work. Experience preferred. Call Lana, (810) 547-6550

RECEPTIONIST - opening at Gilbert Residence retirement Home. Experience with computer & telephone essential. Send resume to: N Raupp, 203 S. Huron, Ypsilanti, MI 48197

RECEPTIONIST
OPTOMETRIC OFFICE
Family pratice. Full time. 2 Evenings & short Saturday. General duties. Experienced. (810) 477-1618

RECEPTIONIST
Part- time for busy real estate office in Troy. Good phone manner and clerical skills required. Evening/weekend hours. Call Pat Ryan today to schedule an interview.
(810) 879-3400

RECEPTIONIST - part time, Mon. Wed. Thurs. Could lead to full time. Must be computer literate. Good phone voice. Accounts payable & payroll experience a plus.
Send resume to: 3885 Industrial Dr. Rochester Hills, MI 48305

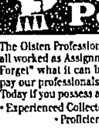
RECEPTIONIST/PART TIME
Busy construction company looking for Receptionist, part time, 1-6pm. $7.50/hour. Must have pleasant phone voice & computer knowledge. Fax/send resume to:
Ms Silver, 41050 Vincenti Court, Novi, MI 48375, fax 810-615-4129

RECEPTIONIST/PART TIME
Enthusiasm, fun, smiles, support, interactive. Handle phones, computer, team mates & clients. 18-35 hours, weekends and/or evenings. $550 minimum, negotiable. Professionalism and personality is the key, we can train the rest. Apartment Search of Rochester Hills 810-852-8515

RECEPTIONIST
Part-Time Temporary
Needed to cover a maternity leave at our Farmington Hills office, hours 12:30pm to 5:30pm, Mon-Fri. Possibility of regular, part-time, the successful candidate must possess good telephone skills & have a professional appearance. Qualified applicants apply between 8:30 & 5:00pm at:
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
EOE M/F

RECEPTIONIST PART-TIME
weekends 7-3 or 3-11pm shift. Apply St. Anne's Mead, 16106 W 12 Mile, Southfield.

RECEPTIONIST/PART TIME
Farmington Hills. Morning hours. Light typing. Computer experience helpful. Call Barb at: 810-655-2600



Tired of Working For Peanuts?

The Olsten Professional Accounting Service staff have all worked as Assignment Employees and we'll "Never Forget" what it can be like to work for low rates. We pay our professionals the Top Rates they deserve. Call Today if you possess any of the following skills:
- Experienced Collectors
- Experienced Bookkeepers
- Proficient Lotus 1-2-3 & Excel

Call for an Appointment: (810) 552-5511
Olsten Professional Accounting Services

502 Help Wanted-Office Clerical

RECEPTIONIST - Part Time
Needed immediately for Southfield law firm. Hours are 1:00 - 5:30PM. Outgoing and professional personality a plus. Please contact Office Manager at 810-355-2770

RECEPTIONIST/PART TIME
Southfield CPA office. Flexible hours. Light typing & filing. Will train. FAX resume to: Norma Nelson at: Zwick & Soloman P.L.L.C., 810-358-2328
Or call for interview (810) 356-2333

RECEPTIONIST - permanent part-time position from 9am-1pm to answer 11-line phone system & perform light clerical tasks in Birmingham firm. Must be customer service oriented with pleasing personality & good telephone skills. Entry level position. Non-smoking office. (810) 540-7701

RECEPTIONIST/PHONE OPERATOR
We are looking for a top notch individual to join our growing organization. We offer excellent pay and benefits. This is a full time position. Apply at Marty Feldman Chevrolet 42355 Grand River, Novi, MI.

RECEPTIONIST
SATURN of Farmington Hills is looking for an experienced, full-time person. Good pay. Good benefits. Nice atmosphere.
Please apply at:
24730 Haggerty, Farmington Hills

RECEPTIONIST/SECRETARY - for Troy office, entry level position, part or full time. Please call Laura at 810-620-3333.

RECEPTIONIST/SECRETARY
Full time, Southfield law office. Good communication, basic WP5.1 and typing skills required. No benefits.
Call 810-352-4100

RECEPTIONIST/SECRETARY
EXPERIENCED, full time, for Birmingham CPA office. Pleasant phone manners and front desk appearance are required. Ability to greet clients and perform clerical duties. Computer skills desirable. Excellent wage and benefits including 401K plan. Resumes to:
Box #1697
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/SECRETARY
Fast paced growth oriented firm in Oak Park needs Professional for sales coordinator. Dictaphone, strong organization/communication skills, word processing/typing 55 wpm. Extensive customer/employee phone contact; diversified duties. Comprehensive benefit package. $9/hour. Send resume to Office Manager, P.O. Box 363, Clawson, MI. 48017.

RECEPTIONIST/SECRETARY
Self starter able to work independently. Must have great communication skills & word processing experience. Please send resume w/salary range to: Property Management, 5657 W. Maple, West Bloomfield, MI 48322, attn: David or fax to: (810) 626-2540

RECEPTIONIST/ STENOGRAPHER
Full time. Must have good typing and telephone skills. Apply in person only. Livonia Mall Management Office, Entrance O, Mon-Fri., 9am-4pm.

RECEPTIONIST TYPIST
PERMANENT/PART TIME
Livonia graphic arts company seeks a responsible detail oriented person for Receptionist/typist & other office duties. 1-5pm, 12-18 hours per week. Pleasant, non-smoking environment. (313) 522-6382

RECEPTIONIST WANTED for fast-paced title company in Farmington Hills. Must be professional, motivated and willing to learn. Experience necessary. Please call: 810-477-6310

RECEPTIONIST
wanted for heating & cooling company. No experience necessary. Apply at: 35820 VanBorn Rd., Wayne. 313-722-2253

RECEPTIONIST WANTED for fast-paced title company in Farmington Hills. Must be professional, motivated and willing to learn. Experience necessary. Please call: 810-477-6310

RECEPTIONIST
30-40 hrs. per wk. Excellent communication & phone skills. Basic computer knowledge. Medical benefits. $6 per hr. Send resume to:
Box #1727
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Reception/Switchboard
Front desk with switchboard experience and computer ability needed for insurance firm in Waterford. Career opportunity with excellent working conditions and full benefits. Pay $7-$8 hr. Call Maria: 810-693-5743

REGISTRATIONS CLERK
Full time, Registrations clerk needed for fast paced medical facilities (Rochester Hills & Bloomfield Hills) Busy phones, excellent computer & general clerical skills required. Comprehensive benefit package & competitive salary. Send resume to: Millman-Derr, Center for Eye Care, 375 Barclay Circle, Rochester Hills, 48307 or Fax to: 810 852-3631.

SALES OFFICE Assistant, part time, immediate. Some computer/typing required. Phones & filing. Flexible hours, 20-25 hours per week. (810) 473-0480

Clerical

Citizens INSURANCE COMPANY OF AMERICA

CLAIM SUPPORT SPECIALIST

The Staff Counsel branch of Citizens Insurance Company of America is seeking a highly qualified candidate to perform part-time receptionist and support duties for its legal staff. This position is two days per week – Thursday and Friday.

The qualified candidate will have excellent oral and written communication skills, PC experience, the ability to transcribe recorded tapes into typewritten format. A minimum of one year related experience and a high school diploma or equivalent required. Professional manner is a must.

Citizens is a progressive, growth-oriented company offering many benefits and competitive salaries. For confidential consideration, send resume and salary requirements to:

CITIZENS INSURANCE COMPANY OF AMERICA
Attn: Gary Schellhase
Managing Attorney
17187 N. Laurel Park Drive, Suite 365
Livonia, MI 48152

Equal Opportunity Employer