502 Help Wanted-Office Clerical

LEGAL SECRETARY

Standard Federal Bank, one of the nation's largest banks, is expanding its staffing for a Legal Secretary in Troy headquarters.

The qualified candidate must have strong skills of 50-70 words per minute typing, knowledge of word processing (Word Perfect 5.1), Blue Lines or Docket Control, experience in basic legal administrative procedures and the ability to handle multiple tasks in a deadline environment.

We offer competitive salary, including a comprehensive benefit package, including Tuition Reimbursement, Flexible Spending Account, Health Club Membership, Dependent Care Assistance Program, Long Term Care Insurance, Employee Stock Purchase Plan, 401(k) Plan, Pension Plan, Life Insurance, Long Term Disability, Short Term Disability, Medical/Dental Insurance, Paid Vacation, Paid Holidays, Paid Sick Days, Paid Personal Days.

Please send resume to the Human Resources Department

Standard Federal

Standard Federal Services 2800 W. Big Beaver Rd. Troy, MI 48084

Equal Opportunity Employer

LEGAL SECRETARY
Fast paced multi line law office can be challenging and rewarding. Firm is looking for a Legal Secretary with 2 years experience in personal injury, worker's comp, and general civil litigation. Our ideal candidate will have excellent typing skills, knowledge of word processing, and the ability to handle multiple tasks in a fast paced environment. Salary commensurate with experience. Send resume to: Diversified Recruiters, 2000 Town Center, Suite 1900, Southfield, MI 48075. Fax 313-444-8704

OFFICE - RETAIL. Person needed for accounts payable, typing & general retail sales. Word processing and light years experience required. Call Mon-Fri 9-5 at Edwards Glass Company, 30000 Plymouth Road, Livonia, MI 48150. Ask for Ann.

OFFICE - 5 days part-time. Afternoons - Nightshift. Some flexibility. Light typing. Call Sally at Kelly Services, 313-362-3620

OPEN HOUSE
Wed., October 4
2pm - 7pm
Entech Personnel is currently recruiting individuals who possess the following skills:
Clerical/Administrative
Data Entry
Receptionist
Word Processing
Secretarial/Administrative
Customer Service
To fill out an application, join us at:
Entech Personnel Services
17197 N Laurel Park Dr
Suite 413W
at Six Mile Rd.
Bet. Newburgh & Haggerty Rd.
Professional Attire Required
Proper I.D. required for I-9 verification
ENTECH PERSONNEL
(313) 464-0196

PART-TIME BOOKKEEPER
Experienced accounting & organizational skills. Computer knowledge required. Call Mr. Ferguson 313-464-6400
Troy CERAL INC
6120 W. Maple Rd. 48085
Attn: Human Resources

MEDIA RECEPTIONIST
Opportunity to join the Pfizer Relocation Group, one of the most company fun part of their team. Firm is looking for a receptionist with excellent interpersonal skills.
Diversified Recruiters
810-644-8700

MEDICAL SECRETARY
Busy Troy physician office located in the Central Medical Center seeking experienced medical secretary with excellent word processing and transcription skills. Knowledge of medical terminology, experience in WordPerfect 5.1 type and a pleasant telephone manner a must. Qualified Pro preferred. Please forward resume with salary requirements to: Linda 3600 Woodward, Suite 800, Detroit, MI 48201. 313-745-9124 NO FEE

METROCELL SECURITY. The Midwest fastest growing cellular paging and security company is looking for enthusiastic, resourceful and hardworking individuals for full time, part time and part time evenings. Call Steven Bernstein at 313-425-3000 or (810) 473-0331 or apply at 31129 W. 8 Mile Rd in Farmington Hills.

MORTGAGE COMPANY
RECEPTIONIST
Part Time 8:30 - 12:30
Answer multi-line telephone. Assist Order Coordinator, and Processor. Early morning mail run. Office & computer knowledge helpful.
Equal Opportunity Employer
Send resume to:
AMERICAN Mortgage Corporation
30201 Orchard Lake Rd., Ste. 250
Farmington Hills, MI 48334

MORTGAGE
Closing mortgage company needs clerical personnel for servicing, closing & funding. Closing experience & knowledge of Word Perfect necessary. Call Interbanking Mortgage for interview 810-356-3080 or fax resume 810-356-2758

PART TIME office assistant for Farmington Hills law firm. Approximately 4 hours per day, flexible schedule. Duties include: mailings, filing, errands, general office duties. Call 810-626-9300

OFFICE ADMINISTRATOR
Degree required. Management, communication, and computer skills required. Work location: STOK, Farmington Hills. Call Pat Popovich, (810) 426-8470 or FAX 810-426-8636

OFFICE ASSISTANT
Professional office seeking individual with excellent communication skills & typing ability. $5 per hour. Flexible schedule. 810-357-3110

OFFICE ASSISTANT
Full or p.t. must be organized & reliable. Computer literate. Sales experience helpful. Call Cindy 810-347-1427

OFFICE ASSISTANT needed by Troy developer looking to for part time help. Duties include: filing. The job will include reception, word processing using Microsoft Word, and processing using Microsoft Excel. Pro-Ficient computer skills required. Please send resume to: Jeff Rosen, Rosenco Inc., 2075 W. Big Beaver, #200, Troy, MI 48084 810-649-8485

Office Clerical
RECEPTIONIST/TYPIST
Part-time 20 hours/week, including Saturdays. Light typing required, but no experience necessary. Excellent telephone skills and your voice related experience. Pleasant working environment and competitive salary available. Send resume to:
Tuesday Schwartz
Jewish Vocational Service
25000 Rt. 10
Southfield, MI 48075
(810) 559-5000
An Equal Opportunity Employer

OFFICE CLERK position - sales office experience helpful, computer literate knowledge a plus. Full time or part time. Call Mr. Ferguson 313-464-6400

OFFICE CLERICAL
Rapidly manufacturer seeks experienced person willing to perform multiple clerical duties. Accounts Payable experience preferred. Computer knowledge helpful. Prefer experience in data entry. Ideal candidate will be a person who can work independently and has a positive attitude. Our ideal candidate will be a person who is looking for an opportunity for an immediate permanent position. Fax resume to: Human Resources, 313-729-1365

OFFICE CLERK
Law firm has part time opening for Office Clerk. Ideal candidate will have: reliable transportation, flexible hours. Excellent for college student. Please send or fax resume to:
Gilford Arens
25 N. Woodward, Suite 400
Birmingham, MI 48009
Fax 313-647-3213 Attn: Admin.

OFFICE HELP/
LEASING AGENTS
Have fun!! Leasing Agent for a large apt complex in Bloomfield with computer, phone, and light typing. Call Others earlier & learn transportation.
Call 313-637-2678

OFFICE LEASING Department communication skills important. Full time, hourly pay plus monthly bonus. Ask for Dori Mac (810) 474-1240

OFFICE MANAGER
$35,000
Report to Vice President of administration. Supervise company's word processing staff, oversee office supplies and handle administrative functions. Desire some experience in accounting, & a professional people person.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

OFFICE - RETAIL. Person needed for accounts payable, typing & general retail sales. Word processing and light years experience required. Call Mon-Fri 9-5 at Edwards Glass Company, 30000 Plymouth Road, Livonia, MI 48150. Ask for Ann.

OFFICE - 5 days part-time. Afternoons - Nightshift. Some flexibility. Light typing. Call Sally at Kelly Services, 313-362-3620

LEGAL SECRETARY
Full time position available in small real estate office. Word processing and light bookkeeping experience required. Call 313-459-7000

LEGAL SECRETARY to $25,500
Real estate in Bloomfield hills 2-3 yrs legal experience required. Word perfect 5.1 knowledge preferred. Good communication skills. Excellent benefits. Quick decision. Call Kathy 810-332-3010

LEGAL SECRETARY
Fast paced multi line law office can be challenging and rewarding. Firm is looking for a Legal Secretary with 2 years experience in personal injury, worker's comp, and general civil litigation. Our ideal candidate will have excellent typing skills, knowledge of word processing (Word Perfect 5.1), Docket Control, and the ability to handle multiple tasks in a fast paced environment. Salary commensurate with experience. Send resume to: Diversified Recruiters, 2000 Town Center, Suite 1900, Southfield, MI 48075. Fax 313-444-8704

LEGAL SECRETARY to $28,500
2 positions! Real estate, probate, estate planning, personal injury medical malpractice. Top notch firm! Excellent working conditions. Free lunch. Benefits include profit sharing, 401k, life, health, dental plans. Call Kathy 810-772-6750
Shelling Personnel Services

LEGAL SECRETARY
To $28,000
2 positions! Real estate, probate, estate planning, personal injury medical malpractice. Top notch firm! Excellent working conditions. Free lunch. Benefits include profit sharing, 401k, life, health, dental plans. Call Kathy 810-772-6750
Shelling Personnel Services

LEGAL SECRETARY wanted for Farmington Hills law firm. Call (313) 851-8000

LEGAL WORD PROCESSOR
SECRETARY
Need 6 years experience and client references. Experience for probate, real estate, wills, trusts, litigation. Must know WordPerfect 6.0, telephone and library filing. Good communication skills. Salary $22,000 per year depending upon experience. Hours 9:00-5:30 Mon-Fri. Call Mrs. Hunter, Hunter, PC, 5800 Chicago Rd. Ste 140, Troy, MI 48098-2830 Attn: Carol

CUSTOMER SERVICE
Growing Bloomfield Hills service company seeks professional with strong telephone skills, a bookkeeping and sales & marketing background, high energy & organizational skills. Computer knowledge of WordPerfect and Microsoft helpful. Salary commensurate. Send resume to:
Key CERAL INC
6120 W. Maple Rd. 48085
Bloomfield Hills, MI 48301
Attn: Human Resources

PART-TIME CLERK
20 hrs/week, Mon, Tues and Thurs for Troy auto home health agency. Light and clerical duties. Must know Word Perfect. Flexible hours. Pleasant office. Call (810) 828-5300 ext. 240

PART-TIME OFFICE help. General office work, computer work helpful. Call 313-455-1900

PAYROLL CLERK NEEDED
for busy office in Troy. Computerized payroll & experienced accountant required. Familiarity with payroll, tax returns helpful.
810-643-8100 ext 8008
An Equal Opportunity Employer

PAYROLL SPECIALIST
For nonprofit organization. Must have 2 yrs. payroll office experience including 1 yr. computer payroll experience. Receptionist organizational & communication skills. Please forward resume to: Personnel Office, 117 Park St., Pontiac, MI 48341 EOE

PERSONAL SECRETARY - part time. Practical nurse requires positive demeanor, attitude. Must be trustworthy, organized & a problem solver. Light housekeeping duties. Pay less than the right candidate. If you have run a home & enjoy it, we want to get back into the job market this position may be for you. Excellent pay, benefits, flexible schedule, casual atmosphere. Radford area. (313) 835-8318

PURCHASING CLERK
(Utility Person)
Responsibilities include data entry, inventory control, processing to packing slips, back-ordered report, and general clerical duties. Ideal candidate will have: Full time, benefits, flexible skills preferred data entry and processing, and general clerical duties. Call Ann Edwards Employment Opportunity Director. Please submit your qualifications and salary requirements in writing to:
Mary Ann Cosentino
Holcroft
13063 Market Street
Livonia, MI 48150
Phone (313) 591-1000
Fax (313) 591-6443

QUALITY CONTROL - Electrical Inspector position available for overseas Quality Control in the production of transformers and power supplies. Candidate must possess knowledge of electrical/electronic equipment, with a minimum of 2 years experience. Company offers benefits including profit sharing. Please send resume to: KD JUP Manufacturing, 29425 Stephen, Livonia, MI 48150. (313) 261-3310

REAL ESTATE SECRETARY
Part-time 620-12:30
Call Bob O'Riley
(810) 669-8844

REALTOR ASSISTANT
Mr. Bill Sian and staff seeking energetic, very busy Realtor needs high energy, friendly personality, great typing, organizational skills, & computer literate. Call Carolyn Kelly for the best job! 1-810-851-4100 ext. 363 or 810-352-3000

RECEPTIONIST
A great employer. Good phone & typing skills. Some data & easy office. Will train right person.
Call Eve
313-421-0021

RECEPTIONIST
All responsibilities apply. Beautiful Bloomfield Hills, Troy, Southfield, Farmington, Livonia, Plymouth and Grosse Pointe. Call today!
TEMPORARY RESOURCES
810-737-1731

RECEPTIONIST
Busy downtown Plymouth law firm looking for Receptionist, part & full time. Must enjoy multi-line phone relief, word processor knowledge preferred, but not necessary. Friendly atmosphere, top salary, 401(k) Pension Plan, Call Ann, fax resume to P.O. Box 187, Plymouth, MI 48170. Fax 810-416-9330

RECEPTIONIST
Experienced, Bloomfield area law firm seeks dependable, friendly, organized, Word Perfect 5.1 knowledge a plus. Call 540-3000 ext 22 or fax resume to 540-3001

RECEPTIONIST
Computer & bookkeeping skills needed. Must be detailed oriented. Call Mr. Ferguson 313-464-6400

502 Help Wanted-Office Clerical

RECEPTIONIST/CLERICAL
PRINTING & LABEL CO.
Looking for a Receptionist 64-50 hour employee. Experienced with operating a telephone switchboard, typing & word processing. Full benefits after probation period. Send your resume & references to: Personnel Dept 101, P.O. Box 2325, Warren, MI 48090

RECEPTIONIST/CLERK
Small busy Livonia office needs experienced person to work front office. Heavy exam in person, phones, computer entry & filing are the job. Hourly & car allowance are available. Forward resume or apply in person: Schoolcraft Medical, 34333 Schoolcraft, Livonia, MI 48150

RECEPTIONIST
Dearborn country club seeks 2 part time night receptionists for meal ends, and some holidays. Light typing, pleasant working environment. Apply in person, Tues - Fri, 11am-4pm 800 N Military in Dearborn

RECEPTIONIST
Dynamic company seeks mature attorney-oriented person to handle phones, possess professional phone demeanor, outstanding positive attitude. Experience with Word Perfect 5.1 preferred. Top wages with benefits. Send resume to: Lewis & Coleman, 17117 W 9 Mile Ste 1600, Southfield, MI 48075

RECEPTIONIST - ENTRY LEVEL
Bloomfield hills law firm, pleasant surroundings, full benefits package. Call Mr. Ferguson 313-464-6400

RECEPTIONIST
Experienced person with pleasant telephone personality who will assist computer trainer. Part time Mon, Wed, Fri, 8:30 am - 3:30 pm. Send or fax resume LINE PRECISION INC. 31666 Gill Rd. & Mile Rd., Farmington Hills, MI 48336. Fax 810-474-9270

RECEPTIONIST
Experienced mature professional telephone, typing, filing, basic accounting, secretarial duties. Send resume: 17197 N. Laurel Park Dr. Suite 413, Livonia, MI 48150

RECEPTIONIST
Experienced full time individual needed for busy Livonia company. Light computer typing, knowledge of Windows computer software a plus. Pleasant working environment. Send resume to:
COMPUTOOLS, INC
Receptionist
PO Box 1548
Troy, MI 48099

RECEPTIONIST
Fast paced property management company seeking highly motivated individual for front desk position. Must have pleasant phone personality and the ability to handle multiple tasks. Must possess excellent communication skills. Good typing skills a plus. Competitive salary. Full benefits package. Please send resume to: Attn: Office Manager, P.O. Box 2480, Farmington Hills, MI 48334 or call (810) 489-1111

RECEPTIONIST
Fast growing company in Livonia area. Light typing, telephone, receptionist duties. Good pay & benefits. Fax resume 313-261-7810 or call University Employment Farmington Hills
810-553-0300
313-422-5300

RECEPTIONIST/FILE CLERK
needed for Southfield law firm. Full-time position. Must be detail oriented. Legal experience preferred.
810-559-3030

RECEPTIONIST
For Southfield law firm. Knowledge of WordPerfect 5.1. Experienced on Multi-line phone system.
CALL 810-552-1000

RECEPTIONIST FOR a commercial real estate firm. Must know Word Perfect 6.0. We need a good communicator that is dependable and efficient. Mail or FAX resume to: Sales Manager, P.O. Box 2325, Northwestern Hwy., Suite 240, Southfield, MI. 48034. 810-350-9334

RECEPTIONIST/FOR fast paced Bloomfield Hills law office. Some data. Ask for Doug, in Farmington Hills.
810-851-4200

RECEPTIONIST
FOR non-smoking Farmington Hills office. Growth potential for person with excellent phone and computer skills. Julie, 810-632-7100

RECEPTIONIST FOR dental office, part time position in Westland. 12-20 hrs per wk, includes evenings & Saturdays. Experience preferred or will train. Call 248-398-6585

RECEPTIONIST - For Southfield chiropractic office needed full-time phone experienced person. Must be professional & dependable. Computer & clerical skills required. Call (810) 569-3658 after 5pm.

RECEPTIONIST - For morning, part time, Livonia CPA firm. Must know WordPerfect & Lotus and have pleasant manner & office skills. Flexible hours, helpful but not necessary to work overtime/weekends with skills. Call Joe 313-462-2277

RECEPTIONIST
FOR investment management company. Position includes: answering phones, as well as providing clerical and clerical work. Computer experience necessary. Must be friendly and have excellent telephone skills. Interesting office. Salary commensurate with experience. Send resumes to: Personnel Manager, 3883 Telegraph Rd., Ste 200, Bloomfield Hills MI 48302

RECEPTIONIST - Full-time
Mature person wanted to assist office, receptionist duties, computer experience. Advancement opportunities. (313) 422-3210

RECEPTIONIST
Full time position open with a Birmingham human resource firm. Duties to include: processing applications, documents, & light typing & general office duties. We are offering a competitive salary & health benefits, 401K, great working environment. If you feel you would like to be part of our team, call Pam or Michelle at
(810) 642-8788

RECEPTIONIST
FULL TIME
SOUTHFIELD OFFICE LOCATION
Individual & energetic person to be responsible person to be responsible for: Telephone, Mail, Light Bookkeeping, Other duties as assigned. Must be organized, detail oriented, and have pleasant telephone manner. Salary commensurate with experience. Send resume to: Office Manager, 26555 Evergreen, Suite 240, Southfield, MI 48076. Fax 810-559-9320

RECEPTIONIST
Busy Southfield law firm seeking professional receptionist to join our team. Must have pleasant telephone manner, strong skills, and light office work. Flexible schedule. Excellent benefits package. Salary commensurate with experience. Send resume to: P.O. Box 187, Southfield, MI 48037-0187 or FAX: (810) 357-7488

RECEPTIONIST
Computer literate, typing & bookkeeping skills needed. Must be detailed oriented. Call Mr. Ferguson 313-464-6400

502 Help Wanted-Office Clerical

RECEPTIONIST
Full time. Light typing & answering phones. Position open immediately. Employee benefits available. Call Mr. Or call Deborah or Renee at (313) 261-2111

RECEPTIONIST/GENERAL OFFICE
Full time. Good phone skills needed. Farmington area.
(810) 477-8200

RECEPTIONIST
Immediate opportunity available for hands-free desk position. Busy multi phone system. Qualifications include courteous phone skills, excellent verbal and written communication skills, and light typing. Flexible schedule. Please call Employee Relations at 810-354-4600 or send resume to:
HandyMan
400 Galleria Officentre, Suite 131
Southfield, MI 48034
Fax 810-350-0049
EOE M/F/V

RECEPTIONIST - immediate position open for person with typing rate of twice hours 12:30 to 5:30 Mon-Fri, you Fri. Please call for an interview.
810-473-7370

RECEPTIONIST
Mature, responsible individual to take phones, great customers & pleasant office duties 8-5pm. Mon. Fri. 1400 W. Maple, Troy
(313) 729-6200

RECEPTIONIST
needed for fast paced Southfield property management company. Multi line experience required. Please call (810) 352-6320 to setup an interview

RECEPTIONIST NEEDED - for Birmingham search firm. Must have friendly personality. Please Contact Sharon or Kim Kelly, Inc. Fax 313-645-1568

RECEPTIONIST - needed for busy CPA firm. Experience preferred but not necessary. Please call Diane for details at (810) 626-2433

RECEPTIONIST
Needed for multi line system. Computer experience helpful. Call Mr. Ferguson 313-464-6400

RECEPTIONIST
Part time for busy real estate office in Troy. Good phone manner and clerical skills required. Evening weekend hours. Call Jerry or Lynn today. No schedule on weekends.
(810) 879-3400

RECEPTIONIST
PART-TIME for Evenings & weekends. $5.50/hour. Novi area.
(810) 624-5300

RECEPTIONIST
PART TIME, 25 hours per week, Mon-Fri, 9:00 am - 1:00 pm. Hour Video
(810) 862-5300

RECEPTIONIST
PART time for Bloomfield Hills Real Estate company. Flexible hours - evenings and weekends on rotation basis. Call Mary Ann 645-5700

RECEPTIONIST/PART TIME
Enthusiasm, fun, smiles, support, interactive media phones, computer, mail, messages & clerical. 18-35 hrs/wk, weekends and/or evenings. Professional appearance a must. Fax resume or call Jeff Rosen, Rosenco Inc., 810-852-8515

RECEPTIONIST PART TIME
answer phones, light clerical work. Location in Southfield building co. Preferably afternoons 1-5pm but could be flexible. Call 557-2000. Send resume to Box #1801
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST - PART-TIME
Immediate opportunity available for Southfield law firm Mon - Fri, 12:00-5:30pm. Ideal candidate will possess a professional demeanor, working environment. Non-smoker preferred. Salary $6.00 hr. Please fax resume to Ms. Lauren, 31100 Telegraph, Fax 220, Bingham Farms, MI 48025

RECEPTIONIST/PROCESSOR
FOR law company. Bloomfield Hills area. Must know Word Perfect, detail oriented. Call Kathleen 810-433-2808 between 9 & 11am.

RECEPTIONIST
RECEPTIONIST/SECRETARY for corporate start up. Knowledge of corporate law helpful. Some experience with Word Perfect. Competitive pay & benefits. Call Mr. Ferguson 313-464-6400

RECEPTIONIST/SALON COORDINATOR
Professional office busy hairdresser, organized person for part time position for receptionist and salon coordinator. Prior salon background helpful. Some computer skills helpful. Salary commensurate to possible full time position. Salary negotiable. (810) 642-7580

RECEPTIONIST. Salary to $18,500. Farmington Hills. Quality firm seeks great clerical MUST type 55wpm. Phone skills a must. Call Mr. Ferguson 17000 W. Ten Mile Suite 125 Southfield MI 48075 or Call (810) 423-7224

RECEPTIONIST - Secretary for private mental health clinic in Northwest Oakland & phone sales experience for generating work but with entry level wages. Call Jerry 313-348-1100

RECEPTIONIST/SECRETARY
General clerical duties, answering phones, Windows & Wordperfect Hours 8-5 Call 810-230-0630

RECEPTIONIST/SECRETARY
Busy Southfield law firm seeks assistant. Please call (810) 335-0300 FAX resume to: (810) 335-0553

RECEPTIONIST / SECRETARY
Western Sterling Heights manufacturing company has entry level position. Very friendly, fast paced environment. Computer & customer service experience helpful. Excellent office procedures. Team office concept. Excellent benefits package. Competitive salary. Call (810) 264-9200 or FAX: (810) 264-9203

RECEPTIONIST/SECRETARY
Full or part time (Job Share) opportunity with growth potential in established company downtown, on Woodward. Light bookkeeping, telephone, fax, WordPerfect, organizational, and "Can Do" attitude a must. Excellent benefits. Call Ms. Cornelius, P.O. Box 33000, Detroit, MI 48232-5000

RECEPTIONIST/SECRETARY
Michigan's largest welding supplies distributor, is a fast paced, growing company, for a full time position. Must be self-starter and self-motivated with excellent communication skills. Must have previous secretarial experience required. Send resume to: Roy Smith Company, 14660 Dequindre, Detroit, MI 48212. Fax 313-366-2879

RECEPTIONIST/SECRETARY
Experienced, full time, for Birmingham CPA office. Pleasant phone manner and good clerical skills. Experience are required. Ability to work independently and multi-task. Excellent benefits package. Send resume to: Box #1987
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONISTS
Immediate positions available in Southfield and Troy. Call today for an appointment. Start working tomorrow!
ENTECH
Personnel Services
(810) 224-1900

RECEPTIONIST/
TELEVISION PRODUCTION
FACILITY
Office Assistant
Studio position necessitating organizational skills & attention to detail, computer literacy & a positive attitude. Salary commensurate with experience.
Send resume to:
Box #1987
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/
TELEPHONE OPERATOR
Is looking for fast paced sales office. Experience is a must for our phone people. Ideal candidate will have good phone personality & typing 50 wpm. Excellent benefits package. Salary $7.50 per hour with consideration given for overtime. Please fax resume to Ms. Ann Marie Kaiser, 248-334-2301. Mail to: 6274 Birmingham, MI 48009 Attn: Ann

RECEPTIONIST
The St. Paul Fire and Marine Insurance Company, a leading property and casualty insurance company, is seeking an Office Services Technician for its Troy, Michigan location. Duties include: administrative duties, Receptionist/Switchboard duties, Mail processing, data entry and light typing. The position will work in a team environment, which will ensure that the office automated functions are fully utilized.
Successful candidates will be high school graduates or equivalent, with experience 2-3 years prior work experience in a similar environment is essential. Must possess excellent communication skills, be self-motivated, be flexible, and have the ability to deal in demanding customer needs. If you are interested in applying for a large, diversified Fortune 500 company, please forward your resume and a competitive salary and your resume including salary requirements to:
Staffing Coordinator/Rec Representative
The St. Paul Insurance Co.
P.O. Box 3064
Troy, MI 48084-3064
An Equal Opportunity Employer

RECEPTIONIST - veterinary hospital full & part time. Experienced preferred but not necessary. Please call Diane for details at (810) 626-2433

RECEPTIONIST NEEDED
Very busy, fast growing real estate company in Farmington Hills needs full time receptionist. Position includes phones, some clerical and data entry, co-workers with multiple tasks. Excellent growth potential. Competitive wages and benefits. Please send resume and salary requirements to: Receptionist, P.O. Box 907, Farmington Hills, MI 48333-9072
EOE

RECEPTIONIST
WITH computer skills. Microsoft word, Excel, Windows. Good telephone manner. Full time. Part time. Fax resume to Linda at
(810) 644-1515

RECEPTIONIST/
WORD PROCESSOR
Farmington Hills based automotive distributor has immediate opportunities for motivated individuals with the talents and backgrounds of a Receptionist/Word Processor. The position requires primary administrative support to an office of 15 people. It includes frequent customer and business agents to support, prepare, and tabulate meeting agendas, prepare, and tabulate meeting minutes, & also a variety of other duties. Incoming/outgoing mail and providing word processing support. The successful candidate will possess a basic knowledge of Windows, Word Perfect 5.1 and spreadsheet experience preferred. Good phone, organizational, and interpersonal skills, along with the highest standards of professional conduct. Please send resume and salary requirements to: Resumes will not be considered without salary requirements.
Attn: Human Resource Dept
WP-93
26700 Haggerty Rd.
Farmington Hills, MI
48331-5714
An Equal Opportunity Employer

RECEPTIONIST
$17,000
Service charge fees by company that promotes seminars and offers great benefits. Ideal candidate will be a person who is in need of experienced individual. Computer skills are a must.
Call 810-399-3450
Shelling Personnel Services

RECEPTIONIST
30 hours/week, Sam Computer & medical experience a plus. Call 810-557-8585 and leave message.

RECEPTIONIST - 3 days a week for Birmingham adoption agency. Duties include: typing, filing and helping phone. Fax resume to ASAA, 877 S. Adams, Birmingham, MI 48009

SALES ASSISTANT
Manufacturing firm is seeking administrative support for fast paced and customer service department. Must have minimum 2 yrs. experience, be proficient in WordPerfect 6.1 & Excel. Send resume to: Sales Manager, 1000 Stephenson Hwy., Madison Hts., MI 48071 or phone 810-585-6400, ext. 235

SALES ASSISTANT $21,000
Must know Word Perfect, Excel, Microsoft Windows, Microsoft Word. Outside
Call Donna 810-772-6780
Shelling Personnel Services

SALES SECRETARY/Receptionist
Large beverage distributor in Livonia has immediate opportunity for fast paced office. Must have computer skills, knowledge of Word Perfect, Pagemaker & be able to handle a very busy receptionist desk.
Call Sandy 313-401-3232 ext. 336 EOE

SALES SECRETARY/
RECEPTIONIST
Have office seeking full time experienced Secretary/Receptionist. Ideal candidate will have good grammar, communication & people skills. Must be self-motivated. Must know Word Excel experience a must. Excellent benefits package. Opportunity for growth. Send resume with salary requirements to: Sales Manager, 27765 Heath Dr., Novi MI 48375 or FAX. (810) 349-0754

SALES SECRETARY to $25,000
Friendly Troy firm. Must know Word & EXCEL. Good communication skills. Benefits include: vacation, dental, life, pension, bonus.
SECRETARY $24,000
Southfield property management company. WordPerfect 6.1. Good communication skills. Benefits package.
RECEPTIONIST to $20,000
2 suburban positions available. Computer literate. Nice phone manner. Liberal benefits package.
Call Danielle 810-772-6700
Shelling Personnel Services

SALES
SECRETARY
$25,000
Your good sales & word processing experience will be welcome by the sales manager of this manufacturing company. Fully paid benefits offered. Hurry! Call today!
Shelling Personnel Services

SALES SUPPORT/
ADMINISTRATIVE
ASSISTANT
Fast paced Farmington Hills office seeking individual with strong sales support experience. Ideal candidate will be organized, detail oriented, and able to handle multiple tasks. Pay commensurate with experience. Call for an interview
(810) 473-3370

SECRETARY
Part time, evenings and weekends. Must have strong sales ability.
ERA Premier Realty 810-620-1931

502 Help Wanted-Office Clerical

SECRETARY
Part time opportunity in stable Dental office including typing, filing, answering phones and handling customer payments. Some computer knowledge helpful. Responsibilities include typing, bookkeeping, filing, assisting with the management of special events, public relations, and other duties as related functions. The detail oriented individual must have good communication skills and be proficient in proofreading. WordPerfect 6.0 and Lotus 1 2 3. Submit resume
Michael Kaminski
Westland Shopping Center
35000 W. Warren Rd.
Westland, MI 48185
No phone calls please
EOE M/F/D

SECRETARY
OUR client is looking for their employees the latest in computer technology, training and growth opportunity. We need your proficiency in processing experience and the ability to interact with clients. To $13,000/year. Call Sheri, Livonia
(810) 473-2832
UNIFORCE SERVICES

SECRETARY
Position immediately available. Dictaphone & WordPerfect 5.1 experience a must. Please send resume with salary requirements to: 20000 Northwestern Hwy. Suite 250, Farmington Hills, 48334

SECRETARY - Prestigious automotive company in Highland Park. WordPerfect 6.0 & Windows. Lotus & Windows Diversified responsibilities. Detail oriented. Part time and full time positions available.
TEMPORARY RESOURCES
810-508-8310

SECRETARY
PRESTIGIOUS executive offices located in Southfield. Our client, a Plymouth area is asking to staff. We need experienced candidates with Window software
Temp to perm. Call Sharon - Livonia - 810-473-2331
UNIFORCE SERVICES

SECRETARY
PUBLISHING company in Southfield has immediate opening for a friendly, professional secretary. Responsibilities include good secretarial skills, typing (speed not critical), telephone skills, organized at the busy office. Ideal candidate will be a team player, be detail oriented, and have good communication skills and previous experience. Must have a strong computer background and knowledge of Word 6.0 for Windows. Spreadsheet experience a plus.
If interested, please send resume and salary requirements to: Box 187, P.O. Box 531, Southfield, MI 48037
An Equal Opportunity Employer

SECRETARIES
Established Farmington firm has based Development has 2 Secretarial positions open. Ideal candidate will possess Secretarial Typing Type 60 wpm with dictaphone experience and good phone skills. Knowledge of WordPerfect, Lotus a plus. Salary commensurate with ability. Nice working environment and good benefit package. Call (810) 737-8766

SMALL FAST paced office needs an intelligent, energetic, SECRETARY with good phone, typing, & computer skills. Reply resume to Suite 24725 W. 12 Mile, Suite 310, Southfield MI 48034, or fax 810-352-2312

SECRETARY BOOKKEEPER
1 person office. Pay roll, payable & receivables, light typing, light accounting & benefits. Salary $20,000 & salary increase. Fax or PO Box 328064, Farmington Hills, MI 48332

SECRETARY/BOOKKEEPER
needed for small Farmington Hills warehouse. Wordperfect 5.2 / 6.0, Lotus 1 2 3 & phone skills a must. Accounts payable/receivable experience a plus. We train an adaptable person. Salary based on experience. Send resume to Kerry Laurens, 30100 Telegraph, Suite 220, Bingham Farms, MI 48025

SECRETARY/BOOKKEEPER
1 person office. Minimum 3 years experience. Must be computer literate. Good pay & benefits. Leave message.
Downtown Detroit financial services corporation has a secretarial position available. Candidates should be self-motivated, organized, and have excellent typing skills (45 wpm) with problem-solving ability. The position requires previous word processing experience and a highly professional demeanor. Salary $14,000 plus excellent benefit package. Those interested send resume and salary requirements to:
Secretary
P. O. Box 2666
Detroit, Michigan 48231
Equal Opportunity Employer

SECRETARY
Entry level Legal Secretary position available for Troy litigation firm. Will train candidates with strong detail, secretarial skills & a willingness to learn. Ideal candidate has fast paced environment. Please fax resume to:
(810) 362-0168 ext 101

SECRETARY
Established Southfield based construction and development company seeking a Construction Secretary with experience. Benefits included. Send resume & salary requirements to: Human resources, P. O. Box 308, Southfield, MI 48037

SECRETARY
Flex hours. Full or part-time. Small Troy manufacturing company. Phones, record keeping, computer literate & knowledge of Windows. Quickbooks helpful. Call Mr. Books, etc., a plus. Call Jerry, between 10am-2pm at 810-583-7770

SECRETARY-FULL/PART TIME
Rochester financial planner. Must be organized, detail oriented, and have non-smoker.
(810) 656-9000

SECRETARY
Full-time position for financial health clinic in Farmington Hills. People skills are a must. 1 year office experience required. Knowledge of insurance helpful. Call for interview at:
(810) 478-4410

SECRETARY
Full time, immediate, non-smoker, for real estate management. Knowledge of Windows, Word Perfect, Lotus, experience. Troy.
(810) 362-4066

SECRETARY/HELPER
Part time Saturdays. Perfect for part-time students. Call Bob, or leave message. (810) 738-1290

SECRETARY
INTERACT with clients in the high tech executive offices of international corporations. Windows knowledge, Word 6.0 & Lotus experience required. Call Sandra, Livonia - 810-473-2431
UNIFORCE SERVICES

SECRETARY
Law firm. Must be organized, active & self-starter. Experienced with Word Perfect, Windows, will train. Resume to: PO Box 647, Troy, MI 48099

SECRETARY
Long and short term, temporary assignments available in Southfield area. Call today for an appointment.
ENTECH
Personnel Services
(810) 354-1900

SECRETARY
MATURE & energetic individuals hours. Full time for Livonia dentist office.
(313) 522-2360

SECRETARY - needed for professional organization specializing in estate planning. Pay commensurate with experience. Call for an interview
(810) 473-3370

SECRETARY
Part time, mornings and weekends. Must have strong sales ability.
ERA Premier Realty 810-620-1931

502 Help Wanted-Office Clerical

SECRETARY/
MARKETING
Westland Shopping Center is seeking a full time marketing Secretary. Responsibilities include typing, bookkeeping, filing, assisting with the management of special events, public relations, and other duties as related functions. The detail oriented individual must have good communication skills and be proficient in proofreading. WordPerfect 6.0 and Lotus 1 2 3. Submit resume
Michael Kaminski
Westland Shopping Center
35000 W. Warren Rd.
Westland, MI 48185
No phone calls please
EOE M/F/D

SECRETARY
OUR client is looking for their employees the latest in computer technology, training and growth opportunity. We need your proficiency in processing experience and the ability to interact with clients. To $13,000/year. Call Sheri, Livonia
(810) 473-2832
UNIFORCE SERVICES

SECRETARY
Position immediately available. Dictaphone & WordPerfect 5.1 experience a must. Please send resume with salary requirements to: 20000 Northwestern Hwy. Suite 250, Farmington Hills, 48334

SECRETARY - Prestigious automotive company in Highland Park. WordPerfect 6.0 & Windows. Diversified responsibilities. Detail oriented. Part time and full time positions available.
TEMPORARY RESOURCES
810-508-8310

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SECRETARY - REAL ESTATE
9-5:30PM Mon thru Fri. Must be professional, good phone skills, typing, filing. Call Ann, Livonia
(313) 535-2000, ask for Mr. Hunting

SECRETARY/
RECEPTIONIST
Troy office. Good organizational skills. WordPerfect and Excel experience a plus. Call Ann as soon as possible. Send resume or apply
Rosan Industries
11886 Market St.
Livonia, MI 48150
313-591-1310
Equal Opportunity Employer

SECRETARY/ RECEPTIONIST
needed Apply in person. Livonia Body Record, 34341 Plymouth Rd.
(810)227-0990

SECRETARY/
RECEPTIONIST
Immediate full time small support position. Must have strong phone skills and be able to work independently. Ability to handle multiple tas