502 Help Wanted-Office Clerical

HOTEL ACCOUNTING POSITIONS

CONTROLLER: Experienced in all aspects of hotel accounting, audit experience preferred, accounting knowledge accounts payable, payroll, G.L. and A/R. Minimum 2 years experience since required - Accounting degree necessary.

ASSISTANT CONTROLLER: 2 years hotel accounting experience or accounting degree.

ACCOUNTS PAYABLE CLERK: 1 year accounts payable experience. ALSO AVAILABLE: Guest Service Representatives & Night Audit.

Apply at
HOLIDAY INN SELECT
1500 Oakland Rd., Auburn Hills

HOT JOBS

Computer Quick Programmer, salaries $30,000
Legal Secretary, Litigation, Salaries $30,000
Administrative Secretary, Salaries $25,000
Legal Secretary Trainee, Salaries $21,000
General Office/Office Mgr., Salaries $22,000
Receptionist/Clerical, salaries $20,000
Temp and temp to perm positions available, in $12 per hour
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 569-3330
(810) 645-FAX 2

IMMEDIATE OPENING Large property management company seeking assistant to purchasing agent. Light typing & filing required. Prefer a minimum of 1 year office experience. Call Mark or Kathy at (810) 356-1030 or FAX resume to 810-356-8056
An Equal Opportunity Employer

IMMEDIATE OPENINGS
WORD PROCESSORS
RECEPTIONISTS
Get your foot in the door with the right companies. Temp and perm openings available. Flexible hours, good references, overtime and holiday pay.
Snelling Personnel Services
Livonia 313-258-8600
Southfield 810-352-1300
Taylor 313-284-0777
Auburn Hills 810-373-7500

IMMEDIATE OPENINGS!
Receptionist/Clerical
Call Now and Apply!
ADIA
THE EMPLOYMENT PLACE
(810) 442-7800

IN HOUSE BUSINESS ASSISTANT
Flexible 20 hour week. Some computer & office work with mail, basic Word 6.0 & 7 per hour. Casual friendly environment in Troy.
(810) 362-1706

INPUT ANALYST
Seeking individual skilled INPUT PROFESSIONAL(s) with previous solid skills for Southfield office to service major group of clients. Knowledge of Word processing, Mfg. based preferred. Salary $684.00 bi-weekly. Excellent benefits including medical, dental, 401K, 100% company paid life insurance and holidays. Send cover letter resume to Marilyn
FSI New Center One - INPUT
Detroit, MI 48202
NO PHONE CALLS - EOE

INSIDE SALES/ADMINISTRATIVE Assistant for Plymouth based manufacturer and distributor. Good telephone skills along with friendly personality & must have computer skills and experience necessary. Call 8-10am.
(313) 454-7521

INSURANCE ACCOUNTING
FULL time accounting position with medium sized agency. Automated accounting system. Insurance agency experience preferred. Will train. Excellent benefits. Send resume with references and salary expectations to:
The Grant Agency
30200 Telegraph, Ste. 1130
Bingham Mi 48025
(810) 642-4022

INSURANCE AGENCY - LIVONIA Enthusiastic person for sales and service assistance. Send resume to Attn: Dept. 3301 Schoolcraft Rd., Livonia, MI 48150

INSURANCE COMPANY located in Bloomfield Hills has a customer service representative to work flexible hours, Mon thru Fri. Must be well organized and have good communication skills. Will train. Please call Mr. Murray for appointment at (810) 540-3180

INSURANCE
CUSTOMER Service Rep. Full time. Personal lines experience preferred with computer skills. Send resume to: Livonia agency. (313) 261-9000

INSURANCE - Experience CSR for Livonia. Full time. Benefits. Resumes to Box #1928
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INTERNATIONAL AUTOMOTIVE OEM SUPPLIER
has immediate openings for talented, experienced person to manage Administrative Assistant position. Responsibilities for a new facility opening in the Plymouth area. Applicants should have Office Administration/Computer/Inventory Control/Purchasing skills, solid Supervisory experience and speak/write FAX resume to 810-414-8009. Ask for Jacqueline at Box 1000 Wixom, 2 New Mile Rd., 7875, Southfield, MI 48076

LEGAL ASSISTANT - full time for 2 attorney personal injury firm in Southfield. Many responsibilities, excellent salary & benefits & non-smoking office. Fax resume to Cynthia Kaye. Great working environment, salary negotiable. (810) 559-9243 resume to Attn. Cynthia Vivian, 17117 W. 9 Mile, Suite 200, Southfield, MI 48075 or fax to (810) 559-9239

★ LEGAL Assistant/Secretary for Southfield law firm. Must be proficient in WordPerfect 5.1, 2 years experience preferred.
Call 810-552-1000

LEGAL ASSISTANT
9AM-1PM Fri. Large growth opportunity. No experience, we will train. Call 810-968-0542

LEGAL
Premium Assignments, Top Rates, Insurance Available, Free Word Processing Training & Benefits 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
(810) 358-0239

502 Help Wanted-Office Clerical

LEGAL SECRETARIES
OUR reputation for integrity has created a demand for many of the best law firms in the area. For permanent placement at no charge, contact expert since required - Accounting degree necessary.
ASSISTANT CONTROLLER: 2 years hotel accounting experience or accounting degree.
ACCOUNTS PAYABLE CLERK: 1 year accounts payable experience.
ALSO AVAILABLE: Guest Service Representatives & Night Audit.
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Detroit, MI 48202
NO PHONE CALLS - EOE

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Bingham Mi 48025
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★ LEGAL Assistant/Secretary for Southfield law firm. Must be proficient in WordPerfect 5.1, 2 years experience preferred.
Call 810-552-1000

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9AM-1PM Fri. Large growth opportunity. No experience, we will train. Call 810-968-0542

LEGAL
Premium Assignments, Top Rates, Insurance Available, Free Word Processing Training & Benefits 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
(810) 358-0239

LEGAL SECRETARY - Experienced for busy Southfield law firm. Must be organized, flexible, detail oriented, self motivated & a pleasant personality. Call Ms. Nutovsky: (810) 568-7373

502 Help Wanted-Office Clerical

LEGAL SECRETARIES
FEE EMPLOYER PAID
HILLSTROM & ROBS AGENCY, INC.
810-626-8188

LEGAL SECRETARIES
Experienced only for permanent & temporary assignments. Top dollars. Assignments always available for top notch candidates.
JOANNE MANSFIELD
755 W. BIG BEAVER
SUITE 205, TROY, MI 48084
810-362-3430
810-362-4851
ALL FEES
EMPLOYER PAID

LEGAL SECRETARY - Bingham Farms sole practitioner seeks well trained, experienced legal secretary with corporate real estate tax & estate planning backgrounds. Must be Wordperfect 5.1 proficient. Time/Space knowledge helpful. Pleasant atmosphere & working environment. Send resume & salary requirements to Phyllis, 30600 Telegraph, Suite 3350, Bingham Farms, MI 48025-4533

LEGAL SECRETARY
Experienced only for busy Bingham Farms Law Firm. Litigation & Workers Comp. 5 years experience preferred. Good organizational skills. Send Resume to: T. McKeever, 30200 Telegraph, Suite 467, Bingham Farms, MI 48025

LEGAL SECRETARY
Experienced full time Legal Secretary for small secretarial firm in Royal Oak. Knowledge of WordPerfect required. A Timeshare helpful. Competitive salary. Call John at 810-433-0338

LEGAL SECRETARY
Full time. Must have a minimum 2 years litigation experience and good organizational skills. Knowledge of Windows 6.1 preferred. Please send resume to: Hochstein, Lachtenbach & Phillips, PC, 4000 Town Center, 18th Floor, Southfield, MI 48075
Fax to: 810-352-1491
No Phone Calls Please

LEGAL HELPER
For Farmington Hills Personal Injury Defense Litigation firm. Full time position, excellent benefits package. Send resume to P.O. Box 3040, Farmington Hills, 48333

LEGAL SECRETARY
Bloomfield law firm. 2yrs experience WordPerfect 5.1 or 6.0. Resume to Office Manager, P.O. Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY - Farmington Hills law firm needs secretary 7 years experienced in environmental, insurance defense, and Bankruptcy Law. Please send resume to Law Firm, Attn: Dept. 1, 34555 Northwestern Highway, Suite 200, Farmington Hills 48334

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

LEGAL SECRETARY
Immediate position available in credit department of a growing insurance firm. Must have excellent Word-Perfect 5.1 skills, Minimum typing speed 70 wpm. Legal experience necessary. Excellent pay & benefits package. Qualified applicants Send resume to Laura Combs, Howard & Howard Attorneys, 400 N. Woodward, Ste. Suite 101, Bloomfield Hills, MI 48304

LEGAL SECRETARY - Irrigation experience preferred. Very substantial pay & benefits. Resume/salary history to Marilyn
FSI New Center One - INPUT
Detroit, MI 48202
NO PHONE CALLS - EOE

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502 Help Wanted-Office Clerical

LEGAL SECRETARY
Dynamic Real Estate Office in Northville has openings for part-time paralegal, 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
EXCELLENT FULL TIME OPPORTUNITY
A rapidly growing multi-national company in Novi is looking for a dynamic individual to work as their full time receptionist. Successful candidate will have the following qualifications:
• Work professionally
• Ability to greet clients professionally
• Excellent telephone manner
• Computer skills
There is plenty of room to grow within the company! Plus competitive benefits package including phone dental, life, disability and 401(K) Please fax or mail your resume to: Economical Technologies, Inc. 39810 Grand River, Suite 100, Novi, MI 48375
Fax: 810-471-6147
Attn: Personnel Manager

RECEPTIONIST
Experienced person with pleasant telephone presence and good clerical skills for busy office. Duties: Must be computer literate (Mac, Word, Fax) 8:30 am-3:30 pm $7.00 per hour or fax resume LINE PRECISION INC. 31608 W. 8 Mile Rd., Farmington Hills, MI 48336
Fax: 810-474-9270

RECEPTIONIST
Experienced or will train right person. Busy Optometric Office in the City of Wayne. Must enjoy working with people. Some optical & computer knowledge is a plus. Call Cindy at (313) 721-5442

RECEPTIONIST
Experienced person with pleasant telephone presence and good clerical skills for busy Mortgage/Title Company. Professional appearance & phone manner. Excellent salary & benefits package. Call 8:30-5, Mon.-Fri. contact Michelle at (810) 559-9111.

RECEPTIONIST
EXPERIENCED person with pleasant telephone presence and good clerical skills for busy office duties. Must be computer literate. Full time, full benefit package. Mail or FAX resume: Allied Electric Co., 23820 Telegraph Rd., Southfield, MI 48034 Attn Jerri FAX - 810 358-6360

★ RECEPTIONIST
For Southfield law firm. Knowledge of WordPerfect 5.1, experienced on multi line phone system. 810-557-1000

RECEPTIONIST for busy pediatric office in W. Bloomfield. Full or part time. Call 810-788-9100

RECEPTIONIST - Northwestern Hills law firm. Pleasant working greeting clients, filing & light typing. Good telephone skills. Ideal candidate seeks part time position for job sharing, weekdays 9:30 am-2:30 pm & 1 to 5pm. (810) 647-5111

RECEPTIONIST for Southfield law office. Full time, some typing & computer experience preferred. Call Laurie (810) 559-4055

RECEPTIONIST
Full time. Good communication skills & phone presence. Friendly person. Must have experience with computers. Call Jeff (810) 414-9955 EXT 101

RECEPTIONIST
Full time position requiring computer literate person with Word Perfect. Full benefit package. Send resume to Office Manager
Consolidated Financial
31780 Telegraph
Bingham Farms, MI 48025

RECEPTIONIST - FULL TIME
Lyons Secretarial, near Southfield office, is looking for a pleasant, professional environment. (810) 352-3636

RECEPTIONIST
Full time. Fast paced company needs energetic, detail oriented person for varied duties. Challenging environment. Call Laurie, 313-416-8003

PROVIDER SUPPORT specialist needed full time for established health care corporation. Ideal candidate solving individual with customer service skills will be considered. Full benefits, salary commensurate with experience. Send resume to HR Department, 24200 Woodward Ave., Pleasant Ridge, MI 48069-1144

PURCHASING ASSISTANT
Engineering company is seeking an entry level purchasing assistant. Must have computer background in Windows environment. Data entry experience. 1-500 typing minimum.
IMMEDIATE OPENING!
TODAYS TEMPORARY
(810) 649-4455
EOE

PURCHASING CLERK - for Dearborn/Detroit manufacturer relocated to Plymouth area. Individual wanted IMMEDIATELY. Experience with purchase of standard order materials, steel, castings & machining services preferred. $32K range. Advancement potential. Full or part-time. Full time offers complete benefit package. Call Debbie, 8am-3pm 313-584-2500

REAL ESTATE ASSISTANT
Salary open. Learn. Well, Fun. Must have car, computer skills. Must be willing to get real estate license. Ask for Dan
810-626-8700

REAL ESTATE CLOSING DEPARTMENT
Miscellaneous duties prefer someone with real estate background preferred. Call Barbara Walkowicz
ERA COUNTRY GROVE REALTY
810-474-5303

BUSY 2 PHYSICIAN plastic surgery office (Farmington Hills) Receptionist/Transcriptionist. Full time, Mon - Fri, 10 AM - 6 PM. Hours may vary.
(810) 352-8070

Receptionist
Building Owners and Managements Company seeking a person to handle the front desk of a busy office. We need a fast paced, highly dependable, self-starter with superb people skills. Minimum 2 years experience on Windows 6.1 and Lotus, and typing speed of 50wpm. Salary wonderful. Call
810-433-1100

RECEPTIONIST
Busy Southfield dental practice, AV rated law firm seeks dependable, self motivated individual. Full time. Salary commensurate with experience. Send resume & salary requirements to Mr. Johnson, 30555 Southfield Rd., Ste. 400, Southfield, MI 48076

RECEPTIONIST/CASHIER
For retail building materials center. Neat, conscientious & able to lift 25 lbs. Full time with benefits & good wages. Apply in person to: Office Manager, 41800 Ford Rd., Canton, MI, 48187.

RECEPTIONIST CLERICAL
Area physician seeks clerical work. Job is located in the Dearborn area. Needs good attitude and telephone experience. Computer skills required. Send resume to Office Manager, 115 E. Dorr Highway, Flint, MI 48503

RECEPTIONIST
Dependable person with excellent phone etiquette. Some office experience preferred. Full time. Send resume to: Mortgage Now, Inc., 24275 Northwestern Hwy., Suite 800, Southfield, MI 48075. Fax 810-353-9138

RECEPTIONIST - Experience a must. General office & clerical duties. Call Mr. Bernstein 810-557-1000

RECEPTIONIST
PART time or full time. Established office. Troy and Rochester Hills. Knowledge of Word Perfect a plus. Excellent pay. Call Deanna:
(810) 524-9100

502 Help Wanted-Office Clerical

RECEPTIONIST, Part time, 8-1pm. Mon-Fri. Must be energetic, person with a pleasant voice. Call Terry or Jessica at Livonia Toyota
(810) 442-2400

RECEPTIONIST - PART TIME
PART-TIME, 9-3:30 weekdays. Duties include phone & visitor reception, word processing, general office functions. Usually need 1/2 per hour. Please apply at: Tire Tool Co. 34401 Schoolcraft, Livonia
(313) 525-1717

RECEPTIONIST
PART-TIME. Experienced receptionist with good typing skills needed for Southfield financial planning office. Computer experience helpful. Call Word for Windows & Plus Publication for students.
Contact Lynn at: 810-357-6500
Or Fax resume to 810-357-9513

RECEPTIONIST
Radio station looking for full time receptionist. Must have excellent phone skills, pleasant personality, and be detail oriented. Responsibilities include meeting clients and greeting listeners, distributing tickets & prizes to winners and light clerical. No phone calls. Send resume to WYCD
26255 Evergreen, Ste. 675
Southfield, MI 48076
Attn Exec Assistant

RECEPTIONIST
Farmington Mortgage is looking for a friendly phone voice. Excellent salary. Fax or mail resume attn: to Farmington Mortgage 23200 Franklin Rd. Southfield, MI 48034
Fax: (810) 799-5111

RECEPTIONIST / SECRETARY

A growing Manufacturer's Representative of electronic components is looking for a high quality individual with front desk experience. The ideal candidate would have experience with an Macintosh and 10 line phone system. Please send your resume to:
Electronic Marketing
Attn: Dept. 1
PO Box 3361,
Farmington Hills, MI 48333

RECEPTIONIST/SECRETARY
Busy Birmingham Dental Specialist office. Fax resume to 810-540-8070

RECEPTIONIST SECRETARY
Phones, computers (WordPerfect), Louis/windows) for real estate firm in Bloomfield. Send resume & salary requirements to Box 339611, Farmington Hills, MI 48333

RECEPTIONIST/ SECRETARY

FARMINGTON Hills based firm, involved in sales & service of office furniture, seeks a full time receptionist/secretary with excellent phone skills & computer aptitude. Ideal candidate must enjoy the right person to handle customer orders & sales calls. Windows experience necessary. Computerized accounting skills a plus. Salary commensurate.
OFFICE MANAGER
27000 Hayes Rd., Ste. B2
Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY
Typing 50 wpm, Word Perfect, strong organizational & communication skills. Full time & benefits. Salary commensurate.
313-553-8000

RECEPTIONIST/SECRETARY
Full time. Requiring telephone, typing & computer skills. Fast paced entry working with volunteers. Send resume, cover letter & salary requirements to: Kevin Kelly, Right To Life of Michigan, 1360 W. Maple, Troy, MI 48083

★ RECEPTIONIST/ SECRETARY
For Southfield property management firm. Knowledge of or part time WordPerfect & Lotus preferred. Send a resume & letter with salary requirements to: Terrie A. Burke, Property Management, 26555 Evergreen Road, Suite 1400, Southfield, MI 48076, Attn: Jeff

RECEPTIONIST/SECRETARY
Needed for downtown Portiac law firm. No legal experience necessary. Must have excellent phone skills & computer aptitude. Fast paced. Salary commensurate with experience. Benefit package. Please send resume to
Box 1925
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/ SECRETARY
CTS is looking for a growth oriented telecommunications company in Farmington Hills. Oakland County has an immediate opening for an entry level receptionist/Secretary. The successful candidate will possess good communication skills and the ability to type 50 wpm. Word Perfect experience, knowledge of Lotus 123 and Windows software a plus. The job offers a competitive salary commensurate with experience. Benefits include medical & 401k plans. Send resume to:
Box 81819
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST - Some computer knowledge helpful, but not necessary. Send resume to Attn: Judy, 29411 Beverly, Romulus, MI 48174

RECEPTIONIST/ STENOGRAPHER
Full time with benefits. Must have good typing & telephone skills. Knowledge of Word Processing. Apply in person only. Mon.-Fri., 9AM-4PM.
LIVONIA MALL
Management Office
Eastland Center

RECEPTIONIST
Temp-to-perm position in Livonia and Plymouth. Must be friendly, personable with a willingness to help.
Call 313-466-7076
CTD Temporary Service
Equal opportunity employer

RECEPTIONIST - Take insurance company in the Southfield area. Looking for experienced receptionist/secretary with switchboard & light computer skills. Send resume to: PO Box 5018, Southfield Mi 48086-5018

RECEPTIONIST/TYPIST for busy office. Knowledge of computers preferred. Send resume to PO Box 3061, Farmington Hills, MI 48333-3061

RECEPTIONIST WANTED
For growing mortgage company. Fax resume to
(810) 644-3299

RECEPTIONIST/ WORD PROCESSOR
W. Bloomfield based responsible professional Bookkeeper/Operator position. Ideal candidate must have excellent phone experience plus Word Perfect proficiency. Must be organized, detail oriented, self motivated, multi-task oriented and have excellent communication skills. Minimum 2 years bookkeeping experience required. Salary commensurate with experience. Send resume to:
Box 3280
Farmington, MI 48332-3280 or Fax to 810-473-8109

502 Help Wanted-Office Clerical

RECEPTIONIST RELATIONS
Luxury apartment community looking for management personnel. Two positions available. Experience preferred. Send resume to:
100 Renaissance Center
Detroit, MI 48225
Attn: Administrative Manager
An Equal Opportunity Employer

Rock Financial
The Mortgage Bank
Two administrative/marketing positions available. Must be organized and a self-starter. Excellent benefits. Resume to
30600 Telegraph Rd.
Ste. #4000
Bingham Farms, MI 48025
Attn. J. Rensud
or call: (810) 258-2355
EOE

SALES ASSISTANT
Manufacturing firm is seeking administrative support for field sales representative. Responsibilities include WordPerfect 6.1 & Excel. Send resume to S Gaudnt, 30251 Stephenson Hwy., Madison Heights, 48071 or fax 810-585-6400, ext. 235

Sales Assistant
To perform clerical / administration duties for field placed radio station account executives. Word processing and spreadsheet software. Must be self starter who is able to solve problems.
Please send all resumes to:
Ron Ross
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SALES SECRETARY
STRONG P / C skills a must. Love 4 0 printers! MicroSoft works helpful 50+ words per minute. Organized, self motivated, self starter oriented person only. Full benefit package. Send resume to 700 E. Maple, Madison Heights, MI 48071

SALES SECRETARY
WELL organized dependable person needed for professional sales environment. Excel, Powerpoint & Microsoft 6.0 needed. Excellent pay, good hours.
Call 313-464-2068 - Fax 525-4909
OLSTEN STAFFING SERVICES
EOE/M/F/D/V

SECRETARIAL/RECEPTIONIST
Busy Birmingham Law Office. Phone reading, busy phones. WordPerfect Rochester Hills area.
(810) 299-1900

AUTOMOTIVE SECRETARIES

IMMEDIATE OPENINGS FOR
• SECRETARIES
• ADMINISTRATIVE ASSISTANTS
• WORD PROCESSORS

Long term contract positions available with major Detroit automotive firm. Need knowledge/experience in Windows 3.1 & 6.0, Windows, MS Excel, MSword, PowerPoint, ABC FlowCharts plus Word Perfect. Must have excellent typing skills.
ADATEC
Send resume or call
NORRELL SERVICES,
17187 N. Laurel Park Dr. #129
Livonia, MI 48152
Phone: 313-953-9781
Fax: 313-953-9760

SECRETARIES NEEDED
Purchasing department needs secretaries with experience in customer service. Accounting Departments need people with knowledge of accounts payable, receivables, Resumes & salary requirements to: Mail to: Ed Hall, A. W. Restaurants Inc. 17197 N. Laurel Park, Suite #500, Livonia, MI 48152 (EOE) FAX 313-462-1017

SECRETARY /Administrator/ Assistant - Small reputable 1 person office in Farmington Hills. Flexible day time hours (25-30 week). Computer literate, strong administrative skills. Send resume, pay history & references to: Box Search, P.O Box 3280, Farmington, MI 48151 or Fax (313) 458-5178

SECRETARY
ADMINISTRATIVE ASSISTANT
Interesting position in the high tech executive offices of international corporation. Minimum 2-3 years experience required. Long or short term assignments. Temp to perm. Paid holidays and vacations
Call Sara
Livonia Birmingham
(313) 646-7663
UNIFORCE SERVICES

Secretary / Administrative Assistant
Full-time position in Southfield available for an individual who possesses a high degree of proficiency in typing (50 wpm), knowledge & use of Microsoft Word & Excel, excellent verbal & written communication skills, organizational skills & priorities, excellent oral & written skills, and the desire to work as a team member. Submit resume to
Box 81819
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
An equal office plus proof reading & general clerical duties. Call Mr. Ryan 225 Mark Rochester 810-651-7730

SECRETARY
Ann Arbor CPA firm seeks professional secretary for the managing partner. Duties include marketing, word processing and working in a team environment. Must have strong requirements and resume to
Box 1927
Livonia, MI 48154

SECRETARY/ASSISTANT
Busy headquarters seeks organized, detail oriented person to perform a variety of administrative duties for administrative manager and journeyman electrician. Previous experience a must! Send resume with salary requirements to: C. Lewis at 21800 Haggerty Rd., #300, Northville, MI 48167

SECRETARY/BOOKKEEPER
Part time position in Farmington required. Send resume to: PO Box 3280, Farmington, MI 48332

SECRETARY - Experienced, with strong computer & accounting skills. Manage accounts receivable/payable and general office duties. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
For Birmingham real estate office immediate opening for person with good typing skills, and strong people personality. Competitive salary. Call Mr. Dreifke at (810) 646-8000

SECRETARY
Friendly, feel placed, non-smoking, Plymouth office seeks a dependable person for full time. Computer experience, word-and/or-text writing, typing, telephone, bookkeeping, insurance background preferred. $5.15 / hr. Call Mon-Fri, 8-5 at 313-459-8000 P.O. Box 701100, Plymouth MI 48170

SECRETARY
Full time for our Plymouth mental health office. Must have excellent typing skills and a minimum 1 year office experience. Medical background preferred. Excellent benefits package. Call for interview: (810) 478-4410

502 Help Wanted-Office Clerical

SECRETARY
General Contractor seeking full-time secretary to perform general office duties. Knowledge of Microsoft Windows and strong organizational skills. Please forward resume and salary requirements to:
Freeman-Liberty Construction Co.
34400 Glendale
Livonia, Michigan 48150
FAX: (313) 425-4774
No Phone Calls Please
An Equal Opportunity Employer

SECRETARY - Ground floor opportunity for a self-motivated environmental engineering firm in a comfortable working, fast-paced and quality oriented, excellent verbal/written communication skills, word processing, spreadsheet and related office experience. $7.00-$9.50/hour, overtime required, we treated right.
INTEGRATED ENVIRONMENTAL, INC.
Fax resume to: 810-477-6971
or call Andrea at
810-477-5021

SECRETARY - Health care agency in Southfield. Genral office knowledge and Word Perfect 20 hrs per week. E.O.E. Fax resume to B. Wilson
(810) 350-0029

SECRETARY
High energy, fast pace, lots of detail secretarial work. Excellent skills are needed to excel in this position. Highly developed PC skills, knowledge of Windows environment on a network (all with a smile). Will challenge the best & frustrate the rest. For your consideration send your resume to:
HR DEPT./BB
P.O. BOX 2000
SOUTHFIELD, MI. 48037

SECRETARY
Oakland County firm is seeking a secretary for our Pontiac office. Ideal candidate will be dynamic, self motivated, possess at least 2 years of experience in a office setting and have good organizational skills. Must be proficient WordPerfect 6.0 and Quattro Pro skills required. Send resume and salary history for Mr. Yale P.O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY - Are you person office Knowledge of Excel Typing financial statements. Bookkeeping helpful. Medical benefits. Farmington Hills 810-433-3125

SECRETARY
Part-time for church. Looking for a person who is proficient in Word Perfect 6.0 for Windows, great hours.
(810) 229-2608

SECRETARY
Property management firm in Southfield seeking motivated individual with excellent word processing and organizational skills. Send resume PO Box 70, Southfield, MI 48037

SECRETARY/RECEPTIONIST
Temporary replacement for maternity leave. Dec. 1995 thru Feb. 1996. Flexible hours. Bingham Farms office. Please call (810) 644-8141

SECRETARY / RECEPTIONIST
Position for Southfield law firm available immediately. Must possess knowledge of WordPerfect 5.0 and good communication skills. Please send resume and salary requirements to
Box 1928
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/RECEPTIONIST
Full Time
For Manufacturing Company
810-474-9500

SECRETARY/RECEPTIONIST
For Apartment Management and Construction Company. Would prefer someone with experience in either, but not necessary. Must have strong office & phone skills and computer knowledge of Windows. Salary & Time Benefits. Send Resume to Cathy Cox, 22222 Northfield Road, Suite E, Farmington Hills, Michigan 48334

SECRETARY-RECEPTIONIST
Growth oriented fast paced Oak Park law firm seeks motivated, self starter. Good communications, spelling, organization skills, dictaphone, word processing, typing 60-65 WPM A.A., 10 key, Word Perfect 5.1 Windows. $9-$9.5/HR + Benefits. Send resume to Office Manager, 14600 Oakland Oak Park, MI 48237.

SECRETARY/RECEPTIONIST
for floral wholesaler. Full time. Must have experience in customer service. Graphics experience a plus. Send resume with salary requirements to: P.O. Box 530309, Livonia, MI 48153-0309 EOE

WORD PROCESSOR (LEGAL)
Evenings (3-11pm). Mon-Thurs. Excellent computer skills needed (60 wpm). Must possess excellent Word Perfect 5.1 features, legal preferred but not required. Responsibilities include Law Clerk, Paralegal & Word Processing. Salary commensurate with experience. Benefits package. Send resume to: P.O. Box 691, Southfield, MI 48037
Equal Opportunity Employer

SECRETARY
We have immediate needs for experienced secretaries who seek to achieve their Career Opportunities with both large and small suburban companies. Word Excel and Power Point preferred. To $14.00/hr. Paid holidays and vacations. Call Sara
Livonia Birmingham
(313) 261-7931 (810) 646-7663
UNIFORCE SERVICES

SECRETARY
with Word Perfect and Lotus skills for wholesale/retail company in Bloomfield Hills. Hours are 9-5 M-F. Good communication skills and experience required. Pay $8-$10/hr. Send resume to: 1520 E. Lapeer Rd., #118, Lake Orion, MI 48360

SECRETARY
Word Processor with Windows MS WORD, WORDPERFECT, EXCEL - LOTUS
Long term assignments in Downtown Birmingham. Temp to perm also for professional secretary. Must possess excellent typing skills, 50-60 wpm. Training available for qualified candidates. Call for appointment. No Fee. EOE
METROSTAFF
Temporary Help Services
(810) 569-8700

SENIOR OF