## 502 Help Wanted-Office Clerical

INDUSTRIAL DISTRIBUTOR seeking highly motivated individual, knowledgable in distribution entry. Full time Mon thru Fri. Must have good communications skills & computer experience a plus. Call Jim Hulvey (810) 355-0155

INSURANCE AGENCY - Farmington Hills business office. Receptionist/Payroll Assistant, for Life Department Manager, general office skills required. Call Gary at: (810) 831-3460

INSURANCE
Customer Service Rep. Full-time. Individual must be friendly, energetic and dependable. Duties include typing and delivering mail, back-up handling (must be able to lift 50 lbs.), and working office equipment. Must be professional. Send resume and salary requirements to:
Mr. Doors, Box 2069
Observer & Eccentric Newspaper
36251 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer

INSURANCE
Reliance Insurance Companys Troy office is seeking capable part-time clerical employee. The individual must have typing skills of 35 wpm & be able to life boxes. Must be computer skills helpful. Hours & salary negotiable. Send resume to:
B. Belasco, Reliance Insurance,
1050 Wilshire Drive, Suite 275,
Troy, MI. 48084

KNOWLEDGE OF computers to assist with inventory control. Typing skills 50 wpm. Phone, filing and office duties. Apply at Jay Shop, 242 Oakland, Pontiac, MI. Hours Mon thru Fri 8am-3:30pm or send resume.

LATE NIGHT
With Sterling
Personnel
WED. - SAT. 13
Dy appt., until 8 PM.
Start the New Year off right with a great new career! Temp and permanent openings.
Call for an appointment

SNELLING
PERSONNEL SERVICES
Livonia, 313-268-8600
Southfield, 810-352-1300
Taylor, 313-292-0777
Auburn Hills, 810-373-7500

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

LEAD CLERICAL POSITION
at library resource firm in Canton. Full-time, 12-4:30pm, great people, positive atmosphere, full benefits, growth potential. Kim: (313) 459-9090

GREAT MONEY!!
Leasing Agent
• Part-time (12-20 hrs/week)
• Friendly Atmosphere
• Great for retirees
CALL TODAY FOR INTERVIEW!
810-477-0133

LEGAL SECRETARY
DEFENSE LITIGATION TRIOD
Opportunity for experienced secretary (2-5 years) to join growing mid-size firm. Weekends off, PTO, docket control and time entry. Organized and motivated individual with good skills and desire to work as a team. Please send resume to:
Office Manager, CHAO, Fifth Floor Columbia Center, 201 West Big Beaver, Troy, MI 48084

LEGAL SECRETARY
Experienced-for Personal Injury firm. Minimum 3 years experience. Excellent salary & fringes. 810-354-2500

LEGAL SECRETARY: Entry level secretarial position for Bloomfield Hills law firm. Accounts Payable and WordPerfect and Dictaphone a plus. Salary and benefits commensurate with experience. Send resume to: Terry, P.O. Box 930, 6355, Bloomfield Hills, MI 48312

LEGAL SECRETARY
For busy Troy law office. 2-3 years corporate experience. Small corporate office. Send resume to: Secretarial Committee, 2301 W. Big Beaver Road, Suite 525, Troy, MI 48084.

LEGAL SECRETARY
Full time, experience required. For busy Bloomfield Hills law firm. Excellent benefits. Salary negotiable. Call Carol: (810) 334-3300

LEGAL SECRETARY
Full time for experienced secretary needed for Downtown law office. Minimum of 2 years legal experience required. Strong typing & advanced skills necessary. Knowledge of Windows a plus. Medical benefits available & parking allowance provided. Send resume to: Fordan, Meadows & Ballard, P.C., 3200 Penobscot Building, Detroit, 48226. Attn: Ms. Camille A. Rafla Deitz

LEGAL SECRETARY for general practice firm in Troy. Must be proficient in Microsoft Word with Windows. Minimum 3 years experience. Health benefits and salary commensurate with ability. Signing bonus. Fax resume to: (810) 649-6737 or call Dan or Larry: (810) 559-9646

LEGAL SECRETARY
Medical malpractice/products liability knowledge required. Litigation experience preferred. Convenient Northville location. Part time or full time available. Full time, $12; part hour Send resumes to: P.O. Box 360, Northville, MI 48167-0360

LEGAL SECRETARY
needed for non-smoking law firm in Bloomfield Hills. 3-5 years experience in litigation, type 60-80 wpm, computer skills necessary. Contact Linda M. O'Brien, 2550 Telegraph, Suite 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY needed for busy Troy law firm. Must be fluent in WordPerfect 6.0 & have pleasant personality. Experience as a legal secretary preferred. Salary & benefits negotiable. If interested, call Ms. Dunn (810) 643-8130

LEGAL SECRETARY
NEEDED
DETROIT AREA
2-YEARS EXPERIENCE
W/P 6.0 OR W.8.
WORD 6.0 WINDOWS
$25,000-$30,000 Year
Call for appointment
SNELLING
PERSONNEL SERVICES
810-352-1300

LEGAL SECRETARY
Part-time. Flexible hours. WordPerfect 6.0. 20 WPM. Bloomfield Hills area. Call: (810) 645-6600

LEGAL SECRETARY
Southfield insurance defense firm seeks experienced Secretary. Proficiency in the use of WordPerfect. Firm offers competitive salary, benefits package and benefits to include tuition assistance. Please send resume to: Administrator, 4000 Town Center, Suite 900, Southfield, MI. 48075

LEGAL SECRETARY
Top notch, fast paced, lawyer litigation firm. Busy overnights & personal injury practice. Must have 4 mos. Good benefits & working conditions. Send resume to: Personnel Director, Stella & Gordon, 217 S. Woodward, Suite 202, Royal Oak, MI 48067

LEGAL SECRETARY
Part time for Troy law firm. Defense experience preferred. Salary commensurate with exp.
Call: (810) 649-7800

LEGAL
SECRETARY
Well established law firm seeking an experienced Legal Secretary for partner in our Southfield location. Strong experience in Probate preferred. Word Perfect required. Must be organized & accurate, possess good communication skills and desire to work as a team member. Proficiency in Word Perfect 6.0 & Windows, commensurate with experience, benefits include medical and dental insurance. Please mail resume stating salary history/requirements to:
Mr. Doors, Box 2092
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Looking for a great job! Here it is! We are looking for an experienced, energetic full time receptionist to assist us in our busy West Bloomfield office. Law experience a plus! Call Cindy Dabbs at (810) 626-8000 ext 273 or fax resume to attn: Cindy
(810) 626-0631

## 502 Help Wanted-Office Clerical

Legal Secretary
5 years Workers Comp experience. Successful law firm in Oakland County. Must be proficient in Windows, Word Perfect 6.1, TimeSlips, & Quicken knowledge helpful. Must be self-motivated, detail oriented and committed to excellence. Forward resume including salary history & references to:
19296 Northridge Dr
Hunt Valley, MI 48107

MAIL CLERK
Large Southfield organization is seeking a full time mailroom clerk. Individual must be friendly, energetic and dependable. Duties include sorting and delivering mail, back-up handling (must be able to lift 50 lbs.), and working office equipment. Must be professional. Send resume and salary requirements to:
Mr. Doors, Box 2089
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer

MARKETING SUPPORT
If you are looking for a challenging position in a team oriented company, we want to talk to us! Your creative ideas and organizational skills will be best will be rewarded with the ability to shape your own future with a fast-growing company!
We're looking for a marketing support person to assist with publications/brochure development, seminar planning, and general support for the sales staff. Two years sales/marketing experience. Excellent organizational and writing skills, strong communication skills and proficiency in Microsoft Office are a required. Desktop publishing or computer graphic skills are highly desired.
Please send or FAX resume and salary requirement to:
COMPUTERIZED FACILITY INTEGRATION, INC.
Attn: Personnel Department
Administrative Assistant
24100 Southfield Rd, Suite 200
Southfield, MI 48075
FAX: 810-557-6581

MEDICAL
TRANSCRIPTIONISTS
DETROIT AREA
Experience in the following areas
MEDICAL TERMINOLOGY
W/P WINDOWS 6.0
50+WPM
Call for appointment
SNELLING
PERSONNEL SERVICES
810-352-1300

MENTAL HEALTH CLINIC
Secretary/Receptionist for Northville clinic. Computer & phone skills necessary. 3PM-7PM, Mon.-Fri., Recording work but minimal typing. Salary.
810-348-1100

MORTGAGE
Growing mortgage company needs clerical personnel for underwriting & post closing positions. Experience is helpful but not necessary. Call Homestead Mortgage for appointment: 810-353-5420
or fax resume: 810-356-2758

MORTGAGE PROCESSOR
Equicredit Corp. of MI, one of the nation's largest mortgage equity lending firms, has a position open in its Southfield office. Must type 45 wpm & have good organizational skills. 6 Months office experience required. Mortgage experience helpful. Excellent company benefits. For interview appointment call: (810) 352-3400.
EEO/AA EMPLOYER

NEED EXTRA CASH
FOR THE HOLIDAYS?
Several positions available in the following:
• Clerk • Receptionists
• Data Entry Operators
START IMMEDIATELY
TODAYS TEMPORARY
(810) 649-4455
EOE

NEED EXTRA
CHRISTMAS MONEY????
Earn extra money for Christmas while serving for Fortune 500 companies during the holiday season. Great opportunity to get your foot in the door and gain valuable experience. Work full term, full or part time. Openings as receptionists, secretaries, word processors, file clerks and more. Call now for immediate interview.
CORPORATE PERSONNEL SERVICES
(810) 352-9696

OFFICE ASSISTANT
Canton area apartment complex has an immediate opening. Typing, answering phones and other general office duties. Some experience preferred. Send resume to:
Office Assistant, P.O. Box 308, Southfield, MI 48037

OFFICE ASSISTANT
Part time, fast paced. Great telephone skills, WordPerfect, DOS & Windows knowledge preferred. Call between 8AM-10AM to schedule an interview. (810) 350-9922

OFFICE ASSISTANT
Sell starter kits and work for full time multi-million dollar business. Career opportunity with excellent growth potential. Bookkeeping/payroll experience helpful. Non smoking office. Please apply in person between 9 & 5 at: 30200 Telegraph, Bingham Farms, 48025. Farmington Hills. (810) 851-0770

OFFICE
ASSISTANT
Small Livonia construction company requires full time person to answer phones, type, file, & make collections. Salary will train right person. Benefits included. To fax resume: Doc. 1pm or sooner. Call for interview: 313-261-7878

OFFICE ASSISTANT/ Part-time Receptionist. Arts and Crafts retail firm. Send resume to: Box 61967 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE CLERICAL
Part time. Typing, billing, bookkeeping. Flexible hours. Call between 8am-4pm. (313) 534-1040

OFFICE CLERICAL/WAREHOUSE
A growing company has openings in Office Clerical in warehouse. $6.50 to $7.00 hour, benefits, growth & opportunity. Please call (810) 414-9192

OFFICE CLERK
Law firm has part-time openings for Mass Clerks and/or Runners. Varied duties, reliable transportation required. Excellent for college students. Please mail or fax resume to:
Gifford Kraus
280 N. Woodward, Suite 400
Birmingham, MI 48009
Fax# 810-647-5210 Attn. Admin.

OFFICE HELP
Full time. Daytime hours: Mon-Fri 10am-5:30pm. Light clerical work, answering phones & some bookkeeping required. Located near the Twelve Oaks Shopping Mall. Compensation commensurate with experience. If interested please call Brent Robinson or Bob Corbett at 1-810-348-4600

OFFICE MANAGER - Act as receptionist, secretary, bookkeeper, good computer & people skills especially with senior citizens and senior citizen housing experience desirable. Job works exclusively to celebrate helpful, friendly environment. Salary commensurate with experience. Send resume to: Clarendon Manor, 255 W. 14 Mile, #106, Clawson, MI 48017 or Fax to (810) 435-0840

OFFICE MANAGER/
ADMINISTRATIVE ASSISTANT -
Suburban corporate office seeks Office Manager/Administrative Assistant for key role in a dynamic work environment. Responsibilities include: project management, tracking financial data, customer service & general clerical support. Must have strong organization, communication & interpersonal skills. Ability to prioritize & project solve. Microsoft Word 6.0 & Excel. Paradox a plus. Please mail or fax resume with salary history to: Key Human Resource Management Inc. 4120 Orchard Lake Rd., Suite 218, Southfield, MI. 48034-8164. Fax: (810) 962-8196

## 502 Help Wanted-Office Clerical

OFFICE MANAGER,
Experienced, for high volume medical health clinic in Livonia. Must be an organized enthusiastic self starter. Receptionist position also available. Call Carol: (810) 558-0672

OFFICE TECHNOLOGY
ASSISTANT
William M. Mercer, Inc. has a part-time position in our Southfield office for an office technology assistant. Your primary responsibilities include: Pc software evaluation, installation and maintenance; developing PC based software systems; maintaining Novell Netware, providing end user support and training. Candidates should have the following credentials:
• Strong oral and written communication skills
• Strong analytical aptitude
• Some experience required in: Novell LAN's Netware 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 support with a variety of software, DBase, WordPerfect, Microsoft Word and Excel, Lotus 1-2-3.
If you have these qualifications, please send a resume and salary history to Mary Hale, MIS Manager
William M. Mercer, Inc.
400 Renaissance Center,
Suite 1100
Detroit, MI. 48243
or, Fax 313-259-2075

PATIENT REGISTRAR
A busy surgical practice is looking for a mature person with office experience to be a patient registrar. This is a full-time position & the candidate must have experience dealing with the public & entering data into a computer. Previous experience as a medical receptionist preferred. Please send resume to: Mark Berlin, Michigan Ear Institute, 27855 Middlebelt Rd., Farmington Hills, MI. 48334.

PAYROLL - accounting service firm seeks experienced individual for their computerized multi company payroll department. Please send resume to: Office Manager, 45211 Plymouth Rd., Plymouth Twp., MI 48170-6023.

PAYROLL CLERK
Excellent opportunity to work with liquid payroll. Light typing, 10key, phone back up and other clerical duties. Will train about 30 hrs a week. HRMS. 810-960-0287

PAYROLL CLERK
$18,000 annually. Plymouth firm is seeking a dedicated experienced, take-charge person with strong computer & accounting skills. Full-time position. Send resume, salary history & salary requirements to: PO Box 700204, Plymouth, MI 48170.

PERSONAL LINE CUSTOMER SERVICE REPRESENTATIVE
Immediate opening for experienced person. Excellent opportunity in fast growing West Oakland County agency. Fax resume to: 810-363-6248

PURCHASING SUPPORT
Individual needed to support inventory control team. Duties include contacting suppliers, tracking & working on issue reports. Ideal candidate has good phone skills, team player & desire to grow as opportunities become available. Purchasing experience would be a definite plus. Please respond with salary requirements to: Human Resources Manager, Dynamic Manufacturing, 45753 Five Mile Rd., Plymouth, MI. 48170. No phone calls will be accepted.

RECEPTIONIST/
ADMINISTRATIVE ASSIST
Responsibilities include answering phones, greeting guests, and administrative duties. Lotus and Word Perfect in Windows a necessity. Great benefits package. Send resume to:
Attn: Human Resources
The BOGG Group, Inc.
6905 Telegraph Rd.; Suite 250
Bloomfield Hills, MI 48301

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

RECEPTIONIST
Entry level position for small Southfield law firm. Typing, telephone skills, light typing. (810) 352-4100

RECEPTIONIST (EVENINGS)
Busy real estate office, flexible schedule. Call for interview appointment (313) 464-6400

RECEPTIONIST
Farmington Hills real estate office has opening in fast paced Closing Dept. for a receptionist/clerical person. Answer phones, type, file, order title work, phone computer. Please call Marie for an appointment between 400 & 500 PM.
(810) 855-8130

RECEPTIONIST - Farmington Hills office, hrs. 8:30-5 Mon. thru Fri. Must be detail oriented. Secretarial skills a plus. Contact Barbara 810-626-4900

RECEPTIONIST
Fast paced Southfield based holding company and its mortgage company has an opening for an experienced receptionist with a pleasant manner and good phone skills. Typing skills a plus. We offer a great people atmosphere and an exciting work environment with opportunity for professional growth.
MCA Financial Corp.
P. O. Box 5012
Southfield, MI 48086
ATTN Administration

RECEPTIONIST
for retail building center. Full-time with benefits & good wages. Apply in person to: Office Manager, 41900 Ford Rd., Canton.

RECEPTIONIST for non smoking Southfield CPA firm. Self-motivated/typing, word processing, telephone skills, basic clerical duties. Prior office experience desired.
810-552-9494

RECEPTIONIST
for busy commercial developer's office in Southfield. Answering 10-line phone, greeting guests, etc. Excellent telephone skills, professional appearance, neat and attentive required. Must be dependable. Mon.-Fri., 8:00AM-5:00 PM. Some secretarial duties. Well paid salary commensurate with experience. Call Ann Brown & Louis presented.

Send resume and salary requirements to: Personnel, P.O. Box 3083, Southfield, MI 48037-3086 or fax to 810-877-7520

RECEPTIONIST
FULL time for Southfield Property Management company. Pleasant phone manner & WordPerfect 6.1 Non-Smoking firm. Salary $22 wk + health insurance. Resume: 24400 Northwestern Hwy., Suite 110, Southfield, MI 48075.

RECEPTIONIST - Full time position for multi-line phone system and general clerical duties. Must have a pleasant professional phone manner. Experience necessary. Benefits. Apply at mortgage application, assisting loan processors. Southfield Mortgage Company, Equitable Building, Franklin Road. Southfield, MI 48034.

RECEPTIONIST
Fast paced, exciting business seeks top-notch Secretary/Receptionist. This position offers a great opportunity for advancement. Will be responsible for general clerical support, and have working experience with microsoft Word 6.0. Must or tax resumes to: Key Human Resources Management, Inc. 4120 Orchard Lake Rd., Suite 218, Southfield, MI 48034-8164. Or fax: (810) 352-8156

SECRETARY for law office. Must have bookkeeping duties. 669-8335

SECRETARY
For Southfield law office. Good typing skills required. Fax resume to: 810-569-3079 or call: 810-559-2048

SECRETARY - Immediate full time position for contractor. Windows & Quickbooks experience a plus. Please call: (810) 626-1277

## 502 Help Wanted-Office Clerical

RECEPTIONIST - growing medical facility seeking receptionist for part time position. Must be friendly, organized, detail oriented individual with good typing skills. Medical office experience helpful. Please fax resume to: Attn: Office Manager, 313-459-1800.

Receptionist
International air cargo company is seeking a self-motivated, phone friendly, qualified candidate will be responsible for receiving all phone calls as well as light word processing and filing. Interested individuals should be motivated, detail oriented and have excellent communication skills. Send resume to: Box 22068
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE M/F

RECEPTIONIST
Joe Louis Arena/
Detroit Red Wings
Fax Theatre
JOIN A GROWING COMPANY! Detroit Red Wings/Joe Louis Arena, full time Receptionist and Administrative Assistant positions available for mature, friendly individuals. Pleasant phone skills, a professional speaking manner and the ability to organize and courteously handle incoming calls are our must have customer skills are needed. In addition, general office duties will be part of daily activities.
Previous receptionist experience is preferred. Candidate must possess a high school diploma, good typing skills, and working knowledge of Word Perfect. Excellent benefits and superior organizational skills and attention to detail are required, along with strong written and oral communication skills required.
Child daycare available as well as an opportunity for advancement. Qualified candidates please fax or mail resume including salary requirements to: GM/H.R. Dept., Fax Office Center, 2211 Woodward Ave., Detroit, MI 48201. ATTN: Vivian, 4th Floor. FAX: 313-596-3259. Equal Opportunity Employer

RECEPTIONIST
Large company in Madison Heights in need of a Receptionist. Satisfactory experience helpful. Clear speaking & friendly. Full time. Temp to Perm.

Contempra
810-563-9500 ..... Madison Hgts.
810-650-6600 ..... Rochester Hills
313-563-5900 ..... Dearborn

RECEPTIONIST - LAW FIRM
Friendly, professional, fast paced law firm seeking non-smoking, receptionist with good communication and organizational skills. Must carry with WordPerfect 5.1 helpful. Good benefits package. Fax resume and salary requirements to Personnel Manager, fax 313-259-7201 or call Michelle, 810-444-2900.

RECEPTIONIST - Light typing, answer phones, must be organized. Population: Non-Smoking. Hours: Sat. 10-5 & Sun. 12-5. Pleasant atmosphere. Apply at Gallery or college student. Call Terry
(313) 480-0003

RECEPTIONIST NEEDED for non-smoking law firm located in Bloomfield Hills. Experience preferred. Fax resume to Personnel, 248-332-2580. Telegraph Rd. #250, Bloomfield Hills, MI 48302

RECEPTIONIST needed for Commerce real estate office. Part Time leading to Full Time hours. Phone & typing skills required. Good Customer knowledge helpful. Call between 8am-4pm.

RECEPTIONIST NEEDED full-time for busy Farmington Hills commercial real estate office. Must have pleasant personality, multi-line phone system, working knowledge of Word for Windows, 40 wpm typing, neat appearance and clear speaking voice. Fax resume to: 810-851-0268

RECEPTIONIST NEEDED for Oak Park office. Good typing and other general clerical duties required. Word processing help. Call Jay at 810-968-4900

RECEPTIONIST

Numerous positions available. From $14,000-$20,000. All fees paid by the companies. No experience needed, we train. Light typing, 10 key helpful. Call now for more information, call 810-644-4600.
SNELLING PERSONNEL SERVICES

RECEPTIONIST/OFFICE SUPPORT
Fast growing subsidiary of major corporation is seeking a mature individual with pleasant phone manner and communication skills. Must dress professional. Light typing, 10 key, filing, some exceptional telephone personality. Must possess a high school diploma. Answer telephones, greet customers, type, file, fax, distribute mail plus other duties as assigned. Work environment, excellent salary compensation with a comprehensive benefits package including 401(K). Fax resumes to: 810-471-0601 or send to MTS-PT, Attn: JHYROS, 24301 Indoplex, Farmington Hills, MI 48335

RECEPTIONIST
Part-Time. Mature, self-motivating "people person" wanted for fast paced West Bloomfield Real Estate office. Multi-line phone experience helpful, but will train. Call Eileen at: (810) 626-8000

RECEPTIONIST
PART TIME
Looking for a dependable individual who possesses good communication skills and is familiar with 40 wpm. Salary $6.40 to start. Apply in person at:
Mulberry Nursing Care Center
36975 Five Mile, Livonia.

Receptionist/Part Time
Immediate opening for a dependable, experienced receptionist with pleasant phone manner. Responsible for assist with general office duties. Must know Windows, Word Perfect, Well. 8:30am-3:00pm. $7.00 per hr. Mail resume: Personnel, 31666 W. 8 Mile Rd., Farmington Hills, MI 48335

RECEPTIONIST
Part-time position, 5 hours (flexible) per day, in Farmington Hills office. Preferred: Critical, High school diploma required. Previous office/customer service experience preferred. Salary DOE. Call Mary
SHARP GALAXY 2000
Attn: Kris
5600 Crooks Rd., Suite 101
Troy, MI 48098
Fax: (810) 828-1333

RECEPTIONIST
Position available for an outgoing individual with a pleasant phone manner. Duties would include typing, filing, light bookkeeping, mortgage applications, assisting loan processors. Southfield Mortgage Company, Equitable Building, Franklin Road. Southfield, MI 48034.

RECEPTIONIST/
SECRETARY
Real estate firm needs two non smoking, efficient, responsible people for an expanding office. Computer experience helpful. Benefits package. Fax resume and salary needs to Carolyn at (810) 646-8647

RECEPTIONIST/SECRETARY
Experienced, WordPerfect 6.0, Phone 810-646-7430 or fax resume to: 810-559-9070

## 502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
MATURE, experienced person needed for full-time position in small general contractor's office.
(313) 441-1010

RECEPTIONIST/SECRETARY
To work in a fast paced, chaotic environment. Must have good communication and people skills required. Candidate must have good typing ability, computer knowledge (Word Perfect 6.1), excellent organizational skills. Position is full time with excellent benefits package. Send resume:
Office Manager (Confidential)
P.O. Box 2006
Southfield, MI 48037-2006

RECEPTIONIST/SECRETARY
Our client a Southfield based law firm, is seeking a professional, strong Receptionist/Secretary. Must be team oriented, have excellent skills, and be able to do whatever needs to be done, have strong keyboarding skills and have professional demeanor, appearance, and telephone skills. If you qualify, send resume and salary expected to:
Attn: RSRY
Fobmer, Rudzewicz & Co.
12900 Hall Rd., Ste. 500
Sterling Heights, MI 48313-1153

RECEPTIONIST/SECRETARY
entry level, must have good typing skills, room for advancement.
810-355-4479

RECEPTIONIST /
SECRETARY
A Novi based Engineering firm. Degree sensitive of electronic components is looking for a high energy, fast paced, high skilled communication skills. The ideal candidate would have experience in the following skills: the ability to handle 16 line phone system. Please send resume to:
Greg Rathburg, PO Box 3361,
Farmington Hills, MI 48333

RECEPTIONIST
Typing 45 wpm, computer literate, good organizational & communication skills. Full time & Part time positions available. Salary negotiable.
313-563-8000

RECEPTION
1-696/EVERGREEN
Great pay/benefits, light phones, light typing and filing. Career opportunity for responsible person. Call 810-557-9100
810-949-6263
Workforce Inc. ..... Never a fee

RECEPTION/SWITCHBOARD
In Rochester. Experience needed for career opportunity in beautiful Inverness offices. Call Workforce Inc. 810-557-9100
Workforce, Inc. ..... Never a fee

RECRUITER
Place Automotive, Executive & sales people. Automotive sales experience required. Full time, benefits, salary, personnel service. Salary & high commission. Call Ron
313-464-1836

BYRANT BUREAU PERSONNEL

RECEPTIONIST
Phone answering, filing, typing. Computer skills a plus. Full benefits. Salary commensurate. Call Ann at Bryant Bureau, Novi, 48240
An Equal Opportunity Employer

RELIABLE PROFESSIONAL help for company in Farmington Hills, MI. Prefer some experience in community relations, typing, computer skills. Call Amy, Mon-Fri, 9-5pm 810-292-4510

SALES ASSISTANT - experienced, in stock dressing room. Salary & incentive preferred. Please send resume to: Attention: Therese Smith, Sports Center, 201 W Big Beaver, Troy, MI 48084 or call 1-800-227-1831

SALES ASSISTANT
Manufacturing firm is seeking an outgoing individual to fill a fast paced customer service department. Must have minimum 2 yrs. experience & be proficient on WordPerfect 6.1 & Windows. Please send resume to: S. Giacomin, 30261 Stephenson Hwy., Madison Hts., MI 48071 or phone 810-585-6400, ext. 235

SALES ASSISTANT
$24K
Novi area company looking for assistant to sales manager, strong communication and organizational skills needed for handling special corporate accounts. Microsoft Office a plus.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

SALES ASSISTANT
Needed: Strong telephone & WordPerfect skills. Pleasant office in Farmington Hills, 38123 W. 10 Mile Road. EEO

SECRETARIAL ADMINISTRATOR
Part-time, approximately 20 hrs/wk. Some administrative/computer work. Dra. Office.
(810) 540-0041

SECRETARIAL
A variety of duties available for a variety of skill levels. Immediate openings for entry level and executive. Must possess a high energy level, advanced knowledge of Word and/or WordPerfect and Excel. Great benefits, career and benefit opportunities. Call now for immediate interview.
CORPORATE PERSONNEL SERVICES
(810) 352-9696

SECRETARIAL
FULL time for Southfield Property Management company. Pleasant phone manner & WordPerfect 6.1 proficiency a plus. Hours 8am-3pm, Mon-Fri. $325 wk + health insurance. Resume: 24400 Northwestern Hwy., Suite 110, Southfield, MI 48075.

SECRETARY
ADMINISTRATIVE
ASSISTANT
Interact with clients in the high tech executive offices of international firm. Ideal candidate: Word software plus 2-3 years experience required. Long or short term assignments. Temp to perm. Paid holidays and vacations.
Bradley Allen
Livonia
646-7581 473-2931
UNIFORCE SERVICES

SECRETARY
Birmingham Office. Excellent word processing skills necessary-Word Perfect 6.0 preferred. Sales Release. Fax resume to 810-642-7122, or mail resume to: Box 1236, Birmingham, Mich. 48012

SECRETARY/BOOKKEEPER. Full time position for Farmington Hills office. Radford area. Wage commensurate with ability. Wendy. (313) 532-5210

SECRETARY
Experienced person needed for general office duties including Accounts Payable & computer skills. Call Ann at Mon. thru Fri. Call (810) 646-8370, ask for Linda. Non-smoker preferred.

SECRETARY
Experienced individual needed to join our Southfield office. Must have Word and WordPerfect 6.0 required. Provides administrative and executive professional skills. Full benefits. Send resume and salary requirements to HR/Secretary, 29200 Franklin Road, Southfield, MI 48034.

SECRETARY
Fast growing suburban business seeks top-notch Secretary/ Receptionist. This position offers a great opportunity for advancement. Will be responsible for general clerical support, and have working experience with microsoft Word 6.0. Must or tax resumes to: Key Human Resources Management, Inc. 4120 Orchard Lake Rd., Suite 218, Southfield, MI 48034-8164. Or fax: (810) 352-8156

SECRETARY for law office. Must have bookkeeping duties. 669-8335

SECRETARY
Experienced, WordPerfect 6.0, Phone 810-646-7430 or fax resume to: 810-559-9070

## 502 Help Wanted-Office Clerical

SECRETARY - Full time immediate opening for secretary/clerical office person with experience in manufacturing co. Must be a self starting team player, able to manage multiple tasks and assignments. Minimum 3 years secretarial experience required. Must have working knowledge of PC Windows, Word Perfect 6.1, Lotus Ami-Pro 1-2-3 & Approach. Pay commensurate with experience. Excellent benefits package. Salary DOE. Major expressways. Please send resume with salary requirements in confidence to: Box 27002
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

SECRETARY
MUST be Bi-lingual in Spanish and have strong word processing skills. Working for Director of International Marketing. Great opportunity! Call for an interview. 2 openings available
SNELLING PERSONNEL
LIVONIA, 313-266-8600
An Equal Opportunity Employer

SECRETARY
North American Banquet Facility is looking for an experienced and talented Secretary/Receptionist. Applicant should be team motivated and self-driven. Please contact Mark at 810-477-3300

SECRETARY
North Oakland
The pandas are fun to find in Job! Temporary and permanent opportunities for experienced office support with Microsoft Word, Excel, Lotus 1-2-3 or Wordperfect. Call Kathy Rosenberg Inc. Resume to: Maria at
5250 S. Lapeer Rd., #119
Lake Orion, MI 48360
or call 810-693-2600
Workforce Inc. Never a Fee

SECRETARY
Our beautiful Bloomfield Hills office employees the latest in computer technology, offers excellent growth potential, and growth opportunities. We make your commute pleasant, casual dress everyday and the ability to interact with clients. Word, Excel and Sales Point required. Pay to $14.00/hr. Paid holidays and vacations. Call Sandy
Bradley Allen
Birmingham
473-2931 (810) 646-7581
UNIFORCE SERVICES

SECRETARY - Part time, 20 hours a week, Must have good computer & typing skills for office in Westland. (313) 595-0497

SECRETARY/PROCESSOR
Full time position with immediate opening. Good phone & communication skills required. Experience necessary. Please call: 600-993-4763

SECRETARY/
RECEPTIONIST
Real Estate Development corporation in Troy has immediate opening for full time Secretary/Receptionist. Must have strong skills and salary $20,000 year. Word for Windows & Lotus experience preferred. Great opportunity for advancement. Send resume, salary and letter stating goals and available start date to: Sunrise Development, 200 E. Brown St., Ste. 101, Birmingham, MI. 48009

SECRETARY/RECEPTIONIST
for sales distribution office in Westland. Must have basic computer knowledge and good telephone skills. (313) 722-8900

SECRETARY/RECEPTIONIST
needed. Full time, Bloomfield Hills area, starting pay L7/hr with benefits. Call ASC Security
313-416-5550

SECRETARY/
RECEPTIONIST
Poised, articulate candidate for professional front office. Typing and word processing skills required. Contact or Microsoft Word. 2 years experience. $18 - $20,000. Benefits. Fax Paul
PERMANENT STAFF
Farmington Hills ..... position 737-5750
Troy ..... (810) 362-2720

SECRETARY/RECEPTIONIST.
For Farmington Hills CPA firm. Must have good telephone skills, computer/ wordprocessing experience. Need to be an invoice person. Good pay, excellent benefits. Call
(810) 851-8137

SECRETARY/RECEPTIONIST
Fast paced Livonia based company. Responsibilities include typing, filing, passing, light phone answering. Experience on WordPerfect 6.1 for Windows is a plus. Must have good helpful Excellent salary and benefits package. Apply in person at: Holiday Inn Farmington Hills, 38123 W. 10 Mile Road. EEO
An Equal Opportunity Employer

SECRETARY
Start the new year with a new job. Successful, upbeat, medium size Southfield law firm looking for experienced professional legal secretary with excellent skills. Please send to: Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515.

SECRETARY
Well established property management company has two part time positions available immediately for neat and well side suburban shopping mall. Flexible hours, Medical and Loss experience, good organization and communication skills. Ability to delegate and follow-up is essential. Benefits include: Life and Health insurance, medical, dental and disability insurance. Please send resume with cover letter and salary requirements to:
Mr. Tom Joseph
P. O. Box 707
Southfield, MI 48034

SECRETARY/WORD PROCESSOR
Fast paced, professional, growing office seeks self-motivated, detail oriented. Responsibilities include: word processing using WordPerfect for Windows 6.0, Lotus spreadsheets & other misc. tasks. Reliable transportation needed. Office hours Mon-Fri 9-5:30pm daily. Some overtime required. Salary commensurate with experience. Fax resume to:
Mr. Tom Joseph
P. O. Box 707
Southfield, MI 48034

SECRETARY/WORD PROCESSOR
Fast paced, professional, growing office seeks self-motivated, detail oriented. Responsibilities include: word processing using WordPerfect for Windows 6.0, Lotus spreadsheets & other misc. tasks. Reliable transportation needed. Office hours Mon-Fri 9-5:30pm daily. Some overtime required. Salary commensurate with experience. Fax resume to:
Mr. Tom Joseph
P. O. Box 707
Southfield, MI 48034

SECRETARY $100 BONUS
Northwest Detroit business needs reliable, friendly person $9 per hour, light computer work, phones.
CALL WANDA (810) 473-1112

SECRETARY
$25,000
Prestigious downtown, fast paced, creative projects, growth potential and employee benefits. WE MEET ALL Call Ms. Kelsey (810) 358-2160
DAVIDSON LAIRD & ASSOC.

SHIPPING & Receiving Clerk wanted. Apply in person at Mike Bell, 30000 Telegraph, Bingham Farms.

SOUTHFIELD BASED property management company is looking for part time secretary to assist the property manager. Some bookkeeping duties. Flexible hours. Send resume to: Secretary, P. O. Box 306, Southfield, MI 48037

SWITCHBOARD OPERATOR
Bloomfield Hills firm seek a motivated individuals with multi-line switchboard experience and the ability to work in a fast paced environment. Excellent benefits. Call or send resume and salary history to Kristin Hoffman at FIRST SECURITY SAVINGS BANK, 2800 Telegraph Road, Bloomfield Hills, MI 48302.
(810) 338-7700, ext. 2583.
Equal Opportunity Employer

SYSTEMS ADMINISTRATOR
We have an immediate opening for an experienced Systems Administrator candidate will possess experience in Novell 3.0, MS-Access and dBase. Base knowledge of Windows NT Server and Network Administration required. We offer competitive salary and a comprehensive Benefit Package. If you qualify, please FAX or send resume, with salary history, to: Human Resources Manager, CT Services, Inc., 27630 Franklin Rd., Southfield, MI 48034.
FAX: 810-351-9556

## 502 Help Wanted-Office Clerical

'TIS THE SEASON -
ARE YOU READY?
CHRISTMAS IS JUST AROUND THE CORNER
WE ARE LOOKING FOR - -
DATA ENTRY/
ACCT. PAYABLE CLERK
Livonia Location
8,000+ keystroke
40 WPM + D.D.E.
Evaluation Hire
RECEPTIONIST
Southfield & Farmington Hills
Mute Phone Line
$7-8.00/hr D.O.E.
Evaluation Hire
CALL
(810) 474-5000
EXPRESS
PERSONNEL SERVICES

TRANSCRIPTIONIST NEEDED full-time for fast paced office located in Southfield. Applicant must type 65-70 words per minute & have transcribing experience. Benefits offered. Please send resume to: Barbara Dechampeau, CRA Managed Care, 30200 Telegraph, Suite 2830, Bingham Farms, MI. 48025.

TWO OFFICE positions open for person with recommended previous experience with receptionist/computer skills & one with Excel Software experience. CAD Machinery, 12001 Globe, Livonia, MI. 48150. 313-462-0600.

TYPIST
Fast growing service company desires professional typist with excellent typing & clerical skills. Word & Excel knowledge required. Please send resume with salary expectation requirements to:
Administrative Manager
3001 W. Big Beaver, Suite 210
Troy, MI. 48084

TYPIST/TRANSCRIBER
Full time. Casual office. Requires excellent spelling & grammar skills. Fax or mail resumes to: Clarence Mills