EMPLOYMENT

502 Help Wanted-Office Clerical

FRONT DESK
Interior Design Studio in Farmington Hills seeks experienced Front Desk person. Expertise in phone skills, customer relations and product research required. Attention to detail & multi-tasking skills a must. Computer skills a plus. Contact Mr. Bevis (810) 851-7540

FULL OR PART TIME
Office Positions days and evenings, mostly customer service and phone sales. Hourly rate negotiable. Call Department Manager (313) 326-6502 ext. 3

FUNDRAISING EVENT SUPPORT
6-8 month temporary position approx 20 hrs/wk. Must be detail oriented person w/strong organizational and administrative skills needed for special major fundraising event for non-profit organization. Duties include: document processing, mailing materials processing and tracking, record keeping and screening phone. Must be able to handle multiple tasks scheduled supervision. Experience in a fast-paced office environment. Knowledge of computers, 10-key number pad preferred. Will train personnel and cover letter to: L.S.P. Center, 27117 W 9 Mile, Ste 1240 Southfield, MI 48075

GENERAL CLERICAL position, full time. Send resume to Vaquic Inc., 35000 Industrial Rd., Livonia, MI 48150, attention, Linda Roth

GENERAL OFFICE CLERK
Full-time general office/file clerk needed for Livonia manufacturer. Excellent organization & communication skills required. Wordperfect 5.1 a plus. Fax resume to 810-442-0518 or call Ken for interview at 810-442-0510

GENERAL OFFICE. Dependable, responsible person for filing, typing & general office work. Please apply at: (247 Inkster Rd., Garden City.

GENERAL OFFICE Farmington Hills area. Medical office needs bad individual proficient with phone, WP & Lotus skills. Benefits, salary commensurate w/ exp. & pay requirements to 8058 Hammel Rd., Brighton, MI 48116

GENERAL OFFICE - part time. Tue., Thurs. 2 pm-6 pm. Farmington Woods 26125 Scotia. Ask for Val.

GENERAL OFFICE - position in Livonia for executive office. Duties include receptionist/switchboard and general office. WordPerfect a plus. Hours Mon-Fri PM. Please call 313-591-7240

GENERAL OFFICE/Receptionist position available in small Non-Smoking Job environment. Duties include answering phones, word processing, invoicing & filing. Prior office experience required. Non-smoking environment. Send resume & salary requirements to: 41481 Mt. Vernon, Novi, MI 48375-1855

GENERAL OFFICE
Responsible person needed for lighting showroom. Telephone, computer and living part time. Pleasant atmosphere. Apply at Reed Lighting, 43443 Grand River, Novi

GENERAL OFFICE/
Good typing skills, good telephone sales. Full time & benefits. Salary negotiable. (313) 563-8000

GREAT OPPORTUNITIES
GET YOUR FOOT IN THE DOOR!
$7-$15 PER HOUR
Word Processing
Data Entry Operators
Experienced Receptionists
Data Controls
CALL MANPOWER
(313) 348-1010
Great Benefits
EOE

HEALTH & WELLNESS CENTER
Looking Young Adult Receptionists for Physiotherapy. Please call Connie at 313-459-1900

HERE'S THE JOB FOR YOU!
We are looking for an experienced energetic full time secretary/receptionist in our Southfield office. Including West Bloomfield Real Estate office. Computer & real estate experience a plus. Call Claudine at (810) 626-8800 ext 273 or fax resume to (810) 626-8801

HIV / AIDS Education & Office position. Some college or experience preferred. Resume to:
MAPP
702 Livernois
Ferndale, MI 48220
FAX (810)545-3313
An Equal Opportunity Employer

★ HOT JOBS
Legal Secretary, $30,000
Legal Secretary, Southfield, Suburbs $28,000
Administrative Secretary, Suburbs, $27,000
Legal Secretary, downtown, $27,000
Secretary/Receptionist, Suburbs $25,000
Secretary/Word Processor Entry Level, $20,900
Temp and temp to perm positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-5300
(810) 649-FAX 2

HUMAN RESOURCE COORDINATOR: to $32,000 + 2 years experience in Human Resources. Must know word, Excel + Access. Powerproofed. Suburbs Call Donielle 810-737-8760
Snelling Personnel Services

HUMAN RESOURCES COORDINATOR
Our client is seeking a Human Resources Coordinator for its Southfield location. The successful candidate will handle compensation coordination, benefits process & handle all payroll, etc. We report to the corporate Human Resources office. Experience required & the ability to work in a fast paced environment. Send resume & salary expected to
Human Resources
Follmer Products & Co
12900 Hall Rd., Ste 350
Sterling Heights, MI 48313-1153
Recruiting for EOE

IMMEDIATE OPENING for phone sales associate to service established accounts. Pleasant, friendly individual. Experience helpful, full or part time. Call Bob 313-397-7730 Ext 304

IMMEDIATE OPENING Large property management company in Royal Oak has immediate openings for Light Clerical positions. Must have good Computer experience a plus. Call Mon-Fri, 8am-5pm 810-398-1030 or FAX resume to 810-398-8056
An Equal Opportunity Employer

INSIDE SALES/SECRETARY
For Plymouth based manufacturers representative agency. Good phone skills along with friendly personality a must. Microsoft Word experience necessary. Call 8-10am
(313) 454 7620

INSURANCE CSR - A challenging customer service and new business position. Farmington, Plymouth, Livonia, Berkley. Benefits
(313) 459 3434

502 Help Wanted-Office Clerical

IMMEDIATE OPENINGS
- Experienced Data Entry Operator
- Receptionist/Switchboard
- part time afternoons

Call and apply today!

ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7600

IMMEDIATE OPENINGS
MEDICAL BILLER - Pontiac. Experienced $8/hr. Long term.
SECRETARY/Receptionist - Southfield $12/hr. Word/Excel.
RECEPTIONIST/Word Processor - Livonia. Word & Lotus $8/hr.
EXECUTIVE Secretary - Auburn Hills. Experienced Lotus, WordPerfect $12/hr.
ORDER PROCESSOR - Troy. Must know Windows. $10/hr
OAKTEC
Professional Staffing
1 Farmington Hills 810-848-5464
2 Auburn Hills 810-377-4070

IMMEDIATE OPENINGS
Jumpstart your resolutions! We have excellent opportunities available. We also offer free computer training. Call today for more information. This personable company is taking applications for all positions
- Receptionist
- Secretarial
- Customer Service
- File Clerk
- Administrative Assistants
- Data Entry
- Word Processing
- And much more!!!

PERFORMANCE PERSONNEL
"Performance Driven"
313-513-5823

INSURANCE CLERICAL
Farmington Hills branch office of a Lansing based agency seeks individual for customer service rep position. Duties include typing, answering the phone, processing of insurance policies. Individual must be self motivated, knowledge of property & casualty insurance helpful. Send resume with salary requirements to:
Box #2194
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

INTERNATIONAL FREIGHT forwarder for national company, full benefits. Experience in ocean export documentation and customer service, for office in Southfield. Send resume to Box #2031
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

JOBS OF THE WEEK

TEMP-PERM. $18 $21,000
Warehouse personnel in New Full benefits
TEMP - PERM. $12 $14 HOUR
Inside maintenance/warehouse person in Farmington Hills
LONG TERM ASSIGNMENT
$6 $7 HOUR Scribing
TEMP - PERM. $30 $35,000
Shift Foreman for Canton injection mold company. 5 years experience required. Some management experience preferred. Afternoon and midnight shift. 12 people on each shift
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer
LIVONIA 313 266 8600
Southfield 810 352 7300
Taylor, 313 284-0777
Auburn Hills 810-373-7500

KEYPUNCH/KEYDISC - Experienced data entry operators. If you are productive, reliable & a highly motivated individual if you have 14,000 plus & have ability to learn quickly, we'll allow you to "promote yourself". We have both on premises & off site openings. We offer competitive salary & benefits. Please call Denise 9 3pm (313) 581 5288

KEYPUNCH OPERATORS
Start the New Year off right at Insta Copy! We are looking for experienced full time operators for our afternoon shift in Livonia. Call today for an appointment 313 422 8002

ADMINISTRATIVE
Enterprise Rent-A-Car, the nation's largest car rental company, has an outstanding full time administrative support position in our corporate office in Livonia.
Various job responsibilities will include typing, computer work and filing.
Candidate must have excellent typing and organizational skills and be detail oriented.
We offer a competitive salary and excellent benefits. Please send resume and cover letter to:
ENTERPRISE RENT-A-CAR
31740 PLYMOUTH ROAD
LIVONIA, MI 48150
ATTN HR DEPT/AA
EOE

LEGAL SECRETARY /ASSISTANT
for firm specializing in litigation. Strong WordPerfect & organizational skills required. Salary commensurate with experience. Send resume to Edward A. Schulte 3123 Crooks Rd Royal Oak, MI 48073

LEGAL SECRETARY
Bloomfield Hills law office has a full time position available for experienced (1-3 years) legal secretary. Paid vacation holidays and medical benefits provided. WordPerfect 5.1 experience a plus. Good salary. Contact Marcy, (810) 858 2443

LEGAL SECRETARY
Experienced needed for insurance defense firm. Organizational skills a must. Fax or send resume to Lynne 380 N. Main St., Clawson MI 48017 FAX 810 588 3380

LEGAL SECRETARY
Experienced in plaintiff personal injury, medical malpractice, workers comp & appellate work needed for extremely busy personal injury firm in Royal Oak. Law firm experience in WP 6.1 Windows necessary & ability to work independently in fast paced working atmosphere & good benefits. Please fax resume to (810) 541-3304 or mail to 315 S Washtenaw, Ste 200, Royal Oak 48067

LEGAL SECRETARY
For busy Troy law office. 2-3 years corporate experience. Smoke-free environment. Send resume to Secretarial Committee, 2301 W. Big Beaver Rd., Suite 625, Troy, MI 48084

LEGAL SECRETARY
Part time Southfield law office. Experience and computer skills required. Call Sue 810-568-8130

502 Help Wanted-Office Clerical

LEGAL SECRETARY for medium sized Troy insurance defense firm. Minimum 2 years experience in litigation. Call (810) 649-1330

LEGAL SECRETARY
Full time for large suburban defense litigation firm. Excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills MI 48333

LEGAL SECRETARY - for independent land developer in South Lyon area. Typing, computer & organizational skills required. Legal experience preferred but not required. Send qualifications & requirements to R Sharp, 30500 Northwestern Hwy, Suite 200, Farmington Hills, MI 48334

LEGAL SECRETARY
For Town Center law firm specializing in Personal Injury. Must be proficient in WordPerfect and exceptional typing & communication skills. Litigation experience required. Pleasant non-smoking office. Excellent starting salary & benefits
Call Ms. Hawk (810) 948-0000
Or FAX resume (810) 948-8494

LEGAL SECRETARY for Birmingham law firm. Entry level position. WordPerfect 5.1 or 6.0. Resume to Office Manager, PO Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Full time for Southfield law firm. Must know Word Perfect 6.0 & have previous litigation experience. Salary commensurate with experience. Call (810) 355-0000

LEGAL SECRETARY, full time, for sole practioner in Livonia. Experience required
Call 313 422 5740
Or FAX resume to: 313 261-3433

LEGAL SECRETARY
For Birmingham employment law firm, 2 years plus litigation experience required. Computer literate and proficient in WordPerfect. Send resume to:
Hardy, Lewis Page, 401 S. Woodward, Suite 400, Birmingham, MI 48009, Attn Kelly

LEGAL SECRETARY
Farmington Hills firm requires Legal Secretary with minimum 3 years experience in general practice. Strong background in court procedures, organizational skills, Word Perfect 5.1 with minimum 50wpm. Salary commensurate with experience. Forward resumes to: 37000 Grand River, Ste 390, Farmington Hills, MI 48335

LEGAL SECRETARY
Farmington Hills law firm seeks secretary with litigation experience
(810) 855 2110

LEGAL SECRETARY - Farmington Hills sole practioner / criminal trial practice. Litigation needs full time Secretary with excellent computer skills. WordPerfect 6.1 for Windows preferred. Salary negotiable. (810) 473-6500

LEGAL SECRETARY - Immediate full time opening for Corporate Personal Injury. WordPerfect/Microsoft Word. Solo practice. Resume to G. Davos, 30110 Executive, Ste 200, Westland MI 48185

LEGAL SECRETARY
Medical malpractice products liability knowledge required. Non smoker preferred. Contemporary Northville Salon. Part time with potential for full time $12 per hour. Send resumes to: PO Box 350, Northville, MI 48167-0350

LEGAL SECRETARY
needed immediately for attorney in Family law & general civil litigation practice. WP 6.0 for Windows a plus. Great office. Salary negotiable. FAX cover letter & resume to 810-644-4429

LEGAL SECRETARY
needed for busy law firm in Southfield/Plymouth area. 2-3 years experience preferred. WP 6.0 required. Contact Mrs. Raven 810 552-8500

LEGAL SECRETARY
Part time $10-12 per hour. Plaintiff's Personal Injury. WordPerfect 5.1 Windows. Experience necessary. FAX resume 810 552-8016 Or call 810 552-9181

LEGAL SECRETARY
Part time, salary based on 3 days per wk. for small house counsel, insurance defense firm. Should be experienced in working with IRCal programs such as Lotus, WordPerfect-Windows. Southfield location. Contact Ms. Manning between 8 & 9 am at 810 352-7500

LEGAL SECRETARY/Receptionist for busy Farmington law firm. Salary commensurate with skills and experience. Call Mr. Anderson, (810) 476 5656 or Fax resume to 810-476-6221

LEGAL SECRETARY
Small busy Southfield law firm. Knowledge of Word 6.0 with 65 wpm accurate typing. (810) 354-0360

LEGAL SECRETARY
Secretary needed for 2 attorneys. MUST be experienced in generals of litigation, workers comp and have solid Windows WordPerfect 6.0 skills
Send resume to Ms Harper, 100 W Big Beaver, Ste 600 Troy, MI 48084-5283

LEGAL SECRETARY
Senior partner in Southfield defense firm seeks legal secretary with minimum of 3 yrs litigation experience. Must have WordPerfect 5.1 knowledge & excellent typing. Strong communication & organizational skills. Competitive salary. Interested candidates forward resume to
Box #2186
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Legal Secretary
The Detroit Medical Center Parks are seeking a Legal Secretary for a position in the Detroit Metro area. Applicants must possess a minimum of three years legal secretarial experience and type at least 60 wpm, also dictation equipment and computer word processing experience preferred. Starting salary, $20,000 annually plus excellent benefits. Send or fax resume to Monica Braddock, DMC Legal Services Plaza, 430 Second avenue Suite 200, Detroit Michigan 48202 Fax (313) 872-1724
Equal Opportunity No Calls

LEGAL SECRETARY WANTED - Excellent typing skills, familiar with Lotus for Windows preferred, but will consider background helpful. Must secretarial duties for small law firm located in Detroit. Schumacher at (810) 345-7364, P.O. Box 230, Northville, MI 48167-0230

LEGAL SECRETARY, $30,000
Newly litigation experienced. Work for Sr. partner. Some prior legal duties. Benefits (810) 772 6780
Snelling Personnel Services

LEGAL SECRETARY $28,000
Plush Troy firm, 2 years litigation experience. Word Perfect proficiency a plus. Call April (810) 772-6780
Snelling Personnel Services

LEGAL SECRETARY - 2 openings. General practice office primarily for Plaintiff. Must Duties include office management, use of WordPerfect 5.0 or 6.0, basic math skills & requirements to Law Office, PO 5410 Northville, MI 48167-5410

LEGAL TYPIST/RECEPTIONIST
Busy Southfield law firm in busy Southfield Town Center law firm Word Perfect 5.1 a must! Experience preferred. Call JoAnne 810-354-4455

LISTING SECRETARY
needed at professional real estate office in Troy. Approximately 20 hrs a week. Real estate experience preferred but not required. Computer skills helpful. Call Donna at (810) 740 2300

LOOKING FOR mature person to work with administrator. Must have Microsoft with Windows skills & good secretarial skills. Call Mon-Fri. 313 532-4440

502 Help Wanted-Office Clerical

Looking for a great job! Here at We are looking for an experienced, energetic full time receptionist to assist us in our busy West Bloomfield Real Estate experience a plus! Call Claudine at (810) 626-8800 ext 273 or fax resume to (810) 626-8801

LOOKING FOR work that has YOUR schedule? Southfield law firm seeking full time copy room clerk person to work from 8 am to 6pm, Mon-Fri. Make copies, answer phones, sending faxes, file & other duties as needed. Hourly rate & general clerical work. Full benefit package including health insurance, 401(k). EOE. Call Nora Bailey, (810) 353-7620

MAILROOM ASSISTANT
Troy accounting firm seeking an outgoing & energetic person. Ideal candidate must handle other general duties. Salary. HRMS 888-0287

MARKETING COMPANY in 13 Mile/Southfield Rd area. Responsible Marketing/Customer Service. Sales Administrative Assistant. Word, FAX, internet and salary history to: trivo@talking.net 810-646-5667

MARKETING INTERN
Velassis Communications Inc. Attn Brad Hunter, 30 Hunter Blvd Companies to Work for in Michigan, has an opening for a Marketing Intern. This is an ideal opportunity for individuals looking toward a Marketing or related degree
Requires: 20 hours/wk., strong clerical skills, detailed oriented, computer experience in an office environment.
Applicants available for immediate employment should apply to
Velassis Communications Inc
Attn Brad Hunter
36111 Schoolcraft Rd
Livonia, MI 48150
An EEO/Drug Testing Employer

MATERIALS SUPPORT COORDINATOR
Brass Craft Manufacturing Company has an immediate opening for a new job functions include developing and maintaining reports, analyzing production requirements, coordinating a variety of other duties in support of the Production Planning and Transportation Departments. Essential job requirements include the ability to handle multiple tasks above average analytical skills, strong communications as well as positive interpersonal skills. Should have a working knowledge of inventory control, MRP, Perfect, and spreadsheet applications, with a typing speed of 50 wpm. Related Associates Degree & preferred. We offer competitive salary, conditions and a competitive wage & benefits package.
Please submit your resume to
Brass Craft Mfg. Co.
Attn. MS/DV
PO Box 6032
Novi, MI 48376-6032
Equal Opportunity Employer
"Smoke-Free Workplace"
"No Phone Calls Please"

MEDIA/ADMINISTRATIVE ASSISTANT
Rock Financial, Michigan's largest Mortgage Banker, is looking for an energetic, self motivated individual. We are searching for an organized individual to assist with media placements and research for our Marketing Services as well as act as assistant to senior department manager. Superior expertise (windows and Quark Express) is a must. Mortgage industry or related experience helpful. If you want to be part of an exciting creative team send resume to:
Rock Financial
"The Mortgage Bank"
ATTN Media Director
30600 Telegraph Rd., 1st Floor
Bingham Farms, MI 48025
EOE

MEDICAL RECORDS MANAGEMENT
Livonia Company seeking several people with medical records management experience. Background in administrative support and or filing projects preferred. We have full time & part time positions. Work from home in Livonia or Farmington Hills area. Please forward resume or apply in person to R.M., 34039 Schoolcraft, Livonia 48150
(313) 421-9000

MORTGAGE CLOSER
We have a career position available for experienced mortgage professionals. Must have:
•Capabilities to work with high volume production and management goals.
•Excellent communication and organizational skills.
•Excellent math skills.
•Excitement about learning to be closer in 18 other states.
We offer an excellent compensation and benefit package, as well as excellent advancement opportunities. Resume to the attention of:
Mortgage Affiliated Services
29350 Telegraph Rd.
Suite 100
Bingham Farms, MI 48202
or by fax 810 332-1301
A wholly owned subsidiary of
Flagstar Bank, FSD
An Equal Opportunity Employer

OFFICE ASSISTANT
Cantor Investment Group has an immediate opening. Typing and answering phones a must. Some experience preferred. Send resume to
Cantor Group, P O Box 306
Southfield, MI 48037

OFFICE ASSISTANT
For corporate office. Duties to include basic PC knowledge & phone skills. Pleasant working atmosphere. Full & part time positions available. Call (810) 473-8800 or send resume to
SALVATORE SCALLOPINE
27180 Dequindre Rd
Warren, MI 48092

OFFICE ASSISTANT/
for medical/surgical practice. Send resume to
Box #1987
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE ASSISTANT
Typing, 10-key, phone, friendly, hard worker, computer experience helpful. Medical background helpful. Send resume to:
Liberty Medical Insurance Group Attn: H. Oliver, PO Box 8001, Novi, MI 48376-8001

OFFICE CLERICAL
Full time Telephone, computer input, general office responsibilities for an established Novi company. Send resume with qualifications & salary desired to P.O. Box 805, Novi, MI 48376-0805

OFFICE HELP NEEDED
Light clerical. Full-time or Part-time. Weather Guard Windstar Company, (810) 967-8822

502 Help Wanted-Office Clerical

OFFICE ASSISTANT/
CUSTOMER SERVICE
Personable, well organized person to work in our beautiful studio. We offer benefits including medical insurance; a cordial environment in a well appointed facility and 401K after 1 years. Full time hours includes Saturdays & some evenings. Send resume or salary requirements to:
Edward's Wedding Photography,
26250 Telegraph Rd.
Southfield, MI 48034
(810) 355-8000
Dr Fax: 810-948-9845

OFFICE/CLERICAL
Excellent grammar, spelling, organizational and typing skills. Computer knowledge helpful. Must have good phone manners and a genuine desire to work in a small, fast paced, multi-line system. Full time/part time positions available. Qualified candidates please apply:
• Secretaries • Receptionists
• Data Entry • Computer Operators
LIVONIA LIVONIA
PEOPLEMARK, INC.
33023 W 8 Mile Rd.,
Ste A-3, Livonia
(810) 476-1000
EOE

OFFICE CLERK - Major transportation company in Canton area has opening for clerical/water phone operator. Must have computer knowledge, be excellent in math & have good phone manners. Send resume to - Box #2205
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE CLERK
Southwest OH Farms is looking to hire a full time Office Clerk. This entry level position requires strong, detail-face must delivery, running errands and more. If this professional environment is for you, please call Monday-Friday, 9:00am-11:00am or 1:00pm-3:00pm at, (810) 254-9736 EOE

OPEN HOUSE
Sat., Jan. 20
10 AM - 2 PM.
Great career opportunities available. Temporary and permanent placement.
Please bring 2 pieces of ID, a resume and a friend!
Livonia 313 266 8600
Southfield 810 352 7300
Auburn Hills 810 373-7500
Taylor, 313 284-0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

PART TIME CLERICAL/
SECRETARIAL
Help for small purchasing firm. Typing, filing, phone, general office, light bookkeeping, desktop publishing. Computer literate a plus. Flexible hours. Experience with Word, Excel, Powerpoint. Quick learner. Salary $8/hr. Your flexible hours. Send resume to Pat Fox, Box 1000, PO Box 82480, Rochester, MI 48308

PAYROLL ACCOUNTANT
And accounting related duties. Requires minimum 2 years accounting experience. Lotus 123, Microsoft Word ideal to high $20's. Excellent company in Oakland location.
Call (810) 557-7557
or Fax resume (810) 557-8212

PAYROLL/ACCOUNTS
PAYABLE ASSISTANT
needed for busy stamping company. Must be detail oriented, organized individual to be organized & have good computer skills. Pay commensurate with experience. Medical, dental & pension benefits. Send resume to Industrial Stamping, Attn: Mary, 25925 Glendale Ave., Redford 48239 or FAX to (313) 532-3925

PAYROLL
ADMINISTRATOR
Contract Staffing University of Farmington Hills has a permanent full time position available for an experienced payroll processor. Expertise in computer applications. (Pilaytiles Accounting, Lotus, DBase) experience is preferred. Competitive paid benefits. Interested call
HRC - FTPH
31700 Middlebelt Rd, Suite 140
Farmington Hills, MI 48334

PAYROLL CLERK, $22,000
2 years experience, computer literate bookkeeper/payroll clerk. Call Sandy Call Denise 810-772-6780
Snelling Personnel Services

PERSONNEL DEPARTMENT
POSITION
with responsibilities in fringe benefits as back up substitute sales and clerical support. Computer experience required with working knowledge of Word Perfect 5.1 and Lotus preferred. $7 hour to start. Full time with graduation process. Call Job Hot Line 313-416-2744. Apply with a completed application Friday, January 19 at Plymouth Canton schools, 454 S Harvey, Plymouth, before a PM. January 19,1996

PHONE OPERATOR/
RECEPTIONIST
For corporate office full time position Mon-Fri 8-5pm. Excellent benefit package. Call 7am right answer
Please call Kathy at
(810) 589-1100 Ext. 3107

PROGRAM INSTRUCTORS
Full and part time positions. Work with developmentally disabled adults in Farmington Hills area. Help do to banking, medical appointments, etc. Wrap arounds flexible. $5.75 / hr. Interested, call 810-476-0170

PROMINENT downtown Birmingham real estate company is offering a challenging full time position for person with bookkeeping knowledge, typing, ability to write letters and capable of working closely with executives. Experience with Microsoft Word, Excel and Quicken helpful. Salary commensurate with experience. For appointment call (810) 433 5477

PROMINENT TITLE company is seeking experienced closing processor. Please send resume to
Box #2177
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

★ PURCHASING SECRETARY
Immediate opening for experienced person to assist in dealing with purchasing data entry and secretarial duties. Part time 25-35 hours per week.
Mail or Fax resume to Mr. Lee
Master Manufacturing Co
43938 Plymouth Oaks Blvd
Plymouth, MI 48170-2584
Fax (313) 416-2000
Phone (313) 416-0000 ext 112

INSURANCE
W. Bloomfield insurance agency is looking for a receptionist/typist. Candidate should have good phone skills, type 30-40wpm, have computer literacy with Windows or resume to 5669 Orchard Lake Rd., #168, W Bloomfield, MI 48322

RECEPTIONIST
ARTICULATE, dependable and friendly person, to answer phones. Must have WordPerfect supervisor skills with minimum 45 wpm typing. $15,000 to start with BCBS and life insurance. Send or FAX resumes only to LA Kritz Weber & Co., 29100 Northwestern Hwy., Suite 240, Southfield, MI., 48034 FAX 810-353-9334

RECEPTIONIST/ASSISTANT
For optometrist office. Mature Full time. Walled Lake/South suburbs area. Send resume to: 29991 Mayfair, Farmington Hills, MI 48331

502 Help Wanted-Office Clerical

RECEPTIONIST/BILLING CLERK
Full time, receptionist/billing clerk needed for Farmington Hills law firm. Requirements include experience in timeslips, billing & WordPerfect 5.1, excellent organizational & communication skills. Fax resume to 810-442-0518 or call Ken for interview at 810-442-0510

RECEPTIONIST/CLERK
Energetic person needed for receptionist and general office work, part time or full time available. Exte Communications Inc. 810-474-7020

RECEPTIONIST/CLERICAL
Full time, Southfield CPA office seeks friendly, professional person with phone skills and WordPerfect 5.1 a must. Send resumes to Personnel, 24525 Orchard Lake Rd., Farmington Hills, MI 48334

RECEPTIONIST
Needed for growing Oxford company. Looking for motivated person to answer phones & other light duties. For interview call Jody at
(810) 969-2800

RECEPTIONIST
Your welcome supplier has an immediate opening for an experienced front office receptionist. We are in need of a mature, personable individual who projects a very professional image. Duties include assisting in handling a busy telephone console (Merlin Legend) service center environment & a plus! Some typing and data entry required. We offer a pleasant non-smoking office environment plus an excellent salary and benefits package.
Please send resume (including salary history) to
Human Resources
Argent Automotive Systems, Inc
41131 Vincenti Ct
Novi, MI 48375
NO PHONE CALLS

RECEPTIONIST
Opportunity to join a consulting firm that handles Fortune 100 accounts. Sharp individual with professional demeanor needed for this front desk position. Varied functions include travel arrangements and greeting important clients.
Diversified Recruiters
810-645-6700 FAX: 810-344-6704

RECEPTIONIST
Part time afternoons. Personable individual with great phone skills. Word processing helpful. Congenial atmosphere. Mail resume to
Personnel c/o Temple Israel
5725 Walnut Lake Road
West Bloomfield, MI 48323

RECEPTIONIST - Part time for publishing company. Excellent communication skills and data entry a plus. Send resume to: BAPCO, PO Box 2600 Troy, MI 48007. Dept SWF

RECEPTIONIST - PART TIME
Well established Farmington Hills office seeks individual with pleasant phone skills and working knowledge of Windows 6.0. Up to $10/hour for qualified candidates. Hours: 1-6 (noon) to 5pm. Send resume to Tyler and Company, 26913 Northwestern Hwy, Ste 500, Southfield, MI 48034. No Recruiters!
An Equal Opportunity Employer

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties would include answering the phone, ordering mortgage applications, assisting loan officers, computer knowledge a plus. Excellent benefits. Please forward resume to
Human Resources
John Adams Mortgage Company
28124 Orchard Lake Rd, Suite 161
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
Progressive regional CPA and Consulting Firm is seeking an experienced receptionist to fill Farmington Hills position. Duties include but not limited to: Front desk coverage, switchboard operations, FAX and mail, word processing. Position requires a professional image and excellent telephone skills. Good computer skills required. Please fax or send resume to: Retirement Plan Administrators, Attn: Greg, 30 Oak Northwestern Highway, Farmington Hills, MI 48334

RECEPTIONIST/SCHEDULER
Self motivated, energetic person needed for receptionist and scheduling for television installations.
Exte Communications Inc.
810-474-7020

RECEPTIONIST / SECRETARY
A Novi based Manufacturer's Representative of electronic components is looking for a high energy individual with excellent communication skills. The ideal candidate would have a pleasant deportment, experience in Word Processing, and be able to handle 16 line phone system. This is a premier company with a great work environment. Salary and benefits are excellent and benefit package in a friendly small office environment. Fax or mail your resume to Greg Rabinburg, PO Box 3361, Farmington Hills, MI 48333

RECEPTIONIST/SECRETARY
FULL-TIME ENTRY LEVEL
Self starter with high work ethic needed. Must have great communication skills. Word processing experience. Salary $17,000 to $19,000 per year. Please send resume to: Property Management, 5657 W Maple, West Bloomfield, MI 48322, or Fax to 810 626 2549

RECEPTIONIST/SECRETARY
Property management firm in Southfield seeking individual with pleasant telephone manner & good typing skills. Send resume to P O Box 70, Southfield, MI 48037.

RECEPTIONIST/
SECRETARY
Part time for Farmington Hills automotive related sales office. Must be proficient in Microsoft Word and Excel have good telephone manner. Professional telephone manner. Position is shared with another part time employee to equal 40 hour week. Call (810) 855-6100

RECEPTIONIST/
SECRETARY
Busy construction company looking for an outgoing person to run front desk operations. Candidate must have experience on multi line telephone system, typing, word processing, filing, computer knowledge & experience in Word Perfect & Lotus & salary requirements entirely likely to CPS Group, 29800 Northwestern Highway, Ste #208, Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST/
SECRETARY
If you have good software skills - microsoft/windows, wordperfect, excel or Lotus, type 50 wpm, pleasant telephone manner office position. For a company with good salary, benefits, location. Call (313) 416-0600
Snelling Personnel Services

RECEPTIONIST/SECRETARY
Fast paced, mature office in Livonia is seeking a Receptionist/Secretary for permanent, full time employment. Full benefits. Please mail resume to 13370 Lauer Park Dr. N., Ste. 330, Livonia MI 48150, or call Debbie at (313) 462-1890

RECEPTIONIST WANTED full time for busy Optometrology Practice. Insurance knowledge helpful. Call (810-569-4366

502 Help Wanted-Office Clerical

RECEPTIONIST
Fast paced golf & banquet facility has 3 openings for Receptionists. Part time, 25-30 hours per week, morning and afternoon shifts, with rotating weekends. Must possess good computer skills. Applications accepted Mon-Fri, 10am-3pm
Fox Hills Country Club
8768 N. Farmington
Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST
SOUTHFIELD BASED CPA firm is looking for an individual with an enthusiastic personality, professional attitude and appearance. If you are a "people person", the position is for you. Duties consist of answering a 12 line phone with voice mail and paging system, basic word processing assignments, filing manual updates & mail pickup. WordPerfect experience is a plus. Full-time position is 8:00 am - 5:00 p.m. Monday - Friday. Good benefit & salary package. Forward your resume with salary requirements to
SCHAULTZ & COMPANY, P.C.
27777 Franklin Rd., Suite 1900
Southfield, MI 48034

RECEPTIONIST/
WORD PROCESSOR
Large travel agency in Southfield in need of a Receptionist with light WordPerfect with Windows knowledge & fast phone system. Hours 8:30 5. Pay rate $8-$9/hr. Possibly temp to perm position
(Temp)
810 583-9500 Madison Hgts
810 650 8600 Rochester Hills
313 563 5900 Dearborn

RECEPTIONIST
$16,000-$21,000
If you are an upbeat, friendly individual with typing & wordprocessing skills, we have several top firms who would like to meet with you. Nice variety of duties. Full benefits, company paid fee
PERMANENT STAFF
Troy (810) 345-2220
Farmington Hills (810) 737-5750

RECEPTIONIST, $18,700
2-3 years experience some computer knowledge. Pleasant phone manner. Physical therapy benefits include tuition reimbursement
810.777.2760
Snelling Personnel Services

RECEPTIONIST
25-30 hours for busy Rochester Sports Club. Be able to order mailings, take phone lines. Friendly, mature, excellent organizational skills.
Call (810) 652-0070

SALES ASSISTANT/SECRETARY
Position for sales department of Livonia based company. Strong organization, communication, and research skills. Must be knowledgeable of computers, possess an attention to detail, able to work in a fast-paced hectic sales environment. Send resumes to Carol Ann Stoloc, Fisher Building, Detroit MI 48202
EOE

SALES ASSISTANT
To provide office support to local sales staff. Provide sales presentations, assist in product development, advertisement and presentation. Provide product information, assist in a fast paced environment. Send resumes to
Box #1081
Observer & Eccentric
36251 Schoolcraft Rd
Livonia, MI 48150

SALES/
AUTOMOTIVE
NEW/USED
Positions available for experienced pros. Great pay plans, demo, health insurance and more. Looking for motivated people to work with? Call Joe or Dave at
CRESTWOOD
DODGE
(313) 421-5700

SECRETARIAL POSITION
For small non smoking law firm seeks experienced secretary. 3-5 years experience in real estate building. Salary commensurate with experience. FAX
(810) 851 2857

SECRETARIAL ADMINISTRATIVE
position for solid professional firm. Knowledge of Word Perfect, Quattro with WordPerfect experience helpful. Accounting and or insurance background a plus. Position offers full benefits & competitive salary. Send resume ASAP including salary requirements to: PO Box 611, Northville, MI 48044

Secretarial/Bookkeeping
Growing Hotel Property Management company seeks experienced professional to perform Bookkeeping, Accounts Payable function. Computerized environment. Please send resume, resume to
Trans Inns Inc.
1525 E 13 Mile, Ste LL-1
Farmington Hills, MI 48334
Phone: 810-548-4333
Fax: 810-442-4330

SECRETARIAL/
CUSTOMER RELATIONS
Immediate opening at busy Farmington Hills corporation seeks highly organized individual with typing, office & phone skills to schedule & dispatch home deliveries & service calls for retail stores. Must have customer service inventory control & warranty experience. Friendly, pleasant personality & "can do" attitude a must. Computer literate, knowledge of & Sumcrt Excellent growth potential. Call 810-478-2500 for more requirements to Mr Person at:
(810) 476 7450

SECRETARIAL
FULL time for Southfield Property Management firm. Position offers phone manner & WordPerfect 6.1 knowledge. Salary $18,000 to $20,000. Fax resume to 313-455-6700

SECRETARIAL
OFFICE/CLERICAL
WE'RE GROWING!
Santa Claus is not the only one coming to town! Uniforce Staffing Services is relocating to here state of the art facilities in Bingham Farms and Livonia. Take advantage of immediate opportunities
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- Receptionists
- Data Entry Specs
- General Clerks
- Assemblers, Packers, Shippers

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UNIFORCE
STAFFING SERVICES
Fax (810)640 9180 EOE

502 Help Wanted-Office Clerical

SECRETARIAL
Typist with WordPerfect skills desired for Insurance Defense Agency. Salary & benefits commensurate with experience. Call Stacey at
(810) 642-1115

SECRETARIES
New opportunities for 1996. Temporary and permanent positions are available for skilled and experienced secretaries. Both DOS and Windows experience welcome.
Call for more information.
(810) 737-1711
STAFFING RESOURCES, INC.

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$9-$11/Hr.
- Medical Insurance
- Vacation/Holiday Pay
- Non-Smoking Office
- On-going training
- Hospital Benefits
- 401(k) program
- Temp-To-Hire

CALL TODAY!
Farmington Hills ... 810-615-0000
Southfield ... 810-559-5890
Madison Hgts ... 810-545-2300
Western STAFF SERVICES.

SOUTHFIELD BASED property management company is looking for a part time secretary to assist the property manager. Some bookkeeping experience necessary. Send resume to: Secret