502 Help Wanted-Office Clerical

SECRETARY Bloomfield Hills area law office working with attorneys preparation appearance and participation in litigation computer skills a plus experience helpful Fax cover letter and resume

ACCOUNTING CLERK Livonia Wed Thurs Fri 8 5 Excellent benefits 8 00 an hour Experience required

SALES SECRETARY Heavy typing with detailed accommodation skills Helping phone interpersonal WP or Excel & business skills Salary to mid 20s Fax 313 261 1 Fax Detail

SALES ASSISTANT Madison Hts WordPerfect 5 1 Excel Based on customer service skills 2 years clerical experience Fax resume to Jerome Industrial Supply Fax 313 544 330

We are looking for qualified applicants for a variety of permanent temporary & contract positions

LOIS RAY PERSONNEL (810) 646-5580

SECRETARY

Company in the 13 Mile & Telegraph area seeks a person with strong communication skills to work in a fast paced environment Must be able to work independently & be a team player Knowledge of Word & Excel helpful Salary DOE Fax resume to

Temp

SECRETARY

Experienced Professional Secretary needed for Southfield Law Firm Must have excellent word processing skills Knowledge of Word Perfect 5 1 preferred Salary commensurate with experience Call 810 357 3000 Ask for Ann

SECRETARY

Full time Secretary Receptionist for busy Plymouth area office Must be organized detail oriented & multitask Must have good typing skills Word Perfect 5 1 preferred Salary DOE Fax resume to 313 459 7270 Attn Sec