502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY / ADMINISTRATIVE ASSISTANT: Livonia company seeks qualified professional to work in rapidly changing, fast paced environment. Skills required: Strong oral & written communication, ability to multitask, willing to take initiative, self-motivated, WordPerfect 6.0/Excel, organized & efficient. Please mail or fax resume with salary requirements to: Personnel Dept., Brighton Sales, Inc., 35200 Amhurst Rd., Livonia, MI 48150. Fax: (313) 261-3316. 1 MONTH FREE DRUG FREE WORKPLACE.

EXTRA CASH NEEDED?

Immediate Openings for:
Receptionists
Data Entry Operators
Secretaries
Clerks

Top Pay! Top incentives!
Call today, work tomorrow.
TODAY'S TEMPORARY
(810) 649-4455
EOE

FINANCE ASSISTANT
FOR large Fast Paced Metro Detroit Industrial Supply Distributor (KYI) & Blue Cross experience preferred, but not needed. PO Box 215, Brookfield Rd. Madison Heights 48071 Attention Pat Radford or call (810) 547-3100

FRONT DESK person needed for rapidly growing professional group. Must have experience with Word for Windows, good organizational skills & a pleasant phone manner. Generous salary & benefits. Mail resume to: Grit Trost, 2000 Green Rd., Suite 300, Ann Arbor, MI 48105

FULL CHARGE BOOKKEEPER
Part time, one person department, computer experience. Call Mrs. Ginn at Wire Tech System in place. Professional person for a construction company. Location Livonia. Please Mail resume to Bookkeeping Position, P.O. Box 431412, Pontiac, MI 48343.

FULL TIME Administrative Assistant - experienced, self motivated, detail oriented, needed for executives in Troy. Must possess excellent communication skills. Computer skills a plus. Call Ms. Browning at 810-680-0002

GAL FRIDAY (m/f) - good communication skills, organized, willing to be computer experienced, 4 or 5 days per week. Hours and salary negotiable. Contact Mrs. Howard at 810-353-2810

GENERAL OFFICE
Dependable, responsible person needed to do filing, typing & general office work. Please fax your resume to 1647 Inkster Rd., Garden City

GENERAL OFFICE - FULL TIME, fast paced office, Word Perfect skills and good people skills required. Medical benefits and profit sharing. Schoolcraft/Inkster area, Redford location. Call for interview 313-537-0600

GENERAL OFFICE
FULL TIME
For real estate Acquisition and Development company. Professional telephone manner, Word Perfect 6.1 and organizational skills a must. Call Mary Ann Personnel The DOSO Group, Inc. 8905 Telegraph Rd., Suite 250 Bloomfield Hills, MI. 48301

GENERAL OFFICE

PART TIME WORKERS NEEDED FOR LIVONIA COMPANY
Phones, filing and light computer. A minimum of five hours a day, Monday thru Friday. Call 313-525-1244

GENERAL OFFICE - Part-time. Experience in clerical duties. Typing, filing, and computer knowledge. Non-smoking office. Troy area. Call Marsha shaff at 810-280-5888

GENERAL OFFICE
Permanent job with small computer company. Duties include phones, general office, light data processing duties. Hours: 8:30am-5pm. $7 per hour. Great working environment. Quiet atmosphere environment. Good working skills & word processing a plus. Send or fax resume to:
ParaData Financial Systems
37420 Hale Tech Drive
Farmington Hills 48331
Fax: 810-489-1067

General Office. Requires excellent phone skills, data entry, Word Perfect 6.1 & Lotus. 401K and benefits for full time. Non smoking office. Excellent Downtown location located in W. Wayne County. Easy access from expressways. Reply to Box 8193 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

GENERAL OFFICE/ RECEPTIONIST
Gain experience that can be appreciated with multiple short and long term assignments. Ideal candidate is a graduate of prestigious suburban financial firms. Fabulous benefits and a challenging one year experience
Call Gerda
Livonia Birmingham
473-2931 645-7661
UNIFORCE SERVICES

GENERAL OFFICE/ RECEPTIONIST
Person needed for fast paced manufacturer. Must be organized type 50 wpm. & have good phone skills. Full time, plus benefits. Fax resume to 810-398-3208 or call 810-398-3200

GRAPHIC ARTS CO. is seeking friendly, dependable individual with excellent clerical/computer skills. Responsibilities: answering phone, typing, proofreading, filing, general office duties. Full time with benefits. Send resume & salary requirements to: 24027 Hallwood Ct., Farmington Hills, MI 48336. Attn: Lisa

GREAT FOR HOMEMAKERS
Part time, flexible hours, good pay, good computer, typing & phone skills. Southfield Call Bon, 810-948-3605

GREENHOUSE WORKER
Indoor plant wholesaler needs GREENHOUSE Worker to maintain foliage plants, water & load trucks. Full time. Excellent advancement. References required. Please call (810) 633-0647

GROWING SALES/SERVICE MEDICAL EQUIPMENT CO.
has immediate opening for an entry level clerical position. Responsibilities will include answering phones, data entry, and other clerical functions. Excellent benefits including health insurance, life insurance, and 401k. Interested candidates please send resume along with salary requirements to:
APT
1561 E. Lincoln Ave
Madison Heights, MI 48071
EOE
No Phone Calls Please

HEATING & Cooling Distributor seeks full time individual for sales assistant. Duties include clerical duties, excellent telephone skills a must. Benefits offered. Call Bob Dowd Distribution, 12660 Inkster, Redford, MI 48239.

HOTEL
SECRETARY/ CATERING
Medium sized westside suburban hotel currently accepting Secretary. Duties include typing, Secretary, Great wages & benefit package. Opportunity for advancement. Send resume with salary requirements to: Box 8186
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HOTEL
THE Hyatt Regency Dearborn seeks qualified candidates for Sales Administrative Assistant. Qualified candidates must possess 1-3 years related experience with strong computer skills (Word, Excel and Powerpoint) excellent telephone skills, as well as positive attitude are a must. Apply in person: Human Resources, 2000 Town Center, Suite 1900, Southfield, MI 48075. No phone calls please.

IMMEDIATE OPENING for OFFICE ASSISTANT in Southwest Troy office serving top executives. Professional demeanor with excellent telephone skills are a must, call Ms. Hanshyk at (810) 680-8600.

IMMEDIATE OPENING. Large property management company seeks assistant for building staff. Light typing, filing, assisting a busy Computer experienced. Fax resume to: 313-398-1030 or call 313-398-8080 or PAX resume to 810-398-8080
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

HOT JOBS
Executive Secretary, suburbs, $27,000
Administrative Assistant, suburbs, $28,000
Legal Secretary, suburbs, $28,800
Secretary/Bookkeeper, suburbs, $23,000
Receptionist/Data Entry, suburbs, $20,000
Front Desk, suburbs, $18,000
Legal Secretary, Temp, downtown, $13 hour
Temp and temp to perm positions.
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3730
(810) 649-FAX 3

Human Resources
HUMAN RESOURCES SECRETARY/ ASSISTANT
Hospice of Michigan (HOM), an agency focused on providing quality health care for terminally ill patients and their families with 20 Program Teams seeks candidate for an immediate opportunity located within our Corporate Human Resources offices.
This is an entry level HR position responsible for providing HR support and assistance to staff in the Corporate Director of Human Resources, Employment Representative, and Employee Relations Specialist. Provide "first person" HR customer service contact; multi-line telephone, computer and phone calls, distribute departmental mail, maintains human data, responders, administers and distributes employee payroll, provides Employee Recognition Program support assistance, maintains departmental files, prepares confidential documents and reports as assigned.
Requirements include preparation towards or completion of degree in Human Resources, Business Administration, or related discipline. Must have at least one (1) year of work experience within a Human Resources or administrative office setting, and be proficient in WordPerfect and Human Resources Information System (HRIS) applications.
Qualified candidates ONLY are encouraged to submit a resume including salary requirements, referencing by no later than Monday, November 27 to:
Corporate Director,
Human Resources
Hospice of Michigan
15250 Northland Dr., #212
Southfield, MI 48075
RESUMES ONLY. NO PHONE CALLS PLEASE
An Equal Opportunity Employer

IMPORT/EXPORT CLERK
$19,000 1 year experience plus, but not a must. Good general office skills. Suburbs. Call 810-772-6700
Snelling Personnel Services

INCOME TAX PREPARERS
LOCAL CPA firm needs 3 tax preparers. Must have some computer experience. Flexible hours. Permanent part time positions.
(313) 721-7373

INSIDE SALES/ADMINISTRATIVE Assistant for Plymouth based manufacturers rep agency. Good phone skills and computer experience helpful, must. Microsoft Word experience necessary. Call Ellen
(313) 454-7520

INSURANCE
AGENCY in Troy is rapidly expanding and has openings for an experienced Insurance Clerk. Excellent salary & benefits. Send resume to:
Office Manager
PO Box 306
Troy, MI 48099-0306

INSURANCE AGENCY - CSR Personal Lines. Must enjoy working with people & show good phone manner. Experience preferred, but will train the right person. 810-780-1968

INSURANCE
CUSTOMER Service Rep. Full time. Personal lines experience needed with commercial lines background a plus. Livonia. (313) 261-6000

JUNIOR SECRETARY
Immediate need for expanding suburban office, growth position requires Microsoft Word, Excel & 2 years experience. $22K. Nice benefits, fee paid. Call today
PERMANENT STAFF
Troy (810)685-2720 Fax 685-2725
Farmington Hills (810) 737-8750

KITCHEN DESIGN showroom in Birmingham looking for secretarial help. Part time, flexible hours.
Please call (810) 645-0410
10-5:00, Mon-Sat

LEGAL ASSISTANT - Full time. Small Southfield law office. Applicant must be detail oriented and confident 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 ASSISTANT PART TIME
Valassis Communications, Inc. is looking for a Legal Assistant to work 20-35 hours per week. This person will be responsible for basic clerical support functions, special project work, and assist phone coverage. The ideal candidate must possess at least 35 WPM, ability to handle multiple tasks and provide assignments. Interested candidates should send a resume along with salary requirements to:
Valassis Communications, Inc.
C/O Westwood HR/KVB
36111 Schoolcraft Rd.
Livonia, MI 48150
An EEO/Drug Testing Employer
Applicants with foreign language skills encouraged to apply.

LEGAL ASSISTANTS OPEN $$$
Large downtown law firm requires 2 corporate assistants. One to do corporate resolutions and minutes, the other to do mergers and acquisitions. Must have clerical experience in probate or R.E. a plus. Only experienced will be considered.
Linda Weston Personnel
810-643-0078, fax 810-643-9118

LEGAL SECRETARY/ASSISTANT part time, 3-4 days per week, flexible hours, $ + benefits. Fax resume to Weisenberg Call (810) 674-6605.

LEGAL SECRETARY
Experienced, for small, friendly, Troy office. General practice, but emphasis on employment law. Send resume & salary requirements to: Office Manager, 318 E. Big Beaver, Suite #300, Troy, MI 48083.

LEGAL SECRETARY
Experienced, for small Bingham Farms Law Firm. Litigation & Workers Comp. Salary commensurate with experience. Send resume, salary requirements and date available to: Box 8184 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY
Experienced in personal injury litigation for Southfield law firm. Full time, salary negotiable. Send resume to: 400 Galleria Officentre, Suite 444, Southfield, MI 48034

LEGAL SECRETARY
PDR Birmingham law firm, expansion & nature attorney experience preferred. Fax resume to: 810-645-0000

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Small Southfield law firm seeks experienced legal secretary. Must be motivated, detail oriented, organized, multitasking, able to work independently. Excellent Word for Windows & skills. Medical benefits available. Flexible attorney schedule. Send resume to: Fax: (810) 354-8300 Attn: Mr. Dennis A. Rafin, David Anthony Rafin, P.C. 3300 Penobscot Bldg., Detroit, MI 48226. Attn: Mr. Dennis A. Rafin, David

LEGAL SECRETARY
For busy Troy law office. 2-3 years experience in probate, estate planning office. Send resume to: Secretarial Committee, 1100 W. Big Beaver Rd. Suite 525, Troy, MI 48084.

LEGAL SECRETARY for a South lake law firm. Excellent skills required for a seasoned professional. Minimum 5 years experience necessary in either probate/estate planning or personal injury practice. Send resume to: Office Manager, PO Box 215, Brookfield, MI 48037-0215 or call (810) 354-4030

LEGAL SECRETARY
Full-time, experienced legal secretary for busy Southfield patent law firm. Excellent salary. Salary negotiable. Call Carol (810) 358-0671 x 3300

LEGAL SECRETARY
Needed for Farmington Hills firm. Minimum 5 years experience in litigation/insurance defense work. Excellent salary, medical and life insurance with WP 6.1. Salary commensurate with experience. Fax resume: 810 851-0100

LEGAL SECRETARY - Part time, 24 shifts, minimum 5 years experience. Excellent typing skills and WordPerfect 6.1 a must. Call 810-354-7133

LEGAL SECRETARY
Full time to work in a 3 attorney Livonia/Westland firm. Minimum 3 years experience. Knowledge of WP 6.1. Machine transcription desirable. Call Gloria, (810) 645-9078

LEGAL SECRETARY
Southfield based law firm seeking legal secretary with 3-5 years of appellate experience as well as proficiency in using WordPerfect 6.1. Please send resume and salary requirements to: Firm Administrator, 4000 Town Center, Suite 909, Southfield, MI 48076

LEGAL SECRETARY
Top notch, fast paced, energetic litigation firm. Busy civil rights & personal injury practice. Experience a must. Good benefits & working conditions. Send resume with references to: Law Offices of Barden, 217 S. Woodward, Suite 202, Royal Oak, MI 48067

LEGAL SECRETARY
Troy law firm, heavy defense litigation experience preferred. Salary commensurate with experience. Call (810) 649-7800

LEGAL SECRETARY
(Up to 30K)
Troy firm seeks defense litigation experience & strong legal skills. Full benefits. Fax resume:
T&I Recruiting
(810) 458-6410
or Fax: 810-468-5802

LEGAL SECRETARY
$28,000
Join prestigious Detroit firm that is rapidly expanding with new offices. Experience working with Excel, Microsoft Word, Good typing and dictation/transcription skills. Top benefits.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

LIVONIA OFFICE needs part time, detail oriented, organized clerk for filing, phone & paper work. Call Judy (810) 477-8768

LOOK AT THIS! GET PAID THE SAME WEEK YOU WORK!
We have the following positions available:
- Collections Clerk in Oak Park
- Word Processing Secretary in Plymouth
- Receptionist in Farmington Hills
- Mail Clerk in Southfield

EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

LOOKING FOR part-time, evening work? Well established firm seeks experienced Legal Secretary to work from 5:30 pm-10:30 pm. WP 6.1 required. Call 810-353-7620 for appointment.

MAIL CLERKS
1 full-time & 1 part-time. For fast-paced Birmingham law office. Benefits. Call Mark Hall
810-645-2440

MANAGER ASSISTANT
Busy service company seeks organized individual for a variety of office duties. Personnel, light phone sales, typing and knowledge of computers spread sheet, data base & word processing. Medical benefits & 401(k) plan offered. Call Greg at
810-478-6005, Ext. (318)

MARKET RESEARCH
Making outbound calls - no sales, part time, evenings-8pm shifts. $7/hr. Troy location.
ET SERVICES & SYSTEMS
810-689-8428

MATURE DEPENDABLE
Person needed for answering phones and light office work. Must be enthusiast and able to work evenings and weekends. Part time. Call
1-810-540-3060

MICROSOFT WORD TYPIST
Large medical insurance facility seeking professional individual to type on Microsoft Word.
8:30-5:00
Long term position located in Southfield.
$6-$8/hr.
Call Ms. Jones
810-557-9600

Contempra
810-683-6600 ..... Madison Hgts.
810-850-8000 ..... Rochester Hills
MORTGAGE CLOSER
Experienced for top Company in Livonia area. Call (313) 464-4171

MORTGAGE COMPANY in Birmingham has 10 job openings for entry level positions:
- Customer Service
- Collections $9-$10
- Special Assets $7-$8
- Mortgage Clerks $8-$9
- Mortgage Processors $10-$13/FHA/$-DIVORCE OF MICHIGAN LIMITED
(810) 594-2001

OFFICE ASSISTANT
Full-time. Benefits + 401(k). Looking for friendly voice to answer phones, typing 60 wpm, MS Windows & general filing. Plymouth. Call Cindy 734-459-1090

OFFICE ASSISTANT
Immediate opening for full-time entry level position. Must work well with people, have positive attitude and be reliable. Call after 12pm.
(810) 647-4731

OFFICE ASSISTANT needed with good communicating skills. Computer & typing experience. Michigan Truck Parts (810) 722-7000

OFFICE ASSISTANT
Canton area. Reliable, detail oriented, self-motivated with organizational skills. Part time, $7/hr to start. SALL 313-397-7770

OFFICE ASSISTANT/ part time flexible hours for medium sized law firm. Send resume to Box #1987 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE ASSISTANT
Wonderful, knowledge required. Salary based on skills & experience.
Pleasant working environment. Call or send resume to Brandi, Alt. Dean, 29777 Telegraph Rd., Suite 2500, Southfield, MI. 48034. 810-357-9000 FAX: 810-357-9029 HRMS: 810-968-0067

502 Help Wanted-Office Clerical

OFFICE ASSISTANT, PART TIME needed Mon.-Fri., 12PM-5PM in downtown (smoke-free) Birmingham office. General office duties include answering phones, processing mail & light secretarial. Word processing experience preferred but not required. Ideal candidate will relieve receptionist. Office Administrator, 810-647-4800 Ext. 3

OFFICE ASSISTANT
We are seeking energetic, outgoing, self motivated individual to provide clerical support for our busy office. Put your positive attitude and communication skills to work as an Administrative Assistant. Duties include answering phones, filing, typing, and various sales assistant projects. Computer and typing experience helpful. Full part time positions available in our Troy office. Call Kris at (810) 362-0063

OFFICE ASSISTANT. Immediate opening for energetic, self motivated communication skills and phone etiquette for medical office in Farmington. Position also includes some light computer work and general office duties. One to two years medical/insurance experience required. Medical or insurance experience preferable. Send resume and salary requirements to:
Area Agency on Aging 1-B
29100 Northwestern Hwy., #900
Southfield, MI 48034
An EOE/AA Employer

OFFICE/CLERICAL
Royal Oak mortgage company seeks organized individual. Must have computer experience/attitude transferable. Excellent benefits. Fax resume to 810-547-0700

OFFICE/CLERICAL
Southfield CPA firm is immediately seeking an office clerical person. W/P 6.0 & 5.1 experience preferred. Must will train night person. Pay commensurate with experience.
Call Sandy 810-357-3404 Ext. 173

OFFICE CLERK
Excellent opportunity. Farmington based company seeking full time personnel for office clerk position. Minimum benefits. Bank Tellers and/or ATM experience desirable. Equal Opportunity Employer. Send employment history to: P.O. Box 975, Farmington Station, Farmington, MI 48332-0375

OFFICE COORDINATOR
Accounts payable experience required. Good organizational skills. Full or part time. Livonia area. Contact Chris at (810) 427-3144

OFFICE/DISPATCHER
Hiring now. Must be a very responsible person with good phone skills. Knowledge of computer, multi-line phone experience helpful. Call Mr. Ken at 32483 Schoolcraft, Livonia. Access Heating & Cooling. 313-522-2773

OFFICE MANAGER
Full time with accounting background. Must know expectations, holiday and some insurance coverage Farmington Hills. Call Nikki at
(810) 539-1166

OFFICE MANAGER - Trainee
For food distributor. Send resume to:
NTD 20728 Sunnyside
Farmington Hills, MI 48336

OFFICE TECHNOLOGY ASSISTANT
Wilsem M. Mercer, Inc. has a part time opening in the Detroit office for an office technology assistant. Your primary responsibilities will include hardware/software installation and maintenance; developing PC based software systems and providing end user support. Ideal candidate should have the following credentials:
- Strong oral and written communication skills
- Analytical and artificial aptitude
- Some experience required in: Novell LAN hardware installation and maintenance of IBM PC's and compatibles, Laser and Dot Matrix printers, Modems, etc. and user training and support with a variety of software packages including DBase, WordPerfect, Microsoft Word and Excel, DOS, etc.

If you have these qualifications, please send a resume and salary history to Mary Halle, Manager
William M. Mercer, Inc.
400 Renaissance Center,
Suite 1100
Detroit, MI 48243
or, Fax 313-259-2775

OPERATIONS ASSISTANT
Motivated & organized individual needed for fast-paced office environment. Must be familiar with a team player. Accounting, word processing and spread sheet skills required. This is a permanent, part-time position (20 hours) lead to full-time work. Fax or mail resume to:
Mr. Ken Ganz
S. Yanoushian & Associates
25400 Lahser Rd. - Ste 100
Southfield, MI 48034
FAX 810-357-3321

OPERATIONS ASSISTANT
For busy Farmington Hills Insurance Agency. Computer Skills. Some computer knowledge. Full or part time. Flexible schedule & evenings. Alternate weekends. 9-5:30 Mon-Fri., 9-noon Sat. (810) 471-6896

ORDER DESK
CANTON Software Distributor looking for order desk person. Responsibilities include order processing, product shipment, and telephone support. Ideal candidate will have 1 year experience. Accounting, word processing and spread sheet skills required. This is a permanent, part-time position (20 hours) lead to full-time work. Fax or mail resume to:
Mr. Ken Ganz
S. Yanoushian & Associates
25400 Lahser Rd. - Ste 100
Southfield, MI 48034
FAX 810-357-3321

ORDER ENTRY/SALES position available. Some computer knowledge helpful. Permanent full time, benefits, 8:30-5, Mon-Fri. Farmington Hills. Please call Pat, 810-478-7570

ORDER PROCESSING, must have experience, full time, small non-smoking office. Salary based on experience. Send resume to: P.O. Box 291, Howell, MI 48844.

PARALEGAL
for Southfield Personal Injury firm. Minimum of two years experience. Must be familiar with Word Perfect. Competitive salary & bonus package. Call Mr. Hirsch: 810-948-0000 or fax resume to: 810-948-8484

PART TIME OFFICE HELP
Immediate opening for person with knowledge of Word 5, Excel, light typing, filing, pleasant phone manner a must. Call Sylvia 810-557-9600

PAYROLL CLERK
$18,000 annually. Plymouth firm is seeking a detail oriented, self-motivated, take-charge individual with strong computer & accounting skills. Strong interpersonal skills. Please send resume to: PO Box 70020A, Plymouth, MI 48170

OFFICE ASSISTANT
Full-time. Benefits + 401(k). Looking for friendly voice to answer phones, typing 60 wpm, MS Windows & general filing. Plymouth. Call Cindy 734-459-1090

PERMANENT JOBS!
- Technical Secretary To $30K
- Administrative Assistant To $32K
- Marketing Assistant To $25K
- Word Processor To $22K

PERSONNEL 313-981-1156

PERSONNEL ASSISTANT
NATIONAL headhunters original seeks candidate for entry level position. Private personnel, employment or benefits experience helpful. Must have 35 wpm. Salary $9 per hour. Fax resume with salary history to: Personnel, 32991 Hamilton Ct., Farmington Hills, MI 48334.
EOE Drughrs Workplace.

PROFESSIONAL DISTRICT SECRETARY
For Major Chemical Company in Farmington Hills. Min. 2 yrs. Must experienced in: Word, Excel, Powerpoint. Knowledge of Lotus 123 helpful. Salary $30,000 with full benefits. Please FAX resume: 810-863-9893

PROOF OPERATOR
Southfield bank has immediate opportunities for proof operators. Day and alternoon shifts available. Up to $8/hr, depending on experience. Call 810-557-1818

502 Help Wanted-Office Clerical

PERSONNEL
We are in need of a recent college graduate looking for a career opportunity. Initially you will learn the ropes of our personnel department move step the position of "Temp Control". We require excellent telephone manner, professional appearance and a keen desire to succeed. Pluses include knowledge of Word, Typing of 45-60 wpm and some office experience is helpful.
Linda Weston Personnel
810-643-0078, fax 810-643-9118

QUALIFIED PERSON
Computer skills, Network, Win Office helpful. Salary based on experience. Will train right individual. Troy, Michigan. (810) 689-2220

READ ME!!
Several long term, reliable temp to perm positions available for Receptionists in the Farmington Hills area. Apply in person or call.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

OFFICE MANAGER/Receptionist
Livonia CPA firm seeks commanding individual for general office duties. Must be proficient at computer & phone skills, basic bookkeeping, etc. $10 hour.
Call Sam (313) 462-2277

RECEPTIONIST
ADVERTISING agency needs part-time receptionist. Pleasant phone & great giggles. Mon-Fri, 11am-2pm. Southfield area. Call 810-557-9600

RECEPTIONIST
ANIMAL HOSPITAL
Excellent communication skills, computer literate, customer satisfaction, full or part time. Some exposure & data entry helpful. Apply in person 31205 8 Mile, Livonia.

RECEPTIONIST
BUSY Huntsville Title company is looking for a friendly receptionist to handle multi-line phones, greeting customers, general office duties. Salary negotiable. Must be able to work full time. Please send resume to
Fidelity National Title
22200 Haggerty Road, Suite 230
Northville, MI 48167
Attn: Robin Brown

RECEPTIONIST
FULL-TIME. Primary job functions include answering phones, greeting customers, general office duties. Pleasant phone manner. Minimum 5 years experience. Excellent benefits. Salary $20 - $23K. Hours 8:30 - 5:30. Benefits. Send resume to: Marketing Manager, 43600 Halyard Dr., Plymouth, MI 48170

RECEPTIONIST
Entry level position for small Southfield law firm. Good communication skills, light typing (min. 40 wpm). Call 810-352-4100

RECEPTIONIST - Equitrust Mortgage Corp., a Southfield based mortgage company, has an immediate full time opening for a Receptionist. The ideal candidate must be comfortable with an outgoing personality, strong phone skills, and a dedication to providing exceptional customer service. Responsibilities include handling a multi-line phone system & plus, but not required:
Equitrust is committed to providing a competitive salary and a $3300/yr to growth opportunities. Pay commensurate with experience. Full benefits including health, life, dental, long term care and 401K. Please fax your resume to 313-462-0760 or you may stop in at our office at 26555 Evergreen Rd., Suite 115, Livonia. MI
An Equal Opportunity Employer

RECEPTIONIST
Fast paced front office needs excellent phone experience. Friendly outgoing and well organized. Experience. Full/part time. Only for certain minded individuals. 810-358-1125

RECEPTIONIST - Fine secretarial skills with computer and medical/rehabilitation office experience. Fax resume to: Goodstadtz, 7478 Middlebelt, W. Bloomfield MI 48322 or fax: 810-626-9433

RECEPTIONIST for busy pediatric office in W. Bloomfield. Full-time position. Call 810-737-4200

RECEPTIONIST for Southfield law firm. Pleasant work environment. Send resume to: Jane Avis, 400 Galleria Officentre, Suite 117, Southfield, MI 48034

RECEPTIONIST
For small Bloomfield Hills law firm. Reliable transportation & 40 wpm typing required. Call 810-645-1450

RECEPTIONIST - Front Desk, part time 1:30 - 5:30, Monday thru Friday: dialing, overflow phone answering, misc. clerical. Southfield/Northwestern Hwy. (810) 353-0210

RECEPTIONIST
Full time for Plymouth office. Answer phones. Tie and some computer knowledge helpful. Call between 10 am & 2pm. 313-778-1800

RECEPTIONIST
Full time. Experience in Wordperfect is required. Knowledge of area accounting firm. Ask for Janet.
(810) 352-3230

RECEPTIONIST - Full time position for multi-line phone system and general clerical. Must have a pleasant telephone manner and neat. Experience necessary. Benefits. Apply at Bloomfield Blueprint, 13450 Farmington, Livonia.

RECEPTIONIST
Full time with benefits for busy upscale spa. Birmingham/Bloomfield area.
(810) 799-3010

RECEPTIONIST
Full or part time. Experienced or will train right person. Busy Optometric office in Troy. Pleasant work environment with people. Some medical helpful. Call between 10-12 noon.
Call Cindy at (313) 721-5442

RECEPTIONIST / GENERAL OFFICE
A self-starter with excellent phone skills who will assist with various tasks. Salary commensurate with experience. Benefits. Please send resume & salary requirements to: Office Manager, 43211 Helm, Suite C, Plymouth Twp., MI 48170-6023

RECEPTIONIST
Insurance office in Westbureau Insurance, Northwestern Hwy., has immediate opening for a receptionist/data entry position. Duties include, directing phone calls, data entry, word processing, typing, receiving mail, computer input, updating forms & documents. No insurance experience needed. Send resume to: P.O. box 80419, Flint, MI 48508-0419

RECEPTIONIST
Livonia company looking for receptionist with good communication skills. Must know word processing programs, and doing receptionist, clerical type duties. Experience in answering phones, and being able to use Word-Perfect 6.1 a must. Knowledge of Lotus a plus. Great job for those who want to get back into the workforce. "Good" pay & benefits. Send resumes to: Box 8188
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Looking for an enthusiastic & personable individual with exceptional customer service skills. This is a fast paced, but a exceptional for a national payroll company. To qualify, you must have outstanding communication skills, & the ability to:
- Translate technical code to appropriate personnel
- Create & distribute payroll's to clients
- Welcome additional duties & responsibilities
- Contribute to our spirited & motivated environment

You'll enjoy competitive compensation & excellent benefits. Please send resume, with salary history to:
Data-Tech, Inc., Dept. HR
PO Box 194, Royal Oak, MI 48067

RECEPTIONIST - Must enjoy detail work. Subject State Farm insurance office. Potential for advancement. Call 810-350-1918

502 Help Wanted-Office Clerical

RECEPTIONIST
Michigan's leading Real-estate furniture dealership is seeking an experienced and organized receptionist for our Detroit location. Must have excellent telephone and interpersonal skills. Responsibilities include handling switchboard, greeting visitors, typing, filing and performing other office duties. Computer knowledge (Windows Word/Excel) a plus. Full time with benefits. Please send resume with salary requirements to:
Contract Interiors
ATTN: Human Resources Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

RECEPTIONIST
Needed for fast paced Real Estate company in Lathrup. Required excellent phone, typing & general office skills. Call Mel (313) 837-0715

RECEPTIONIST
NEEDED for Southfield office. Full time position. Call Tracy 810-539-5700

RECEPTIONIST
needed for Southfield law firm. Position requires client contact, client data base, excellent telephone manner. Good communication skills needed. Typing 40 wpm. Legal experience a helpful. Knowledge of Word Perfect 6.1 a benefit. Excellent benefits & benefits in a professional environment. Please send resume stating salary history to:
Box 8187
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST NEEDED for busy Farmington Hills commercial real estate office. Must have some experience running a multi-line phone system, knowledge of Word for Windows, positive attitude, and excellent communication skills. Fax resume: Fax resume to Denise 810-851-0268

RECEPTIONIST/OFFICE CLERK
Michigan's leading Real-estate furniture dealership is seeking an experienced receptionist/office clerk. Responsibilities include greeting visitors, typing, filing, and performing other office duties. Computer knowledge (Windows Word/Excel) a plus. Full time with benefits. Please send resume with reference and salary requirements to:
Contract Interiors
ATTN: Human Resources Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
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RECEPTIONIST/OPERATOR
Full-Time Position.
Experienced receptionist needed for busy law firm in Troy. Good pay, benefits & perks. Business will relocate next year to the South Lyon area. Please send resumes to: P.O. Box 810, Farmington, MI 48333. An Equal Opportunity Employer

RECEPTIONIST PART-TIME
Now hiring for bury sales office in Southfield. Must have excellent phone manner & phone skills. Must be be comfortable with computers. Call Jen or Kelly
Brighton Sales, Inc.
35200 Amhurst Rd.
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST
Part time hours, Mon-Thurs., 2:30-7:30pm. Sat. 9-1pm. Friendly phone manner, greeting patients. Some computer experience preferred, willing to learn. Salary based on number
(810) 681-6325

RECEPTIONIST, PART time, 12 to 5pm, Mon. thru Fri. Receptionist & typing duties. Prior office experience desired. Farmington Hills area. Call 810-471-1500 Ask for Mrs. Sutton

Receptionist/Part Time
Experienced person with pleasant telephone manner. Person who will assist with general office duties. Must be computer literate. We are a modern photo/video facility. Mon., Wed., Fri. Approx. 18 hrs per wk. Hours are 9:30 to 3:00 pm $7.00 per hr. Send resume LINE PRECISION INC. 31500 Mott Rd., Farmington Hills, MI 48336

RECEPTIONIST
PART-TIME
Friendly Troy company is seeking an outgoing, self motivated person for part time position answering multi-line phone, greeting customers, word processing and misc. office duties. Computer knowledge helpful. Apply Mon. thru Friday. Please call
Mary Ann Personnel
810-649-5500

RECEPTIONIST
PLEASANT phone voice. Typing 40wpm. Troy area. Reliable transportation. Call Sandy 810-680-0600 ext. 3

RECEPTIONIST/SECRETARY
Very busy automotive repair facility seeks dependable person for this position. Call 810-668-1552

RECEPTIONIST/SECRETARY
Entry level, full time. Responsibility requirements for BRC, 19800 Telegraph, Ste 1211, Brighton, Farmington Hills. Contact Marty. Or FAX 810-540-1764

RECEPTIONIST / SECRETARY
Part-time for Troy automobile leasing service agency. Good telephone, organizational and computer skills required. Fax resume to:
810-588-0556

RECEPTIONIST/SECRETARY
To work in a fast paced, challenging non-profit agency. Good communication and people skills required. Candidate must have good typing ability, knowledge of Word Perfect 5.1, spreadsheet experience helpful. Position is full time with competitive benefits package. Send resume: Office Manager (Dorilcarter)
P.O. Box 2006
Southfield, MI 48037-2006

RECEPTIONIST/SECRETARY - 143 World Hill. Busy phones, general clerical duties, temp to perm. Pays low $20's depending on exp.

GENERAL CLERICAL - Royal Oak, Data entry, phone, mail, carriers operator, temp to perm. $6.50/hr.

SECRETARY - Royal Oak. Word and Excel, temp to perm. Pays $7/hr.

DATA ENTRY Operator - Southfield, Advertising agency, long term, $6/hr.

TELEMARKETING/SALES - South-field. Excellent benefits. $6.00/hr to start, $10-$20/hr potential after 30 days. Temp to perm.

GENERAL OFFICE - Troy. Some phones, order supplies, light data entry, working hours, $7.00/hr.

OAKTED
Professional Staffing
Farmington Hills 810-476-0484
Auburn Hills 810-377-4010

RECEPTIONIST/ SECRETARY
A fast paced professional communications company in Troy is looking for a bright, a team oriented Secretary with excellent communication skills, organizational skills, a busy multi-line phone system & knowledge of Windows (Word, Spreadsheet, Word & plus). Excellent compensation package along with a pleasant working environment. Call Debbie 810-362-8100, x 8100

RECEPTIONIST TO $20,000.
Balanced pleasant, Professional phone manner. Professional appearance. Troy, Farmington Hills. Opportunity to advance, call Denise. 810-772-6760.
Snelling Personnel Services

502 Help Wanted-Office Clerical

RECEPTIONIST
Several permanent positions with individual needed to answer phone, type, greet clients and handle variety of duties. Word Processing experience is a plus. Bonuses package. Company paid fee.
PERMANENT STAFF
Troy (810)585-2720 Fax 685-2725
Farmington Hills (810) 737-8750

RECEPTIONIST
Southfield based CPA firm is seeking a Receptionist with strong interpersonal skills. This is a professional company and a high visibility position. We require a professional phone etiquette, strong keyboarding skills on WordPerfect and Excel, phone skills, personality. Send resume and salary required to:
Attn: HOPP
FOLLMER, RUDZEWICZ & CO
24200 Amerisch Dr., Ste. 500
Southfield, MI 48075-5004

RECEPTIONIST
Utsey Systems Outdoor Lighting Co. needs full-time receptionist for busy phones, some light filing. Apply at or send resume to 5742 Executive Dr., Westland MI 48185. (N. of Ford Rd., E. of Hix, Mon.-Fri., 8am-5pm, or call (313) 721-5550

RECEPTIONIST
We are looking for a qualified candidate to work in our automotive supplier in Livonia on a long term assignment. Candidates should have experience on WordPerfect and Lotus for Windows.
For an immediate interview call
810-522-4220
Ask for Vicki
or fax resume for to 810-522-6998
KELLY SERVICES
Equal Opportunity Employer
M/F/H

RECEPTIONIST
We are seeking an energetic, responsible individual to work in our fast-paced Human Resources Department. The main function of the position is answering a very busy multi-line phone and greeting the public. Additional responsibilities include word processing, filing and other miscellaneous duties as assigned. Qualified candidate should have excellent communication skills, accurate typing and the ability to maintain a professional demeanor while working under pressure. Previous office experience a plus