502 Help Wanted-Office Clerical

Legal Word Processor / Secretary
Need 4 yr. secretarial & client telephone experience for growing Troy law firm. Typing proficiency, WordPerfect 6.1, good communication, organizational & interpersonal skills "a must". 8:30am-5:30pm. Please send resume with salary requirements to:
Human Resources Hence, PC
5800 Crooks Rd., Suite 180
Troy, MI 48098-2630 Attn: Gail

Looking for a great job! Here it is! We are looking for an dependable, detail oriented full time receptionist to assist us in our busy West Bloomfield Real Estate experience a plus! Call Cleurance at (810) 626-8600 ext 273 or fax resume to attn: Cleurance
(810) 855-0831

LOOKING FOR mature person to work with elderly couple. Must have MicroSoft with Window skills & good secretarial skills. Call Mon-Fri.
313-532-4400

MANAGEMENT TRAINEE
Needed for out patient psychological service. Leadership potential and flexibility are primary assets sought. Positions will require evenings and weekends. Hills, Southfield and Livonia. The HS is challenging opportunity. We offer advancement potential. We offer advancement potential. Send resume to: OPC/MT, 2000 B Woodward Ste 102, Bloomfield Hills, MI 48302

MARKETING COMPANY in 13 Mile/Southfield Area has had 3 positions Marketing/Customer Service, Sales Rep, Administrative Assistant. FAX resume and salary history to Marketing Director at (810) 646-8687

MARKETING
Entry level for growing irrigation company. Computer organization skills a must. Send resume & salary history to P.O Box 71025, Madison Heights, MI 48071-0025

MATERIALS SUPPORT COORDINATOR
Brass Craft Manufacturing Company has an immediate opening for a support function include developing and maintaining reports, analyzing problems, recommendations and resolution, variety of other duties in support of the Production Planning and Transportation Departments. Essential job requirements include: Must be able to handle multiple tasks, above average analytical skills, strong communication skills, as well as positive interpersonal skills. Should have a working knowledge of computers, preferably Lotus 1-2-3, and spreadsheet applications, with a typing speed of 40 wpm. Related Associates Degree is preferred. We offer excellent working conditions and a competitive wage & benefits package.
Please submit your resume to

Brass Craft Mfg. Co.
Attn. MS/DV
PO Box 8032
Novi, MI 48376-8032

Equal Opportunity Employer
Male/Female/Minority/Handicap/Vet
No Phone Calls Please!

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

NOW HIRING
SECRETARIES
Good typing & computer skills.
Part time Flexible hr
BILLING CLERK
Part time AM
Oak patient care home house clinic
Hotel Oak Kathy (810) 543-1090

OFFICE ASSISTANT
Canton area apartment complex has an immediate opening. Typing, answering phones and other general office duties. Must be experienced preferred. Send resume to
Office Assistant P O Box 306, Southfield, MI 48037

OFFICE ASSISTANT / RECEPTIONIST
for medium size law firm. Send resume to Box 8198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE ASSISTANT
Typing, filing, some bookkeeping, contact, computer experience required. Excellent communication skills a possibility. Send resume to Lenny's Mutual Insurance Group, Attn. M Dow, PO Box 8001, Novi, MI 48376-8001

OFFICE ASSISTANT/ CUSTOMER SERVICE
Personable, well organized person with strong attention to detail. We offer benefits (including medical insurance), a collegial environment in a well respected company in business 93 years. Full time hours Monday-Saturday, days & some evenings. Send resume & salary requirements to:
Edwards Wedding
28250 Telegraph
Southfield, MI 48034
(810) 948-9500
Or FAX (810) 948-9645

Office/ Business Manager
Commercial heating/cooling service stepping & receiving purchasing, payroll, personnel, customer service, typing office experience required. Must be physical background $25,000+year. Call
(810-355-9740

OFFICE/CLERICAL
Excellent grammar, spelling, organizational and typing skills computer literate a must. Must have good phone manners and experience with multi line system. Full time part time positions available. Qualified candidates please apply
- Receptionists
- Data Entry - Computer Operators

LIVONIA LYDRONA
PEOPLEMARK, INC
33523 W 8 Mile Rd.
Bet. Gill & Levan
(810) 476-1000
EOE

OFFICE CLERK - major transportation company in Canton area has opening for an accurate phone operator. Must have computer knowledge, be excellent in math & phone skills. Full time, benefits. Send resume to Box 8199
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE CLERK
Southfield CPA firm is looking to hire a full time Office Clerk. Entry level position requires filing, interfacing, must delivery, typing 35 wpm and more. If the professional atmosphere is for you, please call Wednesday-Friday 3-5pm, Monday-Friday 10-2pm. (810) 254-9738 EOE

OFFICE HELP NEEDED
Light clerical, Full time, Flex Time, Washer Guard Window Company,
(810) 967-6622

OFFICE MANAGER/DATA ENTRY
Background in Windows, Word, Works, WordPerfect, payroll & bookkeeping. Part time
(313) 422-7814

OFFICE - Receptionist & CSR Trainee. Experience not necessary, but helpful. Full benefit package. Call Woodward area: (810) 398-1700

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 8400
Southfield 810 352 1300
Auburn Hills 810 373 7500
Taylor, 313 284-0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

PAYROLL/ACCOUNTS PAYABLE ASSISTANT
needed for busy engineering company. Fast paced environment requires individual to be organized & have good computer skills. Pay commensurate with experience. Medical, dental, & pension benefits. Send resume to Indyne Engineering & Mfg., 23623 Glendale Ave., Redford, MI 48239 or FAX to (313) 532-3828

PAYROLL ADMINISTRATOR
Construction Staffing Company in Farmington Hills has a permanent full time position available for an experienced payroll administrator. Knowledge of computer applications (Payroll/us Accounting, Lotus, Dbase) and experience is preferred. Competitive paid benefits. Send resume or
HRC - 1797 Grand River
31700 Middlebelt Rd., Suite 140
Farmington Hills, MI 48334

PAYROLL CLERK FRONT DESK RECEPTIONIST
Full-Time
Woodward Hills Nursing Center in Bloomfield Hills will be opening their beautiful new building and is currently seeking additional office personnel. Payroll clerk must have experience in handling 190+ employees and have knowledge of MEDIC and Workers compensation. Knowledge of Windows experience a plus. Receptionist must have multi phone line experience and pleasant phone voice. Call Vicki at 810-644-3522 to set up an appointment.

PERSON FRIDAY
Part-time, 1 to 5pm, Mon. thru Fri. Receptionist/word processing for The Engineering Society, Northwestern Hwy., 8 mile area. Call Pat Contact Edie Fry. (810) 355-2810

PERSONNEL / PAYROLL CLERK
Must possess excellent phone, typing & organizational abilities. Basic computer skills needed. For more information call. (810) 360-7500

PROMINENT downtown Birmingham real estate company is seeking a challenging full-time position for someone with bookkeeping knowledge, typing, ability to write ads and is capable of working closely with customers. Experience with Microsoft Word, Excel and Quicken helpful. Limited benefits and flexible hours. For appointment call (810) 433-5477

PROPERTY MANAGER
Needed a multi family management of Farmington Hills office center. Must be computer literate and have some accounting experience.
Contact Jerome Weinstein
(810) 932-3500, Ext 221

★ PURCHASING SECRETARY
Immediate opening for experienced person to assist buyer with purchasing. Solid entry level clerical functions. Part time 25-35 hours per week.
Mail or Fax resume to Mr Lee
Moeller Manufacturing Co
43938 Plymouth Oaks Blvd
Plymouth, MI 48170-7544
Fax (313) 416-2200
Phone (313) 416-0000 ext 112

Real Estate Secretary
Computer/typing skills. Excellent communication skills, attention, and verbal Accounting experience helpful. Full time with flexible schedule. Some weekend work
PRUDENTIAL ACCENT REALTY
Ask for Dave Greene 313-581-0333

INSURANCE
W Bloomfield insurance agency is looking for a receptionist/typist. Candidate should have good phone skills type 30-40wpm. Have computer experience. Send letter or resume to 6625 Orchard Lake Rd., #106, W Bloomfield, MI 48322

RECEPTIONIST
A rapidly growing plastic injection molding company has an immediate opening for a full-time organized, energetic person with excellent communication skills and a pleasant phone voice. Duties include greeting and answering 14 line phone system, process incoming outgoing mail, greet visitors.
We offer an attractive work environment, competitive salary and excellent benefits package. For prompt, confidential consideration, please forward your resume to
Human Resource Manager
LDM Technologies, Inc.
1250 Maplelawn
Troy, MI 48084

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

RECEPTIONIST/ASSISTANT
Fast paced talent agency, heavy phones, typing, detail oriented. 810-644-4877

RECEPTIONIST/ASSISTANT
Excellent phone skills, computer experience, Microsoft Word & Excel. Full time w/benefits. Send resume to 1806 Rochester Industrial Dr., Rochester Hills, MI 48309

RECEPTIONIST/BILLING CLERK
Full time receptionist/billing clerk needed for Farmington Hills law firm. Requirements include experience in timeslips, billing & WordPerfect 5.1, excellent organization & communication skills. Fax resume to 810-442-0518 or call 8am for interview at 810-477-0810

RECEPTIONIST/CLERICAL
Full time. Southfield CPA office. Pleasant personality. Basic computer and typing knowledge required. (810) 354-4044

RECEPTIONIST
Engineering firm in Canton. Prefer 1 yr experience. Will answer 6 lines. WordPerfect 6.0 & Excel 5.0 are helpful. Please call Denise for interview
(810) 350-9777
EOE

RECEPTIONIST
EXCELLENT opportunity
Southfield area
Call (810) 557-8080

RECEPTIONIST
Farmington Hills property management company has immediate opening for highly motivated self starter for front desk position. Must have pleasant phone personality and the ability to handle multiple tasks in a fast paced environment. Good typing and computer skills required. For consideration please send resume to
Office Manager
PO Box 2480
Farmington Hills, MI 48333

RECEPTIONIST - Fast growing computer company, Farmington. Experienced, hardworking Receptionist. Great promotion opportunities. Please send resume to 24409 Halsted, Farmington Hills, MI 48335

RECEPTIONIST
For suburban law firm. Qualified candidate must possess a pleasant phone demeanor, typing skills, and Word-Perfect 6.1 or WordPerfect 5.1 windows experience. Send resume to
Box 8119
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
For seasonal part time tax preparer firm. Farmington area. 810-553-3030

RECEPTIONIST - for W. Bloomfield office. Answering phones, typing skills, light filing. Sat or Sun. Call Mon thru Fri for info and ask for Sharon
(810) 851-4100

RECEPTIONIST
Full or Part Time in Large Lincoln Mercury Dealership. Must be professional, motivated and possess excellent inter-personal skills. Please apply in person at Metro Park Lincoln Mercury, 40801 Ann Arbor Rd. Plymouth Sere Jane

RECEPTIONIST
Full time with benefits. Computer knowledge helpful. Livonia Call Ernest at (313) 522-1200

502 Help Wanted-Office Clerical

RECEPTIONIST
FULL time position available for person with office & computer skills. General operating skills needed. Qualified applicants please apply at Venture Industries, 46301 Port Rd., Plymouth, MI. 48170.

RECEPTIONIST - FULL TIME
Mature individual, good typing skills, must know WordPerfect. Please send resume to: Receptionist, 28003 Center Oaks Ct., Suite B-10, Wixom, MI 48393

RECEPTIONIST: Full time entry level position in Troy. Experience helpful but not required. Must have good phone skills. Call Esther. 810-641-5000

RECEPTIONIST
Full or part time. Experienced or will train right person. Busy Dodge dealer. Office in the City of Wayne. Must enjoy working with people. Some office or computer knowledge a plus. Call Cindy at (313) 721-5442

RECEPTIONIST
Full-time position in a busy, professional office. 20 in-coming lines, great vendors in fast-paced atmosphere. Excellent customer service/communications skills & Data entry required. Includes most off duties. Send resume to P O Box 4432, Farmington, MI 48332-0434 EOE

RECEPTIONIST GENERAL OFFICE
Duties include but not limited to front desk coverage, customer service, order entry, and Word Perfect 6.1; individual must have excellent organizational skills, professional demeanor and be highly self-motivated. Small, friendly Farmington office.
Send resume to
32788 Five Mile Rd.
Livonia, MI 48154

RECEPTIONIST
Immediate opening in corporate office of progressive national company located in Southfield. Join the international team of professionals at the corporate office. Training or experience required on multi line telephone answering and computer. Competitive hourly rate, benefits, 401K. Fax resume to: 810-361-8050 or mail to CPI Southfield, 27850 Franklin Rd., Southfield, MI 48034
Background checks conducted

RECEPTIONIST
Immediate opening for an experienced receptionist with the ability to work in a fast paced environment. Knowledge of multi line phone system & perform general clerical duties. Prior phone experience is required. Must know WordPerfect 5.1, Database & accounting background would be helpful. For immediate consideration call
(313) 584-6200

RECEPTIONIST
Ft Livonia & Plymouth. Must have Word and Spreadsheet skills. Will help Excellent computer skills needed.
Call 313-981-7078
ETD Temporary Service
Equal opportunity employer

RECEPTIONIST
Join a progressive company with excellent benefits including 15 paid holidays per year. Professional phone skills needed to answer 13 line phone system with voice mail. Competitive wage & excellent benefits. Call today
810-305-6545
Human resources
Nachi Robotics Systems, Inc
22285 Roethar Dr., Novi

RECEPTIONIST - LAW FIRM
Troy, professional Bloomfield Hills law firm seeking non-smoking receptionist with good communication and organizational skills. Familiarity with WordPerfect 5.1 helpful. Good benefits package. Fax resume and salary requirements to Personnel Director 810 644-2801 or call Michelle. 810-644-2800

RECEPTIONIST
Livonia company looking for a full time receptionist. Our receptionist should enjoy greeting people, be friendly, flexible, and able to do light clerical work. Good typing and telephone skills. Non smoker. Hours 8am to 5pm Mon thru Fri. Send resume to Box 8214
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Livonia Building Contractor seeks a dependable, self-starter with communication skills. Must be organized, handle heavy phone calls. Typing a must. Call 313-261-7600 or send resume to T H Marsh Construction, 12725 Stark, Livonia, MI 48150

RECEPTIONIST
LOVE people? Love pets? Come meet us at our Rochester Hills veterinary hospital! Mature, experienced computer literate receptionist needed. 810-852-3650

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

RECEPTIONIST NEEDED
Excellent phones skills and Word Perfect 5.1 a must. Send resume to Personnel, 28525 Orchard Lake Rd., Farmington Hills, MI 48334

RECEPTIONIST
Needed for Farmington Hills company located in Southfield. With ability to handle heavy phone calls, other duties in a professional and pleasant manner. Send resume to Human Resources, MMS Mortgage Services, 28411 Northwestern Highway, Suite 850, Southfield, MI 48034 Attn. Sammy Clark

RECEPTIONIST
Next automotive 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 and is experienced in handling a busy telephone console (experience in telephone must extension a plus). Some typing and data entry required. We offer a fast paced, 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 companies. Sharp individual with excellent phone manner needed for the front desk position. Varied functions include travel arrangements and greeting important clients.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

RECEPTIONIST - PART TIME
Mail sale and agency seeking reliable individual with pleasant phone skills and working knowledge of Windows & Word. Up to $10/hour for qualified candidate. Hours Tuesday, Thursday 3:30pm-7pm. Send resume to Yelle and Company, 20813 Northwestern Hwy., Suite 300, Southfield MI 48034. Attn: Receptionist
An Equal Opportunity Employer

RECEPTIONIST
Part time receptionist position available in Troy/Office Approximately 25 hours/week. Responsibilities include operating switchboard and fax machine, high volume of copying and ordering. Excellent communication, dependability and flexibility are critical. High school diploma or equivalent and previous office/customer service experience required.

Please fax your resume to Human Resources at (810) 828-1333 or mail it to Human Resources, Liberty, 8800 Lyndon, Suite 101, Troy, MI 48084

RECEPTIONIST - Part Time
Must be able to work days or evenings. Duties include: General office, answering phones & booking appointments. Limited marketing & promotion. Assistant to office manager working directly with the public. Contact Tracy 810-332-8736, Mon-Thurs. 9-6

502 Help Wanted-Office Clerical

RECEPTIONIST
- Permanent Opportunity
Engineering firm in Livonia is seeking a skilled Receptionist to perform the following duties:
- answer six line phone
- process corporate using Word Perfect 6.1 (DOS)
- filing
Must have excellent communication skills. Great benefits. Up to $18,000 annually. Call for an appointment.
- Officeteam
29856 Northwestern Highway,
Suite 230
Southfield, MI 48034
(810) 358-0222
EOE

RECEPTIONIST
Position available for an outgoing individual with a pleasant phone manner. Duties would include answering phones, sorting mail, processing applications, assisting loan processors. Computer knowledge a plus. Excellent benefits. Please forward resume in.

Human Resources
John Adams Mortgage Company
28124 Orchard Lake Rd., Ste 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
Profoseve Homes is seeking an experienced receptionist to fill Farmington Hills position. Duties include but not limited to Front desk coverage, customer service, switchboard operation, FAX and related word processing. Position requires a professional demeanor and excellent telephone skills. Good organizational skills and ability to work independently. Send resume to Rehmann Robson, Attn: Receptionist, Suite 50, 32255 Northwestern Highway, Farmington Hills, MI 48334. EOE

RECEPTIONIST
Receptionist position available at company located in Troy. Previous experience preferred but applicants full time with benefit package. If interested fax or mail resume to
Wendy Deeds
Selective Recruit
2855 Coolidge Suite
Troy, MI 48084
Fax (810) 435-7860

RECEPTIONIST/SECRETARY
FULL-TIME ENTRY LEVEL
Brief situation: Fast paced, responsibility. Must have great communication skills & word processing experience. Salary $8.50/hr. Please call 810-477-7272

SECRETARIES
$9-$11/Hr.
- Medical Insurance
- Vacation/Holiday Pay
- Bonus Program
- On-going training
- Incentive benefits
- 401(k) Program
- Temp-To-Hire

CALL TODAY!
Farmington Hills....810-615-0660
Troy.....810-680-9000
Madison Hgts.....810-545-2550
Western STAFF SERVICES.

PART-TIME CHURCH SECRETARY
The Universalist Unitarian Church of Farmington is looking for a person-friendly part time secretary. Approx. 1-2 person office. Min Fri. 5 hrs day. Salary negotiable. Resumes should be sent to: Bill Windows WordPerfect, general office procedures and have a pleasant phone manner. Position available immediately. Starting salary $8.50/hr. Please call 810-476-7272

SOUTHFIELD BASED property management company is looking for a motivated self starter to assist the property manager. Some bookkeeping experience helpful. Send resume to Secretary, P O Box 306, Southfield, MI 48037

SECRETARY/ADMINISTRATIVE ASSISTANT for Manufacturers Representative. Professional telephone & computer skills required. Send resume to Mr. Burton, 53 W Maple Suite 190, Birmingham, MI 48009

SECRETARY / Administrative Assistant. Troy based life insurance office has opening for a full time employee with knowledge WordPerfect 5.0, finance background preferable. Call Miriam or Jessie 810 244-9632

Secretary Assistant Bookkeeper
We are one of Troy's fastest growing companies. You will greet and test applicants as well as type 50 wpm. Accounts receivable and receivable. Experience on WordPerfect 6.1 (Windows) a must. Quickbooks experience a plus. Typing of 50 wpm
Linda Watson Personnel
1700 W Big Beaver, Suite 240
810-643-0076 or Fax 810-643-6119

SECRETARY
BIRMINGHAM advertising agency has immediate opening for a "front room in take charge" secretary. Must have experience on Mac and/or Microsoft Word and Excel. Prior experience in fast paced office. Salary and benefits. Call
(810) 649-7333, ask for Susan

SECRETARY
CHOICE career move with suburban automotive supplier. We are looking for a secretary with term positions. $8.00 $10.00 hourly. Good skills in word and Harvard Graphics a plus. Call today
Farmington/Livonia Birmingham
473-2930 (810) 645-7661
Advantage Staffing

SECRETARY
Farmington Hills firm is seeking a secretary with good communication/organizational skills. Must be familiar with Windows environment. Switchboard experience a plus. Full time benefits package. Salary based upon ability. Send resume to:
Personnel Dept. FBS
2300 Northwestern Highway, #125
Farmington Hills, MI 48334

SECRETARY
Full time position available immediately. Tasks include word processing, light bookkeeping, telephone sales. Typing 50 wpm accurately. Must possess good knowledge preferred Send Resume to: Sales Manager, P O Box 2248, Bloomfield Hills, MI 48303-0289
An Equal Opportunity Employer

SECRETARY
John Constantine's Modeling - Fashion consultant individual. Typing computer and other office skills required. Mon.-Thurs. 1-8pm & Sat. 9-5pm. Plymouth
313-455-0700

SECRETARY
National Real Estate firm seeks fast paced office. Must be proficient in Word, Word Perfect, Windows, Microsoft Excel a plus. Typing 45 wpm accurate. Salary DOE. Send resume to
Julie Melnik
Grubb & Ellis
2000 Town Center Suite 800,
Southfield, MI 48075

SECRETARY NEEDED
For growing medical facility. Must have typing skills, phone answering, to computer data entry. Professional appearance and attitude. Medical benefits paid holiday, 401K. Call Ann at 313-981-1900

502 Help Wanted-Office Clerical

SECRETARY - PART TIME
Bookkeeping, Word Processing experience, for law office. FAX 810-642-2867.

SECRETARY
PART-TIME, Flexible hours. Outgoing, typing, computer literate, filing, data entry. Call Mary at (810) 478-0770

SECRETARY - Perfect for homemakers. Position 20-25 hrs per week in morning. Experience desirable. Very light secretarial work. Send resume to 810-646-9428

SECRETARY
Permanent, full time for Latitude Insurance agency. Mon. thru Fri., no Sats., evenings or holidays. Ideal for homemakers/others.
(810-569-7070

SECRETARY/RECEPTIONIST
Fast paced Farmington Hills office has excellent telephone skills & be able to interact with a variety of people. Typing 50 wpm, word processing (6.0) skills are required. Farmington Hills location. Call for an appointment (810) 532-6365

SECRETARY/ RECEPTIONIST
We are looking for a temporary, possible permanent, part-time person for our busy Plymouth office. Hours: (Mon., Wed., & Thurs., 8am-5pm.) This person must be familiar with Windows and Windows for Workers and preferably PowerPoint, Lotus and/or Excel. Some other main responsibilities will be typing correspondence from dictation and heavy phone coverage. No telephone sales are necessary! Please send resume to:
Mr. Joe Petrillo
Technical Staffing, Inc.
332 North Main Street
Plymouth, Mich. 48170

SECRETARY/RECEPTIONIST
Farmington Hills Law Office needs part time Secretary/Receptionist. Must be a self-starter with good telephone skills and word processing. Evening and weekend hours. (Ideal for student or retired employee). Send resume and salary requirements to Box 8215
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY/SALES ASSISTANT
Fast paced automotive sales representative. Agency seeking person with pleasant personality interested in full time employment. Strong computer skills to include WordPerfect for personal letters, Quickbooks for accounting. Excellent benefits. Exp. Exp. Exp