# EMPLOYMENT

## 502 Help Wanted-Office Clerical

**EXECUTIVE SECRETARY to $35,000**
Join international company as assistant to the Chief Executive Officer. Seeking experienced professional to work with top level executives & handle his worldwide travel itinerary. Microsoft packages & dictation a plus.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

**EXECUTIVE SECRETARY/ASSISTANT**
Requires Word Perfect & dictating machine. Strong organizational & interpersonal skills required. Real estate development and/or construction experience a plus. Send resume & salary to: P.O. Box 3062, Farmington Hills, MI 48333-3062

**FILE CLERK**
For Law Firm. Full time. Daily file maintenance. Car needed for runner duties. Must have good organizational skills and be dependable. Send resume to:
T. McWilliams
30200 Telegraph, Suite 467
Bingham Farms, MI 48025

**FILE CLERK**
Growing durable medical equipment company has immediate opening for a full-time file clerk. High school diploma or GED or one to three months related experience required. Excellent benefits, salary $7 per hour. Interested candidates please send resume to: Ref. File P.O. Box 1351, Royal Oak MI 48068 EOE

**FILE CLERK**
Part time position in Plymouth Insurance Agency. Approximately 20 hours per week. 313-453-6000

**FILE CLERKS**
Marketing company planning a major relocation to Troy has entry level positions for 2 file clerks. A genuine desire to work will supercede previous experience. This position offers an excellent opportunity for advancement. Contact Fernanda for an interview at (810) 827-1010

**GENERAL CLERICAL DATA ENTRY**
Growing equipment leasing company needs hard working person with a sense of urgency for incoming mail, computing of new files and data entry and a variety of other tasks. Benefits include medical 401-K plus. Please Send resume with minimum salary requirements to: SHFT, P.O. Box 9066, Farmington Hills, MI 48333

**GENERAL CLERICAL/ DATA ENTRY**
Growing equipment leasing company needs hard working person with a sense of urgency for incoming mail, computing of new files and data entry and a variety of other tasks. Benefits include medical, 401K, plus. Please send resume with minimum salary requirements to:
SHFT, P.O. Box 9066
Farmington Hills, MI 48333

**GENERAL OFFICE BOOKKEEPER**
For Auburn Hills shelving company. Some experience helpful. Benefits. Fax resume to (810) 852-0904

GENERAL OFFICE busy sales office needs pleasant telephone personality for related office. Great re-entry opportunity. (810) 254-9628

**GENERAL OFFICE CLERK**
We need smart energetic self starters to help in our busy client offices. Computer experience helpful. Long and short term assignments. Also temp to perm, to $7.25/hour to start.
Call Glenda 810-473-2933
UNIFORCE SERVICES

**General Office**
Communications company seeking neat professional individuals to fill Clerical/Receptionist position. Apply in person at 30450 Haggerty Road, Farmington Hills or call for an appointment. 810-442-0000

**GENERAL OFFICE ENTRY LEVEL POSITION**
Must like working in a busy office. Some experience helpful. Reception work, typing, filing & other duties. Some Sat. overtime work required. Call for an appointment. Miss Austin, Riemer Floors, Inc on Telegraph Rd in Bloomfield Hills
810-353-4050 or 810-335-2050

**GENERAL OFFICE**
Full-time office position. Various duties. Computer skills necessary. Must like working with figures. Some paid overtime may be required. Call for an appointment. Miss Austin, Riemer Floors, Inc on Telegraph Rd in Bloomfield Hills 810-353-4050

**GENERAL OFFICE HELP**
Self starter needed for busy office, assisting various departments. Previous WordPerfect 5.1 experience & familiarity with standard office equipment required. Excellent entry level position for the qualified candidate. Contact Kelly Cornell, for an interview at (810) 827-1010

**GENERAL OFFICE**
Immediate opening with Troy accounting firm. Full or part time hours. Does include answering phones & word processing. Will use Microsoft Word. Career opportunity. HRMS, 810-888-0287 or Fax resumes to 810-649-1888

**GENERAL OFFICE**
Part time. Dependable person needed for general office duties. Approx. 8 hours per week. 10 & Lahser area. Call Michele at (810) 358-5743

GENERAL OFFICE - PART TIME, Northville. Must be able to work flexible hrs. & have typing, computer & organizational skills. 810-348-6000

**GENERAL OFFICE**
Part-time. Entry level position to assist bookkeeper with billing, accounts payable & general office duties. Willing to train. Send resume or fill out application at: 38840 Grand River, Farmington Hills, MI 48335 (810) 477-9600

**HOLIDAYS ARE COMING!! START MAKING YOURS GREEN NOW!**
Wayne and Oakland Counties Positions for Word Processors, Data Entry, Medical Clerks/ Computer Operators
Call today to set up your interview
CORPORATE PERSONNEL SERVICES
953-4190
EOE NO FEE

**HUMAN RESOURCE CLERK**
Village Green Companies is seeking a Human Resource Clerk to provide administrative support to a busy department. Responsibilities include updating employee data base, maintaining personnel files, distributing dept mail, providing back-up switchboard relief, and general clerical duties.
Candidates must have strong organizational skills, excellent written/verbal communication skills and ability to handle multiple priorities. WordPerfect 6.0 for windows (or Microsoft Word for Windows) and Excel experience needed.
For immediate consideration, please forward resume to:
VILLAGE GREEN COMPANIES
Attn: Human Resources
HR Clerk
30833 Northwestern Hwy. Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

IF YOU enjoy meeting people this receptionist job is for you! General office skills required & pleasant telephone manner. (Bloomfield Hills area) please call for an appointment. 1-800-854-6302

**IMMEDIATE OPENINGS**
TODAYS still has 63 Customer Service Positions available to go permanent for the right candidate. If you can type 25 wpm & enjoy phone work, please call TODAYS today!
7 Administrative Positions Available
- Microsoft Word
- Excel
- PowerPoint

Requires secretarial background & presentation experience
Experienced Receptionists/Typists
Comfortable with a Rolm switchboard. Top notch professional for a conservative culture. Temp to hire for the right candidate.
TODAYS TEMPORARY
Troy: 810-649-4455
Auburn Hills: 810-373-7161
Detroit 313-393-1890
EOE

IMMEDIATE OPENINGS for commercial and personal CSR's for agency in Oakland County. Experience and computer knowledge necessary. Excellent benefits. Send resume to P.O. Box 1300, Birmingham, MI 48012 Attn: Office Mgr.

IMMEDIATE OPENING for TELEPHONE RECEPTIONIST for busy switchboard in Troy. Experience in AT&T System 75 helpful. Professional demeanor and strong interpersonal skills are a must.
Call (810) 680-6602

**IMMEDIATE OPENINGS**
FIVE Part-Time (Tues & Wed) positions immediately open in a growing Livonia Corporation! Work 12-20 hours a week as a check distribution clerk. Excellent wages, same week pay. Call now before it is too late.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

**INSURANCE ASSISTANT - SALES/CLERICAL**
Organized self starter w/typing & communication skills. Call Mon-Fri, 9am-1pm. (810) 588-9340

**INSURANCE**
Personal/Commercial CSR's for agency located in Birmingham. Experience required. Computer knowledge necessary. Excellent benefits. Resumes to FAX 810-540-2002, Attn: Donna Dreis

**INSURANCE**
Personal lines CSR needed for independent insurance agency. Experience necessary. Bloomfield Hills (810) 333-2500

**Join The Bartech Team!!!**
Positions immediately available in one of the "BIG 3" automobile companies in Dearborn. Must be proficient in one or more of the following:
- MS WORD
- WORD PERFECT
- EXCEL
- HARVARD GRAPHICS
- POWER POINT

Call Today
BARTECH
313-271-5454
EOE

**LEGAL ASSISTANT/PART TIME**
Small Southfield law office. Applicant must be highly motivated self starter with ability to work directly with firm clients. Collection experience preferred. Perfect for working parent. Send resume and salary requirements to:
OFFICE MANAGER
20300 CIVIC CENTER DR. #203
SOUTHFIELD, MI 48076

- LEGAL ASSISTANTS
- LEGAL SECRETARIES
- WORD PROCESSORS
- FILE CLERKS
- RECEPTIONISTS
- TIME & BILLING OPERATORS

Needed for L E S S which specializes in Legal office support. Those interested, please fax resume to: (810) 647-5376 or call for interview. (810) 647-6215

**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) 358-0236

**LEGAL RECEPTIONIST**
Wanted for Birmingham law firm. Must have experience & administrative & wordprocessing skills. Send resume to Mary, 280 W Maple, Ste 310, Birmingham, MI 48009

**LEGAL SECRETARIES**
needed for Farmington Hills firm. Minimum 3 yrs experience in environmental and/or insurance defense work. Must have excellent skills and be proficient with WP 6.1. Salary commensurate with experience. Forward resume to Box #1799
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

**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. 1-6 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/ASSISTANT part time needed immediately, with experience. Must know WP 5.1. Please call Janet (810) 851-8500

LEGAL SECRETARY - Busy Farmington Hills personal injury office. WordPerfect & excellent typing skills. Insurance defense experience preferred. Call Deyna 810-737-4747

**LEGAL SECRETARY**
Dearborn law firm seeks full-time experienced legal secretary. Must be motivated, well organized & detail oriented. Require accuracy of 65 words per minute, dictaphone & WordPerfect experience. Competitive salary & benefits. Call for appointment to complete application. (313) 561-5700

**LEGAL SECRETARY**
Experienced, part-time, 2 days for small Sylvan Lake litigation/commercial practice firm. Windows 6.0. Fax resume 810-334-7755

**LEGAL SECRETARY**
Experienced. Needed for a friendly/professional plaintiff lawfirm located in Royal Oak.
Fax Resume to
Administrator 810-541-3304

LEGAL SECRETARY for medium sized Troy insurance defense firm. MINIMUM 2 years experience in litigation. Call (810) 649-1330

**LEGAL SECRETARY**
Full-time
For busy Southfield patent law firm. Excellent benefits. Salary negotiable. Call Carol (810) 358-9071 x 3300

**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 & part time. Word Perfect & legal experience a must. Southfield area. Call Jeannine 810-353-3600

**LEGAL SECRETARY**
For Farmington Hills law firm. 3-5 years litigation experience. (810) 855-2353

**LEGAL SECRETARY**
For mid size P.I. Defense firm in Southfield. Legal experience necessary. Excellent WordPerfect skills with speed & accuracy a must. Call Office Manager (810) 358-4490

**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**
Farmington Hills firm requires Legal Secretary, minimum 3 years experience in general practice. Strong background in court procedures, organizational skills, WordPerfect 5.1 with minimum 70wpm. Salary commensurate with experience. Forward resumes to Office Manager, 22331 Peachtree, Novi, MI 48375

LEGAL SECRETARY for Livonia firm. Excellent typing, WordPerfect and organizational skills required. 313-953-0200

**LEGAL SECRETARY**
Full time, experienced in personal injury litigation, WordPerfect, 60 plus WPM, non-smoking office. Send resume to Attention RFD, Su 1050, 28411 Northwestern Hwy., 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, 7919 Lawrence, W. Bloomfield, MI 48322

LEGAL SECRETARY for a Southfield law firm. Excellent skills required for 2 executive positions. Minimum 7 years experience necessary in either corporate/real estate or pensions/estates. Send resume to: Office Manager, PO Box 215, Southfield, MI 48037-0215 or call (810) 354-4030

LEGAL SECRETARY - litigation experience required. Very substantial salary and fringes. Pleasant office. Call Kim (810) 354-2500

LEGAL SECRETARY, part-time. Some weeks full-time. WordPerfect & legal secretarial experience necessary. Respond to Chris M., 7650 Claremont, Canton, MI 48187

**LEGAL SECRETARY**
Prestigious Troy law firm seeks full time experienced Legal Secretary. General Corporate. Proficient in WP 6.1, highly organized, good benefit package. Send resume to PO Box 1874, Troy, MI 48099-1874

**LEGAL SECRETARY**
Standard Federal Bank, one of the nation's largest savings institutions, has an immediate opening for a Legal Secretary in its Troy headquarters.
The qualified candidate must have typing skills of 60-70 words per minute on a word processor using WordPerfect 5.1. Must also have a minimum of 3 years' litigation legal secretarial experience and the ability to transcribe from a dictaphone.
We offer prepared to offer a competitive salary including a complete flexible benefit package. Please send resume to the Human Resources Department:
Standard Federal
Savings/Financial Services
2600 W. Big Beaver Rd.
Troy, MI 48084
Equal Opportunity Employer M/F/D/V

**LEGAL SECRETARY**
Small Southfield law firm. Knowledge of windows 6.0 with 85 wpm accurate typing. (810) 354-0360

**LEGAL SECRETARY**
Southfield based insurance company has an immediate opening for a litigation secretary. Successful candidate must have strong typing (60wpm), word processing, spelling & transcription skills. Responsibilities include trial preparation, managing files, scheduling hearings & gathering information for attorneys. Individuals interested in a competitive salary w/excellent benefits send resume w/salary history to: Legal Department, Box #1718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

**LEGAL SECRETARY**
Small Southfield law office. Applicant must be highly motivated self-starter with ability to work directly with firm clients. Collection experience preferred. Send resume and salary requirements to:
OFFICE MANAGER
20300 CIVIC CENTER DR. # 203
SOUTHFIELD, MI 48076

LEGAL SECRETARY wanted for Farmington Hills law office. (810) 851-8000

**LEGAL SECRETARY**
WordPerfect 6.0 windows experience required. Farmington Hills general practice attorney. (810) 626-9070

**LEGAL SECRETARY**
3 yrs. experience for Southfield Medical Malpractice Defense Firm. Excellent wordprocessing & grammar skills required. Call for interview. (810) 362-2383

**LOAN CLERK**
Entry level position for community based credit union. Must like working with people, have a pleasant attitude & professional appearance. Requires some general office experience. Full time. Benefits. Apply at Community Federal Credit Union, 500 South Harvey, Plymouth, MI 48170

**MEDIA RECEPTIONIST**
Opportunity to join the Public Relations Group of the major company. As part of their team, firm is seeking a professional candidate with excellent interpersonal skills.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

MEDICAL BILLER - Full time for family practice center in Royal Oak. Must have 3 to 5 years recent billing experience, knowledge of automated billing system. Send resume and salary requirements to 815 S Washington, Royal Oak, MI 48067 or FAX to 810-543-7704

MEDICAL EQUIPMENT manufacturer seeks Secretary/Administrative Assistant with accounting and computer experience 8am-3pm at $8-$10 to start, benefits. Apply in person: Lift Aid, Inc., 38281 Schoolcraft, ste B, Livonia

**MEDICAL SECRETARY**
Academic physician office located in the Detroit Medical Center seeking experienced Medical Secretary with excellent word processing and transcription skills. Applicants must have knowledge of medical terminology, experience in WordPerfect 5.1 or 6.0 and a pleasant phone voice. Experience in Quattro Pro preferred. Please submit resume and salary requirements to N Locke, 3800 Woodward, Suite 600, Detroit, MI 48201. Fax: 313-745-9124 AA/EOE

METROCELL SECURITY, The Midwest fastest growing cellular, paging and security company, seeks experienced, responsible and hardworking individuals for office positions. Full and part time available. Call Steven Mondrow or Linda Kemp at (810) 473-0331 or apply at 31122 W. 8 Mile Rd in Farmington Hills

**MORTGAGE COMPANY FARMINGTON HILLS**
**RECEPTIONIST**
Part Time 8:30 - 12:30
Answer multi-line switchboard. Assist/Greet customers and guests. Sort incoming mail. General office duties. computer knowledge helpful.
Equal Opportunity Employer
Send resume to
AMERA Mortgage Corporation
30201 Orchard Lake Rd., Ste 250
Farmington Hills, MI 48334

**MORTGAGE**
Growing mortgage company needs clerical personnel for servicing, closing & post closing positions. Experience is helpful but not necessary. Call Homestead Mortgage for appointment 810-350-3580 or fax resume 810-350-3758

PART TIME office assistant for Farmington Hills law firm. Approximately 4 hours per day, flexible. All office functions such as communications, filing, errands, computers, office maintenance & misc tasks (810) 626-5000

**OFFICE ASSISTANT**
Full time. Must be organized & reliable. Computer literate. Some evenings. Livonia (810) 442-1207

OFFICE ASSISTANT needed by Troy computer leasing co. for part time work, approx. 20-30 hrs. per wk. The job will include reception, word processing using Microsoft Word, & misc. office duties. Pay commensurate w/experience. Please send resume or contact Personnel, G.S. Leasing, 3290 W. Big Beaver, #200, Troy, MI 48084 810-649-5560

OFFICE ASSISTANT, part-time, to work afternoons 2-5pm for busy Auburn Hills Consulting Firm. PC experience a plus. $6/hour. Please call after 6pm. 810-634-8142

**Office Clerical**
**RECEPTIONIST/TYPIST**
Part-time (20 hours/week, includes evening hours) 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 CLERICAL**
Westland manufacturer seeks experienced person willing to perform multiple tasks. Accurate typing with knowledge of WordPerfect Windows helpful. Prefer experience in data entry. Will answer phones, file & perform other clerical duties. Our company presents an excellent opportunity for an energetic, outgoing person. Fax resume to
Human Resources 313-729-1365

**OFFICE CLERK**
LAW firm has part-time openings for Office Clerks and/or Runners. Varied duties, reliable transportation required. Excellent for college students. Please mail or fax resume to:
Gifford Krass
280 N. Woodward, Suite 400
Birmingham, MI 48009
Fax# 810-647-6210 Attn. Admin.

OFFICE CLERK position - some office experience helpful, some computer knowledge a plus. 1 part time day position available & 1 full time afternoon position. Please call (313) 728-7874 ext 202, or submit resume P.O. Box 1011, Wayne, MI 48184 Attn: Personnel.

**OFFICE HELP/ LEASING AGENTS**
Now hiring Leasing Agents for a large apt complex in Belleville with competitive wages. Must have valid drivers license & own transportation.
Call 313-697-2879

**OFFICE MANAGER $35,000**
Report to Vice President of growing company as its office administrator. Supervise company's word processing staff, oversee office budget and handle administrative functions. Desire some experience with Windows & a spreadsheet package.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

OFFICE - RETAIL: Person needed for accounts payable, typing & some retail sales. Word processing and data entry experience required. An EEO employer. Edwards Glass Company, 32000 Plymouth Road, Livonia, MI 48150, resumes only.

OFFICE - 5 days/part time. Afternoons - Noon-4pm. Some flexibility. 1 girl office. Typing & pleasant phone skills a must. Call Suzy or Kerri: (810) 352-3920

**OPERATIONS ASSISTANT**
FOR Busy Farmington Service Co. office. Must have computer knowledge. Medical background a plus. Full time with benefits. Alternate weekends. Call Donna, Mon thru Fri., 9-4pm (810) 471-6896

PART-TIME BOOKKEEPER Must have complete accounting & organizational skills. Computer knowledge necessary. (810) 380-6400

**PART TIME CLERICAL**
Electronic Security Company in Warren is seeking a part-time clerical person for answering phones, typing, filing & various misc. office duties. Must know Word Perfect. Flexible hours. Please send resume to:
ESS
24295 Sherwood
Warren, MI 48091
Attn: Ms. Smith

**PART TIME CLERK**
20 hrs/wk, Mon, Tues and Thurs for Oak Park home health agency. General clerical plus phones. Must know WordPerfect, medical knowledge a plus. Call (810) 968-5300 ext. 240

**PAYROLL ADMINISTRATOR**
Contract Staffing Company in Farmington Hills has a permanent full time position available for an experienced payroll processor. Expertise in computer applications (Platinum Accounting, LOTUS, DBASE) and operations is preferred. Competitive paid benefits. Send resume to
HRC - FTPR.
31700 Middlebelt Rd. Suite 140
Farmington Hills, MI 48334

**PAYROLL CLERK NEEDED**
for busy office in Troy. Computerized payroll & spreadsheet experience required. Familiarity with payroll, tax returns helpful.
810-649-9100 ext 8508
An Equal Opportunity Employer

PERMANENT PART time to assist with Attorneys' time billing & other office functions. Computer knowledge necessary.
Call Judy (810) 645-1700

**PHONE OPERATOR**
A 24 hour answering service is in search of reliable, responsible, willing operators to work in a friendly, fast paced smoking environment. All shifts available. Only serious individuals seeking permanent employment need apply. Experience helpful, will train. Benefits available. Call Jodie at 810-524-1626

**PROPERTY MANAGEMENT OFFICE MANAGER/ADMINISTRATOR**
Able to organize and run small office & work with public. Computer skills needed. Real Estate experience helpful. Send resume to P.O. Box 1214, Birmingham, MI 48012

**PURCHASING ASSISTANT**
Farmington Hills distributor seeks individual to assist purchasing department in expediting purchase orders & general clerical duties. Experience & excellent organization & communication skills required. Send resume to: Damal Fastener Corp, 23240 Industrial Park Dr., Farmington Hills, MI 48335

QUALITY CONTROL - Electrical Manufacturer seeks a person to oversee Quality Control in the production of transformers and power supplies. Candidate must possess BSEE, have a strong manufacturing background with a minimum of 5 years experience. Company offers full benefits including profit sharing. Please send resume to Attn: J.P. Williams, President, 34425 Schoolcraft, Livonia, MI 48150 (313) 261-3310

**REAL ESTATE SECRETARY**
Part time 8:30-12:30
Call Bill O'Riley
(810) 669-8844

**REALTOR ASSISTANT**
W. Bloomfield/Farmington area. Very busy Realtor needs high energy, great personality, good typing, organizational and windows skills. Flexible part-time hours. Call Debbie today for the best yet!!! 1-810-851-4100 ext. 353 or 810-360-4225

**RECEPTIONIST**
Ann Arbor luxury auto dealer has immediate opening. Duties include PBX, cashiering, data input. Experience necessary as is pleasant, professional speaking voice. Call for appointment. Call Mr. Hesin at (313) 663-3309

**RECEPTIONIST**
A Southfield law office needs full-time, dependable & pleasant person. Join our office family. Call Steve, 810-353-8830

**RECEPTIONIST**
Busy development company looking for Receptionist, part & full time. Must have pleasant phone voice. Computer knowledge preferred, but not necessary. Fax/send resume to: Ms Warmat, 41050 Vincenti Court, Novi, MI 48375 Fax 810-615-9350

**RECEPTIONIST/CLERICAL PRINTING & LABEL CO.**
Looking for a Receptionist $6.50 hour to start. Experience required in operating a telephone switchboard, typing & word processing. Full benefits after orientation period. Send your resume & references to Personnel Dept 101, PO Box 2020, Warren, MI 48090

**RECEPTIONIST/CLERICAL**
for manufacturing company. Clear, pleasant voice, computer & multi line experience a plus. Permanent part time or full time. Mail resume & salary requirements to PO Box 417, Farmington, 48332-0417

RECEPTIONIST/CLERICAL - SERVICE organization has immediate full time opening for experienced individual. Position requires professionalism & solid computer skills, must be detail oriented, self directed & enjoy diverse job assignments, primary responsibility will be receptional & phones, secondary data entry, word processing & job costing, experience with in the contract furniture industry would be extremely helpful. Successful applicant will enjoy a progressive team environment with excellent benefits & opportunity for advancement. Please forward resume with references to Corporate Installation Services, 21063 Bridge, St. Southfield, MI 48034

**RECEPTIONIST**
Computer & bookkeeping skills needed. Must be customer oriented. Redford area. 313-534-3758

**RECEPTIONIST**
Computer trained. Microsoft word, Excel, Windows. Good language and communication skills. Full time. Fax resume to Linda at: (810) 644-1510

**RECEPTIONIST**
Dearborn country club seeking part time, night Receptionist for weekends, and some holidays. Light typing required. Pleasant working environment. Apply in person, Tues - Fri., 11am-6pm: 800 N. Military, in Dearborn

**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 position. 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 17117 W. 9 Mile, Ste. 1600, Southfield, MI 48075.

**RECEPTIONIST**
Employer Services Company in Farmington Hills has a permanent full time position available for an experienced receptionist. Duties include answering multi-line phone, Word Perfect correspondence, mail merge and secretarial support. Competitive paid benefits. Send resume to:
HRC - REC.
31700 Middlebelt Road, Suite 140
Farmington Hills, MI 48334.

RECEPTIONIST - ENTRY LEVEL, Bloomfield Hills law firm, pleasant personality & telephone manner a must. WordPerfect 5.1. Benefits. Send resume to Box #1797
Observer & Eccentric Newspapers
36251 Schoolcraft Rd

**RECEPTIONIST**
Experienced person with pleasant telephone personality who will assist with general office duties. Must be computer literate. Part time Mon., Wed., Fri., 8:30 am-3:30 pm. Send or fax resume: LINE PRECISION INC., 31666 W. 8 Mile Rd., Farmington Hills, MI 48336. Fax: 810-474-9270

**RECEPTIONIST**
Experienced full-time individual needed for growing professional computer consulting firm in Troy. Windows computer knowledge a plus. No calls please. Send resume to:
COMPUTOOLS, INC.
Receptionist
PO Box 1588
Troy, MI 48022

RECEPTIONIST FOR a commercial real estate office. Must know WordPerfect 6.0. We need a good communicator that is dependable and efficient. Mail or FAX resume to LaKritz Weber & Co., 29100 Northwestern Hwy., Suite 240, Southfield, MI 48034 810-353-9334

**RECEPTIONIST**
FOR non-smoking Farmington Hills office. Growth potential for individual with excellent phone and computer skills. Julie 810-932-7100

RECEPTIONIST FOR dental office part-time position in Northville 12-20 hrs per wk, includes evenings & Sats. Experience not required — will train. Call 810-349-6085

RECEPTIONIST - For mornings, part time. Livonia CPA firm. Must know WordPerfect & Lotus and have general computer & office skills. Bookkeeping helpful but not required. Wage commensurate with skills. Call Joe (313) 462-2277

**RECEPTIONIST**
FOR investment management company. Position includes, answering phones, as well as greeting clients, and clerical work. Computer experience necessary. Must be friendly and have excellent telephone skills. Non-smoking office. Send resume with salary requirements to: Personnel Manager, 3883 Telegraph Rd., Ste 100, Bloomfield Hills MI 48302

RECEPTIONIST - For Southfield chiropractic office needed full-time. Phone experience required. Must be pleasant & dependable. Computer & clerical skills preferred. 810-569-2658

**RECEPTIONIST**
Friendly, dependable person to perform general office duties for relaxed atmosphere office. Hours 9 - 5:30, Monday - Friday. (810) 473-1200

**RECEPTIONIST FULL TIME**
SOUTHFIELD OFFICE LOCATION
Ambitious & energetic person to be responsible person to be responsible for multi-line phone system in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing and general clerical duties. Must be organized and have the ability to assist & support several individuals at a time in our busy paced office. Mail resume in confidence to OFFICE MANAGER, suite 306, 21415 Civic Center Drive, Southfield, MI 48076

**RECEPTIONIST**
Full time for Pine Lake Country Club. Nice work atmosphere, good pay & benefits. Some nights & weekends. Apply in person: 3300 Pine Lake Rd., W. Bloomfield (810) 682-1300

**RECEPTIONIST**
FULL time. Light typing & answering phones. Position open immediately, please fax resume to: 313-266-0944 Or call Deborah or Farida at (313) 266-2111

**RECEPTIONIST**
Immediate opening. Some clerical. Hours 8:30-5pm. Competitive wage. Professional work environment. Fax resume to 810-478-3150 or apply in person at 24125 Drake Rd., Farmington (810) 478-1700

**RECEPTIONIST**
Mature, responsible individual to answer phones, greet customers & minor office duties. 9-5pm, Mon-Fri. 1400 N. Wayne Rd., Westland (313) 729-6230

RECEPTIONIST NEEDED - for Birmingham salon. Must have friendly, outgoing personality. Please Contact Sherri or Kim Tues. thru Fri. at 810-644-2144

**RECEPTIONIST**
Needed for multi-line system. Computer knowledge preferred. Full benefits. Call Christine (810) 488-8600

**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 for Bloomfield Hills Real Estate company. Flexible hours - evenings and weekends on rotation basis. Call Melanie, 810-645-5700

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

**RECEPTIONIST PART TIME**
answer phones & perform data entry functions for Southfield building co. Preferably afternoons, 1-5pm but could be flexible for right individual. Send resume to Box #1809
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST - PART-TIME mature, responsible person needed for Southfield law firm Mon. - Fri., 12:00-5:30pm. Must be dependable! Excellent phone and filing skills required. Light typing. Pleasant working environment. Non-smoker please. Mail resume to: Shelly, 19100 W. 10 Mile, Ste. 201, Southfield, Mich. 48075. No Walk-ins Accepted.

RECEPTIONIST PLUS - Full time, entry level. Good phone manner, computer familiarity a plus. Own transportation. Non-smoker. Call Patty Mon-Fri, 8:30-5. 810-641-6400

RECEPTIONIST: Salary to $18,500+. Farmington Hills switchboard, mail, greet clients. MUST type 55wpm. Mail resume: KING PERSONNEL, 17000 W. Ten Mile, Suite 125, Southfield, MI 48075 or Call. (810) 423-7224

**RECEPTIONIST / SECRETARY**
Modern Sterling Heights manufacturing company has entry level position. Highly motivated, detailed person. Computer & customer/vendor relations. Experienced in office procedures. Team office concepts. Great benefits plus tuition reimbursement. Call (810) 264-9898 or FAX (810) 264-9303

**RECEPTIONIST/SECRETARY**
Full or part-time (Job Share) opportunity for a well-respected and established company downtown, on major thoroughfare. Excellent telephone, fax, WordPerfect, organizational, and "Can Do" skills required. Lotus preferred. Send resume to: Controller, P.O. Box 33000, Detroit, MI 48232-3000

**RECEPTIONIST/SECRETARY**
Michigan's largest welding supplies distributor, has an immediate opening, for a flex-hour, part time Receptionist/Secretary, with excellent advancement potential. Must be self-starter and self-motivated with excellent phone etiquette, PC and word processing experience required. Send or fax resume to: Hoy Smith Company, 14850 Dequindre, Detroit, MI 48212. fax 313-883-0679

RECEPTIONIST/SECRETARY - beautiful Southfield office, full time $8/hr. to start experience helpful, not necessary. 810-350-8070 or [illegible]

**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 office located in Plymouth seeks bright, energetic organized person with good secretarial communication and computer skills. Full benefits. Send resume or apply in person.
Moeller Manufacturing Co.
43938 Plymouth Oaks Blvd
Plymouth, MI 48170-2584

**RECEPTIONIST/SECRETARY**
General clerical skills, answering phones, knowledge of computer, Lotus, Windows & Wordperfect. Hours 8-5 Call 810-280-0630

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

**RECEPTIONIST/ TELEPHONE OPERATOR**
Needed for fast paced sales office. Experienced person with great phone/people skills a must for this full-time position. Starting salary $7.50 per hour with consideration given for experience. Please send resume to: 320 E. Maple #274, Birmingham, MI 48009, Attn: Tami

**RECEPTIONIST**
THE St. Paul Fire And Marine Insurance Company, a leading property and casualty insurer, is seeking an Offices Services Technician for its Troy, Michigan location, to perform various administrative duties. Responsibilities include, but are not limited to, Switchboard/Receptionist, mail/supply, data entry, and light typing. This position will work in a team environment which will ensure that the office administrative functions runs smoothly and efficiently.
Successful candidates will be high school graduates or equivalent, with personal computer WordProcessing experience 2-3 years prior work experience in an office environment is essential. Must possess excellent attendance, a positive "Can Do" attitude, be flexible, and have the ability to focus on meeting customer needs. If you are interested in working for a large, diversified Fortune 500 company that offers flexible benefits, and a competitive salary, send your resume including salary requirements to
Sue Martinico-Personnel Representative
The St. Paul Insurance Co
P.O. Box 3704
Troy MI 48007-3704
An Equal Opportunity Employer

RECEPTIONIST - veterinary hospital full & part time. Bloomfield. Will train person with good communication skills & enthusiasm. 810-646-1669

**RECEPTIONIST**
Wanted for law firm. Must have multi-line phone system experience. Top salary and medical benefits. Call (810) 356-6250, ask for Andrea or Fax Resume to 810-352-6254.

**RECEPTIONIST**
Weight Watchers in Farmington Hills is seeking a full time Receptionist/Switchboard Operator to work in a highly visible, fast paced, and enthusiastic environment.
Please send resume and salary requirements to: Receptionist, P.O. Box 9072, Farmington Hills, MI 48333-9072 EOE

**RECEPTIONIST**
with experience needed for busy Southfield office. The ability to handle a large volume of calls in a professional manner is crucial. Salary to commensurate with experience. For an interview call Kelly Cornell 810-827-1010

**RECEPTIONIST**
2 positions available. 1. full time, 10am to 6pm, Mon thru Fri. Benefits, vacation, education remission. 1 part time, afternoons. Occasional weekend work required for both positions. Candidate must possess excellent interpersonal communication & word processing skills (Word Perfect), should be familiar with spread sheet programs & data entry. Associates degree or certificate in office administration preferred. Minimum of 2 yrs. relevant work experience required. Send cover letter & resume to: Sienna Heights College, 24901 Northwestern Hwy, Suite 202, Southfield MI 48075

RECEPTIONIST - 3 days a week for Birmingham adoption agency. Duties include typing, filing and heavy phone work. Resumes to: AIAA, 877 S. Adams, Birmingham, MI 48009

**SALES ASSISTANT**
Manufacturing firm is seeking administrative support for fast paced customer service department. Must have minimum 2 yrs. experience & be proficient on WordPerfect 6.1 & Excel. Send resume to S. Giacomin, 30261 Stephenson Hwy., Madison Hts., MI 48071 or phone 810-585-6400, ext. 235

**SALES SECRETARY/Receptionist**
Large beverage distributor in Livonia seeks mature, skilled individual for fast paced office. Must have computer knowledge, preferably PageMaker & be able to handle a very busy reception desk. Full-time/benefits/401K. Call (313) 591-3232 ext. 336 EOE

**SALES SECRETARY $25,000**
Your good skills & word processing creativity will be welcome by the sales dept. at the manufacturing company. Fully paid benefits offered. Hurry! Call 313-464-0909
Snelling Personnel Services

**SALES SUPPORT ADMINISTRATIVE ASSISTANT**
Full Time Opportunity
- Requires word-processing
- Excel
- Excellent oral & written communication skills
- Troy location
- Support busy staff of 6

ET SERVICES & SYSTEMS
810-899-0428

**SCHOOL SECRETARY**
Must be experienced with computers; Windows 6.0, Quattro Pro, Database. Excellent communication skills a must. Salary and benefits. Call 810-552-8690 and ask for Stacey.

**SECRETARIAL POSITION**
Plymouth financial service firm is seeking an efficient, dependable person for a secretarial position. Must be personable and have excellent typing skills. Send resume in confidence to:
P.O. Box 700679
Plymouth, Michigan 48170

**SECRETARY/BOOKKEEPER**
1 person office. Must have 5 years experience. Must be computer literate. Good pay & benefits. Leave message. [illegible]

**SECRETARIES**
Due to major growth, professional CPA firm has several secretarial positions available in our Southfield and Bloomfield Hills offices. Ideal candidate will be a team player, be well organized, have excellent communication skills and possess at least 5 years of solid secretarial experience. Must have a strong computer background preferably in WordPerfect 6.0 for Windows. Spreadsheet experience a plus.
If interested, please send resume and salary requirements to: Mr. Sadler, P.O. Box 881, Southfield, MI 48037. An Equal Opportunity Employer

SMALL, FAST paced office needs an intelligent, energetic, SECRETARY with good phone, typing, & word processing skills. Resumes to: Susan, 24725 W. 12 Mile, Suite 310, Southfield MI 48034, or fax to (810) 352-2312.

**Secretary/Administrative Assistant $18,720/yr.**
Permanent position with a prominent law firm in Southfield. Knowledge of D Base III, D Base IV or Alpha 4+.
The KPM Group
810-355-2440 Fax 810-355-5809

**SECRETARY/BOOKKEEPER**
needed for development company. Windows, Wordperfect 5.2 / 6.0, Lotus 1,2,3 & phone skills a must. Accounts payable/receivable experience a plus. Will train as necessary. Salary based on experience. Send resume to Kathy Lauwers, 30100 Telegraph, Ste 220, Bingham Farms, MI 48025

**SECRETARY BOOKKEEPER**
1 person office. Payroll, payable & receivables, light typing, light accounting & benefits. Send resume & salary requirement to: PO Box 328004, Farmington Hills, MI 48332
An Equal Opportunity Employer

**SECRETARY**
Downtown Detroit financial services corporation has a secretarial position available. Candidates should be self-motivated, organized and detail-oriented with accurate typing skills (50 wpm preferred). This position requires previous word processing experience and a highly professional demeanor. Compensation includes benefit package. Those interested send resume and salary requirements to:
Secretary
P.O. Box 2660
Detroit, Michigan 48231
Equal Opportunity Employer

**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**
Experienced individual needed to join our secretarial team. Typing 55 wpm and WordPerfect 6.0 required. Professional manner and excellent organizational skills. Full benefits. Send resume and salary requirements to HR/Secretary, 29299 Franklin Road, Southfield, MI 48034

**SECRETARY-FULL/PART TIME**
Rochester financial planner. Must be efficient with good computer skills. Non-smoker. (810) 656-9092

**SECRETARY**
Full-time for out patient mental health clinic in Farmington Hills. People skills are a must. 1 year office experience required, and computer experience helpful. Call for interview at (810) 478-4451

**SECRETARY**
FULL-TIME position with benefits available for reliable person with good typing, communication & phone skills. Experience with Microsoft Word required. (810) 258-1610

**SECRETARY**
Full-time for construction company. Experience on switchboard, computer necessary with good communication skills. Salary commensurate with experience. Fax Resume to: 810-357-7706

**SECRETARY**
FULL time transcriptionist for insurance claims office. Typing 60+ WPM, dictaphone and WordPerfect skills required. Excellent benefit package. Send resume and salary requirements to: Christine Jennette, Adjusting Services Limited, 17177 N. Laurel Park, Ste. 333, Livonia, MI 48152. No phone calls

**SECRETARY/HELPER**
Part-time. Must have car. Perfect for part-time students. Call Barb, or leave message. (810) 738-1290

**SECRETARY**
Huntington Banks of Michigan has a secretarial position available at its Troy Commercial Lending office. The position requires at least 2 years of previous office experience including the use of WordPerfect and Lotus. Qualified applicants must type at least 55 wpm and have good communication and phone skills.
The position is responsible for the preparation of loan documents, reports, proposals, and memorandums. Other duties include verifying the compliance of files, obtaining information pertaining to commercial loans, extensive typing and reports and spreadsheets, etc.
If you are looking for an opportunity to work in a fast paced, professional environment and meet the above qualifications, please send a resume with cover letter to:
Huntington Banks of Michigan
P.O. Box 5823
Troy, MI 48007-5823
Attn: D. Schele
EOE M/F/V/D

**SECRETARY**
INTERACT with clients in the high tech Western suburb executive offices of international corporations. Windows software plus 2-3 years experience required. Call Sandra - 810-473-2931
UNIFORCE SERVICES

**SECRETARY**
Intermet Corporation, a FORTUNE 1000 supplier of precision castings to the automotive industry, is seeking qualified applicants for the position of Secretary in our new Troy headquarters. Successful candidates will possess: AA/AS in Business/Secretarial Science, experience in Windows, Excel, Lotus, Power-Point, WordPerfect 6.1, and in producing graphics for presentations, minimum 60 wpm typing skills. We are seeking individuals with a minimum of 3-5 years professional secretarial experience. We offer a competitive compensation and benefits package. Send resume and SALARY REQUIREMENTS to
Mgr., Management Development
INTERMET Corporation
Suite 150
1450 West Long Lake Road
Troy, Michigan 48098
Intermet is
Equal Opportunity Employer
Male/Female/Handicapped/Vet

**SECRETARY**
Law firm. Must be organized, accurate & self-starter. Experienced with MS Word/Windows. Full time, will train. Resume to: PO Box 567, Troy, MI 48084

**SECRETARY**
MATURE & reliable. Flexible hours. Part time for Livonia doctors office. (313) 522-3580

SECRETARY - needed for architecture/construction company. Must have WordPerfect & Lotus skills. Pay commensurate with experience. Call for an interview appointment. (810) 473-1101

**SECRETARY**
N. Oakland CPA firm has position available for an organized & dependable person. Must have background in WordPerfect 6.0 for Windows. Please send resume & salary requirements to: Box #1822
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

**SECRETARY**
OUR companies offer their employees the latest in computer technology, excellent earning potential, and growth opportunities. We need your prior word processing experience and the ability to interact with clients. To $13.00/hr. Call Susan, Livonia (810) 646-7062
UNIFORCE SERVICES

**SECRETARY**
Part time, evenings and weekends, for Troy real estate office. ERA America Realty 810-680-1550

SECRETARY - part time and/or full time for Birmingham real estate office, flexible hrs. Good people, phone & computer skills. Call Al or Suzanne 9-5 81-645-580

SECRETARY - Part-time professional office experience required in Farmington Hills. Wordperfect experience helpful 810-855-0302

SECRETARY - Part-time for church. Looking for a people person with skills in Word Perfect 5.0 for Windows; great hours. Send resume to SPRC, Box 721155, Berkley, MI 48072.

**SECRETARY**
Position immediately available. Dictaphone & WordPerfect 5.1 experience a must. Please send resume & salary requirements to: 30800 Northwestern Hwy, Suite 250, Farmington Hills, Mich. 48334

**SECRETARY**
PRESTIGIOUS executive offices on international firm in Farmington/Plymouth area is adding to staff. We need experienced candidates with Windows software. Temp to perm. $9.00-$14.00/hr.
Call Sharon 810-473-2931
UNIFORCE SERVICES

**SECRETARY**
PUBLISHING company in Southfield has immediate opening for a friendly, professional secretary. Requirements include good secretarial skills, typing speed of at least 50 WPM, pleasant phone manner, good customer service skills, dictaphone experience desired. MicroSoft Word & Excel for Windows experience required. Mail or fax resumes to
Wards Communications, Human Resources Manager, 3000 Town Center, Suite 2750, Southfield, MI 48075. Fax 810-357-0609

**Secretary/Receptionist**
Birmingham based non-smoking engineering firm has an immediate opening for a candidate with strong typing, Word Processing & telephone skills. Must be able to handle multiple tasks, computerized invoicing, records management & machine transcribing. Previous secretarial experience essential. Excellent benefit package. Fax resume & salary requirements to: 810-645-1590

SECRETARY/ RECEPTIONIST needed. Apply in person: Ultimate Body Record, 8434 S. Old US-23, Brighton. (810)227-0990

SECRETARY/RECEPTIONIST w/computer skills needed for manufacturing plant. Send resume to: 14707 Keel St. Plymouth, MI 48170

**SECRETARY / RECEPTIONIST**
Full time for Livonia CPA firm. Word Perfect 5.1 and pleasant phone manner required. 313-427-6900

**SECRETARY/RECEPTIONIST**
Fast paced retail chain corporate office in Southfield seeks reliable, energetic, organized person with good secretarial, communication & computer skills. Legal secretarial experience a plus. Compensation commensurate with experience. Call for interview (810) 258-2870

**Secretary/Receptionist $8/hr.**
must have some computer knowledge
The KPM Group
(810) 355-2440 Fax 810-355-5809

**Secretary/Receptionist**
Automotive engineering firm with offices in the Detroit Metro area has open positions at its Troy, Southgate & Livonia offices.
Good organizational skills. Word Perfect & Excel experience a plus.
Full Time
Full company paid benefit package
Send resume or apply:
Roush Industries
11916 Market St
Livonia, MI 48150
313-591-1010
Fax 313-591-4333

**SECRE- TARY/RECEPTIONIST**
Experienced in statistical typing, needed by fast growing, Oakland County CPA firm. Apply to P.O. Box 214702, Auburn Hills MI 48326

**Secretary / Receptionist**
Windows, Word or WordPerfect experience required. Accounting background preferred for an accounting firm. Pay commensurate with experience. Send or fax resumes to:
Davis & Davis CPA's, PC
29100 Northwestern Hwy, Ste 250
Southfield, MI 48034
Fax (810) 358-0756

**SECRETARY/ RECEPTIONIST**
If you are an energized, self-starting, reliable person
- able to cheerfully and professionally answer a multi-line phone
- able to accurately take and relay messages
- with wordprocessing and general office skills

we have an entry level position for you in our training/consulting firm. We offer competitive salary and benefits. Please mail or fax resumes:
United Training Services, Inc
17320 W. 12 Mile Rd.
Southfield, MI 48076
Fax # 810-553-5420

**SECRETARY**
SOUTHFIELD personal injury law firm seeks Secretary with WordPerfect skills. Top salary and medical benefits. Call 810-356-6250, ask for Andrea J. or Fax resume to: 810-352-6254

SECRETARY WITH advance computer skills and office machine experience. Must have patience. Willing to learn Real Estate. Send resume to: PO Box 21165, Detroit, MI 48221. (810) 423-1223

SECRETARY - With administrative ability to organize small office and work with public. Computer skills needed. Real Estate experience helpful. Send resume to P.O. Box 1265, Birmingham, MI 48012

**SECRETARY**
with WordPerfect and Lotus skills for wholesale/retail company in Bloomfield Hills. Hours 8-5 Mon-Fri. plus one Sat. per month 9-2. Good communication skills and experience required. Pay $8-$10/hr. Resume to: Secretary, 1520 S. Lapeer Rd., #119, Lake Orion, MI 48360