502 Help Wanted-Office Clerical

HOT JOBS

LEGAL SECRETARY, suburbs, $28,000
LEGAL SECRETARY, downtown, $28,000
LEGAL SECRETARY, suburbs, $18,000
BILLING ASSIST., suburbs, $15,000
BILLING CLERK, suburbs, $23,500
ACCT. CLERK, suburbs, $21,000
RECEPTIONIST, suburbs, $21,000
GENERAL OFFICE, suburbs, $21,000

All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 353-3300
(810) 649-FAX 2

IMMEDIATE OPENINGS for computer and office support. CSR I and II positions in Oakland County Expressway and customer knowledge necessary. Excellent benefits. Send resume to 30 W. Big Beaver, Bloomfield, MI 48012 Attn: Office Mgr.

IMMEDIATE OPENING for TELEPHONE RECEPTIONIST for busy professional office. Experience in AT&T System 75 helpful. Professional appearance and speaking ability a must. Call (810) 560-0662

IMMEDIATE OPENINGS
Pick Pat Time (Tues. & Wed.) positions immediately open in a growing Livonia Company. Work 12 to 5 hours a week as a check distribution clerk. Excellent people skills necessary. Call now center 4 at 352-3900

EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

INPUT ANALYST
Seeking individual around input experience/data entry/computer terminals for insurance company. Ideal candidate will have 2 years experience in data entry, knowledge of computer, organizational skills, bilingual preferred. Salary $684.00/weekly. Excellent benefits including medical/dental/life, 401K, 100% college tuition reimbursement, holidays, vacation. Send cover letter/resume to Linda S. Hess, Personnel One, 4SPUT, Detroit, MI 48202
NO PHONE CALLS - EOE

ROCHESTER HILLS insurance agency seeks receptionist for full time position.
(810) 652-8000

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

INSURANCE WORD
Strong computer skills insurance company. Word Perfect 6.0 required. Call Betty Hamel Personnel (810) 424-8470 or fax (810) 424-8538

INVENTORY CONTROL CLERK. Basic computer skills needed. Full time position, full benefit package. $ Mile & Telegraph area. Apply today based on experience. Call Jan 9 to noon, Mon thru Fri.
(810) 354-3710

JOBS FOR THE WEEK
EXECUTIVE SECRETARY, $30,000 Right hand to Vice President. Mid-South West. Excellent benefits. Master firm Benefits, suburbs. Call Deneane.
LEGAL SECRETARY, to $30,000 Major suburban firm, medical malpractice experience preferred. Excellent benefits. Call Deneane.
LEGAL SECRETARY, $28,000 Litigation experience, work for 2 attorneys. Suburbs (dependent contract). Call Nancy.
ADMINISTRATIVE ASSISTANT, to $25,000 Temp to perm. Excellent benefits. 3 years professional experience. Microsoft Word, Excel, Power Point. Call Dorothy.
HUMAN RESOURCE ASSISTANT, to $25,000 Benefits. Experience, Microsoft Word, Excel. Major Pharmaceutical firm. Call Nancy.
MEDICAL ASSISTANT to $13 an hour 1-2 years. Suburb. Medical/Surgery Bookkeeping office. Call April.
CUSTOMER SERVICE, $8 an hour 1-2 years personnel lines experience. Pleasant, southwest firm. Friendly suburban firm, answer phones, great people. Call Deneane.
Lots of variety. Call April. Many more openings available.
CALL 810-772-6700
OR FAX resume to 810-772-1811
Creative Personnel Services

JOBS, JOBS, JOBS
We need your
CUSTOMER SERVICE
DATA ENTRY
TELEMARKETING
ACCOUNTING ASSISTANTS
CLERKS for positions that are temporary now. If you want work, we have the jobs! We also have a variety of job openings and need to talk to you. Give us a call for your personal interview.
EMPLOYMENT SERVICES
313-261-6311

Join The Bartech Team!!!
Positions immediately available in one of the "BIG 3" automotive 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

JUST A SAMPLE
of the various clerical positions available at "NO FEE" to you -
• General clerical - temp to perm
• Data entry - part time - Troy
• Customer Service - long term
- temp to perm
Call today for more info!
FUTURE FORCE SERVICES
810-528-8454

LEGAL ASSISTANT/PART TIME
Small Southfield law office. Applicant must be highly motivated self-starter with ability to work directly with firm owner. Collection experience helpful. Flexible hours for working parent. Send resume and salary requirements to:
OFFICE MANAGER
29200 CIVIC CENTER DR. #203
SOUTHFIELD, MI 48076

LEGAL RECEPTIONIST
Working for Southfield law firm. Must have experience & exceptional skills. Basic knowledge of computers helpful. Send resume to: Mary, 230 W. Maple, Suite 103, Birmingham, MI 48009

LEGAL SECRETARY/ASSISTANT
Bloomfield Hills area. Immediately. Will train. Please call Janet at (810) 647-9630

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Downtown defense firm looking for experienced, motivated, detail oriented secretary. Fax resume to 313-961-2220.

LEGAL SECRETARY
Experienced, part time, 2 days for small Bryan Law Situation/commercial practice firm. Windows 3.0, Fax, resume 810-334-7756.

LEGAL SECRETARY
Experienced. Needed for a Manhattan-based insurance specialist located in Royal Oak.
Fax resume to:
Administrator 810 541-3504

LEGAL SECRETARY
For Farmington Hills law firm. 3-5 years litigation experience
(810) 855-1355

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

LEGAL SECRETARY
Full time, experienced in personal injury litigation. WordPerfect, 60 plus wpm typing. Salary commensurate. Send resume to Attention: Ref B, Box 1060, 28411 Northwestern Hwy., Southfield, MI 48034

LEGAL SECRETARY
For busy Troy law office. 2-3 years corporate experience & WordPerfect required. Excellent Smoke-free office. Send resume to Secretarial Committee, 7916 Lawrence, W. Bloomfield, MI 48322

LEGAL SECRETARY for a Southfield law firm. Excellent skills required for Executive position. Minimum 2 years experience necessary in either corporate/real estate or personal injury/litigation. Send resume to Office Manager, PO Box 215, Southfield, MI 48037-0215 or call (810) 354-4030

Legal Secretary
FOR PARTNER
Southfield law firm specializing in medical malpractice has excellent opportunity. Candidate with outstanding skills. Must have strong litigation background with WordPerfect experience. Please, non-smoking office. Excellent salary and benefits commensurate with ability and experience. Fax resume to: 810 948 0124

LEGAL SECRETARY
for Personal Injury law office in Southfield. Call (810) 443-2777

LEGAL SECRETARY
For Birmingham law firm. 2yrs experience WordPerfect 6.0. Resume to Legal Secretary, PO Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Full time, experienced required. For busy Bloomfield patent law firm. Excellent benefits. Salary negotiable. Call David (810) 358-5411 x 3300

LEGAL SECRETARY for 17 attorney firm in Bloomfield Hills, experienced in good organizational skills required for commercial litigation, salary commensurate with ability. Send resume & salary requirements to Office Manager, 300 S. Long Lake Rd, Suite 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Immediate full time opening for Busy immigration law firm 2 years general experience or 2 year experience in immigration. Knowledge of word processing & dictaphone. Flexible hours. Salary commensurate with experience. Send resume to Office Manager, 4000 Livernois, Suite 110, Troy, MI 48098 or fax to (810) 680-0627

LEGAL SECRETARY - Motion experience required. Very substantial salary and fringes. Pleasant office. Call Tim.
(810) 354-2000

LEGAL SECRETARY needed full time. Litigation experience required. Good benefits. Bloomfield office. Send resume & salary history to: Legal Secretary, 2000 Town Center, Suite 900, Southfield, MI 48075

LEGAL SECRETARY
Needed for Birmingham law firm. Must have excellent grammar, typing, transcription, computer skills & familiarity organized. Experience in real estate & litigation required. Competitive salary & benefits. Call for interview.
Personnel Department
(810) 642-0331

LEGAL SECRETARY
Prestigious Troy law firm seeks full time Experienced Legal Secretary. General Corporate Professional with 5 plus years experience. Good benefit package. Send resume to PO Box 1674, Troy, MI 48099-1674

LEGAL SECRETARY
WordPerfect 6.0 or higher experience required. Employee Help Wanted. Call Mr. Kaplan (810) 626-8070

LEGAL SECRETARY
2 yrs experience for Southfield Medical Malpractice Defense Firm. Excellent word processing & grammar skills required. Call for interview:
(810) 352-2555

LEGAL SECRETARY
$34,000
Senior Partner. Beautiful offices. Excellent benefits. Call Ms. Dow
(810) 354-8100
Direction, Lend & Associates

LEGAL WORD PROCESSOR
SECRETARY
Need 4 years secretarial and client telephone experience for growing law firm. Typing minimum 60 wpm, WordPerfect 6.0, dictaphone and share library filing. Good communication, organization and interpersonal skills. $ MUST!
Salary: $23,000 per year. Hours 8:30-5:30. Please send resume to 30833 Northwestern Hwy., Suite 300, Farmington Hills, MI 48334. Village Green supports a drug-free work environment.
Equal Opportunity Employer

LEGAL SECRETARY
Senior Partner. Beautiful offices. Excellent benefits. Call Ms. Dow
(810) 354-8100
Direction, Lend & Associates

LEGAL WORD PROCESSOR
SECRETARY
Need 4 years secretarial and client telephone experience for growing law firm. Typing minimum 60 wpm, WordPerfect 6.0, dictaphone and share library filing. Good communication, organization and interpersonal skills. $ MUST!
Salary: $23,000 per year. Hours 8:30-5:30. Please send resume to 30833 Northwestern Hwy., Suite 300, Farmington Hills, MI 48334. Village Green supports a drug-free work environment.
Equal Opportunity Employer

LOAN CLERK
Entry level position for community based credit union. Must like working with people, have a pleasant attitude & professional appearance. Previous experience helpful but not necessary. Full time. Benefits. Apply at Community Federal Credit Union, 200 South Harvey, Plymouth, MI 48170

LOAN PROCESSORS - Experienced, needed immediately for dynamic Birmingham mortgage company. Full time, benefits. Fax resume to 810-433-0618 or send to: Sharon, PO Box 2100, Birmingham, MI 48012-2100.

MEDICAL EQUIPMENT manufacturer seeks Secretary/Administrative Assistant with accounting and computer experience. Mon-Thurs 8:30-5:30 Fri 8:30-12:00. Fax resume to 810-355-2758

NATIONAL HEALTH care company seeks Receptionist with excellent 2 yrs. office & data entry experience within a medical environment preferred. HIV experience required. Salary $7.50 - $8/hr. Submit resume 32991 Hamilton Court, Farmington Hills 48334 EOE DFWP.

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

OFFICE ASSISTANT
PART time (Flexible hours). For busy Farmington Hills law office. Light duties.
Ask for Linda (810) 737-8400

OFFICE - CLERICAL
Growing manufacturing company has an immediate opening for clerical minded individual. Good telephone and data entry skills a must. Send resume and salary requirements to: Perma, 23400 Industrial Park Dr., Farmington Hills, MI 48336

OFFICE CLERICAL
Needed for busy office. Light typing, some data entry work required. Please send resume to: Personnel, P. O. Box 2164, Livonia, MI 48150

OFFICE MANAGER
NEEDED full time for a Farmington Dental law firm seeking experienced phone operator for full time position with benefits. Must possess excellent verbal communication skills. Send resume to:
Box 61848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI
An Equal Opportunity Employer

PORTERS
Energetic and hardworking Porters needed full time only. Apply in person
The Dower Ford
32222 Plymouth Road
Livonia

502 Help Wanted-Office Clerical

OFFICE HELP/
LEASING AGENTS
Now hiring Leasing Agents for a large apartment in Bloomfield with computer, people skills required. Medical drivers license & insurance.
Call 313-487-3678

OFFICE HELP - Part time 9-6 PM Mon-Thur, 11AM-3PM every other Sat. to update information on existing insurance policies. Will train. $6/hr to start. Can lead to full time. Interviews only: 10-6, Mon-Thur at 32782 Grand River, Suite 207A in Farmington.

OFFICE MANAGER with emotional & communication skills. Typing, WordPerfect & basic computer knowledge necessary. Resume
Box 61830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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

OPEN HOUSE
CLERICAL/
LIGHT INDUSTRIAL
Temp-Perm, top pay, benefits. Holiday pay, incentives. Jobs in Detroit, located in I. A. Plaza at Plymouth & Levan. 34167 Plymouth, Livonia

Seeking Personal Services

Equal Opportunity Employer
LIVONIA 313-266-8400
AUBURN HILLS, 810-373-7500
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777

OPERATORS ASSISTANT
Full time for Farmington Service Co. office. Must have computer knowledge. Medical background preferred, but not necessary. Fax resume to Ms. Walther, 41090 Vincent Court, Novi, MI 48375. Fax 810-615-8350

RECEPTIONIST/CLERICAL
for manufacturing company. Clear, pleasant voice, computer literate. Must be organized, detail oriented, team player, able to multi-task, be responsible, reliable, respectable and be receptionist & phones, secondary data entry, word processing & job costing, experience would be extremely helpful. Successful applicant will possess a pleasant, professional environment with excellent benefits & opportunity for advancement. Please fax resume with references to Corporate Administrator, 2000 Brush Bridge St. Southfield, MI 48034

RECEPTIONIST/CLERK
Small busy Livonia office needs responsible person to assist in office. Heavy walk-in traffic, busy phones, computer entry & filing are the job. Health & dental insurance are available. Send resume or apply at: GSI-HR, 34038 Schoolcraft, Livonia, MI 48150

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

RECEPTIONIST
Downtown Birmingham property management company. General Office duties. Part time, 20 hours, 9am-3pm. $6/hr.
(810) 647-7192

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 strong telephone skills and ability to work well with others.
Call Sue C.
for an Interview
(810)347-3050

RECEPTIONIST
Employer Services Company in Farmington Hills has a permanent full time position available for an experienced receptionist. Duties include: 2 lines, 2 lines, 2 phones, Word Perfect proficiency, 40 wpm typing and excellent verbal and secretarial support. Competitive pay and benefits. Send resume to:
HRC - EEC
31700 Middlebelt Road, Suite 140
Farmington Hills, MI 48334

RECEPTIONIST - ENTRY LEVEL
Bloomfield Hills law firm, pleasant personality, good telephone manner. WordPerfect 5.1. Benefits. Send resume to: Box 61844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.

RECEPTIONIST
Pleasant office & clerical duties for busy office. Competitive salary & benefits. Good opportunity for right incentive. Please send resume with salary history to: Personnel
12380 Capital, Oak Park, MI 48237

RECEPTIONIST - Farmington Hills. Working knowledge of MS Word, or WordPerfect & MS Excel preferred. Full time, excellent benefits. Send resume to: CRT Personnel Services, 37730 Enterprise Ct., Suite 400, Farmington Hills, MI 48331

RECEPTIONIST - Fast-paced environment, typing, phone work, light bookkeeping. Southfield location. Send resume salary requirements to: Office Manager, 2529 Dalpin, Royal Oak, MI 48073

RECEPTIONIST
Fast growing moving & storage company. Receptionist must be experienced, reliable, responsible, friendly, good phone manner. Fax resume 313-261-7810 or call Customer Service, American Farmington Hills
Harriet Smythe
313-422-6300

RECEPTIONIST FOR a commercial real estate firm. Must know Word-Perfect 6.0. We need a good communicator, self-motivated, efficient. Mail or FAX resume to: Lakeshore Realty Co., 29100 Northwestern Hwy., Suite 240, Southfield, MI 48034. 810-353-8334.

RECEPTIONIST - For Southfield medical office. Second full time. Phone experience required. Must be organized, detail oriented, good medical/dental skills preferred. 810-948-2058

RECEPTIONIST
For busy multi site Ophthalmology practice. Must have Medical Office Competitive salary & benefits. Call Heather, Marty & Ann
(810) 362-2808

RECEPTIONIST FOR a commercial real estate company. Must know Word-Perfect 6.0. We need a good communicator that is responsible and efficient. Mail or FAX resume to: Lakeshore Realty Co., 29100 Northwestern Hwy., Suite 240, Southfield, MI. 48034. 810-353-8334.

RECEPTIONIST - FOR expanding Farmington Hills firm. Must have excellent phone skills, computer & typing skills required. Medical background helpful. Full benefits.
(810) 851-2211

RECEPTIONIST
FOR small busy Livonia office. Experience a must. Starting pay is $6.00 per hour. Send resume to: 32975 Industrial, Livonia MI 48150

RECEPTIONIST
Full-time for Pine Lake Country Club. Thru June, weekends, good pay & benefits. Some night & weekends. Apply in person 3200 Pine Lake Rd, W. Bloomfield.
(810) 682-1200

502 Help Wanted-Office Clerical

RECEPTIONIST
FRONT DESK
Prestigious Management Consulting Firm in I-96 + M10, Meridian area of 8 Mile. Front desk appearance is warm, enthusiastic, telephone-savvy, strong organizational skills, confidentiality a must! Prefer 1 year office experience. Must be a team player.
Fax resume to:
Administrative Manager
810 641-1436
An Equal Opportunity Employer

RECEPTIONIST - full time for growing medical facility. Minimum 1 year receptionist experience. Medical transcriptionist 9.0. Organized, detail oriented & pleasant personality. Call Vicki Bern-Sorn. Mon thru Fri 313-459-1600

RECEPTIONIST
FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious, self-motivated, and responsible person to be responsible for multi-line phone system in NON-SMOKING office. Good appearance required. Other responsibilities include light typing and general clerical duties. Must be organized and have the ability to assist a supervisor when needed at a time in our busy paced office. Please mail in or fax resume to OFFICE MANAGER, suite 308, 31413 One Center Drive, Southfield, MI 48076

RECEPTIONIST
Full-time. Entry level. Computer literate. Good phone manner. Pleasant office. Call Ms. Lynn
(810) 851-1770 Mapleleaf, in Troy (15th & Crooks area) 810-643-7300

RECEPTIONIST/
GENERAL OFFICE
Busy Plymouth office is seeking a reliable, personable individual to fill our receptionist position. Send resume to:
Box 61845
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST / General Office
Novi company looking for a part-time person to assist in general office work, typing, answering phones and filing. Computer knowledge required. Flexible hours, 20 hours or weekends. Immediate start.
(810)478-0111

RECEPTIONIST / GENERAL OFFICE
A self-starter with excellent phone skills and who will assist with minor office tasks. Full time position with benefits. Minimum 1 year office experience required.
Fax resume to: Office Manager, 45211 Harris, Suite C, Plymouth Twp., MI 48170 6023.

RECEPTIONIST
GROWING manufacturing company looking for part time receptionist (Data Entry preferred) & Word Perfect Call for an appointment (313) 481-2200 for fax resume to 313 481-0557.

RECEPTIONIST
Immediate opening. Some clerical duties. Hours 8:30-5pm. Competitive wage. Excellent benefits. Fax resume to 810-476-3150 or apply in person at: 24125 Drake Rd., Farmington.
(810) 478-1700

RECEPTIONIST/JOB SHARE
Seeking energetic, outgoing person to share an exceptional position (20 hrs. per week) on a busy area/branch office. Must be organized, have the ability to multitask, and be able to work well with others. Knowledge of the office (computer data entry, filing, customer service) Send resume & salary requirements to:
Office Manager
Consolidated Financial
31790 Telegraph Rd.
Bingham Farms, MI 48025

RECEPTIONIST
LIGHT secretarial. Computer experience a must. Preschool accounting & phone. Full-time.
(810) 960-5200

RECEPTIONIST NEEDED...
Human Resource Co. seeks professional, detail-oriented, energetic person to join our team in Troy. Must be able to handle multi-line phone system while performing other office duties including typing, light bookkeeping, etc. Send resume to: Y. Yusuf, P.O. Box 434, Southfield, MI 48037

RECEPTIONIST NEEDED for busy CPA firm in Farmington Hills. Paid overtime for winter months. Experience helpful but not necessary. Dawn
(810) 626-2430

RECEPTIONIST
needed for fast paced Southfield property management firm. Multi-line phone system. Please send resume. Bernie at (810) 352-6550 to set up an interview

RECEPTIONIST
NEEDED for fast paced professional office. Must be outgoing with good communication skills. Pleasant Good benefit package. Apply in person 30785 Grand River, Farmington Hills. (810) 478-7030

RECEPTIONIST/
OFFICE ASSISTANT
We are seeking an energetic, responsible individual for our fast paced Human Resources Department. Duties include: Phone coverage for 4 lines, data entry, busy multi-line phone and greeting the public. Additional responsibilities include word processing, filing and other miscellaneous clerical duties. Qualified candidate should have 1 year office experience, basic skills, accurate typing and the ability to maintain a professional demeanor while working under pressure. Previous office experience is a plus. This is an excellent opportunity for an individual looking for a long term position in the HR field. A very competitive benefit package is available. Hours are 8:30 to 4:30 pm Mon-Fri. Qualified candidates please forward a cover letter & resume stating salary requirements to: Human Resources - HRA SOURCE ONE MORTGAGE SERVICES CORPORATION 27725 Stansbury Blvd. Farmington Hills, MI 48334 FAX: 810 932-0184
An Equal Opportunity Employer
M/F/D/V

RECEPTIONIST
Part time for busy real estate office in Bloomfield Hills area. Light and clerical skills required. Evening/weekend hours. Call Pat Lewis today to schedule an interview.
(810) 642-3400

RECEPTIONIST
PART time for Bloomfield Hills Real Estate company. Flexible hours on location lease. Call Melanie, 810-645-5700

RECEPTIONIST
Part time/full time, 3 weekends, $6 per hour. Seniors welcome. Call Virginia, 9-11am. (810) 344-0880

RECEPTIONIST
(PART TIME)
$4/hr!
Personnel Systems 459-1188

RECEPTIONIST
PART time (Wed. & Fri.) Enthusiastic, responsible individual. Interior design firm. Responsibilities include: phones, computer, filing, light bookkeeping (non-tech), greeting clients, and filing. 3 years office experience required. Able to work well in a fast paced environment, please fax resume to Jeanne at (810) 650-1213
An Equal Opportunity Employer

RECEPTIONIST PLUS - Full time, pleasant voice. Good phone manner, computer familiarity a plus. Dom pronunciation, formerly Jacobs Marty. Mon-Fri, 8:30-5. 810-641-6400

RECEPTIONIST/SECRETARY
Entry level, full time. Responsibilities include: typing, filing, phones. Send resume to: SRO, 30800 Telegraph, Suite 1211, Bingham Farms 48025. Attn: Mary Ann

RECEPTIONIST/SECRETARY
Air Center Inc., an industrial distributor of compressed air products, has excellent communication skills, basic computer knowledge, good benefits, pleasant working environment and 401(k) plan. Please call (800) 247-8068

RECEPTIONIST
Get Job Experience
Free on-the-job training
Personalized instruction
Free job placement once trained
Part time and full time jobs
Call now to sign up
Detroit area
(810) 557-8610
TEMPORARY RESOURCES

502 Help Wanted-Office Clerical

RECEPTIONIST/
SECRETARY
needed for growing Downtown Detroit consulting firm. Duties include phone coverage, general office duties, maintenance typing, database maintenance and general clerical administrative tasks. Experience/training preferred. Salary commensurate with experience. Please send resume to: Personnel Coordinator, 100 Talon Centre, Suite 150, Detroit, MI 48207 or fax to (313) 567-1428

RECEPTIONIST
Software company firm seeks individual with communication skills to direct traffic, take orders, perform general office duties. Flexible hours. Fax resume to: Mr. Bernard Sorenson, FASTECH, 17197 N. Laurel Park Drive, Ste. 158, Livonia MI 48152.

RECEPTIONIST
SOUTHFIELD employer needs you to answer phones, type 40 wpm, Word-Perfect experience. $5.50/hr.
#1 Personnel
274-4230

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

RECEPTIONISTS
With word processing/Word for Windows. Apply in person
OAKTEC
Professional Staffing
Farmington Hills 810-489-3244
Auburn Hills 810-377-4070

RECEPTIONIST / SWITCHBOARD Operator needed. Experience with multi-line phone system. Typing 50 wpm, skills, data entry & misc. office duties. Benefits.
(313) 274-4100

RECEPTIONIST
Two part-time positions available for the hectic, fast & busy, multi-line phone system and front desk. Hours are 8:30 to 12:30 and 1:30 to 12:30-6pm. Must be energetic and dependable. Qualifications include courteous phone voice, excellent verbal and written communication skills, and light typing. Please call Marianne Evans between 8am and 12noon at (810) 354-5000 or send resume to:
REHABPLANS
400 Galleria Officentre, Suite 101
Southfield, MI 48034
FAX (810) 354-4609
EOE/M/F/H

RECEPTIONIST
Wanted for law firm. Must have multi-line phone system experience. Top pay and benefits. Call Pat Lewis at (810) 350-6200, ask for Andrea or Fax Resume to 810 352-6275

RECEPTIONIST WANTED part-time for Dentist, Mon, Tues, Thurs, 25 hours a week 10am-3pm. $5.50 per hour.
(810) 559-5330 Noel

RECEPTIONIST
with experience needed for busy Southfield office. The ability to work in a large volume of calls in a professional manner is crucial. Many to grow with company. Please fax resume on letterhead to:
Office Manager
Consolidated Financial
31790 Telegraph Rd.
Bingham Farms, MI 48025

Receptionist/
Word Processor
Receptionist with light word processing skills. Company located in Farmington Hills. Possibly a temp to perm position. Great pay & benefits.

ConTemp

810-563-9500 ..... Madison Hgts
810-650-8600 ..... Rochester Hills
313-563-5300 ..... Dearborn

RECEPTIONIST
$14,000
FEE PAID BY COMPANY
Certainly located southwest area offering full benefits including dental is in need of a flexible team player. Typing 45 wpm required. Receptionist a must. Call for immediate appointment
810-393-3333
Sterling Personnel Services

RECEPTIONIST
2 positions available 1 full time, 1 Saturday as well as 1 of Detroit's most vacation, education remission 1 part time, afternoons Occasional weekend work required for both positions. Must have pleasant professional communication & word processing skills (Word Perfect), ability to multitask with spread sheet programs & data entry. Associates degree or certificate in office administration preferred. Minimum 1 yr. office experience in area required. Send cover letter & resume to: Evelyn Hughes Cadwell, 24901 Northwestern Hwy, Suite 202, Southfield MI 48075

RECEPTIONIST
2 positions available. Job sharing. Answers & routes calls on 6 Rolm phone system. Must be personable, learn location, press clients, continuous room scheduling, process meetings, other special projects. Excellent oral & interpersonal skills required. Hours are 10-2:30. Benefits include: Oct. 30th. Please send resume to: Employment Department, Sarnoff, 5435 Corporate Drive, Troy, MI 48098

RECEPTIONIST
30 hour week, Mon-Fri. Computer & medical experience a plus. Call 810-557-6393 and leave message.

RECEPTIONIST - 3 days a week for Birmingham adoption agency. Duties include typing, filing, phone. Fax resume to Attn: Ms. Sullivan, Fax: (810) 647-9630 S. Adams, Birmingham, MI 48009

RETURNS PROCESSOR
NEEDED IMMEDIATELY for large dental company in Canton. Duties include opening returns, filing, phone coverage. Mon-Fri, 8:30-5pm. Benefits. Send work history to:
Box #1844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SALES ASSISTANT/
CUSTOMER SERVICE
$15,200
Sterling Personnel Services

SALES ASSISTANT
AN interesting clerical position for you. Varied duties include phone, numbers work and typing. Call 313-404-0909.
Sterling Personnel Services

SALES SECRETARY/
RECEPTIONIST
Well organized Secretary/Receptionist. Duties include: Typing, filing, phone. Must have good grammar, communication & people skills, and multiple line phone experience. Word Excel experience a must. Hayward Company, Downtown a plus. Opportunity for growth. Send resume with SALARY REQUIREMENTS to: Office Manager, 23766 Heald Dr., Novi MI 48375 Fax 810-348-0796

SALES SECRETARY
STRONG Word, Excel, Lotus 4.0 preferred. Microsoft work helpful. Hands per phone. Organized & self-motivated, career oriented person only. Excellent benefits package. Resume to: 700 U. Mandoline, Madison Heights, MI 48071.

SCHOOL SECRETARY
Must be experienced with Windows, Windows 6.0, Quattro Pro, Database. Excellent communication skills. Salary $8.00 - $9.00 hourly.
Call Mr. Bell
(810) 352-9660 and ask for Sherry.

502 Help Wanted-Office Clerical

SECRETARIAL
OPPORTUNITIES
Reception/Secretarial. Use typing & computer skills in this busy spot. Nice atmosphere. $14-18K

Assistant to Buyer. Type 50+wpm, WordPerfect is a plus. Interesting variety. Great salary. $18-20K

Executive Secretary. Several top firms are seeking professional individuals to assist management. 5+ years experience required. $25-30K

ALL FEES PAID BY COMPANY

PERMANENT STAFF
Troy (810)645-2790, Fax 645-2775
Farmington Hills (810) 737-8750

SECRETARIAL POSITION
Plymouth based employer firm is seeking an efficient, dependable person for a secretarial position. Must have good typing skills and have excellent typing skills. Send resume in confidence to:
P.O. Box 700075
Plymouth, Michigan 48170

Secretaries
Michigan National Bank has excellent opportunities for experienced secretaries in our Commercial Loan Corporate Headquarters

Primary responsibilities include providing administrative support to officers, management and the department. The successful candidate will have 5 years of proven speed, accuracy, knowledge of Word Perfect and Lotus, and must have excellent communication and organizational skills.

Please forward resume to

Michigan National Bank
Human Resource Services
10-05, Dept. 2H
27777 Inkster Rd
Farmington Hills, MI 48333

To apply in person come in to complete an application. Tuesday, Wednesday or Thursday between 9:00 a.m and 2:00 p.m. at the above address

We promote a drug free environment. Substance abuse testing is part of the pre-employment process. An equal opportunity employer. M/F/D/V

SECRETARIES & Word Processors
Microsoft Word or WordPerfect. Your choice of positions. Many lead to permanent positions.
OLSTEN STAFFING
Ask for Pam.
(313) 425-4908
(810) 323-4008

SECRETARY
ADMINISTRATIVE
ASSISTANT
Interact with clients in the high personal corporation. Windows software plus 2-3 years experience required. Long or short term assignments. Call Sandra today.
Livonia Birmingham
173-2233 646-7623
UNIFORCE SERVICES

SECRETARY BOOKKEEPER
Seeking experienced Payroll, A/P & receivables, light typing, light accounting & benefits. Excellent pay & salary requirement to PO Box 321004 Farmington Hills, MI 48332
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER
All phases of office work. Experience required. Send resume to PO Box 6008, Wixom, MI 48393

SECRETARY/BOOKKEEPER
1 person office. Must have 5 years experience. Must be computer literate. Good pay & benefits. Leave message
(810) 539-1023

SECRETARY
Downtown Detroit law firm/service corporation has a secretarial position available. Candidates should be self-motivated with excellent skills. Interested with exclusive typing skills (50 wpm preferred). This position requires previous word processing experience and knowledge of Windows and Word. Compensation includes benefit package. Those interested send resume and salary requirements to:
Secretary
P. O. Box 2060
Detroit, Michigan 48231
Equal Opportunity Employer

SECRETARY
Experienced individual needed to join our secretarial team. Must be fast and WordPerfect 6.0 required. Professional manner and excellent organizational skills. Call Sherry Fraser. Send resume and salary requirements to: Sherry Fraser, 30833 Franklin Road, Southfield, MI 48034

SECRETARY for prestigious auto-motive dealership. WordPerfect 6.0 Windows and Lotus Windows. Detail oriented. Full time and benefits.
Call Kathy
810-559-8210
TEMPORARY RESOURCES

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 an interview:
(810) 476-4411

SECRETARY
FULL-TIME position with benefits, available for related person with good typing, communication & phone skills. Experience in dermatology helpful. Word required.
(810) 258-1810

SECRETARY
Full time for construction company. Expansion on new construction. Must necessary with good communication skills. Computer knowledge & experience. Fax Resume to
810-357-7708

SECRETARY
FULL time transcriptionist for insurance claims office. WordPerfect skills required. Excellent benefit package. Send resume to: Claims Department, 1 Christina Jennette, Farmington Hills, Michigan 48331

SECRETARY
Office experience required. Accounts payable/receivable, word processing and spreadsheet experience. Excellent salary and benefit package.
(810) 355-4206

SECRETARY
Immediate long term opportunity available at major steel corporation in Southfield. Requirements: Candidate MUST be proficient in Word Perfect 5.1 or higher for Windows, Excel and Powerpoint is preferred. Excellent benefits package. Call Sandi today!
ENTECH
Personnel Services
(810) 528-8092

SECRETARY
Immediate opening for Secretary in busy Midland construction office. Job requires excellent phone, typing, & basic math skills. Must have excellent communication skills. Must be comfortable with PC experience & salary requirements to: Personnel, 2165 S. Midland Rd., Midland, MI 48640

SECRETARY
Internet Corporation, a FORTUNE 1000 supplier of precision castings is looking for a motivated individual to assist our Marketing Department. Candidate must have good grammar, communication & people skills, and multiple line phone experience. Word Excel experience a must. Hayward Company, Downtown a plus. Opportunity for growth. Send resume with SALARY REQUIREMENTS to: Office Manager, 23766 Heald Dr., Novi MI 48375 Fax 810-348-0796

SECRETARY
Warren Manufacturer is looking individual for full-time position. Candidate must have multi-line phone. Excellent benefits. Send resume and salary requirements to:
Human Resources
6400 E. 11 Mile
Warren, MI 48091
Fax 82
NO CALLS PLEASE

502 Help Wanted-Office Clerical

SECRETARY
Marketing services company in Plymouth has opportunity for individual to work with administrative and clerical support. Candidates must possess:
• Strong grammar/communication skills
• Problem solving ability
• Typing/PC 60 WPM
• Minimum Office
• Ability handle fast paced environment
• Attention to judgment
• Professional appearance/demeanor
• 2 years secretarial experience

Position includes excellent benefits, starting 401 (k) and tuition reimbursement. Adecco is a non-smoking environment. Adecco is offering a salary history, to (313) 416-0663 or send to:
ADECCO CORPORATION
Attn: DN-EEC
101 Union
Plymouth, MI 48170
EOE

SECRETARY - needed for architect/construction company. Must have WordPerfect & Lotus. 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, Lotus 1-2-3 helpful. Salary requirements to Box #1823
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
OUR companies offer their employees the latest in computer technology, high salary, earning potential, and growth opportunities. We need your prior word processing experience and the ability to type 50 wpm. Call Susan Lynn
Birmingham
473-2931 (810) 646-7681
UNIFORCE SERVICES

SECRETARY
Part time, evenings and weekends, for Troy real estate firm.
CRA Associates Realty 810-680-1500

SECRETARY
Part time position. Looking for a people person with good typing skills. Fax resume to Mr. Bell
(810) 352-9660

SECRETARY
(PART-TIME)
50+/hr.
Accounting, Phones, Customer Service
ARBOR TEMPS 473-1158

SECRETARY
Part time and/or full time for Birmingham real estate office. Fax resume to 810-645-5800 Attn: Bill Gusfaine 9-5
Call Bill or Gusfaine 9-5
810-645-5800

SECRETARY
Part time position available for sales office located in Troy (Minimum 24 hours per week). Applicants must have word processing experience. Must be very organized & detail oriented. Salary commensurate, preferred. For interview contact Sandy Pudlo
(810) 362-0300

SECRETARY/RECEPTIONIST
Fast paced retail chain corporate office in Southwest seeks self-motivated, energetic, organized person with good secretarial, communication & computer skills. Good secretarial experience a plus. Compensation commensurate with ability.
Call for interview: (810) 258-2870

Sec.or.y/Rece