## 502 Help Wanted-Office Clerical

LEGAL SECRETARY
Needed for new building team in Bloomfield Hills. 5 plus experience in litigation, type 60-80 words per minute. Word experience helpful. Send resume to M. O'Brien, 2500 Telegraph, Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Needed for Farmington Hills firm. Minimum 3 yrs experience in real estate/mortgage. Must have excellent skills, Must be proficient with WP 5.1. Salary commensurate with experience. Fax resume 313 831-0130.

LEGAL SECRETARY
Prestigious Troy law firm seeks full time experienced Legal Secretary. General Practice. Must have 5 years exp. Highly organized, good people skills. Send resume to PO Box 1874, Troy, MI 48099-1874

LEGAL SECRETARY
Part time Farmington Hills area 6-0, 80 WPM. Bingham Farms area. Call 313 645-5800

LEGAL SECRETARY
Secretary needed for 2 attorneys. Bloomfield Hills area. Must have excellent skills, numerical ability and have a pleasant telephone voice. Call 313 645-7400

Send resume to Ms. Harder
840 W. Big Beaver, Ste 840
Troy, MI 48084 5233

LEGAL SECRETARY
Southfield law firm seeking Legal Secretary with 3-5 years experience. Salary commensurate with ability. Send resume to Legal Secretary, 26400 Lahser Rd., Suite 300, Southfield, MI 48033

LEGAL SECRETARY
Top team needed for a senior litigator. Must have 5 years exp. Word perfect Windows preferred. Excellent benefits. Send resume with salary requirements to Sally A. Sarnoff, 2000 Town Center, Suite 1900, Southfield, MI 48075

LEGAL SECRETARY
The Law Division of the Legal Aid and Defender Association of Detroit is currently accepting applications for Legal Secretary.
Excellent communication, organizational and secretarial skills required. Must have knowledge of office procedures and court procedures and proficient in WordPerfect 5.1. Min. typing 50 wpm.
Salary negotiable depending on experience. Excellent fringe benefits.
Send resume to:
Kathleen A. Bentley
Legal Aid and Defender Association of Detroit
Coleman A. Young Building
645 Griswold, Suite 2600
Detroit, MI 48226-4281
An Equal Opportunity Employer

LITIGATION PARALEGAL needed for Southfield firm. Must have Collection experience preferred. (810) 557-3737

MAIL CLERKS
Full time, 8-1 pm Monday. Fax text based Bloomfield law office. Benefits. Call Debbie 313 642-0440

MORTGAGE CLOSER
Experienced closer, Livonia area. Call (313) 464-4471

OFFICE ASSISTANT - Executive area apartment complex needs a person with typing, filing, telephone, answering phones and other general office duties. Computer experience helpful. Send resume to Office Manager, P. O. Box 908, Southfield, MI 48037.

**OFFICE ASSISTANT**
**$18,000**
Varied duties in private general office setting. Knowledge and willingness to learn computer software required. Excellent communications and time management skills. Minimum three years office experience.
**Diversified Recruiters**
313 464-6700 FAX 313-464-6754

OFFICE ASSISTANT
Secretarial position for mortgage company. Ideal candidate will be detail oriented, self motivated, with strong communication and organizational skills. Must have pleasant phone voice for receptionist duties. Must have 2 years office experience. Call Personnel, (313) 261-3000 Ext. 172

OFFICE ASSISTANT
Full time Benefits • 401 k. Looking for friendly people with some typing 60 wpm, MS Windows & general office. Phyllis Kay Enterprises (313) 454-1290

OFFICE ASSISTANT
Immediate opening for full time general office position. Must work well with people, have good phone and calculator. Call after 12pm. (313) 547-4734

OFFICE CLERICAL
Power Gas mortgage lender seeks commercial assistant. Must have computer experience. Salary commensurate. Call Bob Bigelow 800 351-7555

## OFFICE/CLERICAL

Southfield CPA firm is immediately hiring for a full time position. Min. 3-5 E.E.I experience required, but will train right person. Must be detail minded, with excellent math skills and communication skills. Call Ann 313 352-7800 Ext 172

OFFICE
Where Quality and Good phone skills & Word Perfect required
(810) 624-7230

OFFICE CLERK
Excellent opportunity. Farmington area manufacturer. Must have some personnel or office clerk experience. Light typing, 40 wpm. Knowledge of Windows helpful. Excellent benefits. Equal Opportunity Employer. Send resume and salary history to P.O. Box 79, 22000 Bonaparte Rd., Farmington, MI 48335

OFFICE CLERK
Southfield CPA firm is looking to hire a full time clerk. Min. 1 year exp. and position requiring filing, minor office maintenance, typing, telephone and data entry. Achieving deadlines is a must, please call Monday-Friday, 9:30am-3:30pm at (810) 352-7800 ext 172

OFFICE COORDINATOR
Accounting personnel experience required. Word Perfect 5.1 helpful. Full or part time. Livonia area. Contact Ginie at (313) 477-3144

OFFICE/DISPATCHER
Hiring now! Ideal candidate will have excellent skills, good phone manner, strong people skills, detail oriented, computer knowledge, multi-line phone system. Call Ann Arbor Transportation Authority at 313 663-3243 Dispatcher, Attention Hiring A. Gedling. 313 663-3777

OFFICE MANAGER
Busy office in Farmington Hills needs a full time, conscientious, highly organized, self starter who is able to accept many tasks and has excellent communication skills. Good phone skills and math competency are a must. Bookkeeping experience a plus. Contact Wendy after 10am 810-855-3676

OFFICE MANAGER
Full time position. Bookkeeping, basic payroll. Computer salary variable, depending on experience. Farmington Hills area. Fax resume to Fax 810-851-2303

OFFICE MANAGER
OPERATING in-house automated department, responsible for all aspects of the department operations, including supervising 4-5 person office, establishing procedures and be responsible for the department budget, maintaining, processing financial statements, preparing and analyzing statistical reports, preparing monthly, quarterly and annual reports, preparing and presenting department operations reports, and preparing and presenting department budgets. Candidate should have a working knowledge of Windows, Word, Microsoft Excel, knowledge Medical accounting preferred but not required, but is not essential. Apply at: 28815 Shady Dr., Warren, MI 48088-1988

OFFICE MANAGER
Sales office located in Southfield, seeks dependable, detail oriented, organized individual with sales, administrative, accounting experience. Must be computer literate. Send resume to: Office Manager, 29777 Telegraph, Suite 2400, Southfield, MI 48034

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OFFICE MANAGER
Fast paced Office needs experienced phone experience. Friendly atmosphere. Full time. Only for owner minded Southfield area. 810 358-1123